



DR. MEGHNAD SAHA COLLEGE

Recognized by UGC u/s 2(f) & 12 (B)
Affiliated to University of Gour Banga
Website: www.drmscollege.ac.in

NAAC Accredited 'B'
(CGPA 2.42 in Cycle 1)

At - Ranipur
P.O. - Tilna, P.S. - Itahar
Uttar Dinajpur District
West Bengal, India
PIN 733128

Reference No. :

TENDER NOTICE

Date:

Notice Inviting Quotations for Biometric Time Attendance Machine & Access Control System

NIQ No.: MSC/NIQ /03/2026 - 27

20.08.2026

Sealed quotations are hereby invited from reputed organizations, firms, suppliers and eligible individuals for the supply, installation, configuration and commissioning of a Biometric Time Attendance Machine & Access Control System for Dr. Meghnad Saha College, Ranipur, P.O.- Tilna, Itahar, Uttar Dinajpur.

Quotation Details

Tender Fees	Nil
Completion Period	15 days
Earnest Money Deposit to be submitted	NA
Date of Publishing	20.08.2026
Pre-bid Meeting Date & Time	NA
Clarification (If Any) End date and Time	NA
Bid Submission Start Date	20.08.2026
Queries (If Any)	NA
Last Date and Time for Submission of Bids	29.08.2026 (2:00 pm)
Date and Time of Opening of Technical Bids	02.09.2026(1:00 pm)
Date and Time of Opening of Financial Bids	02.09.2026(2 :00 pm)

Details of Specifications are Given Below

Sl. No.	Items/Specification	Total Quantity	Ceiling Rate (Per Piece) including GST
01	Biometric Time Attendance Machine & Access Control System	01	Rs. 15,000/- per piece

Minimum required specifications:

- Multiple Biometric Identification Methods: Support for Face, Fingerprint, Card and Password authentication for enhanced security and flexibility.
- Dual Camera System: Double-camera setup for accurate facial recognition and reliable verification, including under low-light conditions.
- Large Capacity & Fast Performance: Capacity for at least 1,500 facial templates, 1,500 fingerprints, 1,500 cards and 1,500 passwords, with storage capacity of up to 1,50,000 attendance/access logs.
- Versatile Connectivity: Support for TCP/IP, RS485 and USB communication protocols for integration with computers/servers. LAN support for remote management and compatible cloud applications.
- Display & User Interface: Minimum 2.8-inch TFT colour display with user-friendly operation and voice indication.
- Access Control Features: Provision for No-Touch Exit Switch and EM Lock for enhanced convenience and security.
- The quoted machine shall be new, genuine, branded and under applicable warranty.
- The bidder shall provide installation, configuration, testing, demonstration and necessary user training at the College.



(+91) 03523 277707
drmsc.itahar@gmail.com



LAT : 25.460298° N
LON : 88.196748° E

- All required accessories, cables, connectors and installation materials necessary for successful operation shall be included in the quoted price.

Scope of Work

The successful bidder shall be responsible for providing an end-to-end solution, including:

- Supply and delivery of the biometric attendance machine.
- Installation and configuration of the system.
- Integration with the required computer/network infrastructure.
- Configuration of attendance and access-control parameters.
- Testing and successful commissioning of the system.
- Demonstration and basic user training to the authorized College personnel.
- Provision of warranty and after-sales service.
- Rectification of defects arising during the warranty period.
- Submission of necessary manuals, software/license details and other relevant documents.

Eligibility Criteria

Prospective bidders must meet the following criteria:

- The bidder must be a registered legal entity/firm having valid PAN, GST Registration and Trade License, wherever applicable.
- The bidder must submit audited accounts of the last financial year.
- The bidder should possess relevant experience in supplying/installing biometric attendance or access-control systems and submit experience certificates/work orders for similar projects successfully completed.

IMPORTANT INFORMATION

**Address of Procurement Officer
The Principal**

**Dr. Meghnad Saha College
Ranipur, P.O. Tilna, P.S. Itahar, Uttar Dinajpur, Pin-733128**

- **Last Date for Submission:** Quotations must be submitted by **29.08.2026 up to 2:00 P.M.** (drmsctender@gmail.com)
- **Opening of Quotations:** Quotations will be opened in the presence of the members of the **College Purchase-cum-Tender Sub Committee on 02.09.2026(2:00pm)**
- **Holiday or Closure:** If the College remains closed on the scheduled opening date, quotations will be accepted up to **2:00 P.M.** and opened at **2:30 P.M. on the next working day.**
- **Cancellation of N.I.T.:** The Tender-cum-Purchase Committee reserves the right to cancel the N.I.T. at any stage due to unavoidable circumstances or other valid reasons. No claim or compensation shall be entertained in this regard.
- **Final Decision:** In case of any dispute, the decision of the **Principal shall be final and binding,** subject to applicable rules.
- **Enquiry:** For further details, the agency may contact the **Office of Dr. Meghnad Saha College** or the **Bursar or Convener, Tender-cum-Purchase Committee.**

Submission of Bid Documents

The bidder shall submit the bid along with all the required documents in the prescribed formats, namely: **Forwarding Letter (Annexure-I), Financial Bid Letter (Annexure-II), General Information (Annexure-III), Undertaking (Annexure-IV), and Bid Security Declaration (Annexure-V).** All documents must be duly completed and signed by the authorised person.

Submission Details

Interested bidders are requested to submit their comprehensive quotation, comprising both Technical Bid and Financial Bid, in sealed envelopes clearly mentioning:

"QUOTATION FOR BIOMETRIC TIME ATTENDANCE MACHINE & ACCESS CONTROL SYSTEM"

The sealed quotation should be submitted in hard copy at the Office of the Principal, Dr. Meghnad Saha College, or **may be submitted through email at: (drmsctender@gmail.com)**

Technical Bid

The Technical Bid should include:

- Company/Firm profile, registration details and relevant experience.
- Valid PAN, GST Registration and Trade License documents, as applicable.
- Detailed technical specifications of the proposed biometric attendance and access-control system.
- Proposed implementation and installation plan.
- Delivery and installation timeline.
- Warranty and after-sales support details.
- Details of annual maintenance, if applicable.
- Client testimonials/work orders/experience certificates for similar projects(if any).

Financial Bid

The Financial Bid should clearly mention:

- Basic price of the equipment.
- GST and other applicable taxes.
- Installation and commissioning charges, if any.
- Transportation/delivery charges, if any.
- Total cost including GST.
- Warranty period.
- AMC/recurring charges, if applicable.

The total quoted price must not exceed the ceiling rate of Rs. 15,000/- per piece including GST.

General Terms and Conditions

- Quotation should mention price including GST.
- Quotation should mention any additional charges if applicable.
- Delivery Period: 15 Days from the Date of Placing Order
- Since the procurement is done by Dr. Meghnad Saha College, payment will be made through Cheque. Successful bidder has to produce firm details and bank account in prescribed format (Annexure-III) for payment.
- Sealed Quotations have to be submitted and dropped in the specified Tender Box kept at the College Administrative Block between 12 noon to 4 PM on working days (Monday to Friday)
- The Financial Bid shall comprise of price including GST, total price, extent of discount, if any and to be submitted in Annexure II (separate Envelope).
- The Technical Bid and the Financial Bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and quotation No. on the envelope containing documents. The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the Principal, Dr. Meghnad Saha College, Itahar, Uttar Dinajpur, Pin-733128
- Acceptance of the lowest offer is not binding to the authority

- The DMSC reserves the right to accept or reject any or all tenders without giving any reason whatsoever

Mode of Payment:

- Payment for the supplied items shall be made through **NEFT/RTGS** only after satisfactory delivery and verification of the materials.
- Applicable **TDS and other statutory deductions** shall be made from the payment as per the prevailing rules.
- The College may withhold or adjust any amount from the payment towards applicable taxes, penalties, or other recoverable dues.
- **No advance payment shall be made** under any circumstances.

Penalty for Delayed Supply

In case of delay in supplying the ordered items without a valid reason, the College may impose a penalty of **1%** of the total order value. Depending on the period and circumstances of the delay, the penalty may be increased up to a maximum of **5%** of the total order value. The decision of the competent authority in this regard shall be final, subject to applicable rules.

Verification of Documents

If any document submitted by a bidder is found to be false, forged, or fabricated, the bid shall be rejected immediately, and appropriate action may be taken as per applicable rules.

Dr. Meghnad Saha College's Rights:

- **Right to Accept or Reject:** Dr. Meghnad Saha College may accept or reject any or all tenders, fully or partly. and to cancel the tender process without assigning any reason. The College shall not be bound to accept the lowest bid.
- **Modification of Terms:** The College may modify, amend, or relax any terms and conditions of the tender before the last date of submission, if necessary.
- **Compliance and Canvassing:** Bidders must follow all tender rules. Any attempt to influence or canvass the College may lead to cancellation of the quotation. The decision of the College shall be final.
- **Award of Work:** The College reserves the right to award the work to one or more successful bidders, depending upon its requirements and the suitability of the bids.
- **Blacklisting:** A bidder may be blacklisted for an appropriate period if, without sufficient justification, the bidder fails to honour the bid or the terms of the work order after award.
- **Genuine and Branded Products:** All quoted and supplied items must be genuine, of the required specifications, and of the specified brand. Any non-genuine, defective, or substandard material shall be rejected and replaced by the bidder at its own cost.
- **Validity of Tender:** The tender shall remain valid for **three months from the date of issue**. If no supply/work order is issued within this period, the tender process may be initiated afresh.
- **Final Authority:** All decisions of Dr. Meghnad Saha College regarding the tender, evaluation, award, rejection, or cancellation shall be final and binding, subject to applicable rules and regulations.

Discretion of the College

Dr. Meghnad Saha College reserves the right to defer, modify, or cancel the proposed purchase, even after selection of the vendor, due to financial constraints, administrative requirements, or other valid reasons. The vendor shall have no claim for compensation or damages in such circumstances.

Dispute Resolution and Arbitration

Any dispute arising out of the contract shall first be resolved through mutual discussion between the College and the Contractor. If the dispute remains unresolved, it shall be referred to arbitration under the **Arbitration and Conciliation Act, 1996**, and applicable rules. The arbitration shall be held at **Raiganj, Uttar Dinajpur, West Bengal**. The Arbitrator shall be appointed by the Principal, Dr. Meghnad Saha College, and the decision shall be binding on both parties, subject to law.

Legal Jurisdiction:

All legal disputes related to this tender or contract shall be dealt with by the competent courts at **Raiganj, Uttar Dinajpur, West Bengal**, only.

Dr. Meghnad Saha
20.08.2026

Principal

Dr. Meghnad Saha College
Ranipur, Tilna, Itahar, Uttar Dinajpur

Copy Forwarded for Information and Necessary Action

1. The Sub-Divisional Officer, Raiganj, Uttar Dinajpur.
2. The Block Development Officer, Itahar Block. Uttar Dinajpur
3. The Pradhan, Itahar Gram Panchayat, Uttar Dinajpur
4. College Notice Board and College Website, Dr. Meghnad Saha College
5. Convenor, Purchase-cum-Tender Sub-Committee, Dr. Meghnad Saha College
6. Convenor, Website Development Committee, Dr. Meghnad Saha College.

Prof. (Dr.) Amit Bhowmick
Principal
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar
Uttar Dinajpur, 733128, W.B.

B
20/08/2026
Bursar

Dr. Meghnad Saha College
Ranipur, Tilna, Itahar,
U/Dinajpur

Bursar
Dr. Meghnad Saha College
Itahar (Ranipur), Uttar Dinajpur.

Dr. Meghnad Saha
20/8/26

Convenor

Purchase cum Tender Sub
Committee

Dr. Meghnad Saha College
Ranipur, Tilna, Itahar,
U/Dinajpur

Convenor
Purchase cum Tender Sub-Committee
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar, U/Dinajpur

Dr. Meghnad Saha
20.08.2026

Principal

Dr. Meghnad Saha College
Ranipur, Tilna, Itahar,
U/Dinajpur

Prof. (Dr.) Amit Bhowmick
Principal
Dr. Meghnad Saha College
Ranipur, Tilna, Itahar
Uttar Dinajpur, 733128, W.B.

Annexure-I

To
The Principal
Dr. Meghnad Saha College
Ranipur, P.O. Tilna, P.S. Itahar,
Uttar Dinajpur, Pin-733128

Ref. Quotation No. MSC/NIQ /03/2026 - 27

20.08.2026

Sir,

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 07 days from the date fixed for opening the same.

Sl.No.	Particulars	Total Quantity	Rate Quoted Per Pcs (Without GST)	Rate Quoted Per Pcs (With GST)
01	Biometric Time Attendance Machine & Access Control System	01		

1. I/We hereby bind myself/ourselves to provide service as specified in the conditions of agreement. I/we also hereby agree to abide by the General Conditions of Agreement and carry out the work according to the standard practice.
2. In case there is difference between figures and word in the quoted cost, the cost indicated in word file will be taken as correct for consideration.

Seal and Signature of Tenderer

Date:

Place

Annexure-II

To
The Principal
Dr. Meghnad Saha College
Ranipur, P.O. Tilna, P.S. Itahar,
North Dinajpur, Pin-733128

Ref. Quotation No. MSC/NIQ /03/2026 - 27

20.08.2026

FINANCIAL BID

Sl. No.	Particulars	Qty.	Amount (Including all Charges)	GST	Total per Pcs D+E=F	Total Nos	Total Amount (Including GST) F*G=H
A	B	C	D	E	F	G	H
01	Biometric Time Attendance Machine & Access Control System	1 Pcs				1 Pcs	

Seal and Signature of Tenderer

Date:

Place

Annexure-III

GENERAL INFORMATION (To be filled by the Bidder)

I/We _____ hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and (We understand and accept that, if at any stage, the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Sl. No.	Description	Details (Proof Submit if Available)
01	Name of the Firm/Company/Agency	
02	Complete Official address (With contact Telephone, Mobile Number, Whatsapp Number & email ID)	
03	Company's/Firm's Website, if any	
04	Year of establishment (If Registration available attached the copy)	
05	Name of the authorized person (Who signs on the tender documents with designation & contact mobile number)	
06	Name of the contact person and Mobile number	
07	PAN No.	
08	GST No.	
09	Work orders or completion of the works completed by the agency in last 5 years (One attested copy of Work Order/Completion Certificate to be attached)	
10	EMD Details DD/Pay Order No.: Date: Name of the Bank:	NA
11	Tender Fees Details DD/Pay Order No.: Date: Name of the Bank:	NA
12	Duly filled and affix the seal by the bidder in tender document of all the pages company profile, other relevant documents etc.	Yes/No
13	Name and Address of Banker IFSC Code MICR Code	

Seal and Signature of Tenderer

Annexure-IV
UNDERTAKING

It is certified that my Firm/Agency/Company has never been Black Listed by any of the Departments/Autonomous Institutions/Universities/Govt. and Govt. Aided Colleges/Public Sector Undertakings of the Government of India or Government of West Bengal or any other State Government or reputed educational institutions and no criminal case is pending against the said Firm/Agency/Company as on_____.

Signature of the Bidder	
Name of the Authorised Signatory	
Email	
Phone Number	
Whatsapp Number	
Name of the Firm/Agency/Company	
Seal of the Firm/Agency/Company	
Place	
Date	

Seal and Signature of Tenderer

Date:
Place

Annexure-V

BID SECURITY DECLARATION

This is to hereby declare that my/our Firm/Agency/Company shall accept all the terms and conditions of the tender document and will not withdraw or amend my/our bid during tender validity period. In case my/our Firm/Agency/Company withdraw offer during the validity period of the tender, my/our Firm/Agency/Company may be blacklisted by the Dr. Meghnad Saha College (DMSC) for the time specified by DMSC, and DMSC may forfeit my/our Performance Security Deposit.

Signature of the Bidder	
Name of the Authorised Signatory	
Email	
Phone Number	
Whatsapp Number	
Name of the Firm/Agency/Company	
Seal of the Firm/Agency/Company	

Seal and Signature of Tenderer

Date:

Place