



Ref. No. *AMC/College/Biometric/24-25/01*

Date : 05-02-2025

NOTICE

Sealed quotations are invited from reputed vendors for the installation and commissioning of a Multi-Biometric Time Attendance and Access Control System at Ananda Mohan College, 102/1 Raja Rammohan Sarani, Kolkata-700009, as per the specifications mentioned below. The quotations must be submitted by 20th February 2025 (at 8:00 PM) to the Principal's office. Late submissions will not be considered.

SCOPE OF WORK:

The selected vendor shall be responsible for the following:

- i. **Supply and Installation of the Biometric Attendance System:** The system will be installed as per the given specifications at the designated locations within the premises of Ananda Mohan College.
- ii. **System Integration:** The biometric system needs to be integrated with the existing IT infrastructure (if required), including the integration of access control features with third-party electric locks.
- iii. **Training:** The vendor shall provide basic training to authorized personnel from the college on how to operate the system, including data management and troubleshooting.
- iv. **Support and Maintenance:** The vendor must offer support and maintenance for the system for a minimum of 12 months post-installation.
- v. **Documentation:** The vendor will provide the necessary documentation, including installation manuals, user guides, and warranty certificates.
- vi. **Testing and Commissioning:** Post-installation, the system must be thoroughly tested and fully functional. The work must be approved by the Teacher in-Charge for final approval.

TECHNICAL SPECIFICATIONS:

1. **Quantity:** 1 system
2. **Storage Capacity:**
 - Face Capacity: 500 users
 - Fingerprint Capacity: 500 users
 - ID Card Capacity: 500 users
 - Transaction Capacity: 50,000 records
3. **Visual Display:** 2.8-inch TFT Screen
4. **Interface for Access Control:**
Third-party Electric Lock
5. **Power Supply:** DC 12V, 1.5A
6. **Verification Speed:** ≤ 0.5 seconds

7. Communication Protocols:

- TCP/IP
- USB-Host

8. Accuracy: Must have a high accuracy rate for face and fingerprint recognition

9. Durability: System should be suitable for heavy usage and must be able to operate in the college's typical environment.

10. Software Integration: The biometric system should be compatible with the college's existing software for attendance management, if applicable.



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ELIGIBILITY CRITERIA:

The vendor should fulfil the following conditions to be eligible for participation in the tender process:

1. **Documentation:** Valid Trade License/ Permanent Account Number (PAN), GST Registration, Bank Account Number.
2. **Previous Experience:** Proven experience in the supply, installation, and maintenance of biometric systems in educational institutions or large organizations.
3. **Technical Expertise:** The vendor should have certified technical personnel for installation and support.
4. **Warranty and Support:** The vendor must provide a warranty for the system for at least 12 months after installation, along with post-installation support.

TERMS AND CONDITIONS

1. Submission of Tender:

- a) The quotation should be submitted in sealed envelopes and clearly marked with the subject: “*Installing Biometric Attendance System*”
- b) **Address for submission:** Teacher in-Charge, Ananda Mohan College, 102/1 Raja Rammohan Sarani, Kolkata-700009.
- c) All quotations must reach by 20th February 2025, 8:00 PM. Late quotations will not be accepted.

2. Documents to be Submitted: Copy of the Trade License, Copy of PAN and GST Registration, Bank Account details.

- Detailed technical proposal, including the system configuration and layout plan.
- Financial bid with a breakdown of costs, inclusive of all taxes.
- Compliance with the technical specifications.

3. Validity of Quotation: The rates quoted must be valid for a minimum of 6 months from the date of submission of the tender.

4. Payment Terms: No advance payment will be made. 100% payment will be made after the successful installation, testing, and final approval of the Biometric Attendance System. Payment will be made through bank transfer after submission of delivery challans (3 copies) and the final invoice (3 copies).

5. Completion Time: The system should be fully installed and operational within one month from the issuance of the work order.

6. Rejection of Bids: The authority reserves the right to reject any or all bids without assigning any reasons, and the bidder shall have no claims in this regard.



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7. Warranty and Support: The vendor must provide a minimum 12-month warranty on the biometric system, covering all hardware and software defects. In the event of malfunction, the vendor should offer prompt technical support.

8. System Maintenance: The vendor should provide after-sales service, including regular system maintenance (such as calibration, configuration and software updates). A comprehensive service agreement (CSA) may be negotiated for continued support after the warranty period.

EVALUATION CRITERIA

The tenders will be evaluated based on the following parameters:

- 1. Compliance with Specifications:** How well the quoted solution meets the technical specifications outlined in this document.
- 2. Cost:** The total cost for the solution, including installation, training, and warranty.
- 3. Experience and Reputation:** Track record of the vendor in similar installations and client feedback.
- 4. Warranty and Support:** The warranty period offered and the quality of post-installation support.

GENERAL CONDITIONS

- All goods and services supplied must be new, unused, and of the best quality.
- The vendor will be responsible for any damages to the premises or any third-party property during installation and testing.
- In case of any dispute, the decision of the Teacher in-Charge will be final.
- For any further clarifications regarding the specifications or other tender-related queries, kindly contact the Teacher in-Charge at [Insert contact information].

We look forward to your participation in the tender process.

Issued by:

Teacher in-Charge

Ananda Mohan College

102/1 Raja Rammohan Sarani

Kolkata-700009