

Government of West Bengal
Office of the Resident Commissioner
Personnel & Administrative Reforms Department
A-2 State Emporia Building, Baba Kharak Singh Marg,
New Delhi - 110 001.
Tel: 011 2334 4269, Fax: 011 2374 7203

Memo No. **1510-** RCWB/RC-21/2025

Dated: **28/11/2025**

Notice Invitation of quotation for Supply & Installation of face & finger based biometric attendance device at Office of the Resident Commissioner, Government of West Bengal and another for WBICC, Muktadhara, New Delhi.

Sealed Quotations are hereby invited by the undersigned on behalf of the Office of the Resident Commissioner, Government of West Bengal, New Delhi for Supply & Installation of face & finger based biometric attendance device for the office staff as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 05.12.2025, 03.00 PM. The Envelope containing the quotation (in prescribed Formats as given in Annexure-I & Annexure-II respectively) would please be sealed and super scribed as under:-

1. General Terms & Conditions:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this office will not be responsible.
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- C) Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted (including Freight charges, Insurance, installation etc.) (in prescribed Formats as given in Annexure-I & Annexure-II respectively)
- E) No overwriting is permitted in the rate. If found such, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tenderer on this issue shall be treated as agreed with this condition.
- G) L1 will not be the sole criteria for awarding of purchase order unless the rates are reasonable & justified.
- H) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation: - Firm shall be registered with the Government of Delhi / Government of West Bengal / Government of India. - The firm shall have valid GST / IT PAN. - The firm should not be black listed by any Govt. Agency/Dept.
- J) Delivery Period - within 5 days from Purchase order.



K) Payment Terms: Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the Office of the Resident Commissioner, Government of West Bengal, New Delhi.

L) Quantity: - The quantity of items given in the Quotation is tentative, which may be increased or decreased as per the Institute's requirement.

M) Office of the Resident Commissioner, Government of West Bengal, New Delhi reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the Office of the Resident Commissioner, Government of West Bengal, New Delhi will be final in this regard.

N) Office of the Resident Commissioner, Government of West Bengal, New Delhi ,reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Office of the Resident Commissioner, Government of West Bengal, New Delhi will be final in this regard.

2. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers.

Deputy Secretary
Government of West Bengal

Memo no-1510 -RCWB/RC-21 /2025

Date: - 28/11/2015

Copy forwarded for information and necessary action to:

1. The Joint Secretary, P & AR Department, Govt. West Bengal, Kolkata.
2. The Deputy Director Information, I& CA Department, Govt. of West Bengal, New Delhi, with the request to put it on their office notice board.
3. The Officer-in-Charge & Assistant Engineer, PWD, BangaBhawan, New Delhi, with the request to put it on their office notice board.
4. The notice may kindly be pasted on the office notice board for wide publicity.
5. Upload on official website www.rcwb.in

Deputy Secretary
Government of West Bengal



Technical Bid Format

The information is to be filled in by the bidder in the following pages will be used for purpose of evaluating the Technical Part of the bid.

1. Documents:-

Bidder shall submit self-attested copies of following documents with the quotation:

- a. Registration copy of GST
- b. Company incorporation certificate
- c. Valid PAN Card

2. Details of Work performed for similar nature of work in any of Govt. offices / Multi-National Companies along with attached copies in support of their claim.

Name of Organization	Description of work	Contract No.	Value for the contract	Date of issue of work (from-to)

3. This is to certify that I/We before signing this tender (Memo No..... dt.) of Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Kharak Singh Marg, New Delhi , have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Seal and Signature (Firm)



FORMAT FOR FINANCIAL BID

Sl NO.	Name of the Items / particulars	Quantity	Unit Rate (Rs.)	Taxes if any	Total Amount with taxes
1	Biometric Attendance Machine with following specifications a) 4-in-1 attendance system (face recognition / fingerprint / RFID Card / Password access). b) Face / Retina storage : 100 people c) Fingerprint storage : 100 people x 2 fingers = 200 d) Transaction storage : 100 people x 2 times x 30 days = 6000 e) Connectivity : Local Area Network (LAN) through IPv4 & IPv+ / wifi / USB f) Application software for remote Administration on LAN g) Export Data in MS Excel or MS-Access software h) Warranty : 1 years i) Delivery & installation : within 5 days of work order j) Battery backup built in.	2			
	Total Rs.				

Name:.....

Signature:.....

Date:.....

Firm's Seal:

