



THE WBSCARD BANK LTD.

THE WEST BENGAL STATE CO-OPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD.

ICMARD Building, 6th Floor, 14/2, CIT Scheme- VIII (M), Kolkata-700 067

PBX : 033-2967-3012

Email :wbscardb@gmail.com

Visit us at: www.wbscardb.com

Memo No. 08/Part-I/Admn./

February 13, 2026

NOTICE INVITING QUOTATION

Sealed Quotations are invited from experienced resourceful Agencies having proven experience in implementation of at least one similar nature of work in Public/Private Sector Units or in organizations having manned with at least 50-100 employees having Bio-Metric Attendance System, for successful supply, installation, demonstration, maintenance and extension of technical supports, as and when required, for “**BIO-METRIC ATTENDENCE SYSTEM**” at the ‘Champasari Extension Counter’ under the Darjeeling District Office of The WBSCARDB Ltd. located at Sibaji Nagar, Coal Depo Bye Lane, Champasari Main Road, P.O. & P.S. – Pradhan Nagar, Siliguri – 734 003 as per Technical specifications as mentioned in **Annexure-I**. Bio-Metric Attendance System is to be installed in order to systematically record and monitor the regular attendance of its employees through an Automated Computerized System based on **Finger Print and Face Recognition**.

A. Qualifications of the Bidder:-

- a) The Bidder should be an Agency registered in India.
- b) The Bidder should have at least one Office and Service Centre in Kolkata or Siliguri to administer, supervise and maintain the system to be installed.
- c) The Bidder should have experience in successful implementation of at least one similar nature of work in Public/Private Sector Units or in organizations having manned with at least 50-100 employees having Bio-Metric Attendance System.
- d) The Bidder should be capable of supplying the Hardware and Software for the Attendance System.

B. System Requirement:-

- a) Single Terminal is required for recording of Arrival and Departure time of employees.
- b) The Terminals should be capable of operating on Fingerprint Reading without any access Card. However, there should have provision for Face Recognition without Fingerprint reading for employees with dry fingers.
- c) Embedded single Software window for controlling/ managing/ updating the whole Attendance System and Report Generation on daily, weekly and monthly basis with output in MS Excel, MS Access and PDF Format capable of being handled through standard PC.
- d) There should have provision for future addition of Terminals.
- e) The same Reader should be capable of being used for enrolment as well as authentication of employees based on Fingerprint and Face Recognition.
- f) Reports should be generated on real time without any time lag and no separate migrating interface should be required to export data from the embedded Software in the reader to the Software generating the Reports.
- g) The System should be Web-Based and on Windows Platform with facilities of viewing live data, editing and generating Reports.
- h) Wifi facilities will be provided by the Unit of The WBSCARD Bank Ltd. for online MIS Reports or monitoring Admin tools.
- i) The System should have Leave Format based on the standard templates of the Authority of the Bank with proper approval levels.





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- j) The System should be capable of handling **minimum 50 and maximum of 100 employees** without changing and up-gradation of the Software or the basic Hardware only by adding Reader Terminals.
- k) The System should have power Backup of approx. 45 Minutes, Operating System Backup and Database Backup.

C. Responsibilities of the contractor/vendor: -

- a) Supplying and installation of all the Hardware and embedded Software required to establish the system as described under Point "B" above.
- b) The vendor should arrange a demonstration and a professional training on the whole system to the selected employees of the Bank.
- c) The System should be updated with the latest employee details to be provided by the Bank and the corresponding finger scanned through the system by the vendor. After demonstration and training, the vendor should handover the system to the authority of the Bank with Hardware and Software details, as well as license documents (wherever applicable) of the Software, Hardware and Training Manuals. After handing over, the Vendor should provide Hardware and Software support of the system for a period of **24 months** starting from the date of successful installation of the system.

D. Payment milestone:-

- a) The supplier shall raise the Invoice/Bill after successful supply, installation, demonstration of the System.
- b) **95%** payment will be released within 30 days after successful installation, demonstration and handing over of the system. **5%** of the amount of the Bill will be deducted and kept as Security Deposit. Security Deposit will not accrue any interest.
- c) **Security Deposit** will be released after completion of the **12 months** on satisfactory performance of the service support as and when required.
- d) GST and any other Statutory Tax/Cess/Levy shall be deducted at source as per Rules prevalent at the time of payment and will be deposited with the quarter concerned.

E. Bid package:-

- a) Bid is to be submitted in two parts in separate sealed envelopes; one for "**Technical Bid**" marked as "Technical proposal for supply, installation, demonstration and maintenance of Bio-Metric Attendance System at the 'Champasari Extension Counter' under the Darjeeling District Office of The WBSCARDB Ltd.", another for "**Financial Bid**" marked as "Financial proposal for supply, installation, demonstration and maintenance of Bio-Metric Attendance System at different Units of The WBSCARD Bank Ltd.". Both the sealed envelopes should be submitted in a single sealed envelope marked as "Proposal for supply, installation, demonstration and maintenance of Bio-Metric Attendance System at the 'Champasari Extension Counter' under the Darjeeling District Office of The WBSCARDB Ltd."
- b) The Technical proposal should have a statement describing the understanding of the Bidder of the work, Hardware and Software proposed and the proposed methodology of implementation.
- c) In the Financial Proposal, the Bidder should quote rate inclusive of all cost of Software, Hardware, installation, implementation, development, Data Entry, support and any other cost that the Bidder proposes in lump sum amount in INR inclusive of all taxes and levies on letter head of the bidding organization and signed by an authorized official of the organization clearly showing his/her name, designation and office address. This Financial Bid should be valid for the entire contract period.
- d) Each page and all documents should be signed and stamped by the Bidder.
- e) An Indian Manufacturer with Service Centre set up in Kolkata or Siliguri will be preferred.





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F. General Terms & Conditions

- a) The Quotation must be valid for a period of at least **6 [Six] months** from the last date of submission.
- b) All costs/charges must be quantified and spelt out in clear terms. The quoted rates of all items should be inclusive of all labour, material, incidental/transportation charges and taxes (percentage and amount) should be mentioned clearly.
- c) Quantity of items/ equipments may be increased or decreased depending upon the decision of the Bank Authority.
- d) **Backup** should be kept at least for **3 (three) months**.
- e) During evaluation of the Quotation, the Bank may, at its discretion, ask the Bidder for clarification of Bids. The request for clarification and the response may be in writing or verbal, as the case may be. If during execution of the work, any new item/accessory is required for proper functioning of the system, such items shall be considered incidental to the work and no payment will be made to the executing agency for such item.
- f) Total cost of the Bid will be the deciding factor while deciding the Bid in favour or against any Bidder. Incomplete Bid will be liable to be rejected.
- g) The right to reject the lowest or all the Quotations without assigning any reason thereof is kept reserved by the competent authority of the Bank.
- h) The Bidder shall append a **Certificate** with the Bid that the Bidder has not been debarred/ blacklisted for any reason/period by any Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall lead to cancellation of the order.
- i) Installation of the entire System shall be the responsibility of the Bidder. Damage to equipments or any other loss due to accident etc. during transit shall be the responsibility of the Supplier/Bidder. Bidder should use existing network infrastructure of Computer (if desired so) of the Bank for effective resource utilization. Prospective Bidders/Agencies must visit the location/site for getting detailed positions and location and for proper understanding of other scope of works before submitting the Quotation.
- j) The Bank authority reserves the right to accept or reject any or all the Bids or negotiate on any of the tender specification/items/conditions and to annul the Bidding process and reject all the Bids at any time prior to placement of Order without assigning any reason thereto and without any obligation to inform the affected Bidders.
- k) The Bidder must append the following documents with the Bid:-
 - a. Copy of PAN.
 - b. Copies of GST Registration Number along with GST Registration Certificate.
 - c. Balance Sheet for last three consecutive Financial Year.
- l) The Bidder will provide **01(one) year On-Site Warranty** on all equipments established and **Service Centers** in Kolkata or Siliguri for providing after sales service support for another 2 years on AMC basis failing which Bid would be liable to be rejected.
- m) The period of supply and installation of the equipment will be specified in **Work-Order** in terms of number of days. If delay is caused in any circumstances beyond the control of the successful Bidder, the successful Bidder may request the Bank for extension of date /time which may or may not be granted. The Bank authority may impose a **penalty @1% per day** subject to a maximum of **5%** in all of the cost of the Bid for the delay.
- n) Rates & Specification of make/brand for all the items must be quoted/ mentioned in proper column of Annexure-I (i.e. Schedule/Scope of Work) which shall be duly signed & stamped. **Evaluation will be done on the basis of Grand Total Price.**



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- o) The equipments, which are not found in order according to specification and are thus not accepted, should be lifted back by the successful Bidder at his own cost/risk.
- p) The legal dispute, if arises, shall be subject to the jurisdiction of the Courts at Calcutta and Courts in other jurisdiction shall have no legal sanctity.
- q) The Quotation in Letter-Head, complete in all respects, must reach to the Head Office of The WBSCARDB Ltd. under sealed cover latest by **February 23, 2026 up to 5 pm**. The Quotation received after due date and time or incomplete in other respect or technically not qualifying tender shall be liable to be rejected.
- r) The Bidder is requested to visit the site, if required before submitting the Bid.

sd/-

(Brajesh Kumar Singh)
Managing Director

Memo No. 08/Part-I/Admn./ 2131/1 (5)

February 13, 2026

Copy forwarded for information & necessary action for wide circulation to:-

1. Sri Suman Bhar, DGM (BDD) & In-Charge of IT, with a request to upload the NIQ in the Official Website of The WBSCARD Bank Ltd.
2. Sri Sayak Acharjee, AGM (Admn.) & FM, ICMARD, with a request to upload the NIQ in the Official Website of ICMARD.
3. The District Manager, Darjeeling District Office, The WBSCARDB Ltd.
4. Notice Board of the Darjeeling District Office/ Head Office.

(Brajesh Kumar Singh)
Managing Director

sd/-
13/2
2026



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Annexure – I (Technical Specifications)

| Sl. No. | Specifications | |
|---------|---------------------|--|
| 1. | User Capacity | >50-100 Persons |
| 2. | Speed | < 0.3 Second, Accuracy > 99% |
| 3. | Lighting Compatible | 0.1 Lux – 10, 000 Lux |
| 4. | Working Distance | 0.3 – 2 meter |
| 5. | Record Capacity | 1,50,000 |
| 6. | Authentication | Face, Face+Finger, Face/Finger |
| 7. | Processor | Dual – core 1GHZ |
| 8. | Screen | Industry 4.3 inch with Touch Screen |
| 9. | Camera | Single camera with minimum 2 MP camera |
| 10. | Storage | EMMC Flash 8 Gbytes |
| 11. | Interface | Built in wifi, Lan port, TCP/IP, USB |
| 12. | Power | DC 12V 1.5 A |
| 13. | Battery Backup | Built-In |
| 14. | Display language | English |



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ANNEXURE – II (Schedule / Scope of Works)

| Sl. No. | Description of Product /Item | Qty. | Brand/ Make of the Product /Item | Basic Rate (Rs.) | GST (percentage & amount) (Rs.) | Total Amount (Rs.) |
|---------|---|------|----------------------------------|------------------|---------------------------------|--------------------|
| 1 | Multi-Biometric time attendance system with at least 3 months data back-up facility with at least 3 type verification: Fingerprint, Face and Combo. Note: Rate should include supply, installation, demonstration, data-entry and after-sale service of the product. | | | | | |
| 2 | AMC for additional 2 years | | | | | |
| | Total | | | | | |

TOTAL QUOTED PRICE/AMOUNT = (Rupees only).

I / We hereby accept all the above terms & conditions as laid down in the NIQ bearing no.-.....dated

.....

Signature of the Authorized Signatory with date & official stamp