



Memo No. 807/SDBI/Quotation/Bio-metric Attendance/2025

Dated 12/12/2025

**NOTICE INVITING QUOTATION****Bio-metric Attendance System**

Sealed Quotations are invited from interested vendors for installation of Bio-metric Attendance System at SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE) 412/1, G.T. Road (S), Shibpur, Howrah – 711102.

**Submission of Quotations & Time Schedules:****1) Terms & Conditions :**

- Bidder must submit quotations (Rate per unit) for installation of Bio-metric Attendance System separately mentioning
  - a) Cost of the Bio-metric Machine (Rate per Unit)
  - b) Cost of the Software for generating user-friendly customized report
  - c) Cost of the cable and other peripherals
  - d) Installation charge

**2) Submission:**

Sealed Quotation in **Letter Head and duly signed** must be submitted in the “**DROP BOX**” kept at the Main Entrance of the College.

- “**Quotation for Installation of Bio-metric Attendance System**” must be superscribed on the Sealed Envelope.
- Quotations submitted by post/courier/e-mail will be rejected.

**3) All Taxes & Delivery Charges:**

Rates should be quoted inclusive of all kinds of taxes, Delivery Charges. The fact must be clearly mentioned in the quotations.

**4) GST Registration Documents:**

GST registration document must be submitted along with the quotation.

**5) LAST Date of Submission of Quotations in the “Tender Drop Box”: 20-12-2025.**

  
Principal  
SHIBPUR DINO BUNDHOO INSTITUTION COLLEGE