



Howrah Zilla Parishad

Sammilani Bhavan, 30/1, Ichapur Road, Howrah-711101

Memo No: 1228/015/HZP

Date: 30/09/2026

Notice Inviting Quotation for installation & maintenance of facial based attendance machine

Sealed quotation are invited from bonafied suppliers for installation of one facial based bio-metric attendance machine at the office premises of this Parishad. The new facial based biometric machine will run on the existing LAN setup of the office premises.

1. Technical Details:-

The Basic configuration of the system will be as described below:-

- I. AI based Access control and Time & Attendance System with Visible Light Facial recognition with at least 2.4 inch LCD screen, 2 MP lens, multiple authentication method including face, fingerprint, card etc.
- II. Heavy Duty Industrial Grade in Metal Case Enclosure
- III. Inbuilt Power back-up for 6-7 hours.
- IV. LAN based MIS Software compatible with Windows 11 & MS Office
- V. Capacity : Face Capacity : 3000 faces, Card Capacity: 3000 cards, Log/Transaction Capacity: 150000 transactions
- VI. Communication : TCP/IP

2. Duration of Work:-

The Installation of new system and integration with the existing system (both hardware and software component) should be completed within two weeks of receiving work order.

3. Terms & conditions:-

- I. The agency is not allowed to franchising or subletting the work.
- II. One year onsite warranty on total system (Hardware, networking part of the machine and software) must be provided.
- III. Installation and commissioning is the supplier's responsibility and would be done free of costs.
- IV. Support to be given within 12 hours.
- V. The agency would not claim any extra charge for delivery the machine.
- VI. The agency would not claim any extra charges for commissioning, installation.
- VII. The authority of Howrah Zilla Parishad reserves the right to accept or reject any or all the quotations without showing any reasons whatsoever.

4. Schedule of dates & time:-

- I. Last date & time of submitting quotation: 12th October 2026 up to 2 PM.
- II. Date and time of opening of quotation: 12th October 2026 at 4 PM at the office chamber of Secretary, Howrah Zilla Parishad.

5. Pre Qualification Criteria:-

- I. The agency should be a bonafied agency engaging in office automation and related works for at least three years.
- II. The agency must have experience to install such kind of facial based bio-metric attendance system in any Govt. Organization in West Bengal and maintaining it successfully for at least two years thereafter.
- III. Installation and satisfactorily running certificate of the competent authority must be enclosed.
- IV. The agency must not have been blacklisted by any donor agency/State Government/ State Government or their undertaking. A declaration must be submitted on company's letter head duly signed by the highest authority of the bidder in Annexure-II.
- V. The agency should have PAN & GST number.


Secretary

Howrah Zilla Parishad

Annexure-I

(Must be provided in separate sealed envelope)

Format for provide Prices

1	Cost for installation & Commissioning of facial based bio-metric attendance system including one-year comprehensive maintenance charges (all inclusive)	₹ /-
in word		(Rupees only)

Date:

Place:

Signature & Seal of the Bidder

Memo No: 1228/1(4)/015/HZP

Date: 30/08/2026

Copy forwarded for information:

1. DIO, NIC for publishing this notice in district website for wide circulation.
2. OS, Howrah Zilla Parishad, to display this notice on the office Notice Board.
3. DIA, Howrah Zilla Parishad, for publishing in the website of Howrah Zilla Parishad.
4. CA to District Magistrate, Howrah.


Secretary

Howrah Zilla Parishad