



**GOVERNMENT OF MEGHALAYA  
SECRETARIAT ADMINISTRATION DEPARTMENT(ESTABLISHMENT)**

**No.SAE.85/2016/136**

**Dated Shillong, the 17<sup>th</sup> March 2026.**

**EXPRESSION of INTEREST(EoI)**

Notice Inviting Expression of Interest for "**Upgradation of Access Control System in the Meghalaya (Civil) Secretariat including Entry and Exit Barriers, Surveillance System and Attendance Management**" has been floated by Secretariat Administration Department (Establishment) on the official website of Secretariat Administration Department, Government of Meghalaya. Eligible firms/ agencies/ organizations may download the Expression of Interest [EoI] document from the official website and to submit their bids as per date, time and instructions mentioned therein.

**Sd/-Smti.B.M.Diengdoh  
Under Secretary to the Government of Meghalaya,  
Secretariat Administration Department(Establishment)**

**Memo No. SAE.85/2016/136 -A**

**Dated Shillong, the 17<sup>th</sup> March 2026.**

Copy to: -

1. The P.S./P.A. to Minister, Secretariat Administration Department etc. for favour of information of the Minister.
2. The P.A. to the Secretary to the Government of Meghalaya, Secretariat Administration Department etc. for favour of information of the Secretary.
3. The Director, Information and Public Relations, Meghalaya, Shillong, with a request to publish the Expression of Interest (EoI) in 2(two) Local Newspaper.
4. SIO, NIC for information and with a request to kindly upload the Expression of Interest (EoI) in the Secretariat Administration Department website portal.
5. Director, IT&C for favour of information.

By order etc.,

**(Smti.B.M.Diengdoh)  
Under Secretary to the Government of Meghalaya,  
Secretariat Administration Department(Establishment)**

## **EXPRESSION OF INTEREST (EOI)**

For Upgradation of Entry–Exit and Access Control System in the Meghalaya Secretariat

### **1. Background**

The Meghalaya Secretariat houses several Government Departments and experiences significant daily movement of officers, staff, visitors and vehicles. The existing access control infrastructure requires modernization and integration with contemporary digital security systems to ensure controlled access, secure entry–exit management, efficient visitor handling and improved monitoring.

### **2. Objective of the EOI**

The purpose of this EOI is to:

- Identify qualified and experienced technology providers/system integrators.
- Understand available technologies and solution architectures for access control and surveillance.
- Obtain technical suggestions for implementing an integrated security management system.
- Facilitate preparation of a detailed Request for Proposal (RFP) at a later stage.

### **3. Indicative Scope**

The proposed system may include:

- Biometric / Facial Recognition / RFID / Smart Card based access control to replace the existing setup of entry flap gates based only on biometrics.
- Automated entry–exit barriers and gate controllers.
- Integration with the existing attendance management system.
- CCTV surveillance at entry points, exit points and all other strategic locations across the premises of the Secretariat.
- Centralized monitoring dashboard with reporting and alerts.
- Required networking and power infrastructure including UPS.
- An Annual Maintenance Contract for the next 3 years from the date of completion of works.

#### **4. Expected Features**

- Secure and tamper-proof access system.
- Role-based access permissions.
- Data encryption and cybersecurity compliance.
- Real-time monitoring and reporting.
- Scalable architecture and integration capability.

#### **5. Eligibility Criteria**

Interested agencies should:

- Be a registered company/system integrator in India.
- Have experience implementing access control or security systems in Government or large institutions.
- Have completed similar projects in the last past.
- Possess adequate technical manpower and implementation capacity.

#### **6. Information to be Submitted**

- Company profile and organizational details including GST Registration
- Details of similar projects executed.
- Proposed technological solutions.
- Indicative system architecture.
- Implementation approach and timeline.
- Technical expertise and manpower.
- Innovative features, if any.

#### **7. Site Visit**

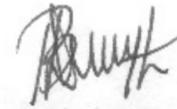
Interested agencies may visit the Secretariat premises during working hours to understand the existing infrastructure. They may contact the Under Secretary, SAD(Establishment) for facilitation.

## 8. Important Notes

- This EOI is not a tender and does not constitute any commitment by the Government to award a contract.
- Participation in this EOI does not guarantee selection in any subsequent procurement process.
- Based on the responses received, the Department may issue a Request for Proposal (RFP).

## 9. Submission

**EOI responses may be submitted to the below mentioned Officer on or before 5:00 PM of 6<sup>th</sup> April 2026(Monday).**



**(Smti.B.M.Diengdoh)**

**Under Secretary to the Government of Meghalaya,  
Secretariat Administration Department (Establishment)**