

UDYOGINI

D-17, Basement , Saket , New Delhi
Delhi -110017
Tender No. 122018/01/PRO/SOFT

TERMS & CONDITIONS

Online e-tenders are invited in two bid system i.e. Technical Bid and Financial Bid by the only authorized distributors/dealer dealing in the trade for the purchase of following item(s) **by 10:30 am. on 16/12/2018.** Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason:-

Sl. No.	Name of the item	Qty.	Installation period / Day
1.	Cloud based Accounting Software	1	15 Working Days
2	Installation of Cloud System	1	7 Working Days
3	Training for Usage of System and Procedure		90 Working Days
4	Generation of Reports (Format) from Software	20	As per Management Discretion

The technical specification of required item (on general basis) is enclosed with this form at **Annexure-A**. Bidders are advised to quote their rate/price after careful study of the tender specifications and other associated requirement as well as the following terms and conditions:-

1. The document can be downloaded from website: <http://www.udyogini.org>
2. Last Date of Submission of Tender Quotation **by 10:30 am. on 16/12/2018 at tender@udyogini.org**
3. **The pre-bidders meetings of Procurement Committee will be held on 07/12/2018 at in Udyogini, D-17, basement, New Delhi, Delhi-17. All the**

interested firms/Company may send their queries, if any, in respect of the tender documents by online only. The softcopy of the queries be sent through email tender@udyogini.org (in MS word format).

4. The online Technical bids will be opened at **1200 Hrs. on 17/12/2018** in the **D-17, Udyogini, basement, New Delhi, Delhi-17**.
5. Only one authorized representatives of Selected Bidders will be allowed to attend the meeting with the Purchase Committee. They should also bring Letter-Head of the firm with an undertaking that any decision/negotiation taken by them would be accepted by firm.
6. **Only GST REGISTERED agencies are eligible to fill this tender.** Interested agencies shall quote their GST Number in their quotation and also attach legible scanned documentary proof of having registered with GST department for such store/items etc. with the technical bid.
7. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
8. Submission of on line scanned copies of unwanted/irrelevant documents/out of contest document to disturb/misuse the online procurement system will be taken seriously and stringent action will be taken against such bidders, besides action for rejection of bids and blacklisting of firm will be initiated.
9. **Conditional tender will not be accepted.**
10. **Optional tender will not be accepted.** The firm should have to quote for all the model as specified in Technical bid. It is the decision of Management to opt any of the model either own Server or Cloud Server
11. The firm whose rates are accepted will have to deposit 10% of the total cost of the item, as Security Money in the shape of an Account Payee Demand Draft/ Bank Guarantee/FDR from any of the Commercial Bank in an acceptable form in favour of Udyogini before the supply order placed to the firm. Security Money shall bear no interest. Security Money should be valid for a period of 60 days beyond the completion of all contractual obligations by the supplier including Warranty/ Guarantee period etc.

12. In case, the firm does not complete the supply within the delivery period, liquidated damage charges will be charged @ 0.5% (half percent) of total cost per week (07 days) of the item, which may be charged maximum upto the limit of 10%. Besides, action will be initiated to blacklist the firm and forfeiture of its Performance Security Money.
13. The price must be filled in the excel sheet as per proforma price schedule **Annexure "A"**. Nothing over and above the quoted price would be payable to the successful bidder. The bidder must quote the price both in words as well as in figures. The option in the rates will not be entertained and the tender will be rejected straightway.
14. The Bid shall remain valid for **six calendar months** from the date of opening of the tender.
15. In case the firm fails to supply the item within stipulated delivery period, the item will be procured from the open market and the difference of cost, if any, will be recovered from the Security Money or pending bills of the defaulting firm as the case may be, by calling explanation after issuing notice.
16. The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
17. After examination of the technical bid and price bid, the purchase committee will have discretion to award the contract to more than one firm
18. The payment will be made after receipt/final acceptance of goods in good condition as per prescribed specification. **No advance payment will be made. Under no circumstances, sub-standard material will be accepted.**
19. The Purchase Committee reserves the right to relax any terms and condition in the organization interest with the approval of Competent Authority.
20. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
21. The Purchase Committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
22. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.

23. In case of violation of any clause of contract/agreement deed, the explanation of the firm can be called by issuing show cause notice, if the reply is not found satisfactory. Security money can be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
24. **Tenderer(s) shall indicate complete specifications and all features of the Server and Software. The legible scanned copy of technical specifications along with literature/brochures of quoted product must attach with the technical bid by the bidder. if required the selected vendor will be called for the presentation of their accounting packages before the management.**
25. All the bidders whose technical bid is declared qualified by the Purchase Committee will have to demonstrate their product before the Technical Evaluation Committee for assessing its suitability/compatibility as per tender's Technical Specifications within short notice.
26. The tendering firm will demonstrate their products i.e. OLRT data entry and Cloud Computing.
27. The bidder should carry a comprehensive **warranty/guarantee** of subjected equipment. The firm should have to submit an **undertaking** in this regard with the technical bid of the tender.
28. The Competent Authority reserves the right to reject/scrap/call off any tender or all tenders without assigning any reason(s) thereof on the recommendations of the Purchase Committee/Purchaser or at his own.
29. The purchase committee, in order to satisfy itself can order on the spot enquiry to verify the soundness & capability of the item and any other information given by the tendering firms.

Annexures A:

Technical Bid *

VPS Server	Name of Company	Quantity	Technical Specification of ITEM (Supporting Document)	Remarks(if Any)
VCPU 4 Core				
Windows Sever 2012 64bt VRAM 12 GB SAN Storage 200GB Data Transfer 200 GB 1 IP 24x7 Technical Support on Phone/Email/Chat Free Remote Reboot, Complete Remote Access Cloud App link Printer 10 Any other components required to run the server				
Part B: In House Cloud App Link	Name of Company	Quantity	Technical Specification of ITEM (Supporting Document)	Remarks(if Any)
Details of Server Specify Configuration (Hardware)				
Details of Software required to run the server				

Details of Cloud App Link Printer				
Any Other Specification (required) Specify Nature and Uses				

* Either Cloud Server or In house Server

Software Details	Technical Details	Remarks
Software for Multi State Module (i.e Single License and multiple GSTIN) Cloud Access of Accounting Software throughout the branches Training for access of Cloud Computing and other necessary thing Technical /Hand holding Support for at least 1 year Merger of current Tally Data from various location to HO Data as per Cost Center and Budget line on new accounting packages or existing packages Generation of Report as directed – 20 reports format to be prepared		

Annexure B:

Financial Bid (For NGO)	
Cost of server	
Cost of Accounting Software License	
Cost of Annual Maintenance Charge	