

DAYALBAGH EDUCATIONAL INSTITUTE
(Deemed to be University)
DAYALBAGH, AGRA-282005

SHORT TERM LIMITED TENDER

Notice Inviting tenders

Limited tender No: DEI/CAO/Finance & Accounts/OSD/2019-20/TDR-29

Date: 03.03.2020

Sealed tenders are invited from Manufacturers/ Suppliers/Authorized dealers/ agencies for supply of the following-

Sl.N o	Item
1	ERP Software & Accounting Solution for Finance and Accounts Section of the Institute. <u>Specifications:- Please refer Annexure-1</u>

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs.80,000/-** by way of demand drafts/banker's cheque/FDRs which is refundable and a non-refundable tender fee for an amount of **Rs. 200/- (Rupees two hundred only)** by Cash/Demand draft. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid documents, super-scribed with tender number, due date of submission on the envelop and addressed to :

"The Registrar

**Dayalbagh Educational Institute,
Dayalbagh, Agra – 282005,
Uttar Pradesh"**

Note: Central Purchase Organization, Small Scale Industries/ National Small-Scale Industries Corporation shall be exempted from payment of Earnest Money Deposit. Tenderer seeking exemption should enclose a self-attested photocopy of valid registration certificate with NSIC.

(The Earnest Money will be liable to be forfeited if quotation is not honored or if contract is not signed with the Institute, after the award is made to the Tenderer)

- 1 Time and last date of submission of the Bid: 11.00 am on 17.03.2020
- 2 Time of Bid Opening: 11.30 am on 17.03.2020
- 3 Venue of Bid Opening: Conference Hall, CAO, Dayalbagh Educational Institute in the presence of bidders who want to be present at the time of opening of bid.

Interested bidders may post (at the above address) or put the tender documents completed in all respect and other requisite documents in the tender box kept in the General Section, CAO, Dayalbagh Educational Institute, Dayalbagh, Agra- 282005. The bidders are also informed that they may come personally or send their representative to be present at the time of opening of bid. Please note that tender box shall be opened at the time mentioned above irrespective of whether bidders himself or any of their representative are present or not. The tenders shall not be entertained after this deadline under any circumstances what so ever. For more details please visit the Institute's website <http://www.dei.ac.in>. or contact Shri Vinit Kumar-9819641144 / Shri C.M. Markan-95577 90100 and e-mail cm.markan@dei.ac.in.

Registrar

General Terms & Conditions

Note: Bidders must submit the following primary information/documents with the quotation. Bidders will have to indicate these particulars in their quote failing which the offer may be rejected. Please do produce the related documents whenever required by the Institute.

1. Trade License/Company Registration No.
2. Goods / Service Tax Regn. No.
3. Income Tax PAN No.
4. Firm's Bank A/c details
5. Bidders are requested to quote rate(s) per unit(s) only in the recognized Accounting units otherwise your quotation will not be accepted.
6. Cost of items shall include installation, support and troubleshooting.
7. Warranty and Support: for Hardware and Software should be explicitly mentioned. Performance Security is required to be submitted by the successful bidder between 5-10% of the value of the order or contract in the form of FDR/Bank Guarantee or authorize the Institute to deduct aforesaid amount from the bills as performance security.
8. Bidders should be OEM/Authorized partner/Authorized dealer of OEM.
9. Bidders should quote rates as per details/specifications mentioned in notice inviting Tender. The Institute reserves the right to place order for each job to single/separate vendor(s) if necessary.
10. Bidders should quote rates on FOR/Free Delivery at the sites specified in the Notice inviting Tender, inclusive of all charges else should mention estimated cost of packing, forwarding, insurance and freight by Rail/Road/Post etc. as the case may be.
11. Bidders must indicate if their rate is inclusive of Taxes and duties, if any.
12. In case opening date of Tender happens to be holiday, tender will be received and opened on the next working day at the same time and same place. Quotation received after the closing date will not be entertained and revision in the price will render the bid invalid. Quotation should indicate clearly the period of Validity, preferably not less than 45 days.
13. In case of an offer for items having multiple options, you should clearly indicate item-specific price(s). Please quote separate item-wise rate(s), when quotation has been asked for so. For every offer, packing and forwarding charges, Taxes etc. should be shown separately.
14. Bids will be evaluated after equated comparison of offers upon calculating all tax/duty/cess/surcharge/discount/packing/transportation costs, other charges with price and non-compliance of technical and commercial terms will render a bid liable for rejection.
15. Bidders will have to submit Bills/Invoices on dispatch of stores, if ordered, to this office in triplicate duly pre-receipted (and stamped for amount over Rs. 5000/-) and supported by the relevant delivery documents for audit and payment directly in your bank account through RTGS/NEFT. Generally, payments can be expected within one month and are made against acceptance of supplies/ jobs completed and in deserving cases, against shipment documents.
16. No insurance charges are allowed unless otherwise specified and agreed to by us. In the absence of any specific instructions, it will be the responsibility of the supplier to ensure a consignment against transit risk at his own expense if he so desires.
17. The Institute is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Committee.
18. All purchases are subject to the approval of the Governing Body of the Institute.
19. The Institute reserves the right to select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
20. The Bidder shall be required to submit the amount of **Earnest Money Deposit (EMD)** by way of demand drafts/banker's cheque/FDRs as mentioned in the Notice Inviting Tender which is refundable and a non-refundable **Tender Fee** for an amount of **Rs 200/-** (Rupees two hundred only) by way of demand drafts/banker's cheque/Cash. The demand drafts shall be drawn in favour of "**Dayalbagh Educational Institute, Agra**" payable at **Agra**. The

- bidders may seal technical and financial bids separately and put these two sealed envelopes in a bigger envelop, super-scribed with tender number and due date of submission on it. **Bids are invited under single stage bidding system.**
21. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the Technical bid.
 - a.) The firm(s) that are registered with the National Small Industries Corporation (NSIC) / or Small-Scale Industries (SSI) are exempted from furnishing the EMD. Self-attested photocopy of the valid registration certificate must be enclosed with their bid.
 - b.) The demand drafts for EMD & tender fee must be enclosed in the envelope containing the technical/price bid and super-scribed with tender number and due date of submission on it. Any technical/price bid is found without the demand drafts of EMD and tender fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The EMD shall be forfeited, if the Bidder withdraws its bid during the period of validity of Tender.
 22. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Agra only. The resolution of the Arbitrator shall be final and binding on both the parties.
 23. Jurisdiction: The courts at Agra alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender /contract. It is specifically agreed that no court outside and other than Agra court shall have jurisdiction in the matter.
 24. Customs Duty & Excise Duty: Please note that the Dayalbagh Educational Institute, Agra, Uttar Pradesh other than Hospital is registered with the DSIR for purpose of availing Customs Duty Exemptions in terms of Notification No.51/96-CUSTOMS dated 23.7.1996, Notfn. No.47/2017-Integrated Tax (Rate) dated 14-11-2017 and Notfn. No.45/2017-Central Tax (Rate) dated 14-11-2017, Notfn. No.45/2017-Union Territory Tax (Rate) dated 14-11-2017 &Notfn. No.9/2018- Central Tax (Rate) dated 25-01-2018, Notfn. No.9/2018- Union Territory Tax (Rate) dated 25-01-2018 as amended from time to time, for research purpose only, the bidders are, however, requested to quote accordingly for relevant supplies.

**Registrar,
Dayalbagh Educational Institute Dayalbagh,
Agra-282005**

PROJECT SCOPE

25/01/2020

OVERVIEW

1. Project Scope

I In consultation with the various stakeholders within the FA department of University, the following areas have been identified, which would be automated and addressed by the ERP solution:

- 1) **User management** – It is proposed to have a module for user management with the following aspects:
 - a. Creation/editing of a type or category of user (like Super Admin, Admin, Finance & Accounts department users, Approvers, employees, students, Vendors, MIS and reporting execs etc. All user types will have different user rights and access to modules.
 - b. Creation / editing of an individual user under the applicable category with approver and record of such changes
 - c. Access to accounting schema will necessarily have approval of Treasurer. This accounting schema is the standard schema which is published by UGC and is used by all universities which are aided by UGC.

- 2) **Grants management module** – It is proposed to have a module to manage the receipt and utilization of UGC grants that are received by University, with the following aspects:
 - a. Create a new grant code or edit an existing grant code
 - b. Updation of grant amount, utilization rate & tenure
 - c. Mapping of expense codes against grant type to manage utilization
 - d. Creation of expense codes or editing of existing codes (applicable for both Opex and Capex)
 - e. Reporting of grants utilization
 - f. Examine feasibility of pull or push to external gateways such as PFMS

- 3) **Accounts payable module** – It is proposed to have a comprehensive accounts payable module to manage the following aspects related to expenditure on procurement of goods as well as services at University:
 - a. Creation / editing of an expense code for booking of expenses.
 - b. Raise requisition of a capex or Opex based on user rights. Every requisition to be made under an expense code
 - c. Approval of a requisition by way of a financial clearance and award letters (this step to include the check of budgeted amount per expense code)
 - d. Uploading of PO and user comments against receipt of services / goods
 - e. Uploading of vendor Invoices
 - f. Generation of Print Payment Advice number on the portal.

- 4) **Student fee management module** – It is proposed to have a dedicated module for management of the student fee. This module shall cover the following aspects of the fee management process:
 - a. Excel based data uploading of the amount of fee to be recovered from each student.
 - b. Excel based data uploading of the amount received in the bank (student ID wise), based on the information provided by the bank or the payment gateway.
 - c. Reconciliation and mapping of the student fees along with sending automated reminders to defaulter students for payment of their fee.
 - d. Advanced reporting and analytics regarding the fee – Course wise, Semester wise, Financial year wise.

- 5) **Reporting & analytics** – It is proposed to have a reporting and analytics module for:
 - a. Standard reports
 - b. Ad-hocs reports

