|  |  |  |
| --- | --- | --- |
| C:\Users\GURBAX SINGH\Desktop\sliet new.jpg | **sNq lONgovwl AiBXwNiZkI EvN pROÖoigkI sNÆQwn,** **lONgovwl, sNg{r, pMjwb - 148 106** **(mwnv sNswDn mNZwlX ky ADIn समविश्वविद्यालय)****Sant Longowal Institute of Engineering and Technology****Longowal, Dist. Sangrur, Punjab – 148106****(Deemed University under MHRD)** |  |

**Ref. No. PUR/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_**

**NOTICE INVITING QUOTATION**

**REGISTERED**

|  |
| --- |
| **M/s.** |
|  |
|  |
|  |

**Subject:  Notice Inviting Quotation for AMC of Office Automation Software**

This institute intends for AMC of Office Automation Software installed in the Accounts and Store & Purchase Section as detailed below. Interested Firms/Parties are requested to send their quotation to the office of undersigned in a sealed cover super scribed **“Quotation for AMC of Office Automation Software” so as to reach on or before 25-08-2017.**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Department** | **Name of items (Module)** |
| 1. | Accounts & Audit Section | Fee module for maintenance of see records of students of the Institute. |
| 2. | Salary module for processing of salary of Institute employees |
| 3. | Cash book module for voucher generation, posting and day book and trial balance. |
| 4. | Budget module for maintenance of budget related reports. |
| 5. | Provident Fund Module for maintaining employee PF records, loans and interest etc. |
| 6 | Billing Section software for processing and recording of vendor bills, employee medical and travelling bills. |
| 7. | Store & Purchase Section | Stores inventory record maintenance software for recording of materials receipts and issues and maintenance of items ledgers. |
| 8 | Software module for generating purchase orders and tracking materials received and other allied reports. |

Cont……page 2

|  |
| --- |
| *lONgovwl, ijlw sNg}r - 148106 (pNjwb), Bwrq, dUrBwÀ sN:+91-1672-280057, 253115 PYks s: +91-1672-280057**LONGOWAL, DISTRICT: SANGRUR-148106 (PUNJAB), INDIA* |

**Terms & Conditions are as under:**

**Note:     It may be noted that quotation received only through REGISTERED/SPEED POST shall be considered. The institute is located in remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time to avoid any sort of delay.**

**N.B.:**

1. Rate of GST, if extra, must be mentioned clearly.
2. Price must be quoted FOR, SLIET.
3. Quotation received later than due date are liable to be rejected and returned as it is.
4. Quotation addressed to the Director, SLIET must be sent to the Faculty Incharge (Store & Purchase), SLIET, Longowal, Distt. Sangrur – 148106, Punjab.
5. We are not responsible for accidental opening of the cover if it is not properly super scribed and sealed.
6. Duly signed Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.
7. A certificate on the letterhead of the organization that the firm/company is not blacklisted by any Govt. organization/Department.
8. No correspondence regarding acceptance/rejection of a quotation will be entertained.
9. Other terms and conditions for submitting the quotation are given on page 3 which must be read carefully before submitting the quotation.
10. AMC will be initially for a period of Two years and further extendable on the recommendation of the user departments.

**Faculty In-charge**

**(Store & Purchase)**

**Continue on page ….3**

**-3-**

**TERMS & CONDITIONS FOR QUOTATION**

|  |  |
| --- | --- |
| **PERIOD** | Initially AMC for a period of one year, further extendable on the basis of satisfactory performance, recommendations of users and mutual consent of both the parties. |
| **TECHNICAL DETAILS** | The software is web based and developed on DOT NET Platform using ASP script as front end and SQL Server as back end installed on Windows server. Source code will be made available for maintaining the software as per requirements.  |
| **TERMS OF PAYMENT** |  25 % of annual charges will be paid at the end of each quarter after verification of services by users. **NO ADVANCE PAYMENT WILL BE MADE.** |
| **PENALTY**  | In case of non-satisfactory services and not attending the complaint within 24 hours, a penalty @ of Rs. 500/- per day shall be imposed. |
| **PERFORMANCE SECURITY** | In case the quoted value is above Rupees one lac, Performance Security@ 5% of order value in the shape of Acct. Payee Draft, FDR or BG valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations, as per GFR-2017 rules, is also required. |
| **EMD** | In case the quoted value is above Rs. One lac, EMD@ 2% of the quoted value in the shape of DD valid for a period of 45 days beyond the final bid validity period is required to be submitted along with quotation.  |
| **TAXES**  | No tax concession against Form ‘C’ and ‘D’ is admissible to this Institute.   |
| **DIRECTOR’S RIGHTS**  | Director, SLIET, reserves the rights of acceptance or rejection of   any or   all quotations. The discretion for increasing or decreasing of the quantities also rests with him. SLIET also does not bind itself to accept the lowest price.  In case of any dispute, the decision of Director SLIET will be final & binding. All disputes will be settled within the jurisdiction of the Head Quarter of Director, SLIET. |
| **VALIDITY OF QUOTATIONS** | Quotations must remain valid for period of at least 03 months.  |
| **REJECTION**  | Quotation not confirming to the set procedure as above will be rejected. Conditional, telegraphic quotation shall be rejected out rightly. |
| **Support**  | Telephonic support will be provided as and when required. In case of need, your engineers will visit the campus within 12 – 24 hours of reporting any problem in software provided by you. Hardware and virus related problem will not be in the scope. Your engineer(s) will also make a monthly visit even if no problem is reported during a month. User’s queries, if any, will be attended to in such visits. |
| **UPGRADATION** | You will provide upgrade from time to time in the form of patches. Up-graded software copy in CD will be provided from time to time or once a year. |
| **GENERAL TERMS** | No boarding and lodging shall be borne by the Institute. SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.**Other terms & Conditions will be applicable as per GFR-2017**.**Faculty In-charge** **(Store & Purchase)** |