

DASARATHA DEB MEMORIAL COLLEGE

A Govt. Degree College Affiliated to Tripura University
(UGC 2f & 12B recognized and NAAC Accredited)
Khowai, Tripura – 799 201

Website: www.ddmctripura.edu.in

E-mail: dasarathdebcollege@gmail.com

NOTIFICATION

No.F.6(RUSA)/DDMC/KH/TEN-1/2017/ 484

Dated: Monday 26th Dec 2019

Sealed Tenders/Quotations are invited from the interested "Authorized service provider/software developer" of India for automation of different wings of our college Library. Such as Book Record, Daily Issue / Return, Purchase Entry & Damage Book record etc as a composite package. The Tenders/Quotations are to be made for the development of user friendly software with data entry having been compatible to already existing automated library software as well as windows and UNIX operating systems.

SCOPE OF THE PROJECT

Procurement & installation of Library Management Software with latest features for automation. Further the entire library book records need to be updated in the software [data entry].

Along with the quotation Project details for the same to be submitted mentioning clearly terms and conditions. The whole project to be completed within **45 days** from the day of issuing work order and at least **1 year** technical support to be provided to the institution. For details please visit the college website : www.ddmctripura.edu.in. Proposal Request can be sent either by Registered Post or by hand in the prescribed format only enclosed herewith (Annexure-I to Annexure-VIII) in the college office on or before **8th January, 2019** during office hours.

Date : 27 / 12 / 2019

Place : Khowai, Tripura

Dr. Shyamal Ghosh,
Principal I/C

Dasaratha Deb Memorial College
Khowai, Tripura

Terms and Conditions

1. Bidder should be a company registered in India under the Company Act or should be Public sector organization. Furnish certificate of registration.
2. Rate, technical specification, Make and model no., delivery/freight charge, installation fee if any and other shall be mentioned accordingly with related supportive documents.
3. The tender should be supported with the following documents and original of the same will be verified at the time of opening of quotation.
 - A. GST registration and Income Tax Clearance Certificate for current year.
 - B. Authorized dealership certificate.
 - C. Copy of PAN
4. The bidder should have experience of similar works in reputed Universities/College/research institutes. Customer list and evidence need to be submitted.
5. The bidder shall sign all the pages of the bid.
6. The bidders shall quote rates inclusive of all taxes and duties, if any.
7. The vendor should have their own bank account in the name of the registered agency.
8. Sealed quotations are to be addressed to the principal, DDMC, Khowai, Tripura and sealed cover should be super-scribed as "quotation" in capital words.
9. The bidders shall clearly mention the responsibility and requirements from the Library staff.
10. The bidder should arrange onsite training of the system to the library staffs.
11. The bidder shall clearly specify their service and maintenance option to ensure that the functioning of the proposed software after installation.
12. Time – Essence of Contract: The time allowed for completing the work and handing over the same shall be 45 days after issuing of work order and shall be strictly observed by the bidder. The Work shall proceed with due diligence until Final Completion. Bidders shall have no right or claim for the extension of the contract in any circumstances.
13. 100% Payment will be made through PFMS only after the proper supply, successful completion and demonstration. Request for advance payment in any case will not be entertained.
14. The college authority has the right to modify or cancel the entire process of purchase.
15. Necessary Taxes will be deducted by the office, if required.

Dr. Shyamal Kr. Ghosh
Principal in-charge DDMC,
Khowai

ANNEXURE I: TECHNICAL BID LETTER

To,
The Principal
Dasaratha Deb Memorial College, Khowai, Tripura
PO: Khowai
Lalcherra, Khowai, Tripura - 799 201

Ref. Tender No _____

Subject:

Sir/Madam,

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Date:

Full Signature of the bidder with date & stamp

ANNEXURE II: BID PARTICULARS

1)	Name of the Bidder	:
2)	Address of the Bidder	:
	Telephone No.	:
	Fax	:
	E- mail	:
3)	Date of Inception	:
4)	The bidder should be registered for Service Tax (Attested copy of the Registration Certificate to be enclosed)	:
5)	Name and Address of the person to whom all references shall be made regarding this tender	:
	Telephone No.	:
	Fax	:
	E- mail	:
6)	PAN No.	:
7)	TAN No.	:
8)	VAT No.	:

ANNEXURE III: TECHNICAL BID

ANNEXURE IV: PREVIOUS EXPERIENCE

ANNEXURE V: ANNUAL TURNOVER (Last 3 years)

ANNEXURE VI: TECHNICAL DETAILS

9)	Name of the Bidder :	
10)	Address of the Bidder :	
	Telephone No. :	
	Fax :	
	E- mail :	
11)	Details of Hardware Equipments : (Computers / Servers specification & make)	
12)	Details of Manpower [Role, Qualification, Expertise, Certification (if any)]	

ANNEXURE-VII: BID LETTER (FINANCIAL BID)

To,
The Principal
Dasaratha Deb Memorial College, Khowai, Tripura
PO: Khowai
Lalcherra, Khowai, Tripura - 799201

Ref. Tender No _____

Subject:

Sir/Madam,

We declare:

1) That we are sole owner/authorized agents of

2) That we are equipped with adequate infrastructure for Development of Library Automation at Dasaratha Deb Memorial College, Khowai, Tripura, such as hardware/software and other facilities required for Development of same.

3) We hereby offer to provide Services at the prices and rates mentioned in the financial bid in Financial Bid Format of this Tender. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform all the incidental services. The prices quoted are inclusive of all charges inclusive of hardware / software, infrastructure, manpower, indexing and all incidental charges incurred during the Development of Library Automation for Dasaratha Deb Memorial College, Khowai, Tripura. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the Services as per these terms and conditions.

4) Certified that we are: a partnership firm, and the person signing the tender is the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

5) We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated Signature of authorized representative

Name of Bidder :
Full Address :
Company Seal :

ANNEXURE-VIII: FINANCIAL BID FORMAT

(Note: In the financial bid format, the rate shall be quoted in Indian Rupees in figures and words. In case of discrepancy between the rate quoted in figures and words, the rate quoted in words will be taken as final and shall be binding on the bidder)

Financial Bid for “Automation of different wings of our college Library of DDM College, Khowai, Tripura”

SL. NO.	ITEM	RATE IN INR		Amount
		In figure	In words	
1.				
	Taxes as applicable			
	Total			
2.				
	Taxes as applicable			
	Total			
3.				
	Taxes as applicable			
	Total			
GRAND TOTAL				

Full signature of the bidder

DESCRIPTION	SECIFICATION	QTY	RATES(In INR)	AMOUNT

