



جامعة عاليه

Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of
Minority Affairs
and Madrasah Education, Govt. of West Bengal)
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal
Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No: 019/AU/REG/NIQ/18-19

Date: 30/08/2018

Sub: Sealed Quotations are invited from the Bonafide Organizations to Prepare and Install Procurement of e-Payslip-cum-payroll Software for Finance and Accounts Section.

Aliah University, Kolkata a Premier Educational Institute under the Minority Affairs and Madrasah Education Department, Government of West Bengal, invites **Sealed Quotations are invited from the Bonafide Organizations to Prepare and Install Procurement of e-Payslip-cum-payroll Software for Finance and Accounts Section.** The tentative requirement of service along with technical configuration of the same are mentioned at Annexure separately.

Interested **Bidders** may submit their **Quotations** complete in all respect To, The Registrar Aliah University IIA/27, New Town, Kolkata- 700160, West Bengal, India by **12/09/2018 at 03 P.M.** **The Purpose and Reference Number of NIQ must be written on the Sealed Envelope.**

Scope of Work:

In this regard NIQ has been invited in two fold basis i.e. Technical/ Qualification Bid and Financial Bid.

Interested bidders are requested to provide their Quotes following the format in **Annexure- II in their official letter heads along with signed Compliance Statement and Price Bid (Annexure- III).** **They must read and accept Terms and Conditions of this NIQ as per Annexure- I.**

The University retains the right to cancel any of the items at a later date after the contract is awarded. The University at its own discretion may cancel any or all the bids without assigning any reason thereof.

For any information in this regard please Email: registrar@aliah.ac.in and copy to store&purchase@aliah.ac.in

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	30/08/2018 at 04 P.M.
2	Bid submission start date	31/08/2018 at 12 P.M.
3	Bid Submission closing	12/09/2018 at 03 P.M.
4	Techno Commercial Bid opening date O/o The Registrar, Aliah University, New Town. (The Bid Opening date is tentative and could be open on availability of Concerned Committee Members)	13/09/2018 at 03 P.M.

Sd/-
Registrar
Aliah University

Annexure- I Terms and Conditions of this NIQ

1. **The Work** must be completed within 21 days from issue of work order
2. **The rates (Basic Rate +GST)** if any as per instruction in the work/ supply order. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹).
3. The quoted price would be valid upto 180 days from the submission date of the NIQ.
4. If any part of the service in respect of the work assigned and undertaken by you not rendered/delivered in time, Aliah University shall be entitled to levy and recover liquidated

damages/ penalty at 1% per week or part thereof the delay/ default, subject to 5% maximum, on the payment due to the agency/contractor for the particular stage. Any delay beyond scheduled dates may attract higher penalty to be decided by the Aliah University

5. The bidder must know the accounting and finance policies of Government of West Bengal.
6. The selected bidder cannot outsource the work.
7. The information provided in the application by the bidder must be current, relevant and free from misstatements on the date of application.
8. The Authority is not bound to accept the lowest bid and reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
10. Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
11. **Payment terms:** 100% payment will be released after completion of Job As per Work Order and condition duly certified by the concern authority. The payment will be made by Electronic Fund Transfer mode only. **Hence, following information must be clearly written in the Price Bid for ELECTRONIC FUND TRANSFER:**
 - a. Name of the Firm with complete postal address
 - b. Name of the Bank with Branch where the Account exist
 - c. IFSC CODE
 - d. ACCOUNT No
 - e. PAN No
 - f. GST/TIN No (Required from the vendors belongs to West Bengal)

Any request for any sort of advance payment shall not be entertained.

12. The Quotations are liable to be rejected if the fore going conditions are not complied with. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
13. All bidders must submit all Qualification/Technical Documents as per Annexure II otherwise their bid will be cancelled.
14. The Chartered Accountant Firm has to be proactive, to assist the Institute rather than just pointing out the lapses and mistakes.
15. **The bidder must visit the site (Finance and Accounts Section, Aliah University, IIA/27, New Town, Kolkata – 700 160, West Bengal) to know the scope of work.**

Annexure II : Technical Bid Application Format
(Please attach all relevant documents)

To,
The Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 160

Sub: **Sealed Quotations are invited from the Bonafide Organizations to Prepare and Install Procurement of e-Payslip-cum-payroll Software for Finance and Accounts Section.**

Ref: - _____ N.I.Q. Nodated

Sir,

1. ABOUT THE ORGANIZATION	
1.1	Name of the Organization
1.2	Name of Authorized Person

1.3	Registered Office Address with telephone no. & email address	
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail	
2. TECHNICAL/QUALIFICATION DOCUMENTS		
2.1	Bidder must provide Self Declaration in written official letterhead that the organisation not black listed by any Government/ Semi-Government/ Autonomous organisation	
2.2	PAN Registration No (Please attach documentary evidence)	
2.3	GST Registration No (If any) (Please attach documentary evidence)	
2.4	Company Registration No./Trade License No./Partnership Deed No. (Photocopy Required to Be Submitted along with NIQ)	
2.5	The organisation must produce copy of work order/s from any/more Government/ Semi-Government/ Autonomous/Reputed Private organisation regarding Prepare and Install Procurement of e-Payslip-cum-payroll Software with the NIQ application	

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID:

Para of Quotation Enquiry Specification of Items Offered	Compliance to Quotation specification whether YES/ NO Please “√” on right place	TOTAL RATE		
		Inclusive Insurances and levies and should be for delivery & warranty, fixing& Installation Charges (if any).		
		Basic Rate	GST	Total Quote
<u>Prepare and Install Procurement of e-Payslip-cum-payroll Software</u> MS Excel Payslip Generation, PDF Payslip Generation, Sending Pay slips to individual via e-mail. Auto Salary Payslip email to each employee of Aliah University. Annual Payslip statement of individual employee. Integration with tally along with Data Import and Export facility.	YES <input type="text"/> NO <input type="text"/>			
TOTAL QUOTE IN RUPEES				
TOTAL QUOTE IN WORD				

I/We agree to supply the above goods/equipment/products in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupeesamount in words).

Signature of the Bidder
Name _____
Designation _____
Seal

Date _____

Ref. No: 019/AU/REG/NIQ/18-19

Dated: 30/08/2018

Copy to:

1. Finance Officer, Aliah University
2. Notice Board of Aliah University
3. Website: www.aliah.ac.in
4. Guard File

**Sd/-
Registrar**