



SPEED POST

TENDER ENQUIRY
PROCUREMENT DIVISION
(TWO BID SYSTEM)

No. D.12-54/2017-NIB

Dated: 25.07.2018

Due Date of submission: 14.08.2018 Time: 15:00 PM
Due Date of opening: 14.08.2018 Time: 15.30 PM

To

Subject: Invitation of Offer for supply, installation and functional of Payroll Software – Reg.

Sir,

National Institute of Biologicals (NIB) is an autonomous body under the administrative control of Ministry of Health & Family Welfare, Govt. of India and following the Central Govt. Rules & Regulations for payment of employee salary as per 7th. CPC. This Institute intends to procure a complete software for processing of Salary, Pension and GPF by its Finance and Accounts Section.

You are requested to submit your most competitive offer for the above mentioned software. Following are the details:-

Qualification Condition:

1. The tenderer firm should have the following qualifications for bidding.
 - a) Shall be registered in India and its office located at Delhi(NCR region)
 - b) Shall have OEM presence in India or channel partners/service providers, authorized distributors/dealers/re-sellers.
 - c) Shall be having sufficient experience and expertise in relevant field.
 - d) Shall have valid PAN/TAN number, GST registration.
 - e) Firm shall not black-listed by any Ministry/Department of the Government of India or any PSU or any other Organization. A self-undertaking on company letter head to be submitted along with bid.
 - f) Copy of latest Supply Order received from Govt./PSU/Autonomous Body (minimum 2 Orders) to be submitted with the Bid justifying of quoted rates.
2. Present Staff Strength:100 employees and 10 pensioners on its roll.
3. Present Software in use: The Institute is currently using Comprehensive DDO Software (developed by NIC, Govt. of India) for processing monthly salary and pension related activities.
4. **Requirement of Institute:**
 - a) The payroll software should be as per 7th Pay Commission in line with Central Government pay structure.
 - b) The payroll software is required to have provision for maintenance and modification of data of employees and pensioners like date of birth, date of retirement, date of increment,

PAN, Aadhaar, GPF / NPS No. etc. Master data with respect to staff information will be logged in by software supplier.

- c) The payroll software generate reports like payslip, pay bill, Form-16, Form-24, pension, arrears, deduction of Income tax, professional tax, advances (Festival advance), repayment of loan (Housing Loan, Car Loan, GPF Advance, Statement of New Pension Scheme, Contribution, GPF Ledger, NPS Ledger, Statement to be sent to the Bank etc.
- d) The payroll software generates report of GPF Statement for the employee of the Institute.
- e) The payroll software is required to have provision for additional requirements like recurring and ad-hoc payments and deductions such as payment of arrears, deductions against half-pay leave, leave encashment, bonus, gratuity etc.
- f) The payroll software should facilitate calculation of Income tax for individuals in accordance with the tax slabs, as per applicable rules from time to time. The payroll software should have facility to project the tax liabilities on the basis of existing data for the respective financial year as per the latest disbursement.
- g) Migration of data from existing SQL database software to the new payroll software is to be done by the supplier.
- h) The payroll software should work on Windows platform for both client and server version. It should not be possible for any unauthorised person to change / delete the saved data. Only authorised users will have the right of modifying / entering the data for the work allotted to them.
- i) The payroll software should have provision for taking backup of data time to time.
- j) The payroll software must be reliable, fool-proof, and secure. Modification and up-gradation of the payroll software is prime responsibility of the supplier due to change in rules relating to salary and pension. Thus, the payroll software will have to be maintained, modified and upgraded by the supplier, as per the requirements specified by the Institute.
- k) The supplier will be required to provide unlimited support over telephone / e-mail / Team viewer and if required on-site also for all issues relating to installation, use of the software for Salary, Pension and GPF etc. It will be responsibility of the supplier to satisfactorily solve all the technical difficulties faced by the Institute in using the Payroll Software.
- l) The agency should have completed/delivered two similar type of software to at least 2 Govt./Autonomous Organisation following 7th CPC pattern of pay Scale for salary payment since last 1 year .

5. **Earnest Money Deposit:** EMD of Rs.3000/- in the form of Demand Draft in the name of "National Institute of Biologicals" Payable at Noida/ New Delhi. Tenderer to bear exchange rates fluctuation at the time of refund, if any

OR

EMD can be deposited by way of NEFT/RTGS and bidder need to indicate transaction ID details with date & Time etc. Bank details of NIB are as below:-

NAME OF THE BANK	BANK OF BARODA , SECTOR-29, NOIDA(UP)
NAME OF ACCOUNT	NATIONAL INSTITUE OF BIOLOGICALS
S.B.ACCOUNT	26290100001774
IFSC CODE	BARB0NOIDAX (5 TH digit is zero)

NO CHEQUE WILL BE ACCEPTED. In the event of the withdrawal /revocation of tenders before the date specified for acceptance, earnest money shall stands forfeited. The earnest money will however, be returned without interest to tenderers whose tender is not accepted.

The tenderer whose EMD has been deposited by RTGS , must enclose the transaction details/ evidence along with their bid. Otherwise, the bid will be rejected. Demand Draft/RTGS details (UTR No.) are to be enclosed along with "Technical-Bid" only

6. **Warranty:** The customised Payroll Software supplied shall carry a warranty for a period of **One Year** from the date of implementation of the software and successful release of 1st Salary through this software. During the warranty period, modification, up gradation, maintenance of a software shall be provided by firm on free of cost.
7. **Annual Maintenance Contract:** The firm has to quote for AMC rate 5 years for which will be concluded with only after expiry of warranty period on mutual consent of both NIB and supplier/Firm.
8. **Training:** Satisfactory user training shall be provided by the supplier for a period of one week with free of cost.
9. **Commercial Bid:** The firm has to quote their rate in the format given at **Annexure-I** and it should contain price only and no other conditions shall be entertained.
10. **Right to accept or reject the Tender:** The National Institute of Biologicals reserves the right to split the items and place order on more than one vendor or to a single vendor for all the items without assigning any reason.
11. **Validity of Offer:** Validity of the offer should be kept open for a period of not less than three months from the date of bid opening.
12. **Delivery & Installation:** - The item/software should be delivered and installed within 10 Days from the date of issue of Purchase Order. Offered by Bidder _____
13. **Delay Delivery Discount** – In case of delayed delivery off all or any item (s) or goods/software the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 0.5% (point five percent) of the value of goods/items delivered late for each week or part thereof subject to a maximum of 10% (ten percent) of undiscounted/unreduced Contract price for the relative good/items, and/or, risk purchase will be affected at your risk and expenses.
14. **Performance Security Deposit:** The successful tenderer will be required to furnish a Performance Security Deposit equal to 10% of the contract value after receiving work order in the form of Fixed Deposit Receipt or Bank Guarantee as per format at Annexure-II from any Nationalised Bank duly pledged in the name of the “National Institute of Biologicals, Noida” which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations
15. **Payment:** will be released after 30 days of successful implementation of part of work / time period, as per the following criteria:

Sl.No.	Criteria for release of payment
1.	40% of the total Contract value will be paid on successfully supply & Installation of software 30 days (after one salary bill)
2.	Balance 60% of payment will be released on (proportionate) quarterly basis after completion of respective quarter.
3	During next AMC period, payment will be released in 4 equal instalment after successful completion of respective quarter.
16. **Submission of offer:** Offer should be submitted in two sets. One Set containing Technical details, Literature, Catalogue etc. and Tender commercial terms should be put in a sealed cover and marked as “Technical Bid” Prices should be kept blank.
17. **Evaluation of bids:** The evolution of bids consist of successful demonstration of quoted software. The bidders will ask to give successful demonstration of their quoted software before the evaluation committee. Unsuccessful demonstration will not be considered for further evaluation.
18. The second set should be sent in a separate sealed cover and should contain **Price Schedule** (Annexure-I) only. ‘Price-Bid’ should be clearly mentioned on the cover.

19. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelop.
20. Both Technical – Bid' & Price – Bid' should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due date of opening on the sealed cover.
21. **List of Clients:** Customer reference list for similar software provided for Govt./Autonomous following 7th CPC pattern of Pay Scale for salary payment .

You are requested to submit your offer for supply, installation and customization of payroll software by 20.08.2018(15:00 PM) meeting the requirements specified by the Institute as detailed above and the terms and condition so as to enable to process the Salary and Pension of the Institute's employees.

Yours sincerely,



(W Z Quazi)
Procurement Officer

Encl.: Commercial Bid (Annexure-I)

COMMERCIAL BID (ON COMPANY LETTER HEAD)

No. _____

Date: _____

Subject:- Offer for Payroll Software.

S.No.	Description	Price (Rs.)
1.	Supply, Installation & Commissioning of Payroll Software (one time fixed charges)	
2.	Annual Maintenance Charges which will include maintenance and modification in software (unlimited support to be provided over telephone / e-mail / Team viewer and if required on-site also) for 5 years.	
3.	Goods & Service Tax @	
	Total (Rs.)	
Rupees in words:		

1. Price inclusive of all taxes & duties other than GST.
2. The quoted prices are valid for **120 days** from the date of Opening of the Bid.
3. GST% (percentage) and amount not specified in Price-Bid will be treated as inclusive and value of work will be calculated on reverse calculation basis.
4. The rate (%) and amount of GST applicable should be mentioned very clearly and any vague terms, i.e., applicable as per rule etc., will not be entertained and it will be treated as inclusive.
5. Please mention **NIB's GST No. 09AAATN5228R1ZX** and Bank details on Invoice / bill for electronic transfer of payment.
6. Annual Maintenance charges will be applicable after expiry of warranty period.

SIGNATURE _____

Company Name with Full Address: _____
