

National Academy of Agricultural Sciences

NASC Complex, Dev Prakash Shastry Marg, New Delhi 110012
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F.No.NAAS/III.28/2020/310

Dated 13.03.2020

Tender Notice

Subject: Purchase of Software

Limited tenders are invited by the Secretary, National Academy of Agricultural Sciences, NASC Complex, New Delhi from reputed firms for the following Software as details at Serial No. i and ii)

Software for Accounts

i) Software for accrual accounting as per the format of accounts prescribed by the Ministry of Finance with following accounts.

- 1 Balance Sheet
- 2 Income and Expenditure Account
- 3 All schedules leading to balance sheet viz., Capital Fund, Earmarked/Endowment Funds, supporting schedules to Income and Expenditure Account – all schedules of income and all schedules of expenditure.
- 4 Worksheets leading to balance sheet through receipt and payment account.
- 5 Ledgers
- 6 Receipt and Payment Account
- 7 All supporting reports.
- 8 Inventory Management and prepared assets register as per GFR

ii) Software for Inventory Management and prepared Assets Register as per GFR

1. Fixed Assets Register as per GFR.
2. Annual Abstract of Fixed Assets in the same format as is with the annual accounts format prescribed by Ministry of Finance.
3. Lists of assets available with different entities/individuals for quick physical verification.
4. Lists of assets those have outlived their lives to consider them for write off/declaring obsolete or otherwise.
5. Distribution of particular assets at different locations.
6. Depreciation on all individual assets.
7. Generating annual gross block, depreciation and net block on individual assets as well as category wise.
8. Any other related supporting reports that may be required.

Instructions to the Bidders and terms and conditions of tender

1. This offer is valid for 120 (One hundred twenty) days from the date of opening of the tender.
2. That we have not been debarred by any Government/Undertaking.
3. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.





4. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of Authorised Signatory:	
Address:		Tel. No. / Fax. No. / Mobile No. Email Id:	

5. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
6. Quotation should be submitted on or before **26th March 2020 at 15.00 hrs** positively, which shall be opened on the same date at 15.00 hrs (3.00 pm) at the indicated venue in presence of the tenderers or their representatives who may wish to be present. NAAS Shall not be responsible for any delay in postal transit. No bid shall be accepted after the due date and time. If the due date is declared as Government Holiday, the bid due date will be next working day at the same time notified.
7. The prescribed amount of Rs1500/- (Rupees one thousand five hundred only) as EMD will be deposited through DD/pay order in favour of **National Academy of Agricultural Sciences** payable at **New Delhi**. Without which the quotations will be rejected. No interest will be paid on EMD.
8. The prices quoted should be firm till the completion /installation are completed. Please quote the rates in words and figures. Rates quoted should *be* free delivery at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery/installation at destination will be given preference. If there is no indication regarding the FOR, in the quotation then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of 120 days from the date of opening of the quotation.
9. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
10. Delivery installation period required for supplying the material should be invariably specified in the quotation.
11. In case your quotation is accepted and order is placed on you, the supply/installation against the order should be made within the period stipulated in the order. The Secretary NAAS reserves the right to recover any loss sustained due to delayed delivery/installation by way of penalty. Failure to supply the material /install within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on did ground before expiry of delivery/installation period.

12. If the deliveries/installation are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
13. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the Indian Laws & Court at New Delhi only.
14. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance /installation of material at our site in good and complete condition.
15. The firms have to submit PAN Number, Bank A/C details and Registration No. of GST. If firm is exempted from GST being below threshold limit as per GST Rules, it should be clearly mentioned in the quotation. No advance or part payment will be made. The payment will be released only after successful implementation of Software at National Academy of Agricultural Science, New Delhi through NEFT (Bank Transfer)
16. The following details should be written on Envelope failing which quotation will not be entertained. **"Quotation for Supply of Customised Accounting Software"**.
17. Bidder should have relevant work experience of similar nature in government departments / autonomous bodies and shall enclose related documents alongwith quotation letter.
18. During first year of operation, maintenance will have to be provided without any extra charge. Annual Maintenance Charges after one year may be mentioned separately in the quotation **Firm may also be provide training to the staff of NAAS for handling /use of above software.**
19. **The Secretary NAAS reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.**


Secretary
 For

Certificate

We certify that software being offered by us under this tender meet all the above requirements. Concealing of any fact regarding specification of software being offered will be liable to reject our tender. We accept the terms & conditions of the tender indicated therein.

**Signature of Tenderer
with office Seal**

