Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)

TENDER DOCUMENT

FOR PROCUREMENT OF VARIOUS SOFTWARES

NOTICE INVITING TENDER (NIT) NO.
IIMKASHPUR/PUR DEPTT /NIT/ 11 / 2023-24 DATED 14 DECEMBER 2023

SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in **Single bid system** from reputed, experienced and financially sound bidders/firms.

Brief Tender Details:

Tender Description	EMD Value (Rs.)
Tender for Various Softwares for IIM Kashipur	20,000/-

The tender document can be downloaded from Institute website: www.iimkashipur.ac.in and Central Public Procurement (CPP) portal http://eprocure.gov.in/epublish/app and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

Critical Dates of Tender:

Sl. No.	Particulars	Date	Time
1	Date and Time of Online Publication/Download of Tender	14 December 2023	1100hrs
2	Bid Submission start date & time	15 December 2023	1300hrs
3	Bid Submission close date & time	04 January 2024	1200hrs
5	Opening of Bid	04 January 2024	1230hrs

INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for procurement of Various Softwares at IIM Kashipur from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as "Tender for Miscellaneous Software at IIM Kashipur", NIT/11 (dated 14 December 2023) to avoid the bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.

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1.   The Financial bids of only eligible and technically qualified bidders will be considered, after the same has been ascertained by evaluation by the Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.

2.   The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088270882,7900444090 / 321
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	04 January 2024 at 1200hrs hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Bid	04 January 2024 at 1230 hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender. Financial bids shall be evaluated of those firms which are found compliant/suitable after Technical/ Eligibility evaluation is done by the duly constituted Committee.

3.   **Cost of Bid Document/Tender Fee:** NIL

4.   **Issue of Tender:** The Tender document can be downloaded from the Institute website - www.iimkashipur.ac.in or eprocure.gov.in. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.

5.   **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.

6.   The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.

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7. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

8. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above. The NIT document duly singed and stamped on each page along with Annexure-I of the NIT supported by demand draft (EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services.

9. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by 28 December 2023. Any queries received beyond the above mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.

10. **Modification and Withdrawal of Bids**: A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.

11. **Rejection of Bids**: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.

12. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.

13. **Earnest Money Deposit (EMD)**: Bidders are required to submit (EMD) of amount Rs. **20,000/- (Rupees Twenty Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable **in favour of "Indian Institute of Management, Kashipur"** payable at Kashipur**.** EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws, or amends impairs or derogates from the tender in any respect within the validity period of their tender.

14. **Security Deposit**: The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to **Rs. 30,000/- (Rupees Thirty Thousand only)** within 30 days of receipt of the confirmed order. EMD shall be release after receiving Security deposit from the successful bidder.

15. **Payment Terms** - Payments will be made through ECS/ NEFT on satisfactory supply of items after submission of the ink- signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made.

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SECTION – II

CONDITIONS OF THE CONTRACT

1.   General Terms and Conditions:

(a)   The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract. Any one or more the following action/commission/omission are likely to cause summary rejection of tender:

i.   If the EMD and / or Tender fee is not found in order or receipts are not attached with the Bid.

ii.   Any bid received late without conclusive proof that it was delivered before the specified closing time.
iii.   Any bid received unsealed or improperly sealed
iv.   Any conditional bid or bid offering rebate
v.   Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
vi.   Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.

(b)   The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

(c)   The contractor shall be responsible for registration under the Contract Labour (Regulation & Abolition) Act, 1970 in respect of employees / workers engaged by them. Contractor shall ensure compliance to the provisions of all labour Laws or any other law relating thereto, and rules made hereinunder from time to time. IIM Kashipur shall not own any responsibility in this regard.

2.   Non-disclosure of Contract documents: Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.
3.   Liquidated Damages: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

4.   Termination of Contract: IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-

(i)   This Agreement may be terminated in whole or in part, by either Party in the event of a material breach by a Party that is not cured within thirty (30) days of a notice from the non-breaching Party.
(ii)   This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.
(iii)   In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for

the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.

5.   Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

6.   Force Majeure: Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

7.   Confidentiality: Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

8.   Data Security: The Bidder shall use inputs provided by IIM KASHIPUR solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIM KASHIPUR in writing.

9.   Notices: All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

10.   Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original but all such counter parts shall together constitute but one and the same agreement.

11.   Non-Solicitation: During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be

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solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent hiring based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.

12. **Indemnity:** The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.

13. **Arbitration**: In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

SECTION- IV

SCOPE OF WORK

The scope of work for the required software is appended below:

(A)   Travel Management System

1. User Management: The system should be capable of managing approximately 1000-1500 users or as required, including administrators, faculty members, and students, each with different roles and permissions.
2. Official Trip Creation and Management: The system should allow users to create and manage travel trips, specifying the destination, purpose, dates, and budget.
3. Approval Workflow: The system should include an approval workflow where competent authorities can review and approve travel requests submitted by staff, students, or faculty members or the user can upload a scanned copy of travel approval.
4. Travel Booking: The system should allow users to update their official tour and travel details.
5. Budget Tracking: The system should provide budget tracking features to monitor and manage travel expenses, including setting spending limits, tracking actual expenses, and generating reports.
6. Travel Authorization: The system should be able to generate and manage travel authorization documents, including itineraries, travel vouchers, and permission letters for users.

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9. Mental Health Support: The system should integrate mental health support services, including appointment scheduling for counselling sessions, access to mental health resources, and crisis intervention.
10. Communication and Notifications: The system should facilitate communication between healthcare providers, students, staff faculty, and administrators, providing notifications and reminders for appointments, test results, and important health-related information.
11. Health Surveys and Assessments: The system should allow for the distribution and collection of health surveys and assessments to gather data on student, staff, and faculty member's health needs and evaluate the effectiveness of health programs.
12. Wellness Programs and Activities: The system should support the management and promotion of wellness programs and activities, such as fitness classes, nutrition workshops, and stress management sessions.
13. Compliance with Privacy Regulations: The system should prioritize data security and privacy, ensuring compliance to protect sensitive student, staff and faculty member's health information.
14. Various record types can be generated as per the Institute's requirements.
15. Modifications or any other changes can be made as per the institute's requirements from time to time.
16. The above points can be modified and tailored according to the specific requirements of the users and the Institute. The provided list serves as a general outline, which can be adjusted, expanded, or refined to align with the Institute's preferences and unique circumstances.

(C)   Facility Management System

The facility management system includes:
- Classroom / Conference Room Booking
- Hostel Room Allocation Management,
- Help Desk.

Classroom / Conference Room Booking

1. User Registration and Authentication: Users should be able to create accounts and log in securely to access the booking system.
2. Conference /Classroom Availability: The system should provide an up-to-date view of room/classroom availability, including information on dates, time slots, and any recurring bookings.
3. Booking Management: Users should be able to request bookings for specific rooms or classrooms, including specifying the date, start time, end time, and purpose of the booking.
4. Conflict Resolution: The system should prevent double bookings or conflicts by checking the availability of the requested room/classroom before confirming a booking. In case of conflicts, it should provide alternative available options.
5. Booking Approval Workflow: Depending on the organization's policies, the system may require an approval process for booking requests. Administrators should be able to review and approve or reject bookings.
6. Resource Allocation: The system should allow users to request additional resources or equipment, such as projectors, whiteboards, or audiovisual equipment, when making a booking.
7. Notification and Reminders: Users should receive email or SMS notifications for booking confirmations, reminders before the scheduled time, or any changes/cancellations to their bookings.
8. Reporting and Analytics: The system should provide reporting features to track room/classroom utilization.

9. User Roles and Permissions: The system should support different user roles (e.g., administrators, managers, regular users) with varying levels of access and permissions to manage and view bookings.
10. Customization: The ability to customize the system's interface, booking policies, and other settings to match the organization's requirements.
11. Search and Filters: Users should be able to search for available rooms/classrooms based on criteria such as capacity, amenities, or location.
12. History and Audit Trail: The system should maintain a history of past bookings and provide an audit trail for administrators to track changes or actions taken within the system.

Hostel Room Allocation Management

1. User Registration and Authentication: Secure user registration for administrators and residents.

2. Room Inventory Management: Database of available rooms, including details like room type, capacity, and current occupancy status. Integration with inventory management for tracking room furnishings and amenities.
3. Room Allocation Algorithm: Developing or integrating an intelligent algorithm for automated room assignment. Consider factors such as resident preferences, room type, and special requests.
4. Manual Room Assignment Override: Administrative capability to manually assign or reassign rooms based on specific needs or circumstances.
5. Real-time Availability Updates: Instantaneous updates on room availability to prevent double bookings. Notifications for administrators and residents on successful room allocation.
6. Room Swapping Mechanism: Residents can request room changes or swaps.
7. Administrative approval process for room swap requests.
8. Occupancy Tracking: Real-time monitoring of room occupancy and availability.
9. Reports and dashboards for administrators to analyze occupancy trends.
10. Guest Room Allocation: Ability to allocate rooms for guests, if applicable.
11. Approval process for residents hosting guests.
12. Reporting and Analytics: Reporting tools to generate insights into room occupancy, allocation patterns, and trends. Analytics for optimizing room allocation processes.
13. Modifications or any other changes can be made as per the institute's requirements from time to time.
14. The above points can be modified and tailored according to the specific requirements of the users. The provided list serves as a general outline, which can be adjusted, expanded, or refined to align with the Institute's preferences and unique circumstances.

Help Desk

1. User Authentication and Profiles: Secure login for Faculty, Staff, Students, and Departments (who will handle the issues) in the Help Desk portal. User profiles to store contact information, program details, and other relevant data.
2. Ticketing System: An easy-to-use ticketing system for users to submit their issues or requests. Categories and priority levels for different types of problems.
3. Analytics and Reporting: Reporting tools to analyze ticket trends, resolution times, and overall Help Desk performance.
4. Ticket Resolution Notification: When a ticket is resolved, an email notification should be sent to the users.
5. Notification History: Provide a history of notifications within the Help Desk portal for users to review

past communications.

6. Integration with External Communication Tools: If applicable, integrate with external communication tools (e.g., Microsoft Outlook or Gmail) to streamline email communication.

7. The above points can be modified and tailored according to the specific requirements of the users and the Institute. The provided list serves as a general outline, which can be adjusted, expanded, or refined to align with the institute's preferences and unique circumstances.

(D) Requirement for Grievance Redressal System

1. A Grievance Redressal System is an essential tool for organizations, institutions, or government bodies to efficiently handle and resolve complaints and grievances raised by individuals or groups. To develop an effective Grievance Redressal System, the following key requirements should be considered:

2. User-Friendly Interface: The system should have a simple and intuitive interface that allows users to submit grievances easily. It should be accessible to individuals with varying levels of technical expertise.

3. Grievance Submission: Users should be able to submit their grievances through the portal. The system should capture essential details like the nature of the grievance, date of occurrence, location, and any supporting documents.

4. Confidentiality and Privacy: Ensure that the system maintains strict confidentiality of personal information and grievances. Only authorized personnel should have access to sensitive data.

5. User Authentication and Security: Implement a robust authentication mechanism to prevent unauthorized access to the grievance data and restrict modifications to authorized personnel.

6. Tracking and Ticketing: Each grievance should be assigned a unique ticket number, and users should be able to track the status of their complaints throughout the resolution process.

7. Escalation Mechanism: Define a clear escalation path for unresolved grievances, indicating when and how they should be escalated to higher authorities for attention.

8. Automated Notifications: The system should send an automated email to users at different stages of the grievance resolution process, keeping them informed about the progress.

9. Workflow Management: Design a well-defined workflow that outlines how grievances will be received, assigned, investigated, and resolved. Ensure that the workflow is followed consistently.

10. Centralized Database: Grievances-related data should be stored in a centralized database for easy access and management.

11. Reporting and Analytics: The system should generate reports and analytics on grievance patterns, resolution times, and other relevant metrics to help identify areas for improvement.

12. Responsiveness and Timeliness: The system should ensure that grievances are acknowledged promptly, and actions are taken within defined timelines to resolve them.

13. Compliance with Regulations: Ensure that the system complies with relevant laws and regulations concerning data privacy and grievance redressal procedures.

14. Scalability: The system should be designed to handle a large volume of grievances as the organization grows or the user base expands.

15. Training and Support: Provide adequate training and support to personnel responsible for handling grievances to ensure they are proficient in using the system effectively.

16. The above points can be modified and tailored according to the specific requirements of the users and the Institute. The provided list serves as a general outline, which can be adjusted, expanded, or refined to align with the institute's preferences and unique circumstances.

❖ The work service contract is for two years from the date of receiving the satisfactory functional

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software. The contract may be extended annually based on satisfactory services and subject to mutual agreement of both the parties. **The proposed date of completion of the Work: Three months from the date of receiving the Work Order.**

❖ **Penalty:**   Delay in completion of work and satisfactory delivering of software (More than 15 days): Rs. 1,000/- per week or maximum 10% of the contract value.

SECTION – V

Technical Eligibility Criteria of the Bidders

1.   Eligibility Criteria

(a)   The agency should have valid GST registration (documentary evidence to besubmitted).

(b)   Average Turn over in last 03 (three) financial years (2020-21, 2021-22 & 2022-23) shall not be less than Ten lakh. (A self-attested copy of certificate issued by a Chartered Accountant with UDIN Number shall be enclosed).

(c)   Minimum 03 (three) years of experience in carrying out similar works (Providing and Maintenance of softwares) undertaken for Government / Public Sector Undertakings / Autonomous Body and CFTI's. (Documentary evidence, work orders/certificates, to this effect should be enclosed)

(d)   The EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any, must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

(e)   There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes**.** The declaration to such state as incorporated will be assumed for this purpose.

2.   Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

a.   Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the NIT.

b.   The Bids forwarded by the Bidders will be evaluated by the IIM Kashipur with reference to the technical/eligibility characteristics of the NIT. The compliance of Bids would be determined based on the parameters specified in the NIT and financial evaluation in total.

c.   The financial bid will be evaluated as a whole in totality. No piecemeal tender will be awarded. Tender will be awarded as a whole to the overall Lowest bidder as per the Financial Bid on Annexure-I.

d.   The bidder should preferably sign Annexure-I of the NIT on the letter head of the firm. All the rates quoted should be inclusive of all taxes.

e.   In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

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Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

FINANCIAL BID

Name of the Tenderer Firm: _____

Sl. No.	Description of Softwares	Qty	Rate (Rs.)	GST @..... (Rs.)	Total Amount incl. of GST (Rs.)
01.	Health Management System Software including cloud charges with per year subscription	01			
02	Travel Management System Software including cloud charges with per year subscription	01			
03.	Facility Management System Software including cloud charges with per year subscription	01			
04.	Single Window Grievance Redressal System Software including cloud charges with per year subscription	01			
05.	One Time Set up Charges for Softwares (All 04 above)	04			
				Total	

In words: Total amount incl. of Taxes and other charges: - …………………………………………………

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Note:

(a)   The bidders are requested to give their rates as per the requirement mentioned in the scope Work in the NIT.

(b)   The financial bid will be evaluated as a whole in totality. No piecemeal tender will be awarded. Tender will be awarded as a whole to the overall Lowest bidder.

(c)   The price quoted should be the final price inclusive of all taxes and freight, miscellaneous cost etc. No extra amount shall be paid. The rates should be F.O.R basis.

Declaration by the Tenderer: This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender.

Date: **Signature of the Tenderer / Firm's Seal**

BIDDER'S SIGNATURE WITH SEAL