

SAINIK SCHOOL REWARI

Rewari -123401 (Haryana)

ANNUAL RATE CONTRACT – 2019 **SETUP OF ERP SOFTWARE**

1. Principal, Sainik School, Rewari (hereafter referred as the Buyer), invites bids for Setup of ERP Software as listed in Part II of this Tender Document. Please super scribe the above mentioned Title, Tender Document number and date of opening of the Bids on the sealed cover (in case of applications by post/ courier) to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender Document are given below -

- (a) Bids/queries to be addressed to: **Principal**
- (b) Postal address for sending the Bids: **Sainik School Rewari,
Sector -4
Rewari-123401 (Haryana)**
- (c) Name/designation of the contact personnel: **Administrative Officer, Sainik School
Rewari**
- (d) Telephone numbers of the contact personnel: **01274-260850**
- (e) E-mail ids of contact personnel: **sainikschoolrewari@gmail.com**
- (f) Fax number: 01274-260850

3. This RC/ Tender Document is divided into five Parts as follows:-

- (a) Part I – Contains General Information and Instructions for the Bidders about the RC/ Tender Document such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- (c) Part III – Contains Standard Conditions of RC/ Tender Document, which will form part of the Contract with the successful Bidder.
- (d) Part IV – Contains Special Conditions applicable to this RC/ Tender Document and which will also form part of the contract with the successful Bidder.
- (e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RC/ Tender Document is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RC/ Tender Document, should it become necessary at any stage.

PART I – GENERAL INFORMATION

1. **Last date and Time for Depositing the Bids: 1300 hrs on 25 Mar 2019.** The Bid is deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of Depositing the Bids:** Bids can be sent by means of Sealed Bids which is either dropped in the Tender Box or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents.
3. **Time and Date for Opening of Technical Bid: 1500 hrs on 25 Mar 2019**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
4. **Location of the Tender Box:** Office of the Adm Offr,
Sainik School Rewari, Sector -4
Distt - Rewari, PIN - 123401(Haryana)
5. **Place of Opening of the Bids:** Conference Hall,
Sainik School Rewari, Sector -4
Distt - Rewari, PIN - 123401(Haryana)
6. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.
7. **Forwarding of Bids:** Bids is forwarded by Bidders under their original memo / letter pad inter alia furnishing all details mentioned in **Appendix 'A'**.
8. **Clarification Regarding Contents of the RC/ Tender Document:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 3 (three) days prior to the date of opening of the Bids. Copies of the query and clarification by the Buyer will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids:** No bid shall be modified after 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.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
12. **Unwillingness to Quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RC/ Tender Document.
13. **Validity of Bids:** The Bids should remain valid till **30 Apr 2019** from the last date of submission of the Bids.
14. **Cost of Tender Form:** Tender Paper can be purchased from the School office on cash payment of Rs. **1000/- (non-refundable)** each on any working day between 0830 & 1330 hrs (EXCEPT ON SUNDAYS & HOLIDAYS) from **25 Feb 2019 to 25 Mar 2019** and submit along with all relevant documents

15. **Period of Contract:** Period of Contract will be for two years from the date of signing of contract and will be extendable to one more year.
16. **Filling of Tender Documents:** Filling of all the relevant points of tender documents is mandatory by the tenderer. All the pages of tender documents must be signed by the tenderer. Anything missing on the document part will be treated as cancel of complete tender document. Tenderer will not have any right to claim on the subject issue.
17. **Credential of Tenderer:** Tenderer is supposed to submit the all relevant credential document along with the tender form.
18. **Earnest Money Deposit:** An amount of **Rs 20000/-** is to be deposited as EMD (**DD only**) along with tender document in favour of Principal Sainik School Rewari, payable at PNB, Sainik School Rewari Branch (Code-PUNB0468100) which will be further adjustable with performance guarantee for L-1 contractor and for others, it is refundable.
19. **Pre Bid Meeting:** A pre bid meeting will be held on **20 Mar 2019** at **1100 hrs** in **Conference Hall** for all interested bidders for any further clarification/survey/sample collection etc regrading tender before submitting the tender.
20. **Completion of Customisation:** Within 30-45 days after the issue of work order.
21. **Training of Staff:** Upto a duration of 01 week at school premises.

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements:** Principal, Sainik School Rewari invites quotation from reputable firms for development of School ERP as per the specification mentioned against each attached as **Appendix 'B'**, at Sainik School Rewari, PO – Rewari, Distt – Rewari PIN – 123401 (Haryana).
2. **Submission of Tender Documents:** Tenderers are to submit tender document in **TWO** different envelopes;
 - (i) **Technical Bid:** Tenderers are to submit main tender form along with all the relevant documents required for tender failing any one of the required document candidature will not be accepted and will be treated as cancelled. This envelope has to be clearly mentioned as “**Technical bid for Setup of School ERP.**”
 - (ii) **Commercial Bid:** This envelope should contain only rate list as per brand/specification and EMD of tender as mentioned. Commercial bid will be opened for only those candidatures technically qualified and others will not be opened to avoid disclosure of rates. This envelope has to be clearly mentioned as “**Commercial bid for Setup of School ERP.**” Proper rate will be mentioned and not MRP. **Appendix 'C'** refers.
3. **Work Schedule:** The services listed at Para 1 would be undertaken **once every week** from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer or risk purchase initiated (refer para 9 of Part-IV of Tender document) in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.
4. **Time of Supply of Stores:** Supply of Stores will be strictly between **0900hrs-1400hrs** along with delivery Challan / Invoice and Offloading of Stores is the responsibility of Contractor. No Supply will be accepted on **Sundays & Holidays.**
5. **Registration:** All vendors applying for Setup of ERP Software must have the registered service Centre or minimum three-four authorized dealership and to submit the relevant documents along with tender paper.
6. **Consignee details:**
Principal
Sainik School Rewari,
Sector 4
Distt – Rewari,
PIN – 123401 (Haryana)

PART III – STANDARD CONDITIONS OF RC/ TENDER DOCUMENT

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Vendor in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid for next two years which may be extendable to one more year.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration in the Sub-Divisional Court of Rewari, Haryana, only.
4. **Penalty for use of Undue influence:** The Vendor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Vendor or any one employed by him or acting on his behalf (whether with or without the knowledge of the Vendor) or the commission of any offers by the Vendor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Vendor and recover from the Vendor the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Vendor. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Vendor towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Vendor to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Vendor has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Vendor, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.
6. **Non-disclosure of Contract Documents:** Except with the written consent of the Buyer/ Vendor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
7. **Non-disclosure of Contract Documents:** Except with the written consent of the Buyer/ Vendor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party other than OEMs.
8. **Termination of Contract by Buyer:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-
 - (a) The delivery of the material is delayed for causes not attributable to Force Majeure, continuously for more than **30 days**.

- (b) The Vendor is declared bankrupt or becomes insolvent.
- (c) The delivery of material is delayed due to causes of Force Majeure by more than **3 months** provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Vendor has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

9. **Termination of Contract by Vendor:** The Vendor shall have the right to terminate this Contract in part or in full if not paid his due by the buyer for a period of 3 months.

10. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Vendor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **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.

13. **Taxes and Duties**

(a) **General.**

(i) The price quoted by the Bidder is exclusive of all taxes and duties. GST will be applicable as per government norms.

(ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.

(iii) If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it is brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(iv) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Vendor. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Vendor.

PART IV – SPECIAL CONDITIONS OF RC/ TENDER DOCUMENT

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RC/ Tender Document mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Vendor in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.
2. **Performance Security.** Before signing of the Rate Contract, the successful Bidder will be required to furnish a Performance Security by way of Demand Draft for a sum equivalent to 10% of the Total Contract value arrived at by multiplying the anticipated annual requirement with the price quoted by the Bidder (lowest quoted price).
3. **Parallel Rate Contract.** In case it is observed that a single supplier does not have enough capacity to cater to the entire demand of an item or where it is desirable to have a wider vendor base due to criticality of the items, it may become desirable to conclude parallel RCs with more than one firm. The Principal, based on the merit of each case, may decide the number of firms to be awarded RC for an item in order to have a wider choice.
4. The Buyer reserves the right to purchase the contracted goods through School Run Canteen (Canteen Stores Department), in case available, without entering into Parallel Rate Contract.
5. The Buyer as well as the supplier may withdraw the rate contract within 30 days of serving suitable notice to the other party.
6. The purchaser has the option to renegotiate the price with the rate contract holders.
7. In case of emergency, the purchaser may purchase the same item through adhoc contract with a new supplier.
8. The purchaser and the authorized users of the rate contract will be entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
9. **Risk & Expense Clause.**
 - (a) Should the stores or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, the Buyer shall after granting the Vendor **48 hrs** to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
 - (b) Should the stores or any instalment thereof not be in accordance with the specifications / parameters agreed by the Vendor, the Buyer shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.
 - (c) In case of a material breach that was not remedied within **48 hrs**, the Buyer shall, having given the right of first refusal to the Vendor be at liberty to purchase or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-
 - (i) Such default.
 - (ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.
 - (d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance

shall be recoverable from the Vendor. Such recoveries shall not exceed 10% of the value of the contract.”

10. **Force Majeure Clause.**

(a) Neither party shall bear responsibility for the complete or partial non performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

11. **Specification.** The following Specification clause will form part of the contract placed on successful Bidder - The Vendor guarantees to meet the specifications as per Part-II of RC/ Tender Document.

12. **Quality.** The quality of the stores delivered according to the present Contract shall correspond to the conditions and standards valid for the deliveries of the same stores for in Vendor's country or specifications enumerated as per RC/ Tender Document.

13. **Quality Assurance.** The item is of the latest manufacture, conforming to the current production standard and preferably having 100% defined life at the time of delivery.

14. **Inspection Authority.** The Inspection will be carried out by representative of Principal, Sainik School, Rewari at the Buyer's site at Vendor's cost. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection / Self-certification.

15. **Payment Terms.** Standard Payment terms, as indicated below, will be incorporated in the Rate Contracts:-

(a) It is mandatory for the Bidders to indicate their bank account numbers with IFSC Code and other relevant payment details so that payments could be made through Bank Transfer / e-banking. The applicable bank charges will be borne by the vendor.

(b) 100 % against post inspection /delivery at Sainik School Rewari.

(c) The vendor has to submit **two** copies of **Pre-receipted** (signature as received payment on bill with **Rs 1/- revenue stamp**) Invoice/bill.

(d) As far as possible, payment will be effected by the paying authority within 30 working days from the date of receipt of bill. Consolidated observations, if any is forwarded within 10 working days by paying authority to the CFA.

16. **Paying Authority.** Principal, Sainik School Rewari will be the paying authority.

17. The AMC services would be provided in two distinct ways:

(a) Adaptive Maintenance Service: The Vendor will provide a minimum of four Adaptive Maintenance Service visits during each year to the operating base to carry out any minor/major adjustments/ tuning as may be required on change of policy..

(b) Breakdown Maintenance Service: In case of any breakdown of the ERP system/Server, on receiving a call from the Buyer, the Vendor is to provide maintenance service to make the system/server serviceable.

18. **Response time.** The response time of the Vendor should not exceed 48 hours from the time the breakdown intimation is provided by the Buyer.

19. During the AMC period, the Vendor shall carry out all necessary servicing/repairs to the equipment/system under AMC at the current location of the equipment/system. Prior permission of the Buyer would be required in case certain components/sub systems are to be shifted out of location. On such occasions, before taking over the goods or components, the Vendor will give suitable bank guarantee, if asked for, to the Buyer to cover the estimated current value of item being taken.

20. While maintenance/Repair of ERP, no data loses will be accepted. Vendors will be charged for the data loses. The Software required for maintenance/ serviceability of the above system will be provided by the Vendor.

22. **Warranty.** Two year comprehensive onsite warranty.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:-
 - (a) A demand draft of BID Earnest money (EMD) amount **Rs 20000/- of value** in favour of Principal “Sainik School Rewari”.
 - (b) Money receipt of the Tender Paper purchased must be enclosed if purchased from School and a DD of 1000/- will be attached if downloaded from the School website.
 - (c) Attested copy of GST registration (Regular category Registration is mandatory).
 - (d) Copy of pan card.
 - (e) Income tax return certificate of last three Assessment years (2015-16), (2016-17) and (2017-18) must be deposited by the firm.
 - (f) A copy of GST returns from 01 July 2017 to 28 Dec 2018.
 - (g) Affidavit for non-black listing
 - (k) Bank statement showing turnover of recent year which proves financial solvency.
 - (l) Experience certificate for the corresponding items. A copy of the same must be enclosed by the Firm.
 - (m) Self-attested along with stamp at all pages of submitted document is mandatory.
 - (n) Technical bid and Financial bid separately sealed in two different envelope and both the envelopes is deposited in one single sealed envelope. On qualifying in technical bid commercial bids will be opened.
 - (o) Company authorization certificates for Sales/Services to be submitted by the tenderer.

2. **Price Bid Format.** Technical Bid details will be filled up by the bidder as per format placed as **Appendix ‘B’**. Bidders are required to fill up the **Price Bid** format placed as **Appendix ‘C’** correctly with full details.

**FORM TO BE COMPLETED BY THE TENDERER FOR SETUP OF SCHOOL ERP
SOFTWARE**

TO SAINIK SCHOOL REWARI

1. Name of the Firm/Individual:
2. Address: Head Office/Registered Office :.....
3. Branches :.....
4. (a) PAN No..... (b) GST No
(c) AADHAR Card No:.....
5. Telephone/Telex No/Fax/Mobile No :.....
6. E-mail IDfor online supply order.
7. Is your firm registered under
 - (a) The Indian Companies Act 1918 :.....
The Companies Act 1956
 - (b) The Indian Partnership Act 1932 :.....
 - (c) The Indian Factories Act :.....
 - (d) Any other Act :.....
8. Name and Address of your bankers -..... stating
the name in which account stands (**A/c No. & IFSC code of the Bank**).
9. Are you in the Central/State Govt. list :..... of
approved contractors if so give details
10. Are you financially solvent :.....
11. Articles in which the applicant usually deals
and the length of the applicants experience in trade
12. DECLARATION

I/We.....
(Give Name of Partners/properties or share holders in case of Firm) do hereby declare that
the entries made in the application from are true to the best of my/our knowledge.

NOTES: All subsequent changes in the construction or working of firm, affecting the accuracy of the answers now given, should be promptly communicated to the school authority.

Signature of Firm/Vendor

SAINIK SCHOOL, REWARI (HR)
TENDER FOR SUPPLY OF SCHOOL ERP SOFTWARE
TECHNICAL BID

Modules Details	Compliance to RFP specification whether Yes / No	In case of noncompliance, deviation from RFP to be specified in Unambiguous terms
<p>1. Admissions/Cadet Section</p> <ul style="list-style-type: none"> • Class Deifinition • Category Data Defintion – Gen, SC/ST/Def etc... • Definition of Category wise fees structure for each type of admission • Definition of Number of available seats in each stream category wise • Provision to enter student Data for admissions • Uploading student documents provided by the student at the time of admissions • Provision for entry of fees at the time of admissions • Flexibility to choose payment mode Cash, Cheque, DD and Challan • Receipt Generation and Printing (2 Copies, one for Institution and One for Student) • Daywise and Category wise Admission Reports and available seats report in each stream and category • Fees Collection Report – Classwise • Fees Collection Report userwise for accountability • Admission Confirmation SMS for students/parents • Provision for Cancellation of admissions and freeing up of seat under that quota • Refund of fees to students/Penalty for cancellation 		
<p>2. Academics / Exam Module – CBSE CCE (Class VI to Class XII)</p> <ul style="list-style-type: none"> • Enter PT Marks • Enter Note Book and Sub Enhancement Marks • Enter Term Exam Marks • Enter Co-Scholastic grades • Enter Physical Fitness and Health Status • Generate and print Report cards (Term 1 and Final) • Generate Exam reports • Grade wise counts for each class and subject • Mark Absent – SMS to parent upon submit • Student Attendance Report • Staff marks entry report exam wise • Anecdotal Records Entry 		

Signature of Firm/Vendor

<p>3. Office Module</p> <p>Office section is responsible for sale of application form sale, admissions and fees collection, they also manage the student documents and issue certificates for various purposes</p> <ul style="list-style-type: none"> • Application Form /Brochure sale • Student Fees Collection based on Eligibility List from examination section • Fees Collection • Daily fees collection reprot • Ledgerwise / Headwise fees reporting • Ad Hoc Fees collection • Expenses Entry and voucher printing • Daily and date range based expense reporting • Headwise expense reporting • Income Expense Statement Headwise summary bewteen two dates • Certificates Printing by front desk(TC, Study Certificate, Bonafide Certificate)- Integrated with exam section • Event based online SMS alerts (eg.,End of the day financial reporting, fees reminder) • Comprehensive Reporting for Management Decision making • Data Export to Tally and other systems • Any other on demand financial or student reports • Procurement/Exp above 5000 limit • Boys ledger • Balance Sheet 		
<p>4. Staff Information Module EST1</p> <ul style="list-style-type: none"> • Definition of Categories and Departments (Like Teaching/Administrative etc..) • Categorization of staff into Permanent and Temporary • Staff Demographic Data Capture • Staff Service and Qualifications data entry • Staff Salary and Emoluments definition and update • Staff Certificates digitization and upload • Staff Achievements/Accomplishments and Anecdotal Records entry • Staff Profile Reports for Statutory Documentation • Department/category wise staff Reports • Birthday wish message to staff on their birthday/Marriage Anniversary 		

Signature of Firm/Vendor

<p>5. Staff Payroll – Establishment EST2</p> <ul style="list-style-type: none"> • Employee salary definition based on the data from Est-1 • Create month wise payroll • Definition of Banks List/Provision to add a bank on the go • Employee ad hoc earnings and deductions entries (monthly/standard) • Employee monthly earnings and deduction entries (monthly/standard) • Employee salary advance definition – Loans Taken • Employee Loan Certificate with details of total loan taken, pending loan and monthly out go in a printable format • PF loan or any other statutory loans • Definition of Loss of Pay (Leave without pay) • Salary Generation for Aided Staff for submitting to the government • Salary Generation for Unaided Staff for submitting to the society office • Income tax calculations based on prevailing rules • generation of each bankwise employee loan report for writing a consolidated cheque to the respective bank • Headwise reports – eg Total income tax or PF to be deposited to government etc.. • Arrears calculation • Department wise Salary Report • Pay slip generation & printing & SMS to individual • Any other reports as needed by Est 2 		
<p>6. Online Payment Gateway Integration</p> <ul style="list-style-type: none"> • Securing Merchant ID • Working with Billdesk/SBI Collect (Our Preferred Payment Aggregator)/Aggregator of your choice and your bank to complete the formalities • Development of college side User Interface • Development of Daily reports for settlement and refunds • Bank reports and system reports for Finance section • Any other new features related to this 		
<p>7. Docket Entry</p> <ul style="list-style-type: none"> • Inward Docket Entry • Outward Docket Entry • Docket classification-Confidential/Critical etc • Docket action date definition and notification • Documents scan and upload for quick reference • Due date reminders for non-action • Inward Docket Entry Report • Outward Docket Entry Report • Date range based search and update 		

Signature of Firm/Vendor

<p>8. Library Management (With Bar Code Scanner)</p> <ul style="list-style-type: none"> • Add Book/Journal/Magazine - Type, Title, Subject, Author, Publisher, Year of Publication,ISBN,Edition (1,2,3 etc), weekly/Monthly/Biweekl, Yearly in case of Journal/Magazine,Rack No,College No • Search Book - with above fields • Issue Book - Search Student and Issue Book , set due date • Print Library Card for each student (Classwise + Individual) - Name, Father Name, Student Id, Class, Section, Photo • Return Reminders via SMS and penalty addition of Rs. x per day • Collect Penalty Using Collect payments • Books Available Report • Issue Report • Any Other Report 		
<p>9. Inventory Module – QM Section</p> <ul style="list-style-type: none"> • Groups Definition (Books, Uniforms, Expendables etc) • Indent/Request Creation • Indent approval • Purchase/Supply Order generation • PO/SO finalization and printing • Goods Receiving and Receipt voucher printing • Issue of goods to mess/bakery and other departments • Issue voucher printing • Payments against PO in accounts • Periodic Stock reports • Stock adjustments 		
<p>10. Inventory Module – Mess/Bakery Section</p> <ul style="list-style-type: none"> • Store Master • Item Master with price • Categorization of items into Dry and Fresh ration • Opening Balance update for each material • Raise Monthly indent for Dry and Fresh ration • PO Approval and Printing • Receipt from Purchase Section • Issue to Mess • Direct purchase by mess • Daily mess goods consumption entry • Daily Mess Ration consumption report • Daily per capita expenditure report • Mess Stock taking 		

Signature of Firm/Vendor

11. Messaging Platform/SMS Gateway <ul style="list-style-type: none"> • Transactional SMS Account Creation • Sender Id creation • Message Template Creation • Bulk SMS Sending through file upload • Delivery reports • Activity Reports • Real-time message balance • SMS Scheduling • 50,000 (Fifty Thousand) SMS free per year till the AMC paid for the year 		
12. Sick Bay Automation/Clinic Module <ul style="list-style-type: none"> • Medicine master – Name, Dosage, expiry date, price etc • Opening balance update • Cadet Diagnosis and Treatment • Medicine consumption • Temperature recording • Sick Report - Daily/Weekly/Monthly • Medicine issue report • Medicine expiry report 		
12. Sick Bay Automation/Clinic Module <ul style="list-style-type: none"> • Medicine master – Name, Dosage, expiry date, price etc • Opening balance update • Cadet Diagnosis and Treatment • Medicine consumption • Temperature recording • Sick Report - Daily/Weekly/Monthly • Medicine issue report • Medicine expiry report 		
13. Hostel Administration <ul style="list-style-type: none"> • Cadets Dossiers etc • Maintenance of Cumulative • Assign House • Record of Appointments • Record of Awards/ Punishment/Achievement • Record of Co-curricular Activities participation 		
Loading of Manual entries on System (First Time)		
Demo : Demo at School		

Note :

***Commercial bid will subsequently be opened for only those vendors whose technical bid meets the laid down criteria. The vendors whose technical bid is accepted will be asked for a demo session.**

***Minimum 60 % modules should be functional in the demo of firm for qualifying the technical bid.**

Name of Rep of Firm : _____

Signature of Firm Rep: _____

Name of the Firm _____

DD No _____

Address _____

DD Date _____

Mobile No _____

Amount : _____

SAINIK SCHOOL, REWARI (HR)
TENDER FOR SCHOOL ERP SOFTWARE

COMMERCIAL BID : OUTRIGHT PURCHASE

S. No	Module Description	Amount	GST (18%)	Total in Rs.
1	Admissions/Cadet			
2	Academics/Exam			
3	Office & Accounts Section			
4	Staff Information Module - Est1			
5	Payroll Module - Est2			
6	Online Fees Payment Module			
7	Docket Entry			
8	Library Module			
9	Inventory Management - QM Section			
10	Inventory Management - Bakery/Mess			
11	SMS Gateway			
12	Sick Bay/Clinic			
13	Hostel Administration			
14.	Loading of Manual entries on System (First Time)			
Total				

Name of Rep of Firm : _____

Signature of Firm Rep: _____

Name of the Firm _____

Address _____

Mobile No _____

DD No _____

DD Date _____

Amount : _____

SAINIK SCHOOL, REWARI (HR)
TENDER FOR SCHOOL ERP SOFTWARE

COMMERCIAL BID :ON PER STUDENT /YEAR BASIS

S. No	Module Description	Amount	GST (18%)	Total in Rs.
1	Admissions/Cadet			
2	Academics/Exam			
3	Office & Accounts Section			
4	Staff Information Module - Est1			
5	Payroll Module - Est2			
6	Online Fees Payment Module			
7	Docket Entry			
8	Library Module			
9	Inventory Management - QM Section			
10	Inventory Management - Bakery/Mess			
11	SMS Gateway			
12	Sick Bay/Clinic			
Total				

Name of Rep of Firm: _____

Signature of Firm Rep: _____

Name of the Firm _____

DD No _____

Address _____

DD Date _____

Mobile No _____

Amount: _____