

# Cantonment Board Pachmarhi

Pipariya Road, Distt. Hoshangabad

Pachmarhi 461 881



## TENDER DOCUMENT

FOR

### **SUPPLY OF DAK MANAGEMENT SOFTWARE AND FILE TRACKING SOFTWARE**

Tender Document Cost 1000/- (One Thousand Only)



कार्यालय मुख्य अधिशासी अधिकारी  
OFFICE OF THE CHIEF EXECUTIVE OFFICER  
CANTONMENT BOARD PACHMARHI  
Ministry of Defence

No. 112/E-Governance/Software/2017-18/

Dated: - January '2018

**NOTICE INVITING BIDS FOR 'SUPPLY OF DAK MANAGEMENT SOFTWARE AND FILE TRACKING SOFTWARE'**

The Cantonment Board Pachmarhi invites bids for supply of Dak management software and File Tracking Software for its office in Pachmarhi from reputed and financially sound firms.

Tender document can be obtained from the office of the Cantonment Board Pachmarhi, on a payment of Rs.1000/- by cash between 10:00AM hrs to 5:30 PM. Last date of issuing of tender document is 11/01/2018.

Date of submission of tender document shall be 12/01/2018 at 04:00 PM & tenders will be opened in the office of Cantonment Board Pachmarhi at 04:30 PM on 12/01/2018.

The interested parties can submit tender in a sealed cover super scribed "Tender for supply of Dak management software and File Tracking Software" addressed to Chief Executive Officer, Cantonment Board, Pachmarhi.

The Cantonment Board Pachmarhi reserves the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof. Any other information related to tender may be seen on web site of Cantonment Board Pachmarhi [www.canttboardpachmarhi.org](http://www.canttboardpachmarhi.org).

Satyam Mohan, I.D.E.S.  
Chief Executive Officer  
Cantonment Board Pachmarhi

## **IMPORTANT INFORMATION**

- 1. PURCHASER** Cantonment Board Pachmarhi
- 2. CONSIGNEE** Chief Executive Officer
- 3. PERIOD OF CONTRACT** Upto 31/03/2018.
- 4. NON TRANSFERABILITY** This tender is non-transferable.
- 5. TERMS & CONDITIONS** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Tender not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Authority.
- 6. ERNEST MONEY (EMD)** An amount of Rs.5,000/- only has to be submitted by way of cash or Demand Draft in favour of Chief Executive Officer, Cantonment Board, Pachmarhi, along-with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Tender received without EMD shall be rejected straightaway and will not be considered under any circumstances. The EMD of unsuccessful bidder will be returned within 15 days from the date of selection of final bidder.
- 7. PRESCRIBED FORMS** Tenders of firms received in the format prescribed in this tender document shall only be considered. Tender not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/Fax/Email/Letter head/ Quotations will not be accepted and ignored straightaway.

**Signature of Bidder**

**8. TENDER FEES**

Participating firms are required to furnish a non-refundable tender fee of **Rs.1000/- (One Thousand only)** in the cash, along-with the tender. Tender documents can also be downloaded from Cantonment Board Pachmarhi website [www.canttboardpachmarhi.org](http://www.canttboardpachmarhi.org). Firms using tender documents downloaded from the Cantonment Board Pachmarhi website will have to deposit Rs.1000/- in the office of the Cantonment Board Pachmarhi.

**9. LATE/DELAYED TENDERS**

Tenders received after closing date and time prescribed in this enquiry shall not be accepted under any circumstances.

**10. CANTONMENTBOARD  
PACHMARHI RIGHTS**

Cantonment Board Pachmarhi reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

**11. SCHEDULE**

Notice for inviting offer dated 03/01/2018. Last date of purchasing of tender form is 11/01/2018. Date of submission of tender document 12/01/2018 at 04:00 PM. Tender opening date 12/01/2018 at 04:30 PM.

**Signature of Bidder**

## **INSTRUCTIONS TO BIDDER**

1. The 'Term & Conditions' enclosed with this tender shall be the part of contract.
2. The price/rates should be quoted in words as well as in figures.
3. Cantonment Board, Pachmarhi will be authority to accept/reject the tender or any part of tender.
4. Tenderers are requested to enclose certified copies of PAN Card, TAN No, Declaration Form, Statement/Tax Return of the firm of last two years & EMD with their tender in the envelope No.1
5. Tenders received without Tender Fee, EMD amount will not be considered at all.
6. The tender form/documents can be obtained from the office of the Cantonment Board Pachmarhi on payment of Tender Fee Rs.1000/- (One Thousand Only) by 11/01/2018 in the office hours i.e. 10:00 AM to 5:30 PM.
7. The tenders which are not received before Scheduled date & time shall not be accepted.
8. Tenders or their authorize representative may be present at the time of opening of tender.
9. The tenders should be submitted in double cover. The First envelopes with inscription on its top Envelope No.1 should contain certified copies of PAN Card, Tan No, Declaration Form, Statement/Tax Return of the firm of last two years & EMD. The Second envelopes with inscription on its top Envelope No.2 should contain the

prescribed tender form duly filled in and signed along with the quoted prices. Any tender received in single envelope will not be opened.

The sealed tender envelope should be super scribed as under:

**'TENDER FOR SUPPLY OF DAK MANAGEMENT SOFTWARE AND FILE TRACKING SOFTWARE'**

10. The sealed tender should be dropped in the Tender Box kept in the Office of the Cantonment Board, Pachmarhi.

**Signature of the bidder**

**LIST OF SUPPLY OF DAK MANAGEMENT SOFTWARE AND  
FILE TRACKING SOFTWARE**

S. No.	Description of stores	Amount/ Rate Per Nos.	Amount in words
<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>
1	<p><b><u>SUPPLY OF DAK MANAGEMENT SOFTWARE AND FILE TRACKING SOFTWARE</u></b></p> <p><b>Details &amp; Key feature for software: -</b> Development Platform will be Linux/Windows, compatible with OS, cross browser &amp; daily backups.</p> <p><b>Features:-</b> Dashboard Compatibility, Manage Receive Dispatch as per applicable, Separate login accounts for all section. Print all type of reports, user management and more.</p>		

**Signature of bidder**

## **TERMS & CONDITIONS FOR CONTRACT**

1. The Rate shall be valid upto 31/03/2018 from the date of awarding the Contracts. Actual Supply Order may be placed from time to time against the rate concluded on the basis of such contracts(s). No guarantee can be given as to the minimum or actual services usage.
2. EMD will be returned to all unsuccessful bidders within 15 days from opening of tender. For successful bidder EMD will be converted into Security Deposit which will be refunded after 12 months or after audit whichever is later subject to condition that all items covered under warranty is replaced/repaired within time to the satisfaction of Chief Executive Officer. Also in case of supply of corrupt/substandard software supplier would have to provide non corrupt/standard software within 10 days. Failure to do so will result into forfeiture of security deposit.
3. In case of any dispute the decision of the Board shall be final.
4. For judicial adjudication, the disputes, if any, arising out of the supply orders against the Rate approved in the Contract will be subject to the Jurisdiction of the Courts in Pipariya/Hoshangabad.
5. The tenders should be submitted in double cover. The First envelopes with inscription on its top Envelope No.1 Technical Bid should contain certified copies of PAN Card, Tan No., EMD, Declaration Form, Statement/Tax return of the firm of last two years. The Second envelopes with inscription on its top Envelope No.2 Financial Bid should contain the prescribed tender form duly filled in and signed along with the quoted prices. Any tender received in single envelope will not be opened.

### **Signatures of the bidder**

6. The tenderers should sign at each page of the tender form and its annexure. No page should be removed/Detached from the Tender Documents otherwise tender will be rejected.



7. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
8. Indenting Authority: Cantonment Board Pachmarhi
9. Consignee: Chief Executive Officer, Cantonment Board Pachmarhi
10. Place of Delivery: Cantonment Board Pachmarhi.
11. Delivery Period: Within 10 days from the date of receipt of supply order to the firm.
12. Payment Terms: 100% payment shall be released within 15 days on satisfactory receipt of the appropriate software ordered. Advance payment will not be made under any circumstances.
13. Dispatch Instructions: Stores are required to be delivered at the Office of the Cantonment Board Pachmarhi on free delivery without any extra charges to the consignee's premises. No transportation charges will be admissible.
14. **GUARANTEE/ WARRANTY:** The supplier shall guarantee that the software supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said appropriate software would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said goods/stores/ articles be discovered to not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to replace the items or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event,

#### **Signatures of the bidder**

the above mentioned warranty period shall apply to the goods/stores/ articles.

In case of failure of the supplier to rectify or replace the goods/stores/ articles within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

15. Any changes or updation in the software, mobile application will be free of cost within one year of supply. After that AMC will be signed for further updation and modification.

**Signatures of the bidder**

DECLARATION

From:-

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

The Chief Executive Officer  
Cantonment Board, **Pachmarhi**

Dear Sir,

I/we have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned/suspended business dealings. I/We further undertake to report to the CEO, Cantonment Board Pachmarhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.

Yours faithfully,

(Signature of the Tenderers)

Name

Seal of the Firm

Dated