

# CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No. – 05/2018-19 Group B

Dated: 02/05/2018

Properly sealed quotations are invited for and on behalf of CNLU, by the Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna - 800001 from Authorised Partner / Reseller of Tally.

**Name of the work : Supply & Installation of Single License of Multiuser Tally Software.**

Cost of Document : Rs. 250/- (Two Hundred Fifty only) in form of DD (Demand Draft). DD should be in favour of Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna – 800001

Work Completion Time : 10 days from the date of work order.

EMD : Rs. 1200/- (One Thousand Two Hundred only) in form of DD (Demand Draft). DD should be in favour of Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna – 800001

Sale of Document : From 02/05/2018

Date & Time of receipt of bid : 10/05/2018 up to 04:00 pm

Date & Time of opening of Technical Bid: 10/05/2018 at 04:30 pm

Date & Time of opening of Financial bid : 12/05/2018 at 04:30 pm

Place of all meeting : Registrar's Chamber

## **Scope of work**

- A. The scope of work shall include the Supply & Installation of Single License of Multiuser Tally Software. One time Training to Employees of Account & Finance Department of CNLU and Service Support from Partner / Reseller of Tally for one year is inclusive in the scope of work.

## **Eligibility**

Eligibility terms for intending quotationer are as follows:

1. The quotationer should be registered under Indian Companies Act 1956 / Partnership Act or proprietorship firm having GST and Permanent Account Number (PAN) issued by respective authorities. Supporting documents should be annexed along with the technical quotation.
2. The quotationer shall furnish an undertaking duly attested by notary on a non-judicial stamp paper of value Rs. 100/- (Rupees Hundred only) as per Annexure I.

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3. Those quotationers who are either blacklisted or debarred or against whom FIR has been lodged or whose contract has been rescinded by any Government /PSU or who have failed to execute the awarded work in past three years will not be allowed to participate in this bid process.
4. Quotationer should be OEM or its authorized partner / retailer. OEM Authorisation certificate, duly signed by competent authority of OEM with his / her Designation, Official e-mail and Mobile number, against this NIQ should be submitted in envelop of technical quotation. Photocopy or scanned copy of OEM`s authorisation is not acceptable.
5. Joint Ventures are not allowed to participate in this NIQ.

## Terms and Conditions

1. Quotations received after due date & time shall be summarily rejected.
2. Manner of submission of the Quotations: Sealed Quotations Technical & Financial in separate sealed covers should be either dropped in the Quotation Box marked “**NIQ No.- 05/2018-19 Group B dated 02/05/2018 For Supply & Installation of Single License of Multiuser Tally Software**” or be sent by Post at the address given above so as to reach by the due date and time. Incomplete quotations are liable for rejection. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Quotation documents.
3. Quotationers are advised to be present in the meeting of Technical Bid and Financial Bid.
4. Quotationers are advised to study all technical and commercial aspects, instructions, terms and specifications carefully in the Quotation document. Failure to furnish all information required in the Quotation Document or submission of a quotation not substantially responsive to the Quotation document in every respect will be at the quotationer’s risk and may result in the rejection of the quotation.
5. This Quotation document is not transferable.
6. All documents should be signed by proprietor or an authorised signatory of firm. Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the quotation.
7. Quotationers should attach copy of Firm registration, copy of certificate of GST registration, PAN Card in the name of firm or proprietor, duly filled check list as per Annexure –II & Declaration as per Annexure-I in Technical Quotation envelope.
8. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the quotationing process at any time prior to the award of contract, without assigning any reason whatsoever.
9. The work has to be completed within the period mentioned against works. It will be reckoned from the date of the issue of work order. If the work is not completed within the completion period

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liquidated damages @0.5% of agreement value per day of delay will be levied (subject to maximum of 10%). If the liquidated damages reach the level of 10% the contract is liable to be rescinded.

10. This notice is being issued with no financial commitment. The Buyer reserves the right to amend or vary any part thereof at any stage. Buyer also reserves the right to relax terms & conditions of the quotation in the interest of work and withdraw the Quotation, should it become necessary at any stage.
11. Service support should be available on all the working days of the Govt except Sundays & Holidays.
12. Buyer reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.
13. Quantities of items are tentative. It may increase or decrease as per requirements.
14. Clarification regarding contents of the quotations: During evaluation and comparison of quotations, the Buyer may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.
15. Financial Quotations of only those firms will be opened whose Technical Quotations are found responsive.
16. Rejection of Quotations: Canvassing by the Quotationer in any form, unsolicited letter and post-Quotation correction may invoke summary rejection. Conditional Quotations will be rejected.
17. The quotationer should adhere with all seriousness to the time schedule provided by the Chanakya National Law University, Patna.
18. The quotationer shall be liable to indemnify the Chanakya National Law University, Patna in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
19. **Quotation Evaluation Process:**
  - A. **Evaluation of Technical Quotation:**
    - Detailed technical evaluation shall be carried out in relation with the conditions in the quotation document to determine the substantial responsiveness of each quotation. For this clause, the substantially responsive quotation is one that conforms to all the eligibility and terms and condition of the quotation without any material deviation.
    - The evaluation committee may call the responsive quotationer who comply all Eligibility of the quotation for discussion to facilitate and assess their understanding of the scope of work and its execution.

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- B. It is mandatory for the bidder to qualify all the Technical qualifications (including eligibility criteria) to be responsive and for being considered for opening of their Financial Quotation and evaluation thereof.
20. The work order placed is liable to be cancelled at any time if any document submitted by agency is found fake and misleading.
21. All payments are subject to statutory deductions as and when applicable as per Bihar Financial Rule 2005 and its further amendments.
22. Payment will be made after successful installation.
23. The selected quotationer will have to enter into agreement within 5 days from date of issue of work order. If agreement is not signed within stipulated period earnest money may be forfeited.
24. Dispute if any, will be subject to Patna Jurisdiction only.
25. Financial quotation as per Annexure-III
- 26. Amendment of Quotation Document.**
- 26.1 At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
- 26.2 The amendment will be notified through official website of Chanakya National Law University for all the prospective Quotationers.
- 26.3 In order to afford prospective quotationer reasonable time in which to take the amendment into account in preparing their quotations, the Client may, at its discretion, extend the last date for the receipt of the Quotations.

Registrar  
CNLU, Patna

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Annexure-I

Declaration

I / we declare

that my / our company namely..... has not been black listed by any Government / Non-Government Organisation nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us.

The documents annexed along-with the quotation are genuine. If they are found fake or forged the Purchase Order / Agreement may be cancelled and FIR may be inflicted against us by the University

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-II

## CHECK LIST (SHOULD BE ATTACHED QUOTATION DOCUMENT)

<b>Sr. No.</b>	<b><u>Description</u></b>	<b><u>Remarks</u></b>
1.	Passport size Photograph of the Quotationer / authorized Signatory holding power of attorney	
2.	Name of the Firm	
3.	Address with contact number, FAX, E-mail of the Firm	
4.	PAN No Attach copy of PAN card	
5.	GST details Attach copy of Registration Certificate	
6.	Firm`s Bank Account Details with Bank Name, Address and IFSC / RTGS codes	
7.	Copy of Document of Company Registration /Incorporation.	
8.	Authorised Partner / Reseller certificate from Tally	
9.	Tally Authorisation Letter for providing Licenses	
10.	DD of Cost of Document Details	Amount: 250/- ( Two Hundred Fifty only) DD No. with Date:  Name and address of the issuing bank:

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11.	DD of Earnest Money Deposit Details	Amount: 1200/- (One Thousand Two Hundred only) DD No. with Date:  Name and address of the issuing bank:
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I / We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure III

## Financial Quotation

<u>Sr.NO</u>	<u>ITEMS</u>	<u>Quantity</u>	<u>Unit rate exclusive of all taxes</u>	<u>Applicable taxes</u>	<u>Total Amount inclusive of all taxes</u>
1.	Single License of Multiuser Tally Software	1			
2.	One time Training to Employees of Account & Finance Department of CNLU	4			
3.	Service Support Charges of Tally for one year	1			

Name of the Quotationer

Seal of the Quotationer

Place

Date