



REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

No:

319/

Date:-

15/2/18

Short Tender Notice

Sealed Tenders are invited from the Authorized and Experienced Firms for supply software of "PAY ROLL MANAGEMENT SYSTEM". The last date of receipt of Tender is 26.02.2018 (up to 5.00 p.m.). For further details please visit our website: [www.riebbs.ori.nic.in](http://www.riebbs.ori.nic.in) and [www.riebbs.ac.in](http://www.riebbs.ac.in) or contact Section Officer, C&W Section, Regional Institute of Education, Bhubaneswar on office hours for the purpose.

K. K. C.  
16-02-18

Administrative Officer



REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR

No.

Dated: -

TENDER NOTICE

Sealed Tenders are invited from Authorized and Experienced Firms for supply software of **PAY ROLL MANAGEMENT SYSTEM.**


Tender forms containing Terms and Conditions can be obtained from C & W Section, RIE, Bhubaneswar on payment of Rs.200/- (Rupees Two hundred) only in shape of Bank Draft drawn in favour of "General Fund Account", RIE, Bhubaneswar payable at SBI, RCE Campus Branch (Code No.5302) Bhubaneswar as per the following schedule.

- |    |                                      |  |
|----|--------------------------------------|--|
| a) | Period of issue of Tender Forms from | : 16.02.2018 to 26.02.2018 upto 3.00p.m. |
| b) | Last date for submission of Tender   | : 26 .02.2018 by 5.00 p.m                |
| c) | Opening of Tenders                   | : 27.02.2018 at 10.30 a.m.               |

The Tenders received after due date and time, unsealed condition and without EMD will be rejected. For further details please visit our website: [www.riebbs.ori.nic.in](http://www.riebbs.ori.nic.in) and [www.riebbs.ac.in](http://www.riebbs.ac.in).

Principal, Regional Institute of Education, Bhubaneswar reserves the right to reject any or all Tenders without assigning any reason thereof.

This issues with the approval of the competent authority.

  
16-02-18  
ADMINISTRATIVE OFFICER



REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR

Tender form for supply of "PAY ROLL MANAGEMENT SYSTEM"

1. Name of the firm with Complete postal Address :
2. Telephone No. Land line :  
Mobile No. :
3. Fax No. if any :
4. PAN No. :
5. TIN No. :
6. GST No. :
7. Bid Amount
8. EMD details :

Authorized Signatory of the firm  
With Rubber seal



## REGIONAL INSTITUTE OF EDUCATION: BHUBANESWAR

### Terms and Conditions

1. The Regional Institute of Education, Bhubaneswar invites sealed Tenders from Authorized and Experienced Firms for develop and supply of **PAY ROLL MANAGEMENT SYSTEM** to this Institute as per the specifications/scope of work mentioned at **Annexure' A'**. Principal has every right to choose the best utility & users friendly software instead of selecting the lowest quoted firm.
2. The Tender should accompany an Earnest Money Deposit (EMD) of Rs. 4000/- in shape of DD/Banker's Cheque drawn in favour of "General Fund Account", RIE, Bhubaneswar payable at Bhubaneswar.
3. Tenders are required to submit the tender by Speed Post or by hand in a sealed cover superscribing "**TENDER FOR SUPPLY OF PAY ROLL MANAGEMENT SYSTEM**" addressed to the Administrative Officer, Regional Institute of Education, Sachivalaya Marg, Bhubaneswar- 751 022 up to 5.00 P.m. of 26.02.2018 which will be opened on 27.02.2018 at 10.30 a.m. in the presence of bidders or their authorized representatives, If any, present. This Institute will not be responsible for any postal delay, holidays or any other reasons resulting in delay of submission/receipt of tender beyond the due date.
4. The tenders received after due date and time, unsealed condition and without EMD will be rejected.
5. In case the last day of receipt of tender enquiry is declared a holiday on any account, the tenders will be received on the following working day.
6. The tender should be signed by the authorized person and his full name and status should be indicated below his signature.
7. The EMD will be refunded to the unsuccessful bidders by RTGS. The EMD of successful bidder will be refunded only after satisfactory supply of the software.
8. Tenderers should indicate the time required for execution of work order. However, the software should be supplied as early as possible.
9. After finalizing the tender process, supply Order will be placed to the successful bidder for supply of quoted item (s) with quoted rate. If the Agency/firm fails to supply the item (s) within the stipulated period, the supply Order will be cancelled and EMD amount will be forfeited.
10. Payment will be made only after satisfactory receipt of the software (s) and getting installation report from the supplier. The firm will not lodge any claim with regard to interest for delay in settlement of dues due to any administrative reasons.
11. No advance payment/part payment is admissible. Payment against the supply of the software will be made directly to the supplier through RTGS against pre-receipt bill basis. No request for other mode of payment will be entertained.

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12. For all purposes of the Contract including arbitration proceedings there under, the Principal, RIE, Bhubaneswar shall be entitled to exercise all the rights and power of the purchaser.
13. It will be the responsibility of concerned firm to deliver & install the items ordered at Regional Institute of Education, Bhubaneswar.
14. Force majeure, clause is applicable to the contract.
15. No advance payment will be made to the firm under any circumstances.
16. **The delivery, installation and demonstration is the responsibility of the supplier free of cost.** No extra price will be paid in any circumstances to the firm.
17. The Tenderer should possess valid TIN/PAN/GST/Service Tax/EPF No. etc. and mention the same on the tender paper with documentary evidence.
18. The bidder should have a minimum average annual turnover of Rs.50.00 lakh in last three financial years.
19. The bidder should have a minimum of 10 IT professional 's working in company's payroll.
20. The bidder should have experience in Development, Implementation and maintenance in software application in any State Govt./PSU/Central Govt. in last 1 year.
21. Preference will be given to the experience in implementing software service and employee pay roll service in University/College/ Institution.
22. The Tenderer who have down loaded the Tender Form from RIE website and interested to submit the same may deposit Rs.200/- (Rupees Two hundred) only in shape of Bank Draft drawn in favour of "General Fund Account", RIE, Bhubaneswar payable at SBI, RCE Campus Branch (Code No. 5302) Bhubaneswar while submitting the tender form failing which the tender will be rejected.

The Principal, RIE, Bhubaneswar reserves every right to accept/reject any/all quotations at any stage and increase or decrease the quantity of goods without assigning any reason thereof and his/her decision shall be final and binding.

*Kulha*  
*16-02-18*

ADMINISTRATIVE OFFICER

Signature of the Tenderer with Office seal

SPECIFICATION OF ITEMS FOR TENDER

Sl. No.	Particulars of Item	Specification	Remarks
1	PAY ROLL MANAGEMENT SYSTEM	<ol style="list-style-type: none"><li>1. Complete Pay roll system in accordance to Government of India including Pension Disbursement/payment.</li><li>2. Income Tax calculation of both i)Serving Employees ii)Pensioners</li><li>3. Cash and Compilation</li></ol>	The lowest quoted firm (After technically qualify) needs to give demo of the package before supply of the same to the Institute.

*K. D. S.*  
16.02.18  
Administrative Officer