



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Ref: IMU-HQ/R/71/93-B/2/2019-PUR

12-01-2021

To,

Sir,

Sub: Invitation of Bids for Tender for **Supply and Installation of Tally Server version (Latest 2020)** -Reg

The Indian Maritime University, a Central University, Under Ministry of Ports, Shipping and Waterways. Indian Maritime University-Headquarters (IMU-HQ), Chennai has planned to update the existing Tally ERP 9 software into the Latest 2020 Tally Server Version.

At present Tally ERP 9 software is installed in the Headquarters and its Six (6) campuses as **standalone packages**. Now we need to consolidate all the data and store it in the database at IMU-Headquarters in Chennai.

Bids are invited from the esteemed Tally Channel Partners for the supply, installation and commissioning of Tally Server version with approximately Thirty (30) Nos Remote user licenses in the Headquarters and its 6 campuses located at Chennai, Kochi, Kolkata, Mumbai Port, Navi Mumbai and Visakhapatnam.

Also the data available in the existing Tally ERP 9 software must be consolidated and imported into the new server edition.

S.No	Description	Quantity
1	Tally Server Edition (with Latest Version 2020 or higher) minimum Thirty (30) Nos Remote user licenses	1

The hardware and software requirements for installing the Tally software and accessing it from other campuses are to be mentioned clearly in the quotation.

The last date for submitting Bid is **01.02.2021** till 03:00 PM hours.

Bids will be opened on **01.02.2021** at 04:00 PM hours.

Terms & Conditions:

- Price:** The Unit Price Quoted by Dealer in the price bid should be inclusive of all the charges and inclusive of applicable GST. No additional charges will be accepted or payable by IMU on any reason.

Handwritten signature and date:
12-1-21
(12-1-21)

Bidder should quote the price on destination basis, duly delivered, commissioned and including all taxes.

Tally Channel Partners are requested to submit the bids for Academic Licenses of the above software and not the Business License as the software intends to be utilised not for Business Purpose. For any clarification in this regard, Dealers are requested to contact IT-Section of IMU-HQ at it.hq@imu.ac.in with CC to dr.purchase@imu.ac.in & Purchase.hq@imu.ac.in before submission of bids.

Tally Channel Partner shall be responsible for successful delivery & installation of software as per guideline of IT-Department of IMU-HQ and to the satisfaction of IMU.

In case of calculation errors/mistakes/differences in figures or words the final amount mentioned in words will be taken into account for evaluation and the bidder has to abide by the same figure.

2. **Security Deposit:** The Successful Bidder has to deposit 3% of Work Order Value (Ex.GST) as Security Deposit within Five Working days from the date of issue of work order.
The Security Deposit will be refunded within 60 working days from the date completion of Contract Period: One year.
3. **Price Bid and Evaluation criteria:** Tally Channel Partners should quote for the requirement given in the table above. The L-1 bidder will be entrusted with the work. L-1, Bidder should be considered after considering the price on destination basis, duly delivered and including all taxes.

In case of tie in L-1 rate by two or more Bidders, the Purchase committee of IMU selects bidder based on measures like having past experience in the relevant work with IMU, Aggregate of work orders carried out during the last three years with IMU or any other measure i.e Turnover etc. The Decision of IMU in this regard is final and no further correspondence will be considered on the same.

4. **Offer validity:** The validity of bid is 120 days from the date of submission.
5. **Work Order Period:** Quoted Rates are valid till the completion of the stated work and Escalation of Rates shall not be accepted during the Work Order Period.

The above stated quantity is tentative, hence for any further fresh requirement, Tally Channel Partners will be issued subsequent Work Orders within a period of One year from the date of issue of work Order on Mutual Consent with same rates and terms and conditions.



- 6. Supply & Installation of Software:** IMU-HQ will issue Purchase Order/s to the Successful Bidder/s for supply of respective Software based L-1 Bidder. After issue of PO, Tally Channel Partners has to co-ordinate with IT-Section of IMU-HQ for supply and installation of Software.

In the event of Tally Channel Partners handing over the Licenses to IT-Section of IMU, the Tally Channel Partners should provide assistance as and when required for successful installation of the Software.

- 7. Payment terms:** No advance/ part payment will be made. The payment will be made through RTGS after successful supply & installation at IMU-HQ or handing of Licenses to IT Section of IMU-HQ to the satisfaction of IMU-HQ, ECR Road, Uthandi, Chennai.

However, the payment of GST shall be made against submission of GST invoice.

The Tally Channel Partners/Service Provider should send scanned copy of Invoice by Email to dr.purchase@imu.ac.in & purchase.hq@imu.ac.in besides sending hard copy of the Bill addressing to Registrar, INDIAN MARITIME UNIVERSITY-HQ, Semmencherry, East Coast Road, Chennai-600119. The Bill will be initiated for approval only after receiving the Hard Copy of the Bill at Purchase Section of IMU-HQ and IMU will make the payment within 15 days subject to full and satisfactory performance obligations.

- 8. Mode of Payment:** The Bank details (Name of the Bank, Account No & IFSC Code) should be enclosed along with the Invoice as per Mandate form provided by IMU-HQ.

- 9. TAXES AND DUTIES:** The Tax Invoice raised by the Tally Channel Partners must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. 33AAAAI2610K2Z3. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there-under.

Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate

If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in their quotation and shall have to enclose a self-certified copy of GST Registration Certificate



If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Dealer" in their quotation and shall have to enclose a self-declaration for the same.

10. Submission of Bids:

- i) The Bids can be submitted in the prescribed format (as per Annexure-A) as enclosed here with in sealed covers at Purchase Section of IMU-HQ on or before **01.02.2021** till 03:00 PM. The quotation should be printed on letterhead of the Tally Channel Partners duly signed by Tally Channel Partners.
 - ii) It is IMU-HQ's prerogative for extension of the Bid submission time.
 - iii) The Bids that are submitted or received after the prescribed time may not be considered for evaluation. IMU is not responsible for any
 - iv) The offered rates should be inclusive of delivery charges at IMU-HQ and any other charges but exclusive of applicable GST.
 - v) The Offered rates should be valid for 120 days from the end date for submission of quotation.
 - vi) The Bidders should be a Tally Channel Partner as on date of submission of Bid and should submit self-attested copies of the same
 - vii) The Tally Channel Partners should submit proof of their channel partner certificate from OEM Tally.
- 11.** The Envelope containing the Bids shall be properly sealed. Envelope stapled shall not be accepted. Further, the envelope shall be super scribed as **"Submission of Bid for Tender for Supply and Installation of Tally Server version (Latest 2020) "** addressed to
The Registrar,
Indian Maritime University-Head Quarters,
East Coast Road, Semmencherry,
Sholinganallur Post, Chennai 600119.

Bids received after the due date and at the time of opening of tender will be out rightly rejected. Bids which are not as per prescribed format will be rejected.

- 12.** The University reserves the right to accept in part or in full any quote(s) or reject any one or more Bids/quote(s) without assigning any reason. The University also reserves the right to postpone the date of receipt and opening of Bids or to cancel the tenders without assigning any reason whatsoever.

- 13.** The Requirement is tentative and the actual quantity may vary depending upon the requirements. The initial contract is for the above mentioned quantity, however if any additional quantity is required by the IMU HQ, the Service Provider/Contractor must supply at the same rate and terms and conditions.




14. Delay in Delivery: In the event of delay beyond the prescribed period by IT-Section of IMU-HQ, the Tally Channel Partners shall be liable to pay penalty @ 0.5% of the value of the unexecuted work (i.e Licenses pending or yet to be installed) per day for the first 5 days and at 1% of the value of the unexecuted work per day for the next 5 days. Beyond this, the work order is liable to be summarily cancelled and the security deposit of the Tally Channel Partners is liable to be forfeited, and the unexecuted work may be allotted to another Tally Channel Partners at the risk and cost of the defaulting Tally Channel Partners.

15. Liquidation Damage: In the event of in-ordinate delay and unsatisfactory services, the Tally Channel Partners shall be liable to pay penalty @ 0.5% of the value of the unexecuted work per day for the first 5-10 days and at 1% of the value of the unexecuted work per day for the next 5-10 days. Beyond this, the Purchase order is liable to be summarily cancelled and the security deposit of the Tally Channel Partners is liable to be forfeited, and the unexecuted work may be allotted to another Tally Channel Partners at the risk and cost of the defaulting Tally Channel Partners.

16. The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) resulting from the failure of the Tally Channel Partners to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Tally Channel Partners.

17. RESOLUTION OF DISPUTES: Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

Please read all instructions before submitting the Bid.


Registrar
12-1-21

(Annexure-A)

Format for Submission of Bid

(Should be printed on letter head and duly signed by the Bidder)

To

The Registrar

INDIAN MARITIME UNIVERSITY-HQ

ECR Road, Semmencherry,

Sholinganallur Post,

Chennai-600119

Sub: Submission of Bid for Tender for Supply and Installation of Tally Server version -Reg

Ref: IMU's Tender with ref.no: IMU-HQ/R/71/93-B/2/2019-PUR, Dt.12-01-2021 ✓

Sl. No	Item	Qty	Total Cost (Incl. GST)
1	Tally Server Edition (with Latest Version 2020) minimum Thirty (30) No Remote user licenses	One	
Total amount in words (Incl. GST):			

Statement of Declaration

I/We hereby declare that we have read and agreed for terms & conditions in the referred Tender I / We are Tally Channel Partner and enclosed copy of in support of the same along with this Bid.

Signature with Seal

Designation:

Name & Contact No: