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	SREE NARAYANA GURUKULAM CHARITABLE TRUST (SNGCT)	Document No.	SNGCE-TD-21
	SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING (SNGCE) www.sngce.ac.in	Effective Date	19/05/2023
	TENDER DOCUMENT – 21	Revision Date	
Signature :	SUPPLY , INSTALLATION , TRAINING AND COMMISSIONING OF TALLY CLOUD BASED ACCOUNTING SOFTWARE	Custodian : SNGC TRUST	

Time schedule for Tender Process :

1	Date of publication of tender notification on official website www.sngce.ac.in	Free download from website or from office
2	Sale of tender document commence from	19-May-2023
3	Last date of sale of tender document	31-May-2023
4	Last date for receipt of duly filled- in tenders	4 PM on 31-May-2023
5	Date and Time of the opening of Tenders	02-June-2023

Note : This tender documents contains (06 Pages) and tenderers are requested to sign on all the pages .

1. Introduction

Sree Narayana Gurukulam college of engineering (SNGCE) is a premier institution started in the year 2002 imparting engineering and management education in the state of Kerala. The college is managed by the Sree Narayana Gurukulam Charitable Trust Perumbavoor, a recognised charitable society comprising of eminent personalities from diverse of activity in India . SNGCE is approved by All India Council for Technical Education (AICTE) and affiliated to APJ Abdul Kalam Technological University (KTU) . SNGCE located at Kadayiruppu , a Greenfield village very near to Kochi city

Notice Inviting Tender:


The SNGCE invites sealed tenders for the supply and integration of an ERP software which fulfil the complete requirement of campus automation.

The details of the tender are given below :-

- a. Description of Services :Supply, installation, training and commissioning Tally Cloud Based Accounting Software
 - i. Correspondence address : The Secretary , SNGC Trust , Perumbavoor . Pin 683542.
 - ii. Bids can be sent to SNGC Trust office in sealed cover.

Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the criteria prescribed in the tender document. SNGC Trust will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected .Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid evaluation criteria, General Terms and conditions and compliance to the Scope of supply etc.

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In case of any clarification required relating to this tender ,the same can be sought from the following officers of SNGC Trust :


- Convener Acad Committee, SNGCT Perumbavoor Ph: 9632998471
- The Manager , SNGCE , Kadayiruppu Ph : 8281165770
- The Secretary , SNGC Trust , Perumbavoor , 683542 Ph : 9447465232

2. General Terms and Conditions :

The tenderers are requested to go through the following terms and conditions before submitting their tender documents :

- Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- The name and address of the tenderer shall be clearly written in the space provided and no overwriting , correction, insertion shall be permitted in any part of the tender unless countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored / rejected .
- The tender shall be ignored, if complete information is not given there-in , or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
- The company or firm will provide GSTIN (Goods and Tax Registration No.) along with bid.
- An Individual signing the tender or other documents connected with the tender must specify whether he signs as :-
 - A sole proprietor of the concern or constituted attorney of such sole proprietor .
 - A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - Copy of the certificate of registration of firm should be attached along with the tender papers .
- The tender submitted in sealed envelope super-scribed “ Tender for the supply, installation and commissioning of ERP software for campus automation “ should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGC Trust office on or before 31st May 2023.
- SNGC Trust reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
- Tenderers to specify the yearly charges for each services requested in the schedule . SNGC Trust have right to add or remove offered services prior to the issue of PO.
- Supplier to confirm delivery within 7 days against the Purchase Order .Delivery to : SNGCE , Kadayiruppu.
- Warranty offered against services shall be specified by supplier .

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11. Tenderers to visit SNGCE college , Kadayiruppu for system study and for further clarifications .

Annexure A. Scope of supply and PERFORMA OF FINANCIAL BID

SL. No.	Item description	Yearly cost or maintaining charges per student or login numbers					Warranty
		Rate Rs.	Total Rs	Tax%	Tax Amount	Total Rs	
1	Supply , installation , data Migration and Training (on site and later online), commissioning of Tally Cloud based accounting software.						
	TallyPrime Gold (Multi-User) - (Cloud) (4 Users)						
	Initial Configuration Charge						
	Additional charge per hour per VM						
	Total Amount Monthly						
	First-time data migration Cost from Topscore: - (All Institution data (Includes Student fees, Staff Salary, and other General Ledgers) from the current Software "Topscore" need to be migrated to Tally Cloud during installation.)						
Any additional Cost / Components							
Total amount in Rs.							
Extension of services offered for same amount or less =							Years

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A. 1 .Software features detailed specs

Cloud Config	Regular 12 Hr
User Limit	4 user
Accessibility	12 Hrs
Processor Type	2 vCPU(s)
Memory	8 Gb
Machine Type	t3a.large
Data storage	10 GB
Managed Service	Handled by Tally Solutions Pvt Ltd 96 Gb /month - This might vary in future, pls quote for 96 GB
Allowed download limit	10 GB - This might vary in future, pls quote for 10 GB
Backup Space	GB

Quote required for below

TallyPrime Gold (Multi-User) - (Cloud)

Additional charge per hour per VM

Initial Configuration Charge

Total Amount Monthly

First-time data migration Cost from Topscore: -

(All Institution data (Includes Student fees, Staff Salary, and other General Ledgers) from the current Software "Topscore" need to be migrated to Tally Cloud during installation.)


a. Bidder's selection criteria :-

1. Supplier shall be an authorised partner of Tally systems .
2. Supplier Shall have done a minimum of 10 number of similar migrations.
3. Supplier shall have experience in migrating at least one Educational institutional data to Tally.
4. Supplier shall have the faculties to visit SNGCE onsite to conduct onsite trainings and migration.

b. Operational terms

The account / administrative functions shall not be interrupted during the process of data migration to suppliers application and any issues related later shall be corrected by the supplier. A trail run of minimum 1

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month period shall be required once the new software integration in place say both SNGCE existing software and new software shall run in parallel and continue till SNGCE satisfied with performance of new software and in case SNGCE not satisfied during the trail run period , then supplier shall revert everything to the previous operation methods .

c. Payment Terms

First Payment: - 10% of the contract value shall be paid against the PO and supplier to install the application within one week time.

Second payment :- 25% of the contract value shall be released upon satisfactory completion of installation of the software at SNGCE against a provisional completion certificate issued by the Principal of the institution.

Third payment :- 15% of the contract value shall be released once SNGCE issued a certificate stated the data migrated is failsafe and users are fully conversant with operation of the system. The supplier to provide an extra training either through online or at site if users requested again for training. However, all training and data migration shall be completed within a time span of 3 months from the date of PO issued.

Login and use of system by all stakeholders ;- 90 days from the date of PO issued or 3 months from the date of release of first payment whichever is less.

Fourth Payment :- 25% of the contract value shall be released upon following conditions satisfied by all stakeholders . Report generation, OBE , NBA,NAAC, All modules and sub section graphs & reports etc.. SNGCE shall issue a partial completion certificate of the project and payment shall be given within 5 months from the date of release of first payment, provided all issues if any reported by stakeholders corrected by the supplier within the specified time.

Fifth payment:- 15% of the contract value shall be released after 6 months from the date of release of first payment if everything working satisfactorily.


Remaining payment : Balance 10% of the contract value shall be released upon completion of 1 year and subjected to the renewal of contract for next year . SNGCE shall not break contract purposefully for any financial gains . An advance memo shall be issued by SNGCE if any performance issues or discrepancies in offered services and supplier to correct it upon time to time .

TDS and other tax deductions applicable for all payments. Supplier to furnish their PAN card and other relevant documents to SNGCE accounts against the PO issued.

d. Working at SNGCE college premises by staffs of the supplier : General guidelines

Supplier to furnish the details of their employees in advance and obtain Gate pass from the Manager of SNGCE . Gate pass is valid for 1 year from the date of issue. Gate pass issued only to the specified person with photo ID and not transferable to any one. Staff can visit only to the designated area approved and items bring inside the SNGCE premises to be entered at main gate and returnable pass to be obtained.

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Alone working at SNGCE computer lab/Accounts not permissible and SNGCE assign college staff to support the employee of the supplier. Supplier's employee/s to sign off an agreement for using SNGCE internet. Staff of the supplier to follow decent dress codes at SNGCE premises during their visit.

3. PERFORMA OF TECHNICAL BID

The tenderers needs to submit the following documents with their tender documents:-

- a. Copy of the license issued by the appropriate authority.

4. Client list -

5. UNDERTAKING & ACCEPTANCE LETTER BY THE SUPPLIER

I /We have carefully gone through the various terms and conditions listed in the Tender form. (Technical and Financial Bid) for supplying campus automation software to SNGCE kadayiruppu. I / We agree to all these conditions and offer to supply ,training, installation and maintenance of software for an year to SNGCE and extension of services offered in the financial bid. I/ We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/ We have inspected the systems and existing software of SNGCE and have acquainted ourselves with the tasks required to be carried out , before making this offer. I/ We here by sign this undertaking in token of our acceptance of various conditions listed above .

Place :

Date : Signature and seal of Supplier

Address :

Office Phone : Mobile number : Email Id:

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