

# University of North Bengal



P.O. Raja Rammohunpur  
Dist Darjeeling  
Pin 734013

## Notice Inviting e-Tender- 14 / R-2016

e-Tender is invited from reputed Vendors for supply of Salary Software (including Training) for the employees of the North Bengal University at Raja Rammohunpur, P.O. North Bengal University. For details please visit <https://wbtenders.gov.in>

Sl. No.	Item	Quantity	Earnest Money	Completion time
1.	Supply of Salary Software (including Installation & Training)	1	Rs. 15,000/-	30 days

### TERMS AND CONDITIONS :

1. The Firm should have experience of development of 'Pay Package' / Payroll Management System' in Govt./Semi Govt./Govt. undertaking/ Govt. Enterprises/ University etc.
2. The firm should have the credential to undertake the work of organizations having more than 1000 nos. of Employees. Supporting documents shall be enclosed (Non-Statutory Documents).
3. The package should contain the provision of preparation of monthly & arrear salary/remuneration/wage bill of Permanent & Contractual Employees, Casual Workers, monthly pension bill of the retired employees, maintenance of provident fund (GPF & CPF both) alongwith the loan processing methodology, Yearly Interest Calculation, Annual Abstract etc., Income Tax calculation & projection including Form 16 under different module.
4. The Package shall have the following modules :
  - a) Salary
  - b) Provident Fund
  - c) Pension & Other retirement benefits
  - d) Payment to Contractual Staff
  - e) Payment to Casual Staff
  - f) Fellowship
  - g) Remuneration
  - h) Income Tax
  - i) Bonus
  - j) Festival Advance
  - k) Arrear Salary/Pension

5. The programme should be prepared on Server based and multi user facility (minimum 20 nos.)with full proof security arrangement (i.e., Administrator / User).
6. The operating system of the Pay Packages must be on Window Packages must be on 'Windows XP Service Pack 3/ Windows 7 or higher definition'.
7. The developer should install the package in the University Campus and provide training to the concerned persons atleast for 7 days after installation.
8. The warranty i.e., after sales service on site must be provided for 3 years after the successful installation of the software.
9. The proposal should contain the specific hardware requirement.
10. Copy of current year PT Challan, Trade Licence, PAN Card, VAT/ CST registration certificate alongwith the last challan, service tax registration Certificate shall be accompanied with the Technical bid documents (Non-Statutory Documents).
11. The Firm having sufficient experience/credential will be asked to show the demonstration of the package.
12. The University reserves the right to reject any or all applications without assigning any reason.
13. The last date of submission of tender form is 22.06.2016 upto 11.00 a.m. and to be opened on 22.06.2016 at 3.00 p.m.
14. The tenderers may remain present at the opening of tender.
15. The quoted rate shall be inclusive of all taxes. Price shall include installation & training.
16. Taxes will be deducted at source as per prevailing rules of Central and State Government.
17. Bill / Payment will be released after successful installation of the system subject to satisfactory installation and performance report by the University Authority.
18. The Vendor shall clearly state the installation requirements and take all responsibilities to arrange the same.
19. The Service Engineer shall attend the call within 24 hrs for trouble shooting to be done on no wait basis.
20. The successful tenderer shall complete the entire development and installation of software within 30 (thirty) days from the issuance of the supply order.

21. A sum of Rs. 15,000/- (Rupees fifteen thousand) shall be deposited to the under-noted account of the University through RTGS as earnest money and the copy of receipt challan of RTGS with UTR number shall be accompanied with technical bid document (Statutory Documents) failing which the tender paper will be treated as cancelled. The earnest money of the unsuccessful quotations(s) will be refunded without interest after on month of the opening of tender paper and the same of the successful candidate will be refunded without interest after three months of the satisfactory installation of the software, subject to redressal of complaint, if any.

**Name of the A/c** : N.B.U. (S/B)  
**Account number** : 10195736768  
**IFSC Code** : SBIN0002096

22. Tender paper shall be downloaded from <http://wbetenders.gov.in> Portal. A sum of Rs. 2,000/- (Rupees two thousand) only shall be deposited to the above account mentioned sl. No. 21 of the University towards the cost of tender paper failing which tender paper will be treated as cancelled.

23. No sub-contract will be allowed.

24. The Quotation should be valid for atleast 90 (ninety) days.

25. The brochure / catalogue of the software shall accompany the technical bid documents (Non Statutory documents). Selection of the agency will be made on the basis of both Technical and Financial bids. Technical bids shall be submitted by online only. Offline submission of tender paper will not be accepted.

26. The Vendor may study the present system between 13.06.2016 to 20.06.2016 within the Working Hours (10 a.m. to 5.30 p.m.)

27. For any clarification, please contact Sri S. Das, Accounts Officer, University of North Bengal at his Mobile no.+91 94344-11297.

28. Date & Time Schedule

SI NO	Particulars	Date & Time
1	Publishing of Tender	10.06.2016 at 11.00
2	Documents download/sell start date (Online)	10.06.2016 at 11.00 a.m.
3	Bid submission Start Date	10.06.2016 at 11.00 a.m.
4	Bid Submission End Date	22.06.2016 at 11.00 a.m
5	Technical Bid Opening	22.06.2016 at 3.00 p.m
6	Offline Submission	<b>NO OFFLINE SUBMISSION ACCEPTED</b>
7	Financial Bid Opening	<b>To be notified</b>

Registrar (officiating)