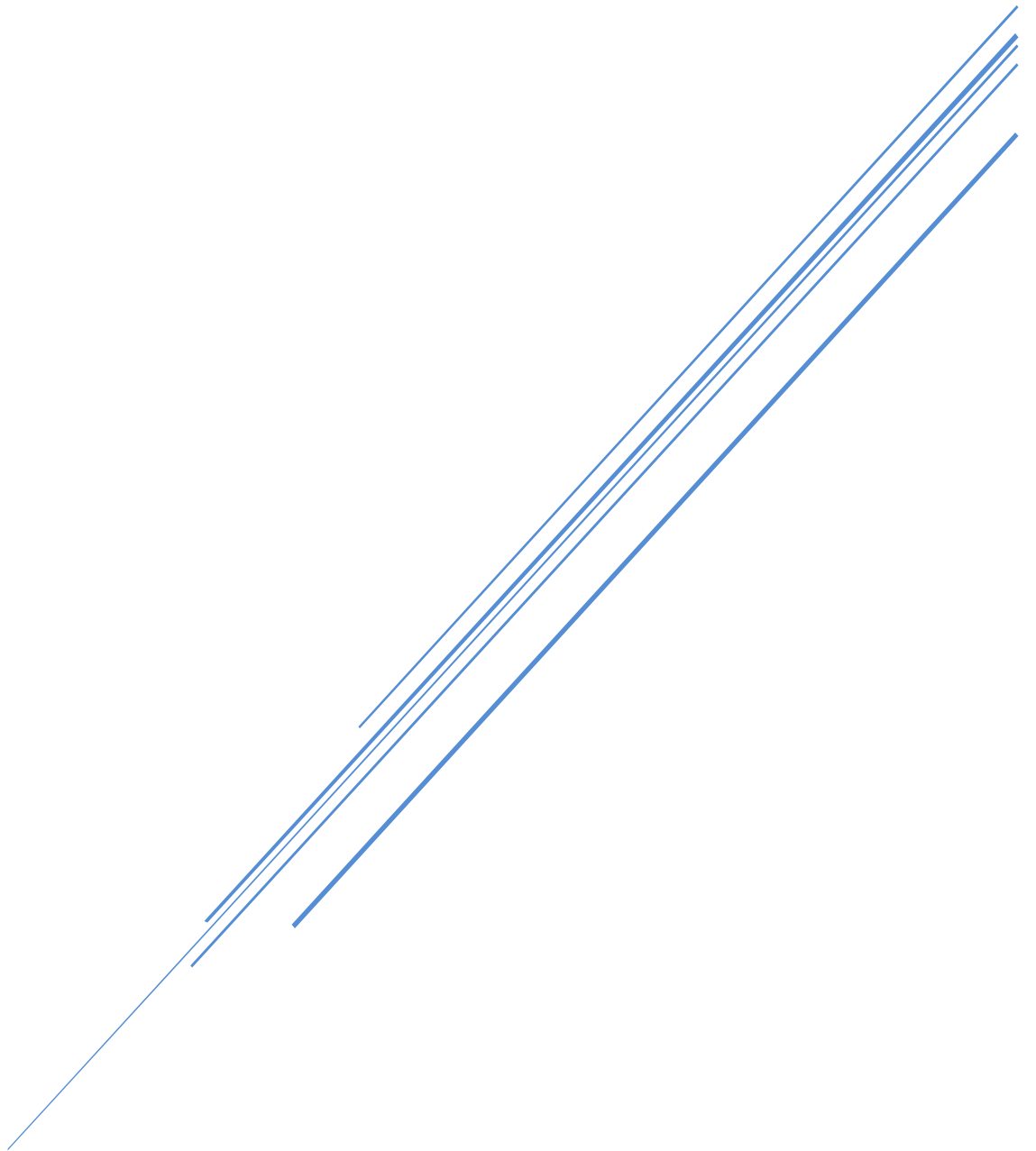


QUATATION NOTICE

TALLY SOFTWARE ONSITE SUPPORT SERVICES



Quotation document for Tally Software Onsite Support Services

Quotation No. PW1/1639/QN-03/2024/IKM

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INFORMATION KERALA MISSION

(Local Self Government Department, Government of Kerala)

Public Office Complex, Museum, Public Office PO,

Thiruvananthapuram, Kerala 695033

Tel: 0471 2773100

www.ikm.gov.in

Quotation Notice

Quotation No.& Date	: PW1/1639/QN-03/2024/IKM Dated 17/08/2024
Description	: Tally Software Onsite Support Services
Due Date	: 24/08/2024 01.00 Pm
Date of Opening	: 24/08/2024 02.00 Pm
Venue of Opening	: Information Kerala Mission, Public Office Complex, Museum, Public Office PO, Thiruvananthapuram, Kerala - 695 003

Sealed quotations are invited for Tally Software Onsite Support Services as per the scope and schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

Yours sincerely,

Dr. Santhosh Babu I.A.S (Rtd)

Principal Secretary/
Chief Mission Director & Executive Director (i/c)

Issued by


Controller of Administration

Eligibility Criteria

1. Bidder should be an authorized Three star/GVLA partner for providing Tally software products and services in India and produce a duly certified copy of the certificate/license to this effect.
2. Bidder should have minimum 3 years' experience in providing Tally software and services and should submit duly attested copies of work completion certificate/experience certificate/purchase orders in support thereof for the last three years.
3. Bidder must submit copies of valid PAN/GSTN along with the bid
4. Bidder should have office and support persons in Thiruvananthapuram for support purpose.
5. OEM authorization Certificate.

Terms and Conditions

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part 'A', 'B' & 'C' as their unconditional acceptance to the terms prescribed by the IKM, details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.
2. Each quotation shall submit the offer in two separate sealed envelopes, Part A & Part B. Envelop No. 1 (mark the envelope as "No.1 Part A - Technical Bid"), Envelop No. 2 will contain only Part 'B' (mark the Envelope as "No.2 Part B - Financial Bid"). Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.
3. The sealed quotation duly superscribed, "Quotation for Upgrade of Tally Software", should be addressed by name to The Executive Director, Information Kerala Mission and sent at the IKM's address given below either by registered post/speed post/or by dropping in the tender box placed at IKM Headquarter & should reach on or before the last date and time.

Address :

The Executive Director,
Information Kerala Mission,
Public Office Complex, Museum, Public Office PO,
Thiruvananthapuram, Kerala 695033

4. Quotations received after the stipulated date and time shall not be entertained. IKM shall not be liable for any postal delays whatsoever and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.

5. The Technical Bid shall be opened on the scheduled time at the office of the IKM in the presence those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for the State Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue.
6. IKM shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, IKM may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.
7. Prices quoted should be FOR IKM premises Headquarters at Thiruvananthapuram and should be inclusive of all charges.
8. If the Licence or support supplied fails in acceptance test, the same shall be liable to be rejected.
9. Though IKM prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.
10. Delivery and upgrade should be completed within Two Weeks from the date of the confirmed purchase order. Penalty for the late delivery would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, IKM may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.
11. Vendor supplying the Software and Licence shall forward the complete set of manuals and software on CD or through some other feasible media.
12. The quotation shall be valid for at least 90 days from the date of opening of quotations.
13. The payment terms are 30 days for 100% payment upon successful completion as per specification, scope and acceptance of the supplied material. Vendor will be fully responsible for comprehensive technical support free of charge during the license period and in case of default, IKM will have the right to arrange maintenance at vendor's risk and cost.
14. The Bidder is required to study of its own the IKM's setup and the proposed requirements of upgrade of Tally software to avoid any kind of confusion, what so ever. The bidder once quoting the rate will be responsible for the upgrade of Tally

Software as per the requirements of the IKM and its quoted rates for the same would be treated as net & final.

15. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Executive Director of the Information Kerala Mission. The award of the sole arbitrator shall be final. Place of such arbitration proceedings shall be at Thiruvananthapuram
16. The IKM reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of IKM will be final and binding on all concerned.
17. The quantities indicated in Part “B” are tentative and may be increased at the sole discretion of IKM and the vendor shall have not right to claim any minimum/definite volume of business.
18. For any technical details/clarifications, Procurement and Stores Officer on telephone No. 0471 2773100, may be contacted.

Scope

IKM is using Tally for the last 20 years. The current version is Tally ERP 9 Gold. We are looking for a reliable partner who can help us maximize the benefits of our Tally system. The selected vendor should provide the following services including but not limited to:

- Upgrade Tally ERP 9 to Tally Prime and install it on a new server with existing perpetual license for unlimited users (IKM will provide the necessary VM).
- Make Tally Prime operational with existing data.
- Data migration, backup
- Onsite support for Tally Software, including troubleshooting and resolving technical issues.
- Customization and configuration of Tally software to meet our specific business needs.
- Duration for 1 year



INFORMATION KERALA MISSION

Public Office Complex, Museum, Public Office PO,
Thiruvananthapuram, Kerala 695033

PART A. TECHNICAL BID

Tally Onsite Support Services

1.	Name and complete address of the Tended Company	
2.	Tele/Fax/E-mail/Cell No. of the Tended Company	
3.	Contact person's name & designation and telephone No.	
4.	Details of registered office, if any, along with contact person's name and tele. No.	
5.	Legal status i.e. public / private limited / any other along with documentary evidence.	
7.	Income-Tax registration number along with documentary evidence.	
8.	GST registration number along with documentary evidence.	
9.	List of existing major clients to whom Tally Software in last 1 year supplied, installed and implemented with details of company, value of business, concerned person name & his telephone no. (Please attach full details)	
10.	Brochure/product datasheet of the product with detailed specifications.	

Date

Name and Signature of Bidder
with Corporate Seal



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PART B. FINANCIAL BID

Tally Onsite Support Services

<i>Item</i>	<i>Rate INR</i>	<i>Tax amount INR</i>	<i>Total amount INR including Tax</i>
Tally Software Onsite Support Services as per scope (Upgrade, Migration, Technical Assistance)			
Total Rs			

The quoted amount should be inclusive of all taxes and delivery

Date

Name and Signature of Bidder
with Corporate Seal