

**The National Small Industries Corporation Ltd.**

(A Government of India Enterprise)

Okhla Industrial Estate, Phase III

New Delhi-110020

No. SIC/EPF/025

Dated: 03.01.2012

**Sub: Invitation of offer for Procurement, Installation and Implementation of Web enabled EPF Software.**

Dear Sir,

Sealed offers are invited by the, National Small Industries Corporation Limited, New Delhi-20 from **reputed software companies/firms** for **Procurement, Installation and implementation of Web enabled EPF software.**

Please quote your most competitive rates inclusive of vat and service tax, etc.

Sealed offers superscribing on the envelop – **Procurement, Installation and implementation of Web enabled EPF software** (containing two separate sealed envelopes **first subscribed as “Technical offer for Procurement, Installation and implementation of Web enabled EPF software”** and **second as “Commercial offer for Procurement, Installation and implementation of Web enabled EPF software”**) addressed to the **Dy. Manager (TISDC), NSIC Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110 020 and** shall be delivered at the Central Receipt Section (**CR Section**) of NSIC Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi-110 020, to this office on or **before 24.01.2012 by 15.00 hrs** .

The Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only) by way of D.D. drawn in favour of **“The National Small Industries Corporation Ltd.”** New Delhi payable at New Delhi shall be submitted in the **first envelope (with Technical offer)**. No cash towards EMD shall be accepted. The offers without EMD will be rejected. The EMD of unsuccessful bidder will be refunded. The EMD of successful bidder will be kept as security deposit and will be release at the time of final payment.

Commercial price Bid will be opened only for the successful bidder of the technical Bid.

Security Deposit – Immediately after issued of the work order, the successful bidder shall deposit an amount equivalent to 10% of the accepted tender cost as security deposit after adjusting the earnest money deposited by him against the security deposit. The security deposit shall be deposited in the form of Demand Draft favouring **“The National Small Industries Corporation Ltd.”** payable at New Delhi. The security deposit shall be refunded without any interest after successful completion of the work.

The quoted rates should remain valid for a period of 90 days.

**Any conditional offer is liable to be rejected.**

**The Technical offers of all bidders shall be opened at 4.00 PM on 25.01.2012** at NSIC Bhawan, Okhla Industrial Estate, New Delhi-20, in the presence of the representatives of the bidder who may wish to remain present.

All technically qualified bidders will also be invited to represent the features of his/her software. The time date and venue shall be communicated by the NSIC well in advance so as to facilitate and to make their presentation

NSIC, as per its discretion, may procure items from one or more than one supplier, or procure items in parts or may change the quantity of items or reject entire procurement process/quotations.

The offer should be sent to the undersigned.

Thanking you,

Yours faithfully

Dy. Manager (TISDC)  
National Small Industries Corporation Limited  
"NSIC Bhawan",  
Okhla Industrial Estate, Phase-III  
New Delhi-110020,  
+91-11-26927059 Ext. : 262  
Email : [dmtisdc2@nsic.co.in](mailto:dmtisdc2@nsic.co.in)

Following documents should be sent in Technical Offer.

1. A covering letter on the letter head of the firm.
2. Certificate of incorporation.
3. Requirement fulfilment sheet as per annexure I.
4. Self-attested copies of both TIN No. & PAN Card.
5. Three copies of satisfactory Report/Purchase Order towards already supplied items as mentioned in commercial Bid.
6. EMD of Rs. 25,000/- (Rs. Twenty five Thousand only) in favour of **The National Small Industries Corporation Ltd., New Delhi payable at New Delhi**. Exemption from remittance of EMD and tender document for the units holding SSI/NSIC Registration will be considered if an attested copy is enclosed alongwith Tender form. However such firms which claim exemption of EMD shall be asked to remit an Interest free security deposit if they become a successful tenderer, at the time of awarding work order.

(Sign with seal)

Date:

**Commercial Bid**

Sr. No.	Item Name and Configuration	Amount (Rs.) per Unit	Qty	Total Amount (Rs.)
1	EPF Web Enabled Software with 5 admin and 150 online data entry users (for management of 1200 employees)		1	
2	Installation, implementation charges, if any			
			Total	
			Tax	
			<b>Grand Total (Rs.)</b>	

**Terms and Conditions**

1. 80% Payment will be released only after successful installation of Software at respective locations, a detailed installation and implementation Report duly signed by HOD of EPF Section, NSIC Ltd, New Delhi should be submitted for releasing the payment along with invoices) and **no other payment terms and conditions will be accepted**. Remaining 20% will be released after 6 month completion of software implementation.
2. Warranty\_\_\_\_\_.
3. Validity of quotation 90 Days.
4. Delivery, installation and implementation period \_\_\_\_\_.

**Document Attached.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(Sign with seal)

Date:

**Requirement fulfilment sheet**

(Kindly tick mark on yes or no)

1. Whether, Single software incorporating both the PF accounts and Pension accounts with a single master file. (Yes/No)
2. Whether, software have the provision for accounts including generation of vouchers, Bank book, journal, GL and preparation of trial balance, balance sheet and income and expenditure accounts. (Yes/No)
3. Whether, software have the provision for online entry, import and export of data and also manual entry. (Yes/No)
4. Whether, software have the provision for investment management which includes investment register, amortisation of premium/discount, calculation of accrued interest, interest due schedule, maturity schedule put/call and interest due monitoring etc. (Yes/No)
5. Whether, software have the provision for generation of statutory returns to to RPFC like appendix –A, B, Reports in Form 3,4,5,6,7 & 8, Table 8 & 9 PS Reports etc. (Yes/No)
6. Whether, software have the provision for auto calculation of eligible amount for non-refundable and refundable loans. (Yes/No)
7. Whether, software have the facility for availability of web access to each employee for checking update balances online. (Yes/No)
8. Whether, software have the provision for instant updating of accounts on every data entry. (Yes/No)
9. Whether, software have the provision for cash flow. (Yes/No)
10. Whether, software have the facility to obtain MIS Reports based from inputted data. (Yes/No)
11. Whether, Software have the provision for customization to add/edit some additional features, Data Entry Form and Reports (Yes/No)

(Sign with seal)

Date: