

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

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Date: 16th June 2014

INVITATION TO TENDER(IND)

No: IISER/PUR/4405/14
Due Date: 01st July 2014 (3 PM)

Dear Sirs,

Sub: Comprehensive Software

We invite Sealed Tenders for the following items:

Sl #:	Item/ Description	Qty
1.	Comprehensive Software solution in licensing mode for transparent, real time, secure accounting solution for external grants and funds received by the institute with a simple and robust web based interface for users and administrators as per Annexure I	1 No

Please quote your lowest rate and shortest delivery period. Your offer in sealed cover **SUPERSCRIBING TENDER NUMBER AND DUE DATE** shall reach us on or before the due date and time. Please follow strictly the "Instructions to Tenderers attached".

Thanking You,

Yours Faithfully

DR (F&A)
Addl. Charge (P & S)

P.S: CATALOGUE/LEAFLET FEATURING ALL TECHNICAL SPECS/INFORMATION OF THE PRODUCT QUOTED SHALL ACCOMPANY THE OFFER.

SPECIFICATIONS:

- The software is for accounting the external/extramural funds, grants, fellowships etc. that the faculty, students and staff of the institute receive.
- The software must be modular allowing for expansion and addition of new features in the future as well as customizable to a reasonable level by the users and super-users.
- The software design should support highly granular and customizable assignment of viewing, editing, deleting and modifying privileges for different levels of users ranging from administrator with all rights to guests with limited viewing only rights.
- Each Principal Investigator (PI) must be able to view in detail, the funds position divided into appropriate heads for each of his/her projects as well as be able to get a comprehensive view across projects of his/her overall funds position.
- The PIs should be able to raise purchase indents, request fund allocation for travel, initiate allocation under human resources head for research assistants and students etc.
- Each user must have well defined rights to delegate authority and privileges to associate users. For instance, PI's must be able to delegate some rights to some of his/her students and laboratory assistants.
- The software must be able to integrate all actions related to purchase of items using grant funds including raising of indents, obtaining approvals electronically, comparison of quotations received, making purchase recommendation, printing of purchase orders, recording receipt of items, approving release of payments etc.
- The software must support creation and maintenance of master lists of vendors categorized under appropriate headings who supply products and services to IISER TVM. It should also support integration of established rate contracts with specific vendors etc. into the purchase module so that information about such contracts is available at the fingertips of the PIs when raising indents for purchases for the lab.
- The software must have automatic checks that makes it virtually impossible to accidentally spend more than the approved amount under any mandatory head in any grant. Provision of making temporary allocation for purchases and travel that have not been completed, provision for reallocation of funds under different heads with proper approvals etc must all be built into the software.
- The software must be automatically able to generate utilization certificates in the correct format for various funding agencies like Department of Science and Technology, Department of Biotechnology, (CSIR, SERB, Wellcom trust etc. Provision to add more funding agencies must also be present. It should also automatically generate the necessary accounting records, vouchers, cheques etc.
- The vendor must have installed and commissioned similar software that specifically does accounting and management of grants/funds at comparable government educational and/or research institutions in India (at least one prior installation that is being successfully used).
- The software should run securely and reliably on server(s) provided by the institute (server specifications may be suggested by the vendor) and should have a secure database back end provision for automated backups.


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- Automatic triggers and reminders for alerting users at various levels for approvals, fund allocation etc. at various stages of the purchase and accounting cycles must be built into the product. Triggers may be in the form of emails, reminders in the user home page, SMS alerts etc. as per the needs of the institute.
- The institute requires at present licenses allowing around 100 users at various levels, with the number of users expected to increase substantially in the coming years. The licensing model should not be unduly restrictive on the number of users allowed.
- Annual licensing should allow for all upgrades at no additional cost and in the event of non-renewal of the license, the software should continue to function without upgrades perpetually. The cost of annual upgrades in terms of percentage of the initial cost (excluding installation charges) of the software must be specified in the quote and the percentage shall remain frozen for at least the first five years.
- The software must have a fully customizable, functional and aesthetically pleasing web browser based front end for users at all levels. Changes in browsers and html standards must be addressed in a timely manner by periodic updates.
- All the prevailing taxation laws applicable to research grants and fellowships must be built into the software with periodic updates taking care of changes in the taxation laws.
- The vendor must do a detailed process study to understand the approval and other cycles established at IISER Thiruvananthapuram and either develop the software ab initio or customize an existing product to the satisfaction of the users at the institute.
- Data export or output in standard formats like MS Excel, CSV, SQL dumps etc must be possible in a manner that is amenable for integration with other administrative and academic software modules that the institute may be using.
- Modules for inventory management and tracking of fixed assets including computing depreciation etc. are desirable attributes for the software.

DR (F&A)

Addl. Charge [P & S]

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INSTRUCTIONS TO TENDERERS [INDIGENOUS].

1. Tenders should be sent in sealed envelopes superscribing the relevant tender no. and the due date of opening. Only one tender should be sent in each envelope.
2. Late tender and Delayed Tenders will not be considered under any circumstances.
3. Sales Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.
4. (a). Your quotation should be valid for a minimum period of 60 days from the date of opening of the Tender. Quotation with firm prices will be preferred.
(b). Prices are required to be quoted according to the units indicated in the Invitation to Tender. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
5. (a) Preference will be given to those tenders offering supplies from ready stocks and on the basis of delivery at IISER site.
(b) Preference will also be given to those who agree our payment terms of within 30 days of receipt and acceptance of the item at our site.
6. (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.
(b) Samples, if called for, should be submitted free of all charges by the tenderer and the IISER shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to take back the samples at his own expense.
(c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.
(d) **Specifications:** Stores offered should strictly conform to our specifications. Deviations, if any should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary along with the quotations. Test Certificates wherever necessary should be forwarded along with supplies. Whenever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate reasons for the same.
7. IISER shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted.
8. Corrections, if any, in the Quotation must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quote d in words shall prevail.
9. The tenderer should mention the name of his bankers, Sales Tax Registration, PAN number etc in the tender.
10. The authority of the person signing the tender, if called for, should be produced.
11. The purchaser reserve the right to accept or reject the lowest or any other offer in whole or in part without assigning any reason.
12. IISER being a Govt of India Educational and Research Institute, is exempted from payment of Excise Duty and Customs Duty under Notification No. 51/96- Customs dated 23rd July 2009. Also, we can issue Form 16 as per VAT Rules.
13. There is no EMD or Tender Cost.


DR [F&A]

ADDL. CHARGE [P&S]