

**Sub: Quotation for Procurement of 7<sup>th</sup> CPC Pay Roll Software by IIPS.**

Dear Sir,

International Institute for Population Sciences (IIPS) is a Deemed University under the administrative control of Ministry of Health & Family Welfare, Govt. of India invited sealed quotations for **Pay Roll Software** as per pay structure on implementation of 7<sup>th</sup> CPC for total 150 regular staff & 125 pensioners staff approximately. You are requested to send your lowest quotation in following prescribed format for the same to the undersigned so as to reach this office on or before **August 8, 2018**. Envelope should be super scribed as "Quotation for Pay Roll Software".

Particulars	Qty.	Unit Price	Total Price
Add GST			
Grand Total			

**Terms & Conditions:**

1. Rates should be with inclusive of all taxes, installation etc.
2. Delivery and installation should be at the Deonar Office.
3. Supply should be within one week.
4. Quotes should be one time cost only and it should be feasible and applicable for entire period of 7<sup>th</sup> pay scales remain in Govt. of India and should be get modified as per necessity & changes required to run the software, through out the entire period of implementations of the 7<sup>th</sup> pay scales. Any revision in the pay scale should be modified as per future requirement and any modifications should be provided free of cost.

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5. In case of delay in supply then penalty will be imposed @0.5% of P.O. value per week maximum for two weeks then after order will be automatically cancelled.
6. Supplier company should have authorized original source code and manufacturer/ creator of software dealer for which the quotation of pay roll software is proposed and such certificate from manufacturer/ provider with authorized signatory should be enclosed with quotation.
7. The authorization letter of the publishers, manufacturer for providing 7<sup>th</sup> CPC Pay Roll Software and past experience is an essential condition.
8. No additional cost will be approved than quoted rates for any work like maintenance etc. The software supplied by the Vendor will carry full warranty cover for the entire period of using the software without any additional cost. Provider Agency has to provide support till the software is being used by IIPS without any cost.
9. Provider Agency has to sign MOU on bond paper for the Terms & Conditions and any other requirements of the Institute.
10. Supplier should have at least five years' experience to provide the pay roll software at Govt. Organization and list of supplied organizations along with copies of work order & satisfactory certificates should be enclosed with quotations.
11. Agency should provide preventive maintenance services as well as system break down services for the entire period of using the software.
12. 5% retention money will be reserved till the use of the software from the cost of the software.
13. Agency has to give bank guarantee of the equivalent amount of the cost of the software till the use of the software.
14. Payment will be made after the satisfaction of completion certificate of the activation of the software by Assistant Finance Officer or any other designated officer decided by Director of IIPS.