



RAM LAL ANAND COLLEGE

(UNIVERSITY OF DELHI)

BENITO JUAREZ ROAD, NEW DELHI-110021

Ref. No./RLA/2013-14/988


Dated: 14.12.2015

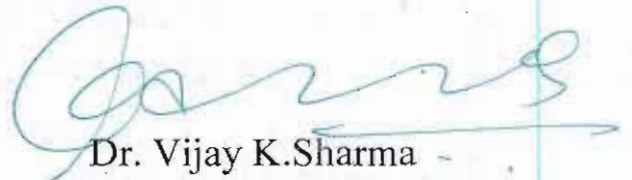
NOTICE

Sealed quotations for office Automation Software.

Sealed quotations are invited for Office Automation Software for Administration and Accounts department at Ram Lal Anand College (University of Delhi). The quotations must include the cost of the development of software and its maintenance for five years. The quotation must be super scribed as quotations for "OFFICE AUTOMATION SOFTWARE" and addressed to the Principal and submitted to the college office latest by 22.12.2015. The tender will be opened on 23.12.2015 at 12.30 P.M. The descriptions are as follows:

1. Complete Admission Module (including examination, attendance, time table, fees etc.)
2. Complete Accounting Module.
3. Complete Payroll Module.


Dr. RAKESH Kumar GUPTA


Dr. Vijay K. Sharma
Principal

Copy to: College Notice Board
College Website
University Website

Terms & Conditions

1. Details of the modules are available in the college. Interested vendors may visit the college office on any working day.
2. Data flow from various modules should be seamless and accessible by new software the updated data must be visible to all the concerned personnel.
3. The data in the software should be accessible only to the authorized users.
4. The automation system should run efficiently and seamlessly on all platforms.
5. The software should be scalable if students/year/course etc. increased in future.
6. Automation software should provide relevant services online/off line/on mobile/ as and when office needs etc.
7. The vendor should provide complete database scheme, and access to raw data, so that in the event college decides to change the automation software in part or whole, the existing data can be easily and seamlessly ported to the new software.
8. Regular backup and recovery of the complete database and application software, complete protection against data loss with antivirus.

9. The system should be available 24x7.
10. Software will be made functional on College Server.
11. The participating vendor must not be black listed by University of Delhi or its colleges or any other Govt. Institute. The vendor will be required to submit a certificate in this regard. The vendor will be required to submit the work order for at least 3 Govt. Institutions/ University of Delhi, for the similar work along with a satisfactory performance certificate.
12. The vendor will provide sufficient training to the staff to operate the software as and when required.
13. The vendor will provide all the statements/reports as and when required by the college/University/UGC.
14. The vendor will upgrade the software time to time according to the requirement of the college office.
15. The vendor will provide the data backup in a DVD every month/quarterly/half yearly/yearly which is accessible without software like in excel format as open through software.
16. The vendor will transfer the old data at the time of installing the software and integrate it in new software.
17. The vendor will provide the software run on other computer at a same time/i.e. networking computers.
18. The vendor will clear the quarry within two working days.

19. The College reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest rates.

20. No advance payment will be made.

Principal

Undertaking

I/We have read the terms and conditions of the tender clearly and I/We agree to abide by them fully. On the acceptance of the Offer, I/We will work in compliance with the terms and conditions thereof.

Signature of the Vendor

Name

Address and Phone Number

Dated: