

Tender Document

Limited Tender for Procurement of Tally Server 9

2021



**National Board of Examinations in Medical Sciences
in Medical Sciences
New Delhi**



www.natboard.edu.in

Fact Sheet

Sr. No.	Particulars	Details
1	Tender for	Procurement of Tally Server 9
2	Type of Tender	Limited Tender
3	Publication Date	10/7/2021
4	Selection Method	Least Cost System (LCS)
5	Tender Documents available at	https://natboard.edu.in/tenders.php https://eprocure.gov.in/epublish/app
6	Earnest Money Deposit	NIL
7	Nodal Officer	Joint Director (Admin.), National Board of Examinations in Medical Sciences admin5@natboard.edu.in
8	Last date of bid submission	26/7/2021: 12 noon (at National Board of Examinations in Medical Sciences, NAMS Building, Ansari Nagar, New Delhi - 110029)
9	Opening of bids	26/7/2021: 4 pm (at NBEMS Office, Sector-9, Dwarka, New Delhi)
10	Commencement of Work	July-2021 onwards

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National Board of Examinations in Medical Sciences

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)
NAMS Building, Medical Enclave, Ansari Nagar
New Delhi - 110029

No.: NBEMS/Admin/LT/Tally-Server/2021/

dated: 10/7/2021

Limited Tender for Tally Server

The National Board of Examinations in Medical Sciences (NBEMS) is an autonomous body of Ministry of Health and Family Welfare (MOHFW), Govt. of India, entrusted with the task of conducting uniform and high standard exams at Post Graduation level in the field of Modern Medicine. All entrance tests for admission to Medical courses, with the exception of NEET (UG) are being conducted by the NBEMS. Additionally, the NBEMS conducts Three-year Post Graduation level course namely the Diplomate of National Board (DNB) and a Two years Fellowship Courses.

2. NBEMS invites Limited Tender under two bid system (Technical & Financial) from registered firms dealing in supply and maintenance of Tally Server. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this Tender Document.

3. The Tender document can be downloaded from NBEMS's web site (www.natboard.edu.in) or Central Public Procurement Portal (<https://eprocure.gov.in/epublish/app>).

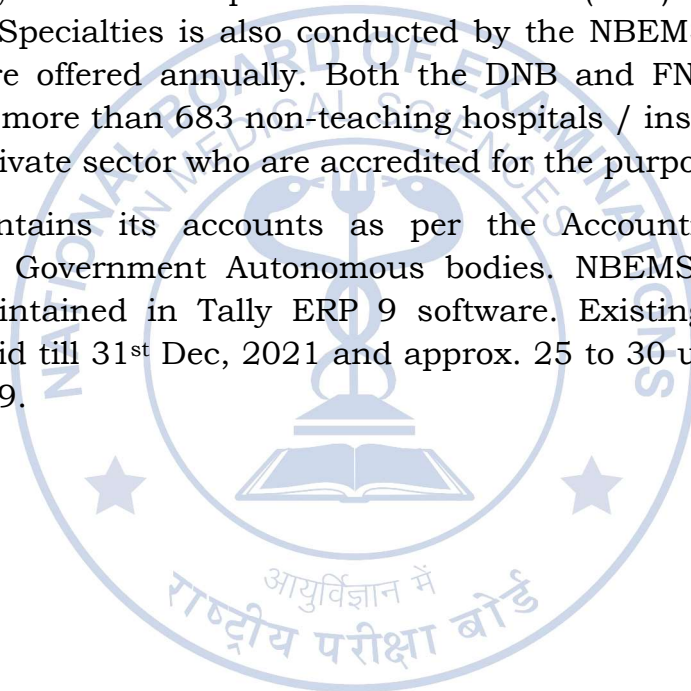
A. Background Information

1. About NBEMS

The National Board of Examinations in Medical Sciences (NBEMS) is an autonomous body of Ministry of Health and Family Welfare (MOHFW), Govt. of India, entrusted with the task of conducting uniform and high standard exams at Post Graduation level in the field of Modern Medicine. All entrance tests for admission to Medical courses, with the exception of NEET (UG) are being conducted by the NBEMS.

Additionally, the NBEMS conducts its Flagship programme, a three-year Post Graduation level course called the Diplomate of National Board (DNB) in 56 Medical Specialties and offers around 9384 PG seats each year. A two-year Fellowship of National Board (FNB) Course, in 23 Medical Sub-Specialties is also conducted by the NBEMS. Around 238 FNB seats are offered annually. Both the DNB and FNB courses are conducted in more than 683 non-teaching hospitals / institutions of the public and private sector who are accredited for the purpose.

NBEMS maintains its accounts as per the Accounting Standards applicable to Government Autonomous bodies. NBEMS accounts are currently maintained in Tally ERP 9 software. Existing Tally ERP 9 License is valid till 31st Dec, 2021 and approx. 25 to 30 users are active on Tally ERP 9.



B. Scope of Work

1. Supply, installation, configuration, integration, customization, deployment and testing of TALLY Server 9:

- a) The bidder shall Supply, installation, configuration, integration, Customization, deployment, Testing and maintaining during entire project period of:
 - i). Supply and Installation of Tally Server 9 in NBEMS as per the user requirements in close coordination with the I.T./Finance Section of NBEMS.
 - ii). Deployment and Configuration/Customization of Services on Tally Server as per NBEMS's requirement
 - iii). At every stage of the deployment process, different components must get thoroughly tested to make it bug-free.
 - iv). Provision, Install, configure and implement any other component like database and related software, tools etc.
 - v). Assistance in configuration of IT infrastructure.

2. Upgradation of Existing Tally ERP 9 to Tally ERP Prime 9:

- a) The bidder shall provide the upgradation of Existing Tally ERP 9 to Tally ERP Prime 9.
- b) Bidder shall assist NBEMS in integration/starting e-invoicing.

3. Data Migration from existing system to Tally Server

- a) The bidder shall carryout smooth data migration from the existing Tally Software to Tally Server 9.
- b) The bidder shall take all necessary precautions while data migration to avoid data loss or errors.

4. User Training

The bidder shall assist users in smooth transition to the new system and shall provide necessary trainings for operationalizing Tally ERP Prime and Tally Server including e-invoicing.

5. AMC of Tally Server 9 / Tally ERP Prime 9

- a) The bidder shall also provide Maintenance Services to NBEMS and Regular Software Upgrades and Security Patches.
- b) Bidder shall assist NBEMS in day to day operational issues in the Tally Server.
- c) The Bidder would be required to resolve all the issues on-site, NBEMS shall not provide team-viewer or remote access to the bidder. NBEMS may ask for unlimited number of visits during the period of AMC as per requirements.

C. Eligibility Criteria /Pre-requisites

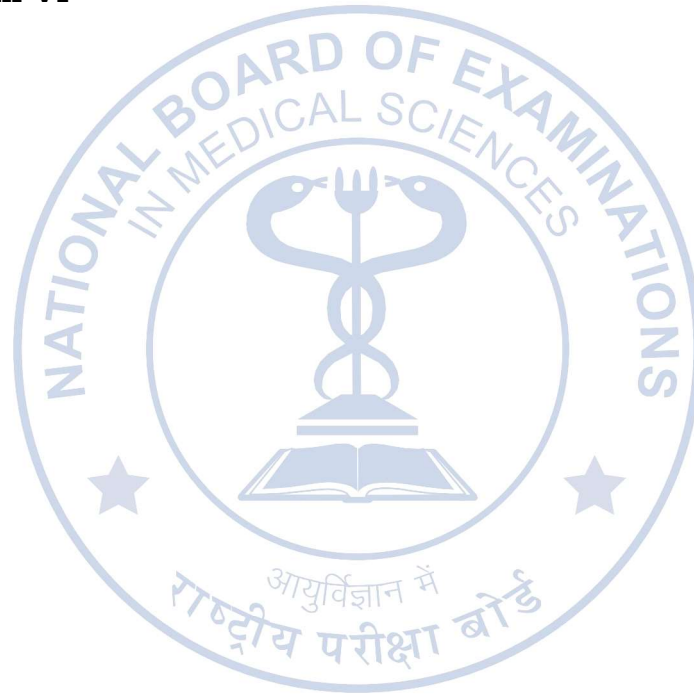
The bids of only those firms will be considered which satisfy the following eligibility criteria:

- i. The Bidder should have its Office in New Delhi.
- ii. The Bidder should be registered with the Appropriate Authority and have Income Tax Permanent Account Number (PAN) and GST Registration.
- iii. The Bidder should have authorization from Tally for supplying License and providing Maintenance and Support Services.
- iv. **Experience.**
 - (a) The Firm should have supplied similar product to any reputed organization during last 3 years.
- v. The Average Annual Income (during last 3 years) of the Firm in the last 3 financial years i.e. (2018-19, 2019-20 and 2020-21) should be minimum Rs. 5 lakh (Rupees Five Lakhs). Firm should not have incurred loss in any of the preceding 3 financial years.
- vi. Joint bid shall not be accepted.
- vii. Bidder should not be black listed by any Government departments, PSUs or any other organization in respect of any assignment or behavior. A certificate in this regard required to be submitted as per format in (Form iv).
- viii. Bids not satisfying the above eligibility criteria / not accompanied by the requisite documentary proofs shall be rejected on Technical grounds and shall not be considered further for evaluation of Bids.

List of Document to be attached at the time of submission of the bid:

- i. All the documents are mandatory; failure to submit any document will result in disqualification of the bid at technical bid stage only.
- ii. Firm registration certificate/relevant supporting documents.
- iii. Permanent Account Number (PAN) of the Firm.
- iv. GST registration certificate.
- v. Income tax returns and Audited financial statements of past three financial years.

- vi. OEM Authorization Certificate/ Dealership Certificate from Tally.
- vii. Experience Certificates/Copy of Work-Orders in support of experience.
- viii. Pre-Qualification cum Technical Bid as per **Form I**
- ix. Financial Bid as per **Form II**
- x. Bid Security Declaration as per **Form III**
- xi. CERTIFICATE of the BIDDER as per Form **IV**
- xii. Self- Declaration – No Blacklisting as per **Form V**
- xiii. Undertaking to comply with the tender terms and conditions as per **Form VI**



D. General Information and Instruction to the Bidders

1. Submission of offers

The Bidder shall submit their proposals in two parts i.e. as Technical Bid & Financial Bid, as mentioned below:

- i). The tender is a single stage 'Two Bid' document. The **technical Bid** should contain all the relevant information and desired enclosures in the prescribed format (Form – I). The **financial Bid** should contain only price Bid (Form – II). In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- ii). All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as “**Not Applicable**”. However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- iii). The Tenders should be typewritten. There should not be any overwriting, cutting, or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder's authorized person should be recorded on each page of the application.** All pages of the Tender Document **shall be numbered and submitted as a package along with forwarding letter on agency's letterhead.**
- iv). Bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, this period may be extended further, if required, by mutual agreement from time to time.
- v). References, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The NBEMS may also independently seek information regarding the performance from the clients.

- vi). The bidder is advised to attach any additional information, which he/she thinks is necessary in regard to his/her capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The Bidder is however, advised not to attach superfluous information. No further information will be entertained after Tender Document is submitted, unless the NBEMS calls for it.
- vii). **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, NBEMS reserves the right to reject such a tender at any stage and appropriate administrative action would be taken by NBEMS.
- viii). Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.
- ix). The Tender Document has to be downloaded from NBEMS's web site (www.natboard.edu.in) or Central Public Procurement Portal (<https://eprocure.gov.in/> and be submitted.
- x). The Technical and Financial bids should be kept separately in sealed envelopes and both of these envelopes should be kept in one envelope, super scribing "**Limited Tender for Tally Server 9**" so as to reach **The Executive Director, National Board of Examinations in Medical Sciences, NAMS Building, Ansari Nagar, New Delhi - 110029 before 26/7/2021 12 noon (Last Date)**. Late tenders shall not be accepted. The technical bid shall be opened as per schedule mentioned above, in presence of bidders who may like to be present.
- xi). Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of NBEMS. Such offers will not be valid quotations. Offers not submitted in the standard formats given in the Tender Document will be summarily rejected. NBEMS shall not be responsible for any postal delay or non-receipt / non-delivery / incomplete Bid documents. No further correspondence on this will be entertained.

- xii). The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidate damages on account of delays, errors, cost and time over- run etc. In case the bidder fails to execute the contract, the NBEMS shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- xiii). Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. **Bidding by the firms having common partners will be treated as multiple bids.** In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
- xiv). NBEMS reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the NBEMS shall be final.
- xv). The contract can be terminated at any point of time, in case of unsatisfactory service. Separate Agreement shall be executed in this regard on finalization of tender with successful bidder

2. Price Quotation

- a) The bidder shall indicate the prices/rates as specified in the quotation format. (Form II)
- b) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Bidders should avoid alterations / corrections in the prices/rates submitted by them. However, if alterations / corrections in prices/rates are inescapable each alteration / correction should be indicated both in figures and in words and duly attested under the full signature of the Bidder / Authorized Signatory.
- c) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- d) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

3. Security Deposit/EMD

- a) No EMD is required to be submitted as per the current instructions of the Govt. of India. However, the bidder is required to submit a bid security declaration on non-judicial stamp paper and as per prescribed format (form III).
- b) The Successful bidder shall be required to deposit Performance Bank Guarantee equivalent to **3% of the value of Contract** to NBEMS before award of contract, as per the guidelines of Govt. of India.

4. Acceptance of offer

NBEMS reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

5. Time Period

After successful Deployment of Tally 9 Server and Upgradation of the Tally ERP 9 to Tally Prime 9, the AMC shall be for a period of 3 years. Initially, AMC shall be awarded for a period of 1 year, which shall be renewed further based on satisfactory performance. Notwithstanding anything contained herein above, NBEMS reserves the right to discontinue the services in the event their services are evaluated as unsatisfactory at any time during the period.

6. Termination

- a) The Agreement under this tender can be terminated by the NBEMS, by giving One Month notice at any time without assigning any reason.
- b) The bidder is also at liberty to terminate the contract by serving at least Three-month notice.
- c) On termination of contract, the Bidder shall take necessary steps to withdraw services in a smooth and orderly manner without hampering NBEMS's operations.

7. Evaluation Process

- a) Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to Technical prerequisite /criteria and other conditions in the Tender Document to determine the substantial responsiveness of each 'Bidder'. For this clause, the substantially responsive bid is one that conforms to all the eligibility terms and conditions (mandatory as well as preferable/optional) of the tender without any material deviation.

i). Technical Proposal Evaluation:

As a first step, the Technical proposal submitted by each organization would be assessed against the technical eligibility criteria mentioned in the Tender Document.

ii). Financial Proposal Evaluation

- a) Financial Bids of only Technically Compliant offers (as decided in the first instance above) shall be opened at NBEMS Dwarka Office for further scrutiny, evaluation, ranking and placement of contract.
- b) The date and time for Financial Bid Opening shall be communicated to all Eligible Bidders.

8. Deliverables

The agency will be responsible to satisfactorily deployment of the Tally Server 9 in the National Board of Examinations and maintenance.

E. Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- i). The **payment during the entire contract period** shall be made in accordance with the financial bid submitted by the selected bidder and accepted by NBEMS. **No price variation would be allowed during the contract period.** The financial price quoted by the contracting firm shall be final. **No request for extra payment on account of increase in price on whatever account will be entertained.**
- ii). The price offered by the bidders will be inclusive of all expenses/ cost. Only GST will be payable extra, as applicable.
- iii). TDS under Income tax will be deducted at applicable rates.
- iv). AMC charges shall be paid on yearly basis, on submission of bill(s), subject to satisfactorily completion of work.
- v). NBEMS reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of NBEMS will be the final in this regard.

F. General clauses

a) Standard of performance

- i). The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, confidentiality & promptness. The Bidder shall adhere to accepted & recognized professional, accounting standards. The Bidder shall always support and safeguard the legitimate interests of the NBEMS, in any dealings with the third party.
- ii). The Bidder shall abide by the provisions of the legislation(s) prevalent in this country.
- iii). The successful bidder shall be liable to the NBEMS for financial losses by way of any system and process failure on part of the bidder.

b) Applicable Law

The contract shall be interpreted in accordance with the laws of the Union of India and the Government of NCT of Delhi.

- i). Governing Law and Choice of Forum:
- ii). The laws of India shall govern this project. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at New Delhi.
- iii). Any suit/legal action filed by any third party on account of the work made by the Bidder against any item related/pertaining to this project shall be settled by the Bidder at his own cost. NBEMS will NOT be a party to the same.

c) Performance Security

- i). Within 7 days of the Bidder's receipt of notification of award, the Bidder shall furnish performance security of **3% of the contract value**. Performance Security should remain valid for a period of 60 days beyond the date of completion/fulfillment of all contractual obligations of the firm.
- ii). The performance security shall be payable to the NBEMS as compensation for any loss resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by NBEMS for failure.

- iii). The Performance Security shall be denominated in Indian Rupees and shall be in the form of A/c payee Bank Draft issued by a Nationalized Bank located in India, fixed deposit receipt from a scheduled commercial bank or online payment in an acceptable form. Such Performance Security will be valid only after its realization into NBEMS account.
- iv). In the event of any contract amendment, the Bidder shall, within 7 days of receipt of such an amendment furnish the amendment to performance security, rendering the same valid for duration of the contract as *amended for further period, so as to remain* valid for a period of 60 days beyond the date of completion/fulfillment of all contractual obligations of the firm.

d) **Governing Language**

The bid & contract shall be written in English language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English language.

e) **Penalty Clause / Liquidated Damage**

- i). Delay on part of the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of penalty unless an extension of time is agreed upon and cancellation of contract.
- ii). If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to NBEMS, a penalty @ 0.50 % of the bid value per day (subject to maximum 20%) may be imposed and accordingly the time for the next stage be reduced by the NBEMS, to account for the delay.
- iii). If the delay adversely affects NBEMS in any way, the security deposit/ performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract. The NBEMS may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Bidder.

f) **Integrity Pact**

The Bidder should be willing to enter into an integrity pact with the NBEMS, not to resort to any corrupt practices in any aspect/stage of the contract. The Bidder should commit itself to the promise: -

- i). Not to offer any benefit to the employees of NBEMS;
- ii). Not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts; etc.
- iii). To disclose the name and address of agents and representatives in India and Indian Bidder to disclose its foreign principals or associates;
- iv). To disclose any past transgressions committed over the specified period with any other company in India or Abroad that may impinge on the anti-corruption principle;

Integrity Pact lays down the punitive actions for any violation.

g) **Termination for Default**

- i). NBEMS can terminate the agreement by giving a notice to the firm for a period not less than 30 days in the event of:
- ii). If the selected firm fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.
- iii). The quality of the delivery of various tasks is not up to the satisfaction of the NBEMS
- iv). In the event of the NBEMS terminating the contract in whole or in part, the NBEMS may get the work done from any other source, in respect of such items/services remaining incomplete / unattended upon such terms & conditions and in such a manner as it deems appropriate. In such case the Bidder shall be liable to the NBEMS for any excess costs for such similar items or services. However, the Bidder shall continue with the performance of the contract to the extent not terminated.
- v). In case of termination of contract, all Bank Drafts/ FDRs furnished by the Bidder by way of Bid Security / Performance Security shall stand forfeited.
- vi). In case of suspension/termination, the Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

h) **Confidentiality**

- i). The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the NBEMS's business or operations without the prior consent of the NBEMS. The legal liability for breach of confidentiality by the bidder and its employees solely lies with the bidder.

i) **Force Majeure**

- i). Notwithstanding anything contained in the Bid Document, the Bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- ii). For purposes of this clause "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics.
- iii). If a Force Majeure situation arises, the Bidder shall promptly notify to the NBEMS in writing, of such conditions and the cause thereof. Unless otherwise directed by the NBEMS in writing, the Bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iv). The NBEMS may, terminate this agreement by giving a written notice of a minimum 30 days to the Bidder, if as a result of Force Majeure; the Bidder is unable to perform a material portion of the services for a period of more than 60 days.

j) **Resolution of Disputes**

- i). The NBEMS and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute that may arise between them under or in connection with the Contract.

ii). If, after 15 days from the commencement of such informal negotiations, the NBEMS and the Bidder are unable to resolve, amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism. In all matters and disputes arising there under, the sole arbitrator shall be mutually agreed upon by the parties in writing, who shall decide the claim and its decision shall be final and binding on both the parties. However, during the period of doubt, disagreement or dispute, both the Bidder and the NBEMS shall ensure that the Project/contract continue in a normal way. Such doubts, disputes and disagreement shall not give any reason or freedom to either the NBEMS or the Bidder to interfere in or prevent normal functioning of the Project.

k) **Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in New Delhi (India) only.

G. Definitions & Interpretations

The following bold/capitalized terms used in terms & conditions shall have the meanings set forth hereunder for the convenience of reference for this contract:

'**Agreement**' means this agreement, together with the schedules attached hereto;

'**NBEMS**' means the National Board of Examinations in Medical Sciences located at Ansari Nagar, New Delhi, India, acting through the Executive Director;

'**Bid**' means the Technical, and Financial bids;

'**EMD**' Earnest Money Deposit;

'**Tender**' means the Request for Proposal floated by NBEMS, issued by NBEMS inviting bids from various companies for the satisfactorily providing Accounting and Financial Auditing Services for the NBEMS, New Delhi.

H. Quotation Formats

The following forms are required to be used for submission of bid: -

Form I : Pre-Qualification cum Technical Bid

Form II : Financial Bid

Form III : Bid Security Declaration on non-judicial stamp paper

Form IV : CERTIFICATE of the BIDDER

Form V : Self- Declaration – No Blacklisting

Form VI : Undertaking to comply with tender terms & conditions

Form I: PRE-QUALIFICATION-CUM-TECHNICAL BID

Sr. No	Particulars	Details		
1	Name of the Bidder Firm			
2	Address			
	Telephone No. / Fax No.			
	E-Mail Address:			
3	Name & Address of the officer to whom all references shall be made regarding this tender			
	Telephone / Fax / Mobile			
4	Type of Firm (Proprietorship/ Partnership/ Company)			
5	Earnest Money Deposit	- Deleted -		
6	Registration Details (Attach relevant documents):			
	Document Type	Registration No. & Date	Details	
			Yes/No	At Page No.
	a) Company Registration No.			
	b) Tally Dealership No.			
	c) PAN Number			
	d) GSTIN			
	e) MSME/NSIC Registration			
7	Quality Certifications (if any)			
8	Annual Turnover for the last three Financial years	Turnover (In INR)		
	a) F.Y. 2018-19*			
	b) F.Y. 2019-20*			
	c) F.Y. 2020-21*			
9	Experience Details:			
	Project Name	Organization	Value	Period

* Attach Balance Sheet, P&L A/c, ITR and Certificate from CA for all FYs.

I certify that the above particulars are correct. In the event of any information found to be incorrect, NBEMS is at liberty to reject the proposal.

Date:

SEAL:

Signature: _____

Name & Designation: _____

Form II: FINANCIAL BID

I/We, on behalf of M/ssubmit our Financial Bid for Supply, Installation, Configuration, Integration, Customization, Deployment, Testing and Maintenance of Tally Server 9 as per the Scope of work given in this Tender document in accordance with the terms and conditions and shall be bound by the stipulation made by me in the bid.

Sl. No.	Description of Fees	Rupees (in Figure)
1.	Supply, Installation, Configuration, Integration, Customization and Deployment of Tally Server 9	
2.	Maintenance Charges for a period of 3 year .	
Total Amount		
Amount (in Words) _____		

Note:

- (i) L-1 will be decided on the basis of total amount quoted above.
- (ii) Rates to be quoted in Absolute Numbers upto 2 Decimal places only.
- (iii) Quoted rates should be excluding GST, the same will be payable as per prevailing rates, as per norms.
- (iv) Quoted rates should be free from pre-conditions regarding payments, etc, otherwise offers are liable to be rejected. Conditional offers will not be accepted.
- (v) Rates are to be quoted strictly as per the above format. No modification is allowed in the format.
- (vi) Statutory Changes in tax rate if any shall be borne by NBEMS. Deductions shall be made by NBEMS as per statutory rates and norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

Place: _____ **Signature and Seal:** _____

Date: _____ **Name and Designation:** _____

Form III: Bid Security Declaration

[Department of Expenditure (P.P.D.) OM No. F.9/4/2020-PPD dated 12/11/2020]

To,
The Executive Director
National Board of Examinations in Medical Sciences,
Ansari Nagar, New Delhi

Sir,

I/We..... the undersigned, declare that: I/We understand that bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you/ NBEMS for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.
- c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

(Sign & Seal of Bidder)

Name of the Bidder : _____

Company Name : _____

(With Full Address) : _____

Date : _____

Place : _____

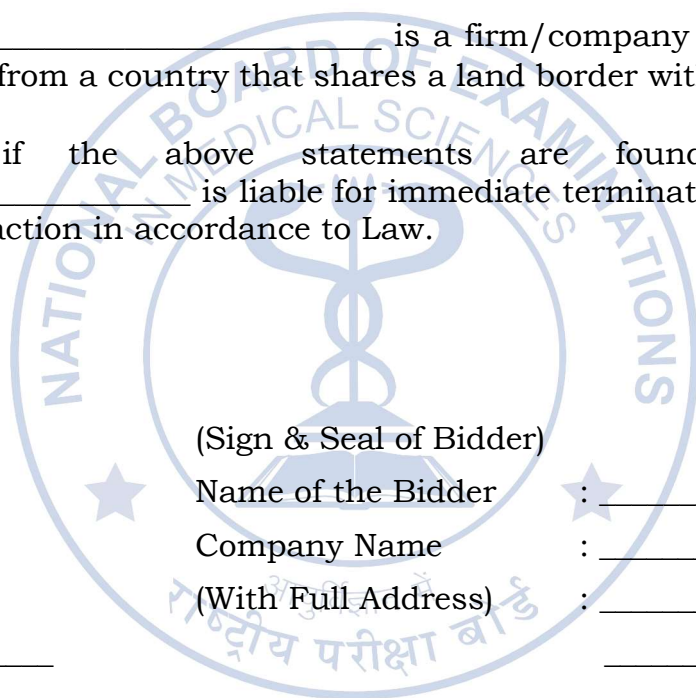
Form IV: CERTIFICATE of the BIDDER

(issued under Deptt. Of Expenditure, Govt. of India O.M. No. 6/18/2019-PPD dated 23/7/2020)

M/s. _____ with registered office at _____
hereby certify the following:

- a) That, our company is a Bidder for the Tender for Tally Server 9 floated by the National Board of Examinations in Medical Sciences, New Delhi;
- b) That, M/s. _____ is a firm/company registered in India and is a fully owned Indian company;
- c) That, M/s. _____ is a firm/company of Indian origin and is NOT from a country that shares a land border with India.

Further, that if the above statements are found to be false, M/s. _____ is liable for immediate termination of the Contract and further legal action in accordance to Law.



(Sign & Seal of Bidder)

Name of the Bidder : _____

Company Name : _____

(With Full Address) : _____

Date : _____

Place : _____

Form V: Self- Declaration – No Blacklisting

To,

The Executive Director
National Board of Examinations in Medical Sciences,
Ansari Nagar, New Delhi

Sir,

In response to the Limited Tender for Tally Server 9 to National Board of Examinations in Medical Sciences, I/We hereby declare that presently our firm/companyis having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/ Autonomous Body.

We further declare that presently our Firm/Company is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my /our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures

Name

Seal of the Bidder

Place

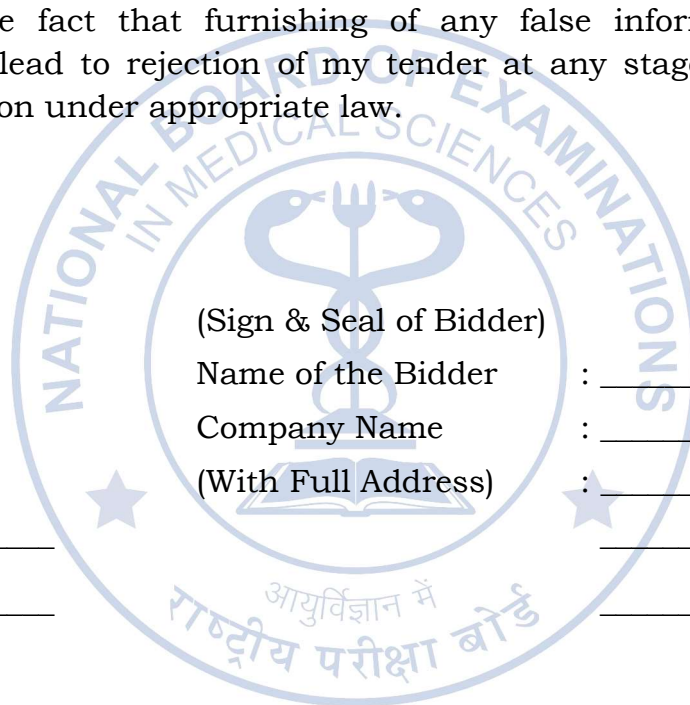
Date

Form VI: Declaration

I,Son/Daughter/Wife of Shri.....
Proprietor/Director/Partner/authorized signatory of the firm
M/s. (Service Provider), is competent to sign this
declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;

3. The information / documents furnished along with the above application
are true and authentic to the best of my knowledge and belief. I / we, am/ are
well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.



(Sign & Seal of Bidder)

Name of the Bidder : _____

Company Name : _____

(With Full Address) : _____

Date : _____

Place : _____