PONDICHERRY UNIVERSITY
PUDUCHERRY – 605014

TENDER NOTICE

Hostel Management Software

Pondicherry University invites sealed tenders from reputed developers/service providers for the design, development and implementation of **Hostel Management Software** for the Pondicherry University Hostels.

Complete details regarding general information, tender document fee, address, method for submission of bid documents, etc, are available in the **Tender Document** hosted at www.pondiuni.edu.in

Last date for submission of Tender is 22/04/2015 by 3:00 p.m.

Date: 10/04/2015   **REGISTRAR (i/c)**

PONDICHERRY UNIVERSITY
PUDUCHERRY – 605014

<u>SCHEDULE OF TERMS & CONDITIONS</u>

Sub: Hostel Management Software – Reg.

<u>SCHEDULE OF REQUIREMENTS</u>

Sealed tenders are invited for design, development and implementation of **Hostel Management Software** for University Hostels from reputed firms as per the details given below:

<u>TERMS AND CONDITIONS</u>

General Information
  a) **Last date and time of receipt of the Tenders** : **22/04/2015, 3.00 p.m.**
  b) **Date and Time of Opening Tender** : **22/04/2015, 3:30 pm**
  c) **Tender Document Fee** : **Rs. 520/-**

The Tender Document Fee should be submitted in a cover by way of **Bank Demand Draft** (only from nationalized banks) drawn in favour of **the Finance Officer, Pondicherry University** and payable at **Pondicherry** and should be enclosed with the tender in a sealed cover supercribed "**TENDER for HOSTEL MANAGEMENT SYSTEM**" addressed to the **Registrar(i/c), Pondicherry University, Puducherry -605 014**.

<u>SCOPE OF WORK</u>

The proposed software will have the following features:

  a. Creation of Information System for Residents, Wardens, Hostels and Messes, Admission/Cancellation/Modification to Hostels
  b. Hostel and Mess Administration
  c. Integration of Online Fee Payment & Generation of Reports/Analysis

The software should be implemented as following phases:

  Phase-I: Creation of Information System as cited at (a).
  Phase-II: Administration of Hostel & Mess and Online & offline Fee payment, reports,etc
  Phase-III: Testing, Training, Commissioning, Documentation & Support

I. GENERAL CONDITIONS

1. **Purchase of Tender Document:** The Tender document can be downloaded from the University website **www.pondiuni.edu.in**.

2. **Price Schedule:** The validity of the quotation should be **at least two months** from closing date of the bid. If selected, the rates should be for 1 year validity.

3. Prices to include support for one year from the date of commissioning of software

4. Technical clearance may be obtained from Computer Centre.

5. The Vendor must provide documentation and training after completion of the work.

6. Delivery: About 40 days from the date of placement of work order.

7. Quoting merely the lowest price does not confer any right to any bidder for award of Work order. The University reserves the right to select the firm under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, Training, etc.

8. **Quoting the Core price & Tax, Duties, Discount, etc.:** The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.

9. **Eligibility:** The firm must have the requisite domain expertise with regard to the items they are quoting. The firm should have been in existence for **at least 5 years as** on the date of this tender and must have executed at least 2 Government Institutions systems during the **last five years**.

10. **Support:** 1 year from the date of commissioning

11. Complete technical specifications / details must be mentioned explicitly.

12. The offers will not be considered if received after the bid closing date and time.

13. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.

14. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.

15. No unsolicited correspondence shall be entertained after the submission of the offer.

16. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.

17. Additional terms and conditions will be incorporated in the order, if needed, to safe guard the interests of the University.

18. Tender is not transferable.

19. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place Puducherry.

20. **Power to reject the offer:** Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection..

II. SUBMISSION OF TENDER

1. **Local delivery**: All the sealed tenders should be submitted to
   The Registrar (i/c),
   Pondicherry University,
   Puducherry – 605 014.

2. **By Post**   **:** All the sealed tenders should be sent to
   The Registrar (i/c),
   Pondicherry University,
   Puducherry – 605 014.

III. PAYMENT OF TENDER DOCUMENT FEE

The Tender must be accompanied by **Tender Document Fee** as stated above, by means of **Demand Draft**, drawn in favor of **the Finance Officer, Pondicherry University,** payable at **Puducherry** separately.

The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table.

IV. SPECIFIC CONDITION

1. The Successful bidder should start the work immediately after receipt of the firm work order.
2. **Payments terms:** As per University Norms.

Date: 10/04/2015   **REGISTRAR (i/c)**

Tender Form

About Pondicherry University Hostels