



www.iter-india.org

**ITER-India, Institute for Plasma Research**

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Email : purchase@iter-india.org

**ENQUIRY - LOCAL**

OFFICE COPY                      ENQUIRY NO                      : I-IEN21049  
Date                                      : 14/02/2022  
Due Date                                : 08/03/2022 by 5:00 PM (IST)

We invite your rate/s for the following item/s. The Instructions to bidders and Terms & Conditions are attached herewith.

**Important Note :**

1. Enquiry No., Date & Due Date should appear on the envelope otherwise your offer will be rejected.
2. Address quotation only to the Purchase officer.

Sr No.	Material Description	Quantity	Unit
1	Tally Software Upgradation and Customization	1	NOS

**Note :**

- (1) Submit your quotation in hard copy (sealed envelope superscribing enquiry no and due date) AT THE ABOVE ADDRESS.
- (2) Any clarification on this enquiry may be sought from the Purchase Officer, ITER-India. (Email id: purchase@iter-india.org/ purchase@iter-india.in)
- (3) Quote with complete technical details.
- (4) Quotation should invariably be submitted in the attached format (Quotation Format) ONLY else ITER-India may not consider your offer.
- (5) Scope of Work and other details are given in the attached Annexure-I. Bidder shall duly sign & stamp and submit along with the offer. This shall be treated as acceptance of Scope of work by bidder.
- (6) Payment shall be made within 30 days from the date of final acceptance of ordered services and on receipt of error free invoice and other necessary documents at our end.
- (7) Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. Purchase preference to Micro and Small Enterprises will get precedence over Preference to Make In India.
- (8) Any bidder from a country that shares a land border with India(i) , excluding countries as listed on the website of the Ministry of External Affairs(ii) , to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (hereinafter called 'Restricted Countries') shall be eligible to bid in this tender only if Bidder is registered(iii) with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). Bidders shall enclose the certificate in this regard as per Annexure II. (i) <https://mea.gov.in/india-and-neighbours.htm> (ii) <http://meadashboard.gov.in/indicators/92> (iii) <https://dipp.gov.in/sites/default/files/Revised-Application-Format-for-Registration-of-Bidders-15 Oct 2020.pdf>
- (9) Bidder from such "Restricted Countries" means: - a) An entity incorporated, established, or registered in such a country; or b) A subsidiary of an entity incorporated, established, or registered in such a country; or c) An entity substantially controlled through entities incorporated, established, or registered in such a country; or d) An entity

*Handwritten signature*

whose beneficial owner is situated in such a country; or e) An Indian (or other) agent of such an entity; or f) A natural person who is a citizen of such a country; or g) A consortium/ joint venture where any member falls under any of the above.

- (10) In Bids for Turnkey contracts, including Works contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from such Restricted Countries unless such contractor is similarly registered. In such cases, the bidders shall enclose the certificate as per Annexure II.
- (11) If Bidder has proposed to sub-contract Services or incidental Goods directly/ indirectly from the vendors from such countries, such vendor shall be required to be registered with the Competent Authority. However, if Bidder procures raw material, components, and sub-assemblies from such countries'"" vendors, such vendors shall not require registration.

Encl:- as above

**Rakhi Dharamdasani**  
**Sr. Officer (Purchase & Stores)**  
**ITER-India (IPR)**

## TERMS AND CONDITIONS

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1. The quotation and any order resulting from this enquiry shall be governed by our Conditions of Order and supplier quoting against this enquiry shall be deemed to have read and understood the same in to
2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by ITER-India unless our specific written acceptance thereof is obtained.
3. Quotation: Your quotation superscripting our enquiry No., date, due date and brief description of item should be submitted to the Purchase Officer, ITER-India in sealed envelope on or before the due date. Late/ Delayed/incomplete quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 90 days from due date for placing order. ITER-India is not bound to accept lowest rate/s. Bidder shall submit the price bid/offer on Bidder's letter head with official seal and sign on each page.
4. The bid documents shall be prepared in English language only
5. All pages of the bid documents shall be numbered. Each page of the bid document shall be stamped and initialized.
6. In the event of any date indicated above is a declared Holiday, the next working day with the same time limit shall become operative for the respective purpose mentioned herein
7. In case of deviation in payment terms including demand of advance other than specified in payment schedule and accepted by ITER-India, prevailing Prime Lending Rate (PLR) of SBI will be loaded for price comparison purpose
8. ITER-India and their authorized representatives may visit the Contractor/Sub-contractors if required as part of technical evaluation process
9. ITER-India reserves the right to place order on one or more parties.
10. Specifications: Material should be offered strictly conforming to our specifications/drawings, if any. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature and samples, wherever necessary should accompany the quotation. Clarification/s on specifications/drawings should be obtained from Purchase Officer before submitting quotation.
11. Terms of Prices : Quotation should be submitted on door delivery basis, duly packed & insured without extra charge wherever possible.. In the case of Indian suppliers, the material is to be delivered at our stores free of charge duly packed & insured.
12. Unit rate/s should be valid throughout the validity of Purchase Order for addition/deletion purposes. Break-up of price should be furnished. The quoted price should not be subject to price escalation for whatsoever reasons. The quoted price shall be firm, fixed and non-revisable during the validity/ extended validity of Purchase Order.
13. Prices are required to be quoted according to the units indicated in the tender form/Enquiry. 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.
14. Tender should be free from Correction and Erasures. Corrections, if any, 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 quoted in words shall prevail. Unsigned quotations will summarily be rejected.
15. ITER-India 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. ITER-India also reserves the right to split the order at its sole discretion.
16. Octroi is not applicable at present.
17. Delivery Date/Period: Delivery period is essence of the Order. Supplier must indicate the firm delivery date by which the materials will be dispatched / delivered by them from the date of our order.
18. Delivery period shall be clearly indicated against each item separately.
19. Inspection: Materials on its arrival at ITER-India will be inspected by our Engineer/Stores In-Charge, and his decision in the matter will be final. However, where the items are required to be inspected at the Suppliers Premises, Supplier has to give advance notice to the Purchaser regarding readiness of the material to enable Purchase/Stores section to depute his representative for inspection.
20. Payment: Payment will be arranged for accepted materials only within 30 days from the date of acceptance of materials at ITER-India and receipt of error free bills in our accounts section, complete in all respects.
21. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.
22. Warranty: The Stores/Items offered should be guaranteed for a minimum period of twelve months from the date of acceptance, against defective materials, design, workmanship, operation or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notification. In case where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.
23. The Contractor/Supplier shall at all times indemnify the purchaser against all claims which may be made in respect of the stores for infringement of any right protected by Patent, Registration of design or Trade Mark and shall take all risk of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfillment of the Order.
24. Successful tenderer will have to furnish in the form a Bank Guarantee or in Indemnity Bond form as called for by the Purchaser towards adequate security for the materials/property provided/issued by the Purchaser as Free Issue Material for the due execution of the Order. Insurance for the Free Issue Material shall be arranged by the Supplier/Contractor at his risk and cost.
25. Non-compliance to tender specifications and/or tender scope and/or tender terms and conditions are liable for rejection. Decision of ITER-India in respect of non-compliance shall be final and binding on the bidders.
26. Canvassing in any form with regard to this tender will lead to rejection of the bid.
27. The Project Director, ITER-India reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reasons.
28. This enquiry is not a commitment and the Purchaser reserves the right to reject or cancel any or all offers.
29. Jurisdiction: The Order shall be governed by the Laws of India for the time being in force. The Courts of Ahmedabad/Gandhinagar only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Order.
30. Unsuccessful bidders will not be intimated about the results of the enquiry/tender.
31. Purchase will not be responsible for payment of any interest to the Supplier, in case of delay in releasing payment.
32. The price evaluation shall be carried out on Landed price.

## FORMAT FOR SUBMISSION OF QUOTATION

Enquiry No. : I-IEN21049  
NameOfParty : OFFICECOPY  
Quotation No. & Date :  
Due on : 08/03/2022 by 5:00 PM (IST)

Sr No.	Material Description	Qty	Unit	Rate	Total
1	Tally Software Upgradation and Customization	1	NOS		
				Grand Total	

### COMMERCIAL TERMS & CONDITIONS \*

Sr.No	Description	Bidder's Compliance
1	Free Door delivery	
2	Payment:ITER-India payment terms will apply (Please Refer Sr. No. 6 of Note)	Comply Yes/No (In case of No Please provide details)
3	Validity Period (Refer Sr. No. 3 of Terms and Conditions)	Comply Yes/No (In case of No Please provide details)
4	GST (To Specify as applicable)	
5	GST No. (To Specify)	
6	SAC Code (To Specify)	
7	Udhyog Aadhar No. & Category (Micro/Small Enterprise, Also specify firm is owned by SC/ST/Woman/General)	
8	Discount(if any)	
9	Remarks	

\* Fill in the applicable details

Place:

Authorised Signatory:

Date:

Company Seal



**Annexure-1 Scope of Work for Tally Software Upgradation and Customization**

**Enq. No.: I-IEN21049**

**Scope of Work:**

With usage of Tally Prime software for account record keeping and with changes in regulations/laws, it is felt that some customization is required for efficient accounting and record keeping. So, following customizations are proposed;

Sr. No.	Customization Proposed
1	Incorporate bank details into payment/bank voucher like Vendor's Beneficiary Name in our banking, Bank Account Number, IFSC Code and Bank Name.
2	Create new TDL to add field for foreign currency and foreign currency amount
3	Increase Space/length of Narration
4	Compliance check facility of specified person higher Tax Rate under Section 206AB & 206CCA (option given in Vendor Master)
5	Adding a space for quoting INDUS number in Bank Voucher and Ledger printing
6	E-invoicing as per GST Rule
7	Migration of Existing Tally Data to Tally Prime
8	TDL should be created in such a way which make ITER-India Tally in line with IPR Tally which can accommodate IPR TDL

<b>Bidder Signature</b>		
<b>Name of the signatory &amp; Title</b>	Name	Title
<b>Bidder's Official seal</b>		
<b>Place &amp; Date</b>	Place	DD-MM-YYYY

Note: Sign & stamp of bidder required on each page of duly filled Annexure-I



इटर-इण्डिया, प्लाज़्मा अनुसंधान संस्थान

**ITER-India, Institute for Plasma Research**

Block A, Sangath SKYZ, Bhat-Motera Road, Koteswar, Ahmedabad-380  
005, Gujarat

**Enq. No.: I-IEN21049**

Annexure-II to Bid Form: Self Declaration (On company letter head) (Along with supporting documents, if any)

Tender No:

Tender Title:

Bidder's Name: \_\_\_\_\_ (Address and contact details)

Bidder's Offer No. \_\_\_\_\_ Date: \_\_\_\_\_

**Restrictions on procurement from Bidders from a country or countries, or class of countries under Rule 144(xi) of the General Financial Rules 2017.**

*We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:*

- (a) *we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;*
- (b) *we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.*

Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and also undertake to advise any further changes to the above details. We understand that any wrong or misleading self-declaration by us would be violation of Code of integrity and would attract penalties as mentioned in this tender document, including debarment.

\_\_\_\_\_  
(Signature with date)

\_\_\_\_\_  
(Name and designation) Duly authorized to sign Bid for and on behalf of

\_\_\_\_\_  
(Name & address of the Bidder and Seal of Company)