

Tender Fee Rs. 5000/-



## Board of School Education Haryana, Bhiwani

BID DOCUMENT FOR ELECTRONIC TENDERING

### E-Tender for Empanelment of Vendors for Cloud Server Based Enterprise Resource Planning (ERP) Application

To  
Secretary,  
Board of School Education Haryana,  
Bhiwani - 127021  
(Ph.: 01664- 243336)

Signature of bidder with Seal, Stamp and Address

## TABLE OF CONTENTS

<b>SECTION</b>	<b>TITLE</b>	<b>PAGE NO</b>
I	Notice Inviting Tender	3
II	Brief Information on Bid Document	4
III	Scope of Work	5-9
IV	Instructions to Bidders	10
V	General Terms & Conditions	11-14
VI	Technical Bid	15
VII	Financial Bid For Server Base	16
VIII	Undertaking	17
IX	Agreement	18-19

# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

## Notice Inviting E-Tender

The Board of School Education Haryana, Hansi Road, Bhiwani invites E-Tenders Under **Two Bid systems** from the reputed, experienced & Technologically sound Agencies for providing services for:

**Empanelment of Vendors for Cloud Server Based Enterprise Resource Planing (ERP) application.**

For participation in the bid, agencies will fill the complete tender form available at the Board's Website <http://www.bseh.org.in> and <https://etenders.hry.nic.in> as per schedule as given in CRITICAL DATES as under. Interested agencies may download the tender document from Board's Website <http://www.bseh.org.in> (for perusal /reference only):

### Critical Dates

Subject	Date and time
Bid Document Download	12.03.2024
Bid Submission Start Date	12.03.2024
Pre Bid Meeting Date	20.03.2024 at 11:30 AM
Bid Submission End Date	02.04.2024 by 11:00 AM
Technical Bid Opening Date	02.04.2024 at 11:30 AM
Date & Time of Demonstration of Technically Qualified Bidders	02.04.2024 at 3:00 PM
Financial Bid Date	To be Intimated later on.

Any amendment/correction in the Tender Document will be done by the Board Authority through <http://etenders.hry.nic.in>. Prospective bidders are requested to regular visit/check the Board's website. The cost of bid document is Rs. 5000/- (Rupees Five thousand only) which is non-refundable and Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lakh only) be submitted online in favour of Secretary Board's Account Number through RTGS (Real Time Gross Settlement) and the Proof of deposited slip should be enclosed /uploaded with the tender document.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. **The Competent Authority of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof.** Conditional tender will not be accepted. The Technical Bids / Financial Bids shall be opened by the committee authorized by the Secretary/Chairman for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. Financial bids will be opened only of those bidders who will qualify in Technical bid.

**For any query/clarification/difficulty regarding tendering process flow, please contact us on:**

**Address:**

**Board of School Education Haryana**

**Bhiwani-127021**

**E-mail: [tendercell@bseh.org.in](mailto:tendercell@bseh.org.in)**

**9306383433 , 9467842569**

**SECRETARY**

## SECTION-II

# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

### Brief Information on Bid Document

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of Work	<b>Empanelment of Vendors for Cloud Server Based Enterprise Resource Planning (ERP) Application</b>
3.	Tender Type	Open
4.	Tender Category	<b>Hiring of Services</b>
5.	Bid Document Download Date	<b>12.03.2024</b>
6.	Bid Submission Start Date	<b>12.03.2024</b>
7.	Tender fee (non-refundable and non-adjustable)	Rs. 5000/- (Rs. Five Thousand Only )
8.	Earnest Money Deposit (EMD)	Rs. 2,00,000 (Rs. Two Lac Only) to be deposited through online mode
9.	Pre Bid Meeting Date	20.03.2024 at 11:30 AM Committee Room Board's Office, Bhiwani
10.	Last date and time for submission of Bids	<b>02.04.2024 by 11:00 AM</b>
11.	Date and time of opening of technical Bids	<b>02.04.2024 by 11:30 AM</b>
12.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
13.	Period of completion of work	Within 90 Days from the date of placing the Supply Order
14.	Validity of Bids	180 Days from opening of Technical Bids

**SECTION-III**  
**BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

**Scope of Work:-**

The invitation to tender seeks proposals from qualified vendors for the comprehensive implementation of an Enterprise Resource Planning (ERP) system within our office. The selected vendor will be responsible for the design, customization, configuration, integration, testing, deployment, and ongoing support of the ERP solution. The ERP system should encompass modules for finance, human resources, procurement, inventory management, project management, and any other relevant functionalities necessary for the efficient operation of the Board's office. The solution should adhere to industry best practices and comply with all relevant regulations and standards. Vendors are expected to demonstrate their expertise in ERP implementation, including their ability to tailor the system to the specific needs and requirements of the Board's office. Additionally, proposals should outline the vendor's approach to training end-users and providing ongoing technical support and maintenance.

**1. Court Case Management System (CCMS)**

CCMS is a robust software solution designed to efficiently manage both non-defended and defended court cases. It automates the handling of court summons, streamlines file preparation, and facilitates the coordination of advocate appointments and legal fees payments. Integrated with a Litigation Management System, CCMS ensures accurate case tracking and recording of case particulars, enabling the completion of all necessary formalities post-court decisions.

**2. Account Management Software(CMS)**

The details of various sections of Account Branch whom Works all to be done by on-line systems:-

**i. Cash-Book Section:**

- Preparation of cash book of main account of Board.
- Monthly Financial Statement.
- Balance sheet.
- Records of Investment/Reinvestment.
- Updation of FDR.
- Transfer Amount in Payment Accounts.
- Position of Bank
- Update income on cashbook software, permission correction/editing on software

**ii. Salary Section:-**

- Monthly Salary Bill of Officers/Officials.
- Monthly Pay Slip of Officers/Officials.
- Monthly all types of Deduction from salary.
- Challan Generation.
- Calculation of arrears of D.A. , Increment & overtime.
- Preparation of Tax Deduction Statements / Form 16 (Part B)
- Component based statements (GPF/NPS/CPF etc)
- Net Payment statement to Bank
- Earning and Deduction statements.

### iii. Pension Section:-

- Maintenance of pension expenditure etc.
- Details of Income tax per Financial Year.
- To maintain the new pension Registration and Disposal.
- To calculate the pension Commutations of Retired Officers/Officials.
- To Calculate the Income tax.
- Calculation of revised D.A. time to time.
- Monthly Pension Bill of Pensioners/ Family Pensioners.
- Monthly Pension Slip of Pensioners/ Family Pensioners.
- Monthly all types of Deduction from Pension.
- Challan Generation.
- Net Payment Statement to Bank
- Calculation of additional quantum's of pension.
- Preparation of tax Deduction Statements/Form 16.
- Calculation of arrear / recovery in case of revision of Pension.
- Calculation of pension after restoration of commutation value of pension.

### iv. Cheque Section:-

- This Section required "Cheque Preparing Programmers " and Payment via RTGS/NEFT through programmers (Single and Bulk payment.)
- Cheque Cancellation System.
- Nill Voucher's entry system in daily expenditure ledger.
- Issue instant cheque preparing system.
- Crystal reports for cheque printing.
- Cheque Searching & Modification programmers.
- Fail/ Reject Automatically feed in Expenditure Sheet.
- Search old data & save

### V. Required Reports:-

- Daily Expenditure Ledger report.
- Daily Head wise Expenditure report.
- Date wise Expenditure report.
- Head wise Report with Total Amount.

### VI. A) Cash Section

1. Daily Income Report
2. Bank Wise Report
3. Monthly Date wise Report
4. Income Head Wise Summary Report
5. Search Data (Receipt No., Date, District Name, Candidate Name, Bank Draft No. & Amount)
6. Daily Challan Generate
7. Print Challan
8. Update Receipt
9. Re-Print Receipt
10. Facility of Offline Receipt Generation & Merging of this Date with Online Data
- 11.

### B) Income & Budget Section:-

The income sheet is prepared every month. This includes all the income of the Board, including offline fees received in SFC and online fees received in all the accounts of the Board opened through Cashbook section. Apart from this, to prepare the budget, income is also recorded account wise and budget head wise. After receiving of Income & Expenditure statement of all

budget heads maintained by the Board (branches) after then budget will be prepared in every financial year.

**Note: All Reports of Cash, Income & Budget Section are required in PDF & EXCEL Format.**

#### **VII. G.P.F. Section:-**

- Allotment of GPF Account Numbers.
- Monthly Deduction of GPF subscribes and advance received from salary bills.
- Monthly deduction adds in last month balance.
- Month wise liability register maintain and quarterly interest given on all GPF accounts.
- GPF account wise ledger maintain from liability.
- Annually GPF statement gives to all employees after the ending of each financial year.
- Advance and withdrawal give day to day on demand of employees as per GPF rules.
- To calculate the pension Gratuity of Retired Officers/Officials.

#### **VIII. Demand Section:-**

- Remuneration for Supdt./Centre Supdt./invigilator and other staff on-line collection bill for All Exam
- All Misc. payments etc.

#### **IX. Payment Advance & adjustment Section:-**

- Account No. and Employees Code should be added with name.
- There should be same name in copy of Budget Head and software.
- There should be option of deleting of MAPO No. in Employee Id.
- Automatic reduction should be occurring in budget in software.
- If there is no sufficient budget, no PO No. should be generated.

#### **IX. Spot Marking Section :-**

- Spot marking for All Exam Bill.
- All Practical Payment Examiner & Observer Bill.
- Re-evaluation Bill Payments.
- Re-evaluation Fees Refund
- GIS Payment.

#### **X. Loan Section**

- Monthly Salary Bills of Data Entry Operators.
- Monthly Pay slip of Data Entry Operators.
- Monthly all type of deduction from D.E.op. Salary.
- Calculation of overtime & increment arrear.
- Monthly EPF Challan Generation.
- Registration system for the purpose of all type of loan.
- Calculation of Loan installments & Interest.

#### **XI. SFC / Cash Section**

- Update Receipt.
- Daily Income
- Search Receipt.
- Date Wise Report.
- Month Wise Report.
- Facility of Offline Receipt Generation & Merging of this Data with Online Data.
- Re-Print Receipt.
- Generate Challan.
- Income Head wise.
- Search Old Data.

## **XII      Reconciliation**

- Upload Excel Data of Bank Statement Setup
- Reconciliation List
- Upload Excel Data Of Income Sheet
- Reconciliation Statement (A) Report
- Reconciliation Statement (B) Report
- Date Wise Reconciliation Report.
- Income Upload and Data Automatic Cash&Book Portal.
- Expenditure Upload and Data Automatic Cash&Book Portal.
- Delete Duplicate Entry Automatic Reject.
- Make Edit Option in Reconciliation.

## **3. BOOK SELLER PORTAL**

- Online Booksellers Registration, EMD Deposit, Registration Certificate Issue and EMD refund etc.
- All RTBSSC's books stock, sale and balance etc.

## **4. UMC MODULE**

- UMC Portal provide the facility to students about the information of UMC.
- SMS pack for students for information.
- Self generated UMC result.

## **5. GENERAL Branch**

- Inventory Management Sytem

## **6. Publication Branch**

- Inventory Management Sytem

## **7. Security cell Section**

- Management of security staff working in board regarding place of duty, timing, attendance etc

## **8. R & D SECTION**

- Maintain a online record of all incoming and outgoing post(daak)



- Distribution of various post(daak) to concern branches.

## **9. Administration Portal**

Implementing an e-office system in government departments necessitates a comprehensive approach addressing technical, procedural, and human elements. This involves establishing robust IT infrastructure capable of handling digital communication and document management securely and efficiently, ensuring seamless integration with existing systems. Additionally, stringent cyber security measures must be in place to safeguard sensitive information. Adequate training and support programs should be provided to staff to facilitate smooth adoption and utilization of the e-office platform. Furthermore, clear policies and procedures should be established to govern its use, promoting consistency and accountability. Continuous monitoring, evaluation, and optimization are crucial to address challenges promptly and enhance the system's effectiveness, ultimately streamlining governmental operations.

### **File Monitoring System**

- New File
- Dispatch
- Receipt
- Dispose off
- Recall

### **Employee Management System**

- Attendance Report
- Leave Management
- Seniority List
- Other Reports

## **10. Visitor Management System (SFC)**

- Make online portal for Visitor and Board Office.
- Get Details of Visitor via online portal and generate the pass.
- Verification Section for the Board Office.
- Print and View Gate Pass
- Feedback received through portal/SMS

## **SECTION-IV**

### **Instructions to bidders on Electronic Tendering System**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. The digital signature of the authorized user will be binding on the firm.
2. Tender document can be downloaded from website <https://etenders.hry.nic.in> or from Board website [www.bseh.org.in](http://www.bseh.org.in).
3. The bidders are strictly advised to follow prescribed date and time as indicated in the online notice for inviting tender. The date and time shall be binding on all bidders.
4. The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries and all terms and conditions except the rates (price bid).
5. The bidder shall quote the prices in price bid format.
6. If a bidder fails to complete the online bid preparation at submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted, and hence need not to appear during tender opening stage.
7. For further details please log in <https://etenders.hry.nic.in>

**SECTION-V**  
**BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

**General Terms & Condition.**

1. Eligibility Criteria for the bidders:-

The Firm must be in existence for minimum last 5 Years & Registration of the Firm.

**The Firm must have average turnover of Rs. 03.00/- crore during last three financial years. Attach copies of documents/ CA report.**

The Firm must possess GST Number, PAN, (Attach Copies)

The Firm must possess three year work experience. The firm must produce work order, execution certificate from appropriate authority supporting related work experience. The firm should have performed the Government/ PSU department/ Board/ Corp./ University/ Examination Body/Private Limited Company projects successfully.

If any of the vendor at any time found or declared 'black listed' by any of the Government/ PSU department/ Board/ Corp./ University/ Examination Body by any of the reasons or so, then the same vendor shall also be treated as black listed from our organization and further tender would be treated terminated and complete EMD would be forfeited.

2. Undertaking on affidavit of Rs. 100/- that the firm has never been black listed.
3. The firm will provide service with quality up to the satisfaction of concerned authority.
4. The Firm is required to abide by all the terms and condition given in the bid document and will start the project within 7 days from the date issuance of award.
5. Each Document attached with the tender shall be numbered.
6. Tenderer must sign all the pages of tender document.
7. Cost of this bid document is Rs. 5000/- which is to be deposited through E-tender Portal online.
8. EMD of Rs. 200000/- (Rs. Two Lac Only) is to be deposited through E-tender Portal online and will be adjusted against performance security.
9. Upon the award of the contract, the implementation of the ERP system shall complete within three months. Failure to initiate the project within this timeframe will result in the imposition of a penalty of Rs. 1000/- per day thereafter until the project commences.
10. The selected firm shall be required to deposit 10% Performance Security of the total contract value within 7(seven) days from the date of issuance of intimation letter.

Performance Security may be deposited in the form of Bank Guarantee or Demand Draft in favour of the Secretary, Board of School Education Haryana, Bhiwani. EMD will be adjusted against Performance Security & Performance Security of balance amount and Agreement to be deposited within the stipulated time. Work order will be issuance only after receipt of original Performance Security and Agreement in the Board's office Bhiwani. If the required document not received within 7 days, the penalty @ 500 /-per day will be imposed.

11. For any further clarifications about the tender, may contact on the e-mail given in the Tender.
12. The Secretary, Board of School Education Haryana, Bhiwani reserves the right
  - a) To negotiate with bidders as per negotiation policy.
  - b) Committee will judge the technical/professional eligibility of the firm.
  - c) To change/add any clauses/items/condition on the bid document.
  - e) Either to execute the project or not.
13. Arbitrator: Chairman, Board of School Education Haryana, Bhiwani or his nominee will be the sole arbitrator in case of any dispute.
14. The contract will be subject to Bhiwani Jurisdiction only.
15. Penalty Provisions:-
  - a) If the work is not completed within the period of 90 days firm the date of award of contract, then penalty will be imposed of Rs. 1000/- per day
  - b) If the work is not satisfactory after completing the job, the Secretary is empowered to forfeit the total payment of performance Security or which he deems fit.
  - c) If the work is interrupted more than three hours during a day due to responsibility of the contractor, then penalty will be imposed of Rs. 1000/- per day.
  - d) Upon the award of the contract, the implementation of the ERP system shall complete within three months. Failure to initiate the project within this timeframe will result in the imposition of a penalty of Rs. 1000/- per day thereafter until the project commences.
16. The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the given format (copy enclosed).
17. The tenderer should quote Rate clearly in figures as well as words. The price bid document submitted separately & not in technical Bid under any circumstance failing which the tender shall be rejected.
18. Performance Security shall be returned to the agency on the expiry of term after three year on furnishing the usual clearance/ no demand certificate by the firm.
19. The Vendor should provide facilities for the Data Security:
  - a. Data Backups
  - b. Stringent access control policies

20. The Firm shall conduct a training need assessment of BSEH's core team members as well as administrative users/staff etc. as a component of the process improvement & change management process. Training needs should be continuously refined & frequently re-confirmed with the end-user commonly & the core team as the project progresses. Even after acceptance & user training period is completed. It will be good if the vendor deposes personnel to oversee customization & other problems that may arise subsequently without any extra cost.
21. The vendor will identify and provide integration of new software with existing software or system, if any, wherever required. Information regarding existing software will be provided to the Vendor by BSEH when requested by the Vendor or otherwise.
22. The Vendor will be responsible for migrating all required data from database of legacy software, if any, to the database for new software. The migration should be done through scripts and should be a repeatable exercise, as it may be carried out for acceptance testing and later again for final implementation. The new software and legacy software will run in parallel for a period of time before use of legacy software is stopped completely. For modules where no legacy software is available, need for retrospective conversion of information has to be identified by the vendor. The vendor must include any special programs or software design. The database maintained by vendor in the new software. There should be personnel deputed by the vendor to oversee conversion of the legacy data and or retrospective data.
23. In case resources are available, BSEH may like to run a system test cycle after the Vendor has performed system testing. The vendor has to make the System Test Plan and Cases used by it for system testing available to BSEH. The Vendor must remove and defects found by the BSEH project team during system testing in maximum two days time.
24. BSEH project team would like to run at least two cycles of acceptance testing and will fully participate in implementation efforts by the Vendor. It will aid the Vendor in ensuring that the software developed by the Vendor is tested and the end-users are trained to use it effectively and efficiently within 15 days of acceptance of award of contract without any extra payment or cost.
25. The vendor will depute one service engineer having knowledge in the relevant field.
26. 40% of the total payment shall be released after satisfactory installation of the program on the completion of work duly certified by the competent authority. The rest 30% will be paid after six months on satisfaction of the smooth running of the program. The rest 30% will be paid after one year on the satisfactory completion, smooth running and maintenance of Program.

27. The company shall be solely responsible for the payment of all taxes and duties, license fee, octopi etc. incurred until completion of the job in all respect. However, Income Tax will be deducted at source by the Board as per provision of Income tax Act/Rules in force. GST shall be paid extra by the Board.
28. The Initial allotment of work for one year after the date of award of contract in the first instance which can be extended for next three years depending on the satisfactory performance/ Services provided by the firm/ Company.
29. Administrative control rests solely with the Board, while developmental control is a collaborative effort with the IT cell. All modifications, updates, and new software/application modules are meticulously logged and retained for three months, ensuring transparency and accountability. This framework not only centralizes decision-making for strategic direction but also promotes efficient collaboration with the IT department, facilitating streamlined and transparent software development practices.
30. Implementing an ERP system on the cloud in a government office can vastly enhance operational efficiency and transparency. By leveraging cloud infrastructure, the system ensures scalability, accessibility, and data security, crucial for managing sensitive government information. Integration with various departments and functionalities streamlines processes, reducing bureaucratic bottlenecks. Real-time data analytics empower decision-makers with insights for more informed governance. Furthermore, cloud-based ERP systems offer cost-effective solutions, eliminating the need for extensive infrastructure investments while promoting remote work capabilities, ultimately fostering a more agile and responsive government apparatus. To ensure that the cloud server and its domain provided by the vendor become the property of the board and are technically
31. In addition to the server and firewall security solution, the tender condition stipulates that the selected vendor must include a comprehensive technical support package at no additional cost for duration of three years. This support should encompass troubleshooting, maintenance, software updates, and any necessary replacements to ensure uninterrupted operation of the server infrastructure. The vendor is expected to outline the scope of technical support services offered, including response times, escalation procedures, and service level agreements, to guarantee the firm's continued satisfaction and operational efficiency throughout the support period.
32. For any point which is not covered under the provisions of the tender, the Chairman of the Board of School Education Haryana shall be the supreme authority, whose orders in any of such issues at all stages shall be final for one and all as matter in the interest of the Board.
33. The developed application/software by the firm shall become the exclusive property of the Board upon completion of the project. Following the culmination of all tasks, the firm is obligated to deliver the application/software along with all associated database files to the Board, accompanied by comprehensive documentation. This transfer ensures seamless integration and continued maintenance of the system by the Board, fostering technical effectiveness and facilitating future enhancements or modifications as deemed necessary.
34. End to end solution will be provided by the firm.

**SECTION-VI**

**BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

**TECHNICAL BID**

To

The Secretary,  
Board of School Education, Haryana  
Bhiwani-127021

Subject:- Technical Bid.

Dear Sir,

Please find enclosed the documents as per list given below:

1. Tender fee
2. EMD
3. Registration Number/Proof of existence of last five years.
4. GST Number, PAN.
5. Document supporting last three year turnover.
6. Works experience certificates with satisfactory work completion.
7. Undertaking on non-judicial stamp Paper of Rs. 100/-.

Dated \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_

\_\_\_\_\_

Mobile No \_\_\_\_\_

**Seal of Company/Firm**

**SECTION-VII**  
**BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**  
**Financial Bid**

(To be kept in a Separate Sealed Cover)

To  
The Secretary,  
Board of School Education, Haryana  
Bhiwani-127021

**Subject: Empanelment of Vendors for Cloud Server Based Enterprise Resource Planning (ERP) Application.**

Having examined the tender documents, terms and conditions stipulated therein etc., the undersigned offers to provide the rates, for all work mentioned at scope of work of tender document and abide all term and conditions, given in tender document.

Sr. No.	Description	Rates to be quoted inclusive of all taxes (INR)
1.	<b>Empanelment of Vendors for Server Based Enterprise Resource Planning (ERP).</b>	Rs. _____ In words _____ _____

Dated \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Contact Detail \_\_\_\_\_

**Seal of Company/Firm**



## **SECTION-VIII**

### **UNDERTAKING (ON A STAMP PAPER OF Rs. 100/-)**

Tender No. -----

Dated:

To  
The Secretary  
Board of School Education Haryana,  
Bhiwani-127021

(Name of the Firm/Agency/Company)  
Name of the tender  
Due Date of Tender

Dear Sir,

1. Having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Services for the work with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement as early as possible or being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will give a Bank Draft of 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. We never be blacklisted by any organization.

Dated this .....Day of .....2024

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

## **SECTION-IX**

### **AGREEMENT**

This Agreement entered into the \_\_\_\_ day of \_\_\_\_ 2024 between The Board of School Education, Haryana, Bhiwani (hereinafter referred To as BOARD which expression shall include its successors and Assignees) through its Secretary on one part and M/S \_\_\_\_\_ Incorporated under the Companies ACT, 1956 (herein after referred to As the Company which expression shall include its successors and Assignees) on the other part. Whereas the BOARD is desirous of getting the work of preparation For Cloud/Server Based for Financial Accounting Information Management System (ERP) on SAAS and the \_\_\_\_\_ has agreed to undertake the said job, on terms and conditions mentioned Herein after.

#### **1. GENERAL CONDITION:-**

The Firm must be in existence for minimum last 5 Years & Registration of the Firm.

The Firm must have average turnover of Rs. 03.00 crore during last three year. Attach copies of documents.

The Firm must possess GST Number, PAN. (Attach Copies)

The Firm must possess same work experience from two reputed origination. The firm must produce work order, certificate from appropriate authority supporting related work experience. The firm should have performed the government/ PSU department/ Private Limited Company projects successfully.

If any of the vendor at any time found or declared 'black listed' by any of the government organization/institutions/university by any of the reasons or so, then the same vendor shall also be treated as black listed from our organization and further tender would be treated terminated and complete EMD would be forfeited.

2. Undertaking on affidavit of Rs. 100/- that the firm has never been black listed.
3. The firm will provide service with quality up to the satisfaction of concerned authority.
4. The job will be started within three month from the date of award of contract.
5. The firm will not leak any data/information, if found so, the EMD will be forfeited and all payment will be stopped and firm will be blacklisted and appropriate legal action will be taken against the firm. The Boards data must be transferred after completion of period or whenever required to Board.
6. Firm is required to abide all the term and condition given in the document with proper signature and stamp and will start the project within 7 days of award of contract.

7. After award of contract, the firm will deposit Performance Security as 10% of the total cost of tender as BD (Bank Draft) within ten days, from the issuance of award of contract.
8. Arbitrator: Chairman, Board of School Education Haryana, Bhiwani or his nominee will be the sole arbitrator in case of any dispute.
9. The contract will be subject to Bhiwani Jurisdiction only.
10. If any time during contract period vendor back out or delay the job unnecessarily for any unjustified reason, Secretary will have the power to impose any penalty as he deems proper beside forfeit of Performance Security.
11. Penalty Provisions:-  
  
If the work is not started within the period of three month then penalty will be imposed of Rs. 1000/- per day If the work is not satisfactory after completing the job the Secretary empowered to forfeit the payment of performance security or which he deems fit.
12. 40% of the total payment shall be released after satisfactory installation of the program on the completion of work duly certified by the competent authority. The rest 30% will be paid after six months on satisfaction of the smooth running of the program. The rest 30% will be paid after one year on the satisfactory completion, smooth running and maintenance of Program.
13. The company shall be solely responsible for the payment of all taxes and duties, license fee, octopi etc. incurred until completion of the job in all respect. However, Income Tax will be deducted at source by the Board as per provision of Income tax Act/Rules in force. GST shall be paid extra by the Board.
14. The Initial allotment of work for one year after the date of award of contract in the first instance which can be extended for next three years depending on the satisfactory performance/ Services provided by the firm/ Company with 10% increase for every extended year.

Signature of the Board Authority \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name of the Board Authority \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Designation of the Board Authority \_\_\_\_\_

Designation of Bidder \_\_\_\_\_

Board of School Education Haryana,  
Bhiwani -127021

Address of Bidder \_\_\_\_\_  
\_\_\_\_\_

Witness Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Designation \_\_\_\_\_  
Board of School Education Haryana,  
Bhiwani-127021

Witness Designation \_\_\_\_\_  
for and behalf of Bidder

## **Check list**

<b>Sr. No</b>	<b>Documents asked for</b>	<b>Page number at which document is placed</b>
1	Tender Document Fee and Earnest Money Deposit (Bid Security) to be deposited by gateway. Deposited slip to be attached.	
2	One Self-attested recent passport size photograph of the authorized person of the bidder, with name, designation, address, and telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners	
3	Self-attested copies of Partnership Deed/Articles of Association/Certificate of Registration	
4	Undertaking on a Stamp paper of Rs. 100/- as per the given Format.	
5	Self-attested copy of PAN card/GST Registration. Self-attested copy of Service Tax Registration Number Self-attested copy of Registration Number of the firm/agency	
6	Self-attested copy of ISO 27001	
7	Average Turnover of 3(three) crore of last three financial year. Attach copies of documents/CA reports.	
8	The Firm must possess three year work experience Proof of satisfactorily execution of similar works. Self-Attested copies of execution of similar nature work.	
9.	An affidavit that the Firm/Company/Agency/Society has not been de-barred and/or black listed in the last five years.	