



F.No. 8-5/2020 – CCRUM/Misc.

Central Council for Research in Unani Medicine

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp – 'D' Block, Janakpuri, New Delhi – 110058
Tel. No. 011-28526480 E-mail: ccrumhq@gmail.com

Notice Inviting Tender (NIT)

Subject: - Tender for proposal of procuring Advanced Tally Software for smooth execution of accounting work of CCRUM along with Service

Proposals are invited for Advanced Tally Software for smooth executing of accounting work of CCRUM in respect of various Accounting works to be under by CCRUM

2. Important Information about the tender:

S.No.	Particulars	Information
1.	Date of accessibility of NIT submission on CCRUM website	2 nd June, 2021
2	Pre-Bid Conference if any	10 th June, 2021 at 2:30 P.M.
3	Last Date and Time for receipt of NIT at CCRUM, New Delhi	23 rd June, 2021 upto 3:00 P.M.
4.	Time and Date of opening of tender(s)	23 rd June, 2021 at 3:30 P.M.
5	Details of Accounting activities to be carried out as well as essential requirements for Tally software along with service	Annexure – I (Technical Bid)
6	Details of services	Annexure – II (Financial Bid)
7	Contact No. Email Id:	8179699019 ccrumhq@gmail.com
8	Website	www.ccrum.res.in
9	Place of Opening Bid	CCRUM Hq., 5 th Floor, Conference Room, 61-65, Institutional Area, Opp – 'D'Block, Janakpuri, New Delhi – 110058

Note:- In case the closing date for opening of NIT document or/and last date for receipt of NIT happens to be a holiday, the activity will be held on the immediate next working day at the same time & place.

3. The Tender shall be submitted in two bid system (Technical and Financial Bid)
 - i. Technical Bid (as per Annexure – I) consisting of all technical details and
 - ii) Financial bid (as per Annexure – II) indicating protocol mentioned in the technical bid.
Technical bid and Financial bid should be sealed by the bidder in separate cover duly super scribed and both these sealed covers are to be placed in a large cover which should also be sealed and duly super subscribed **"Proposal of procuring Advanced Tally Software for executing of Accounting work of CCRUM"** and send to the office of CCRUM at the aforesaid address latest by due date and time. Tenders received late will be rejected outright.
 - iii) For terms of reference for proposal of procuring Advanced Tally software for smooth executing of Accounting work of CCRUM along with service must be fulfilled as per **Annex – I**
 - iv) A Pre-bid Meeting will be held on date 10/06/2021 at 2:00 P.M. (IST) in Conference Room of CCRUM offline with all suitable precautions due to COVID-19. All Prospective bidders are

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requested to kindly submit their queries, if any to the address indicated above before Pre-bid Meeting

4. The tenders shall be subject to the following Terms and Conditions
- i) Each bidder should submit an EMD of Rs. 20,000/- (Rupees Twenty thousand only) along with the quotation for proposal of procuring Advanced Tally Software for smooth functioning of Accounting work of CCRUM along with service. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRUM, New Delhi. The EMD of unsuccessful bidders will be refunded after award of contract and EMD of successful bidder will be returned on receipt of performance security as per GFR – 2017 w.r.t. the bid amount.
 - ii) The technical bid must contain information/ documents signed by the authorized signatory of the bidding firm/ agency should be kept in Technical Bid envelope along with other documents/ information prescribed in this tender notice.
 - iii) The firm should not hand over execution of order to any other/sister firm (s) which would be liable to violation of contract and may entail cancelation of contract and forfeiture of Performance Security.
 - iv) The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may likely to be present.
 - v) The tenderers should quote their rates (excluding taxes) for all the studies mentioned in the technical bids without fail.
 - vi) If any tenderers withdraw tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
 - vii) Communication of acceptance of the tender constitutes concluded contract.
 - viii) In case where a successful tenderer, does not provide the service in time the CCRUM at its discretion may obtain such services from the next higher tenderer and the loss, if any, caused to the CCRUM due to increased rates shall be borne by the defaulting tenderer and the contract shall be terminated at once.
 - ix) The performance security shall be returned to the contractor within two months after expiry of the contract period, but in the event of any dispute arising between the Council and the contractor, the CCRUM shall be entitled to deduct such sums which in the opinion of the CCRUM are due from/not payable to the Contractor.
 - x) Any sum of money due and payable to the contractor, including Performance Security under this contract may be appropriated by the Director General, CCRUM and set off against any claim of the Director General, CCRUM against the tenderers.
 - xi) No enhancement of rates will be considered during period of contract.
 - xii) The Bidder firm should not have been blacklisted by any Govt./Semi Govt./ Semi Govt. Deptt.. Therefore, bidder should furnish an Undertaking to this effect that Govt./ Semi Govt./ Semi Govt. Deptt./ Office has not blacklisted their firm/ agency.
 - xiii) The bidder must have GST registration number (Copy of the Certificate should be enclosed as a proof), if the same is applicable to his firm.
 - xiv) The bidder must submit the copy of last 3 years Income Tax Return (ITR).
 - xv) The bidder shall quote/ indicate the rates for all items (in Rs.) offered by it in the 'Proforma for Financial Bid' attached with this tender notice at Annexure – II
 - xvi) The Director General has every right to reject/ accept any bid without assigning any reasons.
 - xvii) The Technical bids will be opened and evaluated by a committee and only the bids technically acceptable would be considered further.



- xviii) The bids received after due date and time will not be accepted while incomplete bids are liable to be ignored.
- xix) The tender received without EMD will not entertained under any circumstances
- xx) The TDS/ TDS on GST will be deducted as per existing rule
- xxi) Taxes and any other charges should be indicated separately.
- xxii) The period of contract shall be for providing Tally software and installation of the same in Headquarter as well as peripheral 22 Units (Centralized & decentralized) and providing training, service & maintenance for one year from the date of award of Contract. (Extension for further two years on the same rate, terms & conditions subject to satisfactory performance of the agency/contractor, if required)
- xxiii) The DG, CCRUM reserves the right to accept or reject any bids or accept all tenders either in part or in full or to split the order, or to annul the bidding process without assigning any reason.

xxiv. Amendment of Tender Documents if required

a. At any time prior to the deadline for submission of bids, the CCRUM may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendment. The same would also be hosted on the website of the CCRUM and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments. However, the copies of the amendments would be sent by registered post/speed post/courier/e-mail to all the bidders who have purchased the tender documents.

b. In order to allow prospective bidders' reasonable time in which to take the amendment into account in preparing their bids, the CCRUM, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Council.

xxv. Code of Integrity

- a. The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action also in Competition Commission of India, and so on.
- b. Code of integrity for Public Procurement: The CCRUM as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
 - i) "corrupt practice": making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
 - ii) "Fraudulent practice": any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This



includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;

iii) "anti-competitive practice": any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the Council, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;

iv) "coercive practice": harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

v) "conflict of interest": participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of Council who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the Council with an intent to gain unfair advantage in the procurement process or for personal gain; and

vi) "Obstructive practice": materially impede the CCRUM's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Council's (Entity's) rights of audit or access to information;

c. Obligations for Proactive disclosures

i) The CCRUM as well as bidders, suppliers, contractors and consultants, are obliged under Code of Integrity for Public Procurement to suo-motto proactively declare any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity; and

ii) The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity;

iii) To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the CCRUM.



d. Punitive Provisions

Without prejudice to and in addition to the rights of the CCRUM to other penal provisions as per the bid documents or contract, if the CCRUM comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the CCRUM may take appropriate measures including one or more of the following:

i) If his bids are under consideration in any procurement:

- a) Forfeiture or encashment of bid security;
- b) Calling off of any pre-contract negotiations; and
- c) Rejection and exclusion of the bidder from the procurement process.

ii) If a contract has already been awarded

- a) Cancellation of the relevant contract and recovery of compensation for loss suffered by the Council;
- b) Forfeiture or encashment of any other security or bond relating to the procurement;
- c) Recovery of payments including advance payments, if any, made by the Council along with interest thereon at the prevailing rate.

iii) Provisions in addition to above:

- a) Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the Council for a period not less than one year;
- b) In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
- c) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.

iv. The Bidding Documents

v. Addresses of CCRUM Hqrs. New Delhi and its, 22 peripheral Institutes (Centralized & decentralized) is enclosed at Annexure - III along with Tender document.


Assistant Director (Admn.)
CCRUM

Annexure - I

TECHNICAL BID

Sl. No.	Documents kept in the Technical Bid envelope	Whether enclosed (The firm would write Yes OR No in the respective columns)
1.	EMD (Exempted for MSME registered firms)	
2.	<ul style="list-style-type: none"> • Copy of Registration/ Other documents as proof of Entity Registration. • Tally authorization Certificate to bidder as Government and Very Large Account Partner of Tally (to be enclosed) 	
3.	Self certificate in respect of not being blacklisted by any Govt. /Semi. Govt. Office (Govt. and very large accounts office)	
4.	Details & copy of GST registration of firm	
5.	Copy of PAN of firm	
6.	Copy of Purchase order for providing the similar services for last three years to Central Govt./PSU/Autonomous Bodies.	
7.	Documentary proof that the perspective bidders have capability to cater service throughout the Country across states and UTs with adequate Human Resources and Infrastructure.	
8.	Tally software should cover the following in default formats of Tally:-	
	A Receipt & Payment vouchers	
	B Sale & Purchase	
	C Debit & Credit Note	
	D Cash book management	
	E Cheque Printing	
	F Bank reconciliation Statement	
	G Payroll Management Software covering payroll processing, All allowances including Medical Allowance, CEA, Generation of Pay slip, Salary register within Tally Software	
	H Inventory management	
	I GST module including GSTRI	
	J Tax deduction at Source Module	
	K Contingent expenses	
	L T.A. Bills/Expense booking	
	M Outstanding advance	
	N Fund flow and Cash flow statements	
	O Annual Account preparation in defaults of Tally	
	P Export of reports in Excel, Pdf, etc. (Printing format and backup of Tally data)	

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	Q	Data Migration from other application software to Tally Software or vice-versa (at any extra cost of customization, if required)	
	R	Feature of e-mail to the receiver	
	S	Enable to work with PFMS	
	T	Possibilities of Customization/ Any others activities during the accounting works as practice	

It is hereby declared that the Terms & Conditions of the CCRUM F.No. 8-5/2020 – CCRUM/Misc. dated..... are fully acceptable to our firm/agency.

(To be signed by the Authorized Signatory)
of the Firm/Agency with Name and Stamp)

 12/5/2021

Annexure-II**Financial bid:**

Sl. No.	Service to be taken	Price quoted (Excluding GST) Rs. p.a.
1.	Latest advance version of Tally Prime Gold License (Multi Users) – Required for Head Office with unlimited number of users. (Quantity – 1)	
2.	Latest advance version of Tally Prime Silver License (Single Users). (Quantity – 9)	
3.	Tally Prime Server License – Required for Head office. (Quantity – 1)	
4.	a. Preparation of chart of Account in Tally for HQ and implementation common in all locations. b. Configuration in tally at HQ and Units	
5.	Training & implementation – Comprehensive Tally Remote Training of for 5 days (Three hours per day)	
6.	Product Installation and software support for minimum four hours (Remote other than CCRUM HQ) – (Paid Accordingly)	
7.	Centralized dedicated help desk for Tally Support to all locations of CCRUM and at CCRUM HQ (Delhi) <ul style="list-style-type: none">• Monthly charges basis (3 months)	
8.	Synchronization Tally data from all 9 locations to Head Office	
	Total	

Note – Before filling financial bid scope of work mentioned on technical bid must be fulfilled.

Signature & Seal of the Bidder/Agency/firm



To,

Director General,
Central Council for Research in Unani Medicine (CCRUM),
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
No. 61-65, Institutional Area,
Opp. 'D' Block, Janakpuri,
NEW DELHI – 110058

Respected Sir,

I/We who are established and certified supplier in software work hereby offer our quotation against the tender ref. No. and accept the terms & conditions of the tender and enclose a copy of the tender document duly signed by the authorised signatory.

Yours faithfully,

(Name) for and on behalf of M/s.....
(Name of Manufactures)

Note: This letter of authority should be on the letterhead of the concern and should be signed by an authorized signatory.

A handwritten signature in blue ink, followed by the date 3/6/2021.

Annexure – III

S.No.	Hqrs. Office
1.	Central Council for Research in Unani Medicine (CCRUM), Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, NEW DELHI – 110058

List of CCRUM peripheral Institutes

S.No.	Name of the Institutes
Decentralized Institutes/ Units	
1.	Central Research Institutes of Unani Medicine, Opp. – E.S.I. Hospital, A.G. Colony Road, Hyderabad – 500038 E-mail – criumhyderabad@gmail.com
2	Central Research Institute of Unani Medicine Lucknow, Basaha Kursi Road Lucknow E-mail - ddcriumlko@gmail.com
3	Regional Research Institute of Unani Medicine, 1, West Mada Church Road, Royapuram, Chennai-13 E-mail: - riumchennai@gmail.com
4	Regional Research Institute of Unani Medicine, Chandbali, By-Pass Road, Bhadrak – 756100 (Odisha) Email: - rriumbdk_unani@yahoo.co.in , rriumbdk@gmail.com
5	Regional Research Institute Of Unani Medicine, Guzri, Patna City, Patna-800008 (Bihar) Email - rriumpatna@gmail.com
6.	Regional Research Institute of Unani Medicine, Post box 70, Shahjahan Manzil, Near AMU Riding Club, Qila road, Aligarh – 202 001 Email - rrium_aligarh@rediffmail.com
7	Regional Research Institute Of Unani Medicine, Sir J.J. Hospital Compound, Behind Eye Bank Byculla, MUMBAI E-mail - rrium.mumbai@gmail.com
8	Regional Research Institute of Unani Medicine, Naseem Bagh Campus, University of Kashmir, Srinagar Email - rrium.srinagar@gmail.com
9	Regional Research Institute of Unani Medicine, D-11, Abul Fazal Enclave, Jamia Nagar, New Delhi Email: - rriumdelhi@gmail.com

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