

**F.No. 1-1(IV)/2020-21/CCRAS/Acctts.**



**केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्**

आयुष मन्त्रालय, भारत सरकार  
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन  
61-65, सांख्यानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जनकपुरी, नई दिल्ली 110058

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES**

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

ग्राम : आयुष  
Gram : "AYUSH"  
Fax : 28520748  
EPBX  
28525852, 28520501  
28522524, 28525831  
28525862, 28525883  
28525897

**Sub: Tender for proposal of procuring Advanced Tally software for smooth execution of Accounting work of CCRAS along with service.**

The Director General, CCRAS invites sealed quotations for **Advanced Tally software for smooth executing of Accounting work of CCRAS in respect of various accounting works to be undertaken by CCRAS.**

**2. General information about the tender:-**

a)	Tender Reference No.	<b>F.No. 1-1(IV)/2020-21/CCRAS/Acctts.</b>
b)	Last date and time for receipt of Tenders	<del>12/11/2021</del> upto 02.00 PM
c)	Time and date of opening of Tenders	<del>12/11/2021</del> at 03.00 PM
d)	Place of opening of Tenders	Conference hall Room No. 223, 2 <sup>nd</sup> Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.
e)	Details of Accounting activities to be carried out as well as essential requirements for Tally software along with service.	<b>Annexure-I (Technical Bid)</b>
f)	Details of Services	<b>Annexure-II (Financial Bid)</b>

**3. The Tender shall be submitted in two bid system, Technical bid and Financial bid:-**

- Technical bid (as per Annexure-I) consisting of all technical details, and
- Financial bid (as per Annexure-II) indicating protocol mentioned in the technical bid.

Technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super subscribed "**Proposal of procuring Advanced Tally software for executing of Accounting work of CCRAS.**" The sealed Tenders may be put in the Tender Box placed on the 2<sup>nd</sup> floor near in the chamber of Deputy Director (Admn.), Room No. 222, and CCRAS or by post at the aforesaid address latest by due date and time. Tenders received late will be rejected outright.

- For terms of reference for proposal of procuring Advanced Tally software for smooth executing of Accounting work of CCRAS along with service, must be full filled as per Annex-I.**

- A Pre-bid Conference will be held on date...~~11/12/21~~ At ...~~2~~ P.M.....Hours (IST) in Conference room of Central Council of Research in Ayurvedic Sciences Through digital**

mode. All prospective bidders are requested to kindly submit their queries, if any to the address indicated above so as to reach the office by date ..... And also to send individual queries and mail id to get digital link through e-mail [ao-ccras@gov.in](mailto:ao-ccras@gov.in) by .....

4. **The tenders shall be subject to the following Terms and conditions:-**

- i. Each bidder should submit an **EMD of Rs.22000/ (Rs. Twenty Two thousand only)** along with the quotation for **proposal of procuring Advanced Tally software for smooth executing of Accounting work of CCRAS along with service.** EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, and 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 handover 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 Council at its discretion may obtain such services from the next higher tenderer and the loss, if any, caused to the Council due to increased rates shall be borne by the defaulting tenderer 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 Council shall be entitled to deduct such sums which in the opinion of the Council 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, CCRAS and set off against any claim of the Director General, CCRAS 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., 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 03 years Income Tax Return (ITR).
- xv. The bidder shall quote/indicate the rates for all items (in Indian Rupees) 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 be 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 Head quarter as well as peripheral 31 units 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, CCRAS 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. The other point which not covered in above points will be covered as per GFR-2017 or any other latest Govt. guidelines whichever is latest.

Critical Date Sheet		
S.No.	Stage	Date
1	Publish Date	22/12/2020
2	Download Started	22/12/2020
3	Pre-Bid Conference if any	04/12/21 at 2 PM Hrs
4	Bid submission Last date	--12/11/2021
5	Bid Opening date & time	--12/11/21 --3 PM at Conference Room of CCRAS

**xxv. Amendment of Tender Documents if required**

a. At any time prior to the deadline for submission of bids, the Council 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 Council 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 Council, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Council.

#### **xxvii. 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 Council 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 Council'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 Council 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 Council.

d. Punitive Provisions

Without prejudice to and in addition to the rights of the Council to other penal provisions as per the bid documents or contract, if the Council 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 Council 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 CCRAS Hqrs. New Delhi and its, 31 peripheral Institutes is enclosed alongwith Tender document.



Administrative Officer (Accts.)



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	
2.	Copy of Registration/License and other documents as proof.	
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 rate contract for providing the similar services for last three years to Central Govt./PSU/Autonomous Bodies.	
9.	Documentary proof that the perspective bidders have capability to cater service throughout the Country across states and UTs with adequate Human Resources and Infrastructure.	
10.	Scope of work –	
	A Receipt	
	B Payment	
	C Sales	
	D Purchase	
	E Debit Note	
	F Credit Note	
	G Cash book management	
	H Cheque Printing	
	I Bank reconciliation Tally	
	J Pay bill management (Salary, Arrears, GPF, NPS, GIS, LTC and any others)	
	K Pension bill management (Pension, Arrears and pensioner benefits )	
	L Inventory management	
	M GST	
	N Income tax and TDS	
	O Contingent Bills	
	P Medical Bills	
	Q T.A. Bills	
	R Children Education Allowance	
	S Outstanding advance	
	T Project management and cash flow in Project	
	U Annual Account preparation	

	V	Export and [REDACTED] of reports (Printing format and backup)	
	W	Data migration from other application software to Tally Software or vice versa	
	X	Any others activities during the accounting works as practice	

It is hereby declared that the Terms & Conditions of the CCRAS F.No. 1-1(IV)/2020-21/CCRAS/Accts. dated..... are fully acceptable to our firm/agency.

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





**Annexure-II****Financial bid:**

<b>Sl. No.</b>	<b>Service to be taken</b>	<b>Price quoted (Excluding GST) Rs. p.a.</b>
1.	Latest advance version of Tally ERP9 – Gold (Multi Users) – Required for Head with unlimited number of users.	
2.	Latest advance version of Tally ERP9 – Silver (Single Users)	
3.	Tally Server – Required for Head office to manage concurrency of Multi user at Head Office.	
4.	Tally software – COA & Configuration to the latest version of Tally ERP9 and scope for updation in time to time as per requirement - a. Help in preparation of chart of Account for HO and all locations. b. Configuration in tally (required setup) SAS would do this activity in head office for all location of CCRAS (approximate 31 peripheral Institute and may be increased in future.	
5.	Training & implementation – SAS would provide training of maximum 25 people in one batch. SAS would provide training of two batches for 5 days (four hours per day per batch.)	
6.	Product Installation and software support for four minimum four hours (Remote other than HO)	
7.	Centralized dedicated help desk at CCRAS HO (Delhi) and approximate 31 peripheral Institute and may be increased in future. (list enclosed alongwith with Tender document).	
8.	Synchronization of HO and 31 locations	
9.	Pay Roll/Salary & all payment software upto 1500 employees/Firms	
10.	Pension software upto 1500 pensioners	

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 Ayurvedic Sciences,  
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.**

S.No.	Hqrs. Office
1.	Central Council for Research in Ayurvedic Sciences, JLNCHAB, 61-65 Institutional Area, Opp "D"Block, Janakpuri, New Delhi-110058.

**List of CCRAS /peripheral Institutes**

S.No.	Name of the Institute
1.	Central Ayurveda Research Institute for Cardiovascular Diseases, Road No.66, Punjabi Bagh New Delhi – 110 026
2.	National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, Via Shoranur Thrissur Distt.Kerala-679531(Kerala)
3.	Raja Ramdeo Anandilal Podar (RRAP) Central Ayurveda Research Institute for Cancer, RA Podar College, Worli, Mumbai-400018
4.	Central Ayurveda Research Institute for Drug Development, 4-CN Block, Sector – V, Bidhannagar, Kolkata – 700 091
5.	Central Ayurveda Research Institute for Hepatobiliary Disorders, At & Post – Bharat Pur, Near Kalinga Studio, Bhubaneswar-751029
6.	Central Ayurveda Research Institute for Respiratory Disorders (CARIRD), Moti Bagh Road, Patiala-147001
7.	Regional Ayurveda Research Institute for Drug Development, Govt. Ayurvedic Hospital, Amkho, Gwalior-474009
8.	Regional Ayurveda Research Institute for Eye Diseases, Plot No.INS-106, Sector -25,Near Sherwood Academy, Indira Nagar Lucknow- 226 016
9.	M.S. Regional Ayurveda Research Institute for Endocrine Disorders M.S.Central Research Institute (Ay.), Indira Colony, Bani Park, Jhotwara Road, Jaipur-302016
10.	Regional Ayurveda Research Institute for Mother and Child Health, Near Gharkul Parisar, Near Venkatesh Nagar, NIT Complex Nandanwan. Nagpur-440009
11.	Regional Ayurveda Research Institute for Metabolic Disorders, #12, Uttarahalli Manavarthe Kaval, Uttarahalli (Hobli), Bangalore South (Tq.) Kanakapura Main Road, Talaghattapura Post, Bengaluru - 560109
12.	Regional Ayurveda Research Institute for Life style related Disorders, Poojapura Thiruvananthapuram, -695012
13.	Regional Ayurveda Research Institute for Skin disorders New Rajiv Nagar, Payakapuram, Vijayawada-520 015 (A.P.), India

*[Handwritten Signature]*

14.	Regional Ayurveda Research Institute for Infectious Diseases, D Block, Rajindra Memorial Res. Institute Building, Agam Kuan, Patna-800007
15.	Research Ayurveda Regional Institute for Gastro-Intestinal Disorders, Borsojai (Bhetapara), Beltola, Guwahati-781028, Assam
16.	Regional Ayurveda Research Institute, Tadung, Gangtok, Sikkim-737102
17.	Regional Ayurveda Research Institute New Itanagar-791111 (Arunachal Pradesh)
18.	Regional Ayurveda Research Institute for Urinary Disorders, JDA Housing Colony, Ban Talab, Rajender Nagar Jammu -181123, Union Territory of Jammu & Kashmir
19.	Regional Ayurveda Research Institute for Nutritional Disorders Siyog (Jaral) Pandoh, Tehsil Sadar, Distt. Mandi -175124 (H.P.)
20.	Regional Ayurveda Research Institute, Village Thapla P.O.Ganiadyoli, Via-Ranikhet, Distt.Almora, Pin-263645
21.	Regional Ayurveda Research Institute, Gwalior Road, Jhansi-284003 (U.P.)
22.	Regional Ayurveda Research Institute for Skin Disorders (RARISD), Block A & D, 2nd Floor, Bahumali Bhavan, Manjushree Mill Compound, Near Girdharnagar Over Bridge, Asarwa, Ahmedabad- 380004
23.	National Institute of Indian Medical Heritage, Survey No.314, Revenue Board Colony Gaddiannaram, Hyderabad-500036 (Telangana), India
24.	Captain Srinivasa Murthy Regional Ayurveda Drug Development Institute, A.A. Govt. Hospital Campus, Arumbakkam, Chennai-600106
25.	Regional Ayurveda Research Institute for Mineral and Marine Medicinal Resources (RARIM&MMR)Old GMC Building, Ribandar Goa-403006
26.	Dr. Achanta Lakshmiapati Research Centre for Ayurveda, VHS Medical Centre, TTTI Post, Chennai-600113
27.	Regional Ayurveda Institute for Fundamental Research, JNAMPGH, Kothrud, Nehru Garden, Pune.-411038
28.	Regional Research Center of Ayurveda, Quarter No. NGII - 1/3, Chakkargaon (PO), Opp. Municipal Complex, Near Ganesh Temple, Chakkargaon, Port Blair, South Andaman-744112
29.	National Research Institute for Sowa-Rigpa, Old Leh Road, Leh-194101, Union Territory of Ladakh
30.	Regional Ayurveda Research Centre CMO Building, District Hospital Colony Dimapur, Nagaland – 797112
31.	Regional Ayurveda Research Centre 135, Ramnagar Road, No.4, Opp. Raj Bhandar Agartala, Tripura - 799002

*[Handwritten signature]*