



File No. Comp/DDO/Package/2016-17/Pur.

## **NATIONAL SUGAR INSTITUTE**

An ISO 9001:2008 Certified Institute

Ministry of Consumer Affairs, Food & Public Distribution

Department of Food & Public Distribution

(Government of India)

### **TENDERNOTICE**

Sealed tenders are invited for and on behalf of the President of India from Experienced Parties/ Agencies/Service Providers by the Director, National Sugar Institute, Kanpur for providing Vendor Technical Support for COMP DDO software developed by the NIC, New Delhi.

The scope of the Job, terms & conditions are available in the Tender Document which may be download from the Institute website <http://nsi.gov.in> . The document fees in form of Demand Draft for Rs. 500/- only, in favour of Director, National Sugar Institute, Kanpur is to be enclosed with tender.

Date of tender submission is on or before **25.11.2016** at 3:00 PM and shall be opened in the presence of the tenders at 4:00 PM on same day.

**Administrative- Cum- Purchase & Sales Officer**



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Ministry Of Consumer Affairs, Food & Public Distribution

Department of Food & Public Distribution

(Government of India)

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Email : [nsikanpur@nic.in](mailto:nsikanpur@nic.in)  
Website: <http://nsi.gov.in>

Kanpur, Dated: 15.11.2016

### **TENDER DOCUMENT**

Tender document against Tender Notice for providing Vendor Technical Support for COMP DDO Software developed by the NIC Delhi for National Sugar Institute, Kanpur, as per details and terms and conditions are given below:

#### **Scope of Service and Terms & Conditions:**

1. Tenders are invited only from bonafide parties having at least 3 year experience in the same trade in Govt./ Public Sector or reputed Private Sector Organizations.
2. The tender should remain valid for a period of 12 months from the date of awarded of contract.
3. Rate of service tax payable, if any, should be quoted separately in the tender.
4. The successful bidder should be able to provide the service within five days after the award of contract.
5. Charges will be reimbursed on a monthly basis.
6. Attested copy of the registration of agency by State Govt. or Central Govt.
7. Attested copy of PAN Card.
8. Attested copy of service tax registration.
9. Previous work experience certificate minimum one year work on COMP DDO.
10. Previous experience on running Software like compact, RAMS, E-Payment etc. in at least two Central Govt. Departments.

#### **Submission of Bid:**

1. National Sugar Institute, Kanpur requires reputed, well establishment sound Companies/ Firm/ Agencies for Providing Vendor Technical Support for COMP DDO software developed by NIC, New Delhi.
2. The Contract will be initially for a period of one year from the date of taking charges providing vendor Technical Support. However the same may terminated by the Institute after giving one months' notice.
3. The person to be engaged as computer professional and supervision should be well qualified i.e. MCA/ BE and Microsoft certified professional minimum 5 year experience of serving Vendor Technical Support in any Govt./PSU officers and should have knowledge of:
  - a. Installing of window 2003/2008/2012.
  - b. Installing of SQL Server 2000/2005/2012 on Server.
  - c. Installing COMP DDO Software on Server and Clients.
  - d. Restoration of DDO BASE of COMP DDO Software.
  - e. LAN connectivity with SERVER and CLIENTS for running COMP DDO Software.
  - f. Vendor Technical Support should have knowledge of Central Govt. Civil Accounts.
4. The personnel to be engaged would perform his/her duties sincerely full devotion, following the officers timing procedure, discipline and decorum to the full satisfaction of authorities.
5. In case of any accident/ injury and other loss firm/ agency will be responsible.
6. The Bidder firm should not be Black Listed by any Government organization or not in enquiry level by CBI.
7. The offer alongwith a tender document fees of Rs. 500/- and an earnest money deposit @2% of the Job work to be submitted to Director, National Sugar Institute, Kanpur on or before **25.11.2016**.
8. The tender document fees of Rs. 500/- is non-refundable. The earnest money deposited will however be refunded to the unsuccessful bidder.

9. Separate Demand Draft will have to be submitted for tender document fees and earnest money deposits. These should be payable to Director, National Sugar Institute, at Kanpur and drawn on any nationalized bank.
10. The entire bidder is requested to submit their PAN/TIN details.
11. The Director, National Sugar Institute, Kanpur reserves the right to reject any or all the offers without assigning any reason.
12. The last date for the submission of tender shall be **25.11.2016** upto 03:00 PM and tender shall be opened in the presence of the tenders at 4:00 PM on same day.
13. Quoted rates should be valid upto Three months from the date of contract.
14. In case, the party fails to provide the services within stipulated time, institute, holds the right to forfeit the EMD deposited by the Tenderer.

  
15/11/16  
**Administrative cum Purchase & Sales Officer**