



INDIRA GANDHIR INSTITUTE OF MEDICAL SCIENCES,
SHEIKHPURA, PATNA-14

(AN AUTONOMOUS SUPERSPECIALITY INSTITUTE OF GOVT. OF BIHAR)

Tel.: 0612-2297631, 2297099 Fax: 0612-2297225; Website: www.igims.org; Email: director@igims.org

Short Tender Notice (Account Section)

A sealed tender invited from software agencies in two bid systems (Technical bid & Price bid) for Annual contract of different work of Accounts section on payroll system with software including manpower mentioned as under. :-

1. Attendance Format
2. Pay Slip
3. Bank Advice
4. Salary Bill
5. D.A. Arrear Bill and Bank Advice
6. GPF Statement
7. N.P.S. Statement

Separate rate should be quoted for three years backlog work with data entry & reporting.

8. CPF Statement
9. CEA Statement
10. Individual Head of Salary report (Admissible/Deduction Reports)
11. Any addition/modification report as per our requirement from time to time/may be monthly.
12. Yearly Salary/ Statement.
13. Arrear Bill
14. Pay Fixation
15. Any Additional report required by RTI within a week/ 3 days.

Terms & Conditions:

1. Tenderers should have working experience of such work in any Govt. /Semi Govt. / Autonomous Institution in at least two or three Organisations.
2. Tenderers will attach work performance of the same organisation.
3. The Tenderers should have at least 10 Lakhs Turn over (Proof to be submitted) and will submit Xerox copy of return file of last three Assessment years.
4. Pre-bid discussion on **20/06/2015 in A/c section at 11:30 AM**
5. Tender will be submitted in a sealed envelope in the Name of Director, IGIMS, Patna up to **25-06-2015 (Thursday) at 03:30 PM** mentioning at the top "quotation for software on payroll" in separated form uploaded on the website.
6. Tenders will be opened on **27-06-2015 (Saturday) at 11:30 AM** in the office chamber of the Medical Superintendent, I.G.I.M.S., Patna-14.
7. The Contract will be for five years which will be extended on performance basis by year to year.
8. Quoted rate will be on monthly salary preparatory basis.
9. Payment will be released after satisfactory report given by the Authorised Officer every month.

Sd/-
Director,
I.G.I.M.S., Patna-14

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Short Tender Notice Published on 16/06/2015 in Daily Newspaper "Telegraph"

PRICE BID

1	Rate to be quoted for each items separately (i.e. for Software and Manpower)	Sl. No.	Name of items	Rate (Rs.) (a)	Tax (if any) (b)	Total Rs. (a+b)
		1	Attendance Format			
		2	Pay Slip			
		3	Bank Advice			
		4	Salary Bill			
		5	D.A. Arrear Bill and Bank Advice			
		6	GPF Statement			
		7	N.P.S. Statement			
		8	CPF Statement			
		9	CEA Statement			
		10	Individual Head of Salary report (Admissible /Deduction Reports)			
		11	Any addition / modification report as per our requirement from time to time/may be monthly.			
		12	Yearly Salary / Statement.			
		13	Arrear Bill			
		14	Pay Fixation			
15	Any Additional report required by RTI within a week/ 3 days.					
3	Any other information					

SL. No.	Description	Unit	Rate per Month
1	Manpower	1	
2	Payroll Software	1	
3	For Sl. No. 6,7 & 8 Back-log work	1	One Time rate

Signature of Director / Proprietor
/ Authorized Person with Seal & Date

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TECHNICAL BID

1	Name and address of Firm / Company/Agency with Landline No. (If any).	
2	Name of Director / Proprietor / Authorized person with completer present address & Mobile No.	
3	Registration No / Validity.	
4	Date of commencement of Business.	
5	PAN No. / Service Tax No.	
6	List of Clients and their address where similar nature of work is being/ has been provided by the Tenderer during last three years.	
7	Good performance certificate from minimum two important cli- ents where similar nature of ser- vice is being provided by the Tenderer (Minimum two years).	
8	Other statutory information (If any) etc.	
9	Any other information.	

Signature of Director / Proprietor /
Authorized Person with Seal & Date