

VYASANAGAR (AUTO.) COLLEGE

ESTD. : 1966

(AWARDED B GRADE BY NAAC)

COLLEGE WITH POTENTIAL FOR EXCELLENCE (CPE)

AT/P.O. : JAJPUR ROAD, JAJPUR, ODISHA - 755019

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Letter No. 1030

Date 26.06.2021

QUOTATION CALL NOTICE – 02/2021

Sealed quotations are invited for E-Office Management System Software of V.N. Autonomous College, Jajpur Road, Jajpur – 755019.

Features :-

- Files Folder – Creating a File, Letter Put-up, notes, order Order return, Send to sender, Send to (anyone), Reminder, Summary, Missed Due Date List.
 - Intimation – View, Delete, Noting, Move to Work list.
 - Sent Files – Delete, Send Reminder, Create Part File, Recall.
1. Title: E- office Management System Software.
 2. Duration of development and roll out: Three months from issue of the work order.
 3. EMD : Rs. 5000/ in shape of Bank draft drawn in favour of Principal, V. N. Autonomous College, Jajpur Road
 4. GST & PAN : The bidder should have valid GST & PAN and submit copy thereof with the bid.
 5. Last Date of submission: 15.07.2021.
 6. Other terms and conditions:
 - i. Bidder should furnish technical details of the project
 - ii. Recurring and non recurring costs of the project should be mentioned separately unit wise.
 - iii. The bidder should ensure secured data storage and data privacy and submit an undertaking to this effect.
 - iv. The bidder should submit the source code to the client before closure or transfer of the project to a third party and submit a declaration to this effect.
 - v. The software should be able to operate in both intranet and internet on 24x7 basis.
 - vi. The bidder should indicate the projects executed under State/ Central Government departments/agencies during last three years and bidders having experience in similar projects would be given preference.
 - vii. The selected bidder shall be responsible for proper maintenance of the software and smooth operation of the modules.
 - viii. The bidder should undertake to impart handholding training to the staff for smooth operation of the software.
 - ix. The successful bidder shall have to enter into an agreement for successful implementation of the project and furnish a performance guarantee shape of bank guarantee of Rs. 50000/ before award of the work order.
 - x. The envelope containing the bid should be superscribed with the words: Bid for E-office Management System Software
 - xi. Incomplete bids will be liable for rejection.
 - xii. Authority reserves the right to reject any or all bid(s) without assigning any reason thereof.

Principal,