



No : MSACS/Proc/IT/Tally/2024-25

Date : 10-06-2024

To,

Sub: Invitation for Quotations for appointment of Agency for “Tally license copy renewal & AMC support service for Tally ERP for year 2024-25.”

Dear Sir,

1) You are invited to submit your most competitive quotation for Tally ERP for year 2024-25.

Sr. No.	Description
1	Tally ERP 9 Gold edition license copy renewal for year 2024-25
2	Annual support service for Tally ERP software for MSACS for year 2024-25

2) **Bid Price :**

- The contract shall be for the service as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
- The prices shall be quoted in Indian Rupee- only.

3) **Validity of Quotation:**

Quotation shall remain valid for a period of not less than 45 days after the deadline date specified for submission.

4) **Quotation has to submit copy of following documents along with the quotation.**

- Certificate of incorporation of the firm
- PAN Card details
- GST Registration
- Signed with stamp copy of inquiry letter.
- Price schedule on letterhead.
- Certificate as Tally authorized Partner

5) **Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**

Confidential

**“Quotation for License copy renewal & Annual support service for Tally ERP for year 2024-25
Do not open before 17-06-2024.”**

6) **Evaluation of Quotations:**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

- are properly signed; and
- conform to the terms and conditions and specifications.

The quotations would be evaluated for all the items together / would be evaluated separately for each item.

7) **Terms & Conditions :**

- 1- yearly renewal for tally license copy for year 2024-25
- 2- Telephonic & online support for Head Office.



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- 2- Maintenance of Tally ERP9 License, Data Synchronization setup & customization setup, Release up gradation.
 - 3- Functional & Technical Support for Office Staff as and when required.
 - 4- Tally default modules implementation.
 - 5- Data correction & Splitting of data & Monthly data backup.
 - 6- Guidance towards Tally features & functionalities.
 - 7- Agency should have to attend call within 24 hrs. from the time of calling.
 - 8- Penalty :
 - Failure to attend call will be liable for penalty @ 0.5% on total contract price/ day.
 - Maximum penalty may be charged up to 10 % in contract period.
 - Once the penalty reach the maximum limit, the agency may be terminated by giving one month notice.

8) Award of Contract:

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

8.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

- 9) Payment shall be made quarterly after submitting the bill along with service reports duly certified by Finance section of MSACS.
- 10) A copy of the contract form is required to be executed by the appointed agency on a Non Judicial Stamp Paper of Rs. 100/- & sent to this office duly signed by you within 7 days from date of this award of contract. The successful bidder has to submit performance security @5% of the contract value within 7 days from the date of notification of award.
- 11) **You are requested to provide your offer latest by 17-06-2024 upto 3.00 p.m.**
- 12) **Quotations will be open in the presence of the bidders or their representative who choose to attend 3.30 pm on 18-06-2024 in the office of the MSACS.**
- 13) We look forward to receiving your quotations and thank you for your interest in this project.



On your letterhead

Date :-

To,
The Project Director
Maharashtra AIDS Control Society
R. A. Kidwai Marg, Near Wadala Overbridge,
Wadala (W), Mumbai – 400 031.

Sub :- Submission of quotation for “Tally license renewal & AMC for Tally ERP for year 2024-25.”

Ref :- Your inquiry no. _____ date _____
Due on _____

Quotation

Sr. No.	Description	Amount
1	Tally ERP Gold Edition multiple user edition renewal for one year Sr. No. 715115835	
2	Tally ERP 9 software AMC (on- site support)	
Total		
GST @ _____%		
Grand Total		

We agree to provide above service in accordance with the requirements given in your inquiry letter for a contract price of Rs. _____ (amount in figures) Rupees _____
(amount in words)

All other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name & Address of supplier

Signature of supplier