

**SAINIK SCHOOL SUJANPUR TIRA DIST. HAMIRPUR, HIMACHAL PRADESH**

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Tele/Fax: 01972-272024

Ref. No: SSST/608/QM

Dated: 03 Apr 25

**DUE DATE:** 25 Apr 25

Cost of the Tender Form for Rs. 500/- paid vide DD No. \_\_\_\_\_ dated \_\_\_\_\_

Earnest Money of Rs. 2,000/- paid vide DD No. \_\_\_\_\_ dated \_\_\_\_\_

**TENDER FORM FOR SUPPLY OF SOFTWARE FOR OFFICE AUTOMATION**  
**FROM 01 MAY 2025 to 30 APRIL 2026**

**(Any alteration / addition made in the Tender Form will make it Null and Void)**

1. Sealed Quotations are invited for the Supply of Software for office automation for the period from 01 May 25 to 30 Apr 26 as per Annexure.
2. The quotations duly **SIGNED, SEALED AND SUPERSCRIBED ON THE ENVELOPE WITH THE REFERENCE No. AND DUE DATE**, should be addressed to the undersigned so as to reach him on or before the due date stipulated above. Quotations received after the due date i.e i.e 25 Apr 25 (till 1700hrs) will not be considered and tender will be opened on 26 Apr 25 at 1000 hrs.  
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3. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
4. The quotations should be for goods exactly conforming to our requirements and specifications.
5. If the item is under DGS&D Rate contract, the number and the price applicable must be mentioned. It may also please be indicated whether the supply can be made direct to us at the DGS&D Rate Contract Price.
6. Relevant literature pertaining to the items quoted with full specifications and drawings, if any should be sent along with the quotations, wherever applicable. Samples, if called for, should be submitted free of charges and collected back at the supplier's expenses.
7. Copy of Manufacturing license, or Authorized Distributor/Dealer Certificate, and Proprietary Certificate, as applicable, should be enclosed.
8. The rates quoted should be of good quality and be inclusive of all charges and Taxes (SGST/CGST) as applicable. As the school is not deducting any GST (TDS) on vendor's payment therefore, the receipt of deposit of GST (TDS) as applicable should be deposited with school well in time after release of full payment. Quotations should be free of delivery at School Office and should clearly specify the delivery period. If delivery quoted is Ex-Godown/Consignor Station, delivery charges consisting of freight, packing & forwarding charges, insurance etc. should be indicated separately. Goods should be supplied duly carriage paid and insured. SGST/IGST may be charged at the concessional rates applicable for purchase of scientific goods for an educational institution.

9. The Contract shall be for the period up to 30 Apr 26. However, it will come in to effect from the date of actual issue of purchase/supply order. Probable Date of Completion (PDC) is within 30 days from the date of receipt of SO. The Firm must quote Tax registration numbers viz. GST number, PAN number as applicable and attach documentary proof for the same along with the tender document.

10. The bidder is to note that once contract is awarded after due negotiations of rates has to submit Security Deposit @ 5% of the Purchase Order/Invoice value shall be deposited on award of contract, which will be released after the expiry of warranty period. In case the approved bidder fails to deposit the said Security Deposit by the due date, the EMD will stand forfeited and has no rights to claim of the Contract and forfeited amount.

11. Goods shall not be supplied without receipt of an official Purchase/Sale order. Items will only be supplied as per the Sale Order (SO) within the stipulated time period as mentioned in the SO. Inferior and sub-standard quality of items will not be accepted. Substitute items if supplied, will not be accepted. Items supplied must be of latest make and a Certificate covering guarantee period/ maintenance be submitted.

12. Request for enhancement of Contract rates under any circumstances will not be considered, once the rates are finalized. Hence, the bidder is to quote rates accordingly, keeping the market factors in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school etc will be verified before award of the contract.

13. **Payment:-** Payment will be made through crossed cheque on the name of firm (as per invoice) after completion of supply, installation/assembly, and commissioning of the items covered by the order along with necessary spares supplied to the entire satisfaction of the authorities of Sainik School Sujanpur Tira. Payment against invoices shall normally be made within 30 days of receipt and acceptance of equipment/materials at our office. Tax Deduction at Source (TDS) will be deducted from the net-billed amount, where applicable as per the latest Income Tax Rules. No advance payment will be made under any circumstance.

14. **Liquidity Damages:-** The school may also deduct from the SELLER as agreed, Liquidity Damage charges @ 0.5% of the total Contract value towards delay in supply of the items within the stipulated as mentioned in SO or breach of Contract for each week or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of the delayed stores.

15. **FORCE MAJEURE:-** If at any time during the continuance of this contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fire, floods, explosions, epidemics, quarantine restriction, or acts of God (herein after referred to as eventualities") and provided notice of the happenings of any such eventuality (duly certified by International Chamber of Commerce in case of foreign parties) is given by either party to other within 21 days from the date of occurrence thereof, neither party shall by reasons of such eventuality be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. Deliveries under this Contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of the Purchaser as to whether the deliveries have so resumed or not shall be final and conclusive. Provided further that if the performance in whole or in part of any obligations under this Contract is prevented or delayed by reasons of any such event for a period exceeding 60 days either party may at its option to terminate the Contract. Provided also that the Contract, if terminated under this clause, the Purchaser shall be at liberty to take over from the Contractor at a price to be fixed by the Purchaser which shall be final, all unused, undamaged and acceptable material, bought out components and stores in course of manufacture in the possession of the Contractor at the time of such termination or such portion thereof as Purchaser

may deem fit except such material, bought out components and stores as the Contractor may, with the concurrence of the Purchaser, elect to retain.

16. All supplies will be subject to the approval by the Principal, Sainik School Sujanpur Tira or by a representative appointed by him before they are finally accepted/ or any payment made. Supply will be delivered at School premises at the cost of contractor and when needed and where applicable will be compared with the brand/sample already obtained and inspected. Damaged or inferior items will have to be replaced by the contractor at his cost.

17. Inability on part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security money deposited with the school without any notice and the contract shall be awarded to the next vendor in line, without any prejudice.

18. In case of any dispute, the decision of the Principal, Sainik School Sujanpur Tira shall be final which will be disposed off with in the Hamirpur Court Jurisdiction only.

19. Incomplete quotations and quotations which do not comply with all the above instructions are liable to be summarily rejected.

20. Sainik School Sujanpur Tira does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained.

21. Earnest Money Deposit (E.M.D.) for Rs.2,000/- shall be sent along with the quotation by way of DD of any of Nationalized bank in favour of "Principal Sainik School Sujanpur Tira, payable at Sujanpur Tira Dist. Hamirpur (HP)- 176110, failing which the quotation will be rejected.

22. The above-mentioned details with terms and conditions from Sl. No. 1 to 21 have been read and understood by me/us and I/we express my/our acceptance towards them.

Signature of the Bidder:

**Enclosed Demand Draft**

Name\_\_\_\_\_

(a) Rs. 500/- towards cost of tender.

Address\_\_\_\_\_

(b) For Rs. 2,000/- as EMD along with this Tender Form.  
(Tick/Strike out as applicable)

\_\_\_\_\_

\_\_\_\_\_

Tele: \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

Dist. Hamirpur (HP)

Pin Code -176110

**ANNEXURE - 1**

Ref. No: SSST/608/Q

Dated: 03 Apr 25

<b>List of Features in School Automation Software</b>		<b>Training Period (in Man Days)</b>	<b>Rates</b>
<b>Sr.</b>	<b>Module Name</b>		
1	<b>System Administration (Security)</b> User Groups Users	3	
2.	<b>Main Office (Entrance Examination)</b> Sale of Prospectus Generation of Nominal Roll cum Checklist Generation of Secret Code for Hall ticket after the Examination Marks feeding based on secret code Press release Publication Publish Final Press release post interview Estimation of wait listed candidates Category wise %of seats Validate Date of Birth of Cadets Daily Registration Report Received Applications list Roll No. wise Fill Applications Received list Hall ticket wise Marks list Center wise category list DD list to Bank Printing of Cadets Addresses on Envelope Covers Rejected Applications List Center Wise Hall ticket List Verification of Non Domicile Candidates	2	
3.	<b>Main Office (Admission)</b> Absentees list Joining Instructions Generate Admission Checklist House Allotment Generate School No. Admission Status as per% of seats Scholarship (Self Domicile) based on Entrance Examination Merit/Defence/Income Scholarships (Other states) based on Entrance Examination Merit/Defence Admissions DD List Admission Reports Generate TC	2	
4.	<b>Main Office (HR &amp; PAYROLL)</b> Employee Personal information	3	

	Employee Official information		
	Allowances (monthly and standard) Deductions (monthly/standard) Implementation of Pay Commission Profession Tax Slabs NPS/GPF Group Insurance PF Loan Festival Advance LIC Payslip generation and printing Pay Bill Summary Recoveries Summary Employee wise Allowances and Recoveries Bank Pay Report PF Contribution Loan Schedules Prof. Tax Report Form XVI DA Arrears		
5	<b>PA Office (Docket Entry)</b>  Enter daily dock register and Principal will be able to know its status through software. Daily RL Report Daily DD List in case DD received from parent/Entrance Exam Details of letters received from Sainik Schools Society	1	
6.	<b>QM Section</b> Automates Dry Ration Fresh Ration Electrical Stationery Plumbing General Expandable General Non-Expendable Crockery Truck Shop Clothing etc....Stores Handles all the items in all the stores or departments. Generates Demands Receipt Voucher (RV) Issue Voucher (IV) Loan Voucher Contractors Contractors Price List Supply Orders Closing of Demands upon IV process Locks RC & IV after physical signature of documents Item wise Billing for Dairy Farm and AG Farm	3	

	Item Ledger Item stock summary along with its value Monthly, Quarterly & Annual Stock Taking Boards Reports		
7.	<b>Cadets Mess</b> Generates Demand store QM Section Receipt of Dry & Fresh Ration to Mess Daily <b>PERCAPITA</b> Monthly Per Capita Menu Preparation Printing of Per Capita Mess Items Ledger Mess Stock Summary with Value Mess Stock Taking Board Reports	2	
8.	<b>Accounts</b>  Groups Ledgers Fee Amount Scholarships based on Academic profile/Parent monthly Income/Defence Scholarship to Boys Fees Priority Definition Boys Fees Allotment Budget Allotment Preparation of Merit S. Ship List Defence S. Ship List Income based S. Ship List Allotment of Free Education S. Ship MOD Incentive Central Share for State Boys Full, 75%B, Half C, 25% D, Full Fee cadets List State & Central Wise Final Scholarship Estimation Day Scholar Fees Lump sum, Half yearly & Quarterly Fee Payments option for cadets Fixing of Installment Dates. Vouchers Like Receipt Voucher Payment Voucher Journal Entry Contra Voucher Purchase Voucher through Purchase at QM Section Bill Processing Bill Payments Staff Advances Boys Payments Processing Staff Advance Accounts Boys Security Deposits Contractors Security Deposits Boys fee Status along with Receipts Issue of Pocket Money	5	

	<p>PV Counter File  Incidental Charges Recovery  Cheque Book Management with Alarms  Deletion of Vouchers  Daily</p> <p>CASHBOOK  Ledger Transactions  General, Old Boys, Current Boys &amp; Staff Ledger  Schedules  Trial Balance  Income &amp; Expenditure Group wise and Summary  Balance Sheet Group wise &amp; Summary  Budget Monitoring System  Freezing of I &amp; E for the Financial Year  Claim for MOD Incentive  Central Share (For State Boys) Category wise and  Scholarship grade wise &amp; its Summary  State Scholarship Claim category wise and Scholarship  Grade wise  Diet Scholarship  Free Education scholarship claim for state boys  Printing of Vouchers  OBL History  Fee Status Reports</p> <p><b><u>Fee Defaulters List</u></b></p> <p>Calculation of Fine with interest of 14%  Scholarship register as per estimation and actual  Scholarship disbursement register  Incidental Charges Register  Pocket Money Register  Security Deposits Register &amp; Summary  Boys Statement to parent  Advance Follow up register &amp; Circular</p>		
9.	<p><b>Academics</b>  Preparation of Exam schedule  Teacher Information  Activity Identification  Indicator Definition  Grade Definition  FA Marks  SA Marks  Term Marks  Student wise marks along with overall grade display  Co-Scholastic Activity Assignment  Co-Scholastic Area (Part-2&amp;3)  Student Attendance</p>	2	

	Grade Up gradation Self Awareness Term-I and Term End marks Traits and activities Principal Grace Mark's estimation Co-Scholastics Reports Progress sheet generation for class X Progress sheet generation for Class XI & XII Consolidated Marks with Total Marks, 50%, 100% for VI-X 1st Term Progress Sheet Printing Cadet performance graph		
10.	<b>Sick Bay</b>  Pharmacy Information Medicine Details Receipt Voucher from Pharmacy Daily IV to Boys Boys Health Cards with Vaccinations Admission Register Daily Sick Parade Supply Order to Pharmacy Spread Sheet of all Medicines for the month In-Patient Register Medicine Ledger, Statement with value MSTB. QSTB. ASTB for Sick Bay.	2	
11	<b>Library</b>  Book Information Assigning of Unique ISBN for a book Book Issue to Boy or staff Daily or Monthly outstanding of books with boys or staff Fine calculation for late return Purchase of magazine & weekly	3	
12	<b>Vehicle Log</b>  Vehicle Master Vehicle Demand POL Demand POL Issue Vehicle Diary Vehicle Balance Verify Transport Demand Register Kilometer Card Vehicle Fuel Ledger Retail Issue Voucher	2	
13	<b>Discipline</b>  Offence Master	2	



	Activity Master Punishment Master Punishment Allotment Group Punishment English Practitioners Attendance Quiz and Vocabulary Action Recommended Report Attendance Class wise Ranking House wise Ranking English Practitioners Offence wise class/ House Ranking Overall Class/ House Ranking Quiz Vocabulary Offence History		
	<b>Total training (In Man Days)</b>	<b>30</b>	

Signature of the Bidder.

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_