Tender

For

Administration Software

At

All India Institute of Medical Sciences, Jodhpur

NIT Issue Date	:	**October 03rd, 2016**
NIT No.	:	**Admn/Tender/72/2016-AIIMS.JDH**
Pre-Bid Meeting	:	**October 17th,2016 at 03:00 PM.**
Last Date of Submission	:	**November 08th, 2016 at 03:00 PM.**

All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur, Rajasthan-342005.
Telephone: 0291- 2012978, email: aoadmin@aiimsjodhpur.edu.in
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All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan, an apex healthcare institute being established by an Act of Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed tenders for supply & installation of Administration Software at the institute. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

Annexure-I

S.No	Tender No.	Item Description	EMD (Rs.)
01.	Admn/Tender/72/2016-AIIMS.JDH	Administration Software	Rs. 3,00,000

Quotation should be sealed and super-scribed with tender number and address to:

"Administrative Officer
All India Institute of Medical Sciences, Jodhpur
Basni, Phase-II
Jodhpur-342005, Rajasthan".

The sealed quotations should reach the Institute, latest by **08th November 2016 at 03:00 PM** and it will be opened on same day at 04:00 PM in the Conference Hall, Academic Block, AIIMS Jodhpur in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time.

Terms & Conditions:

1. **Preparation and Submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Technical Bid for Tender for Supply of Administration Software**" and "**Financial Bid for Tender for Supply of Supply of Administration Software**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as **"Tender for Supply of Administration Software".**

2. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount as per Annexure-I by way of demand drafts or Bank Guarantee only. The demand drafts shall be drawn in favour of "All India Institute of Medical Sciences, Jodhpur". The demand drafts or Bank Guarantee for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.

3. **Tender Fee:** Tender fee will be Non-refundable amount of Rupees One thousand only (Rs.1000/-).

4. **Validity:** The quoted rates must be valid for a period for **180 days** from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

   In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

5. "PRE –BID Meeting" with the intending bidders shall be held on **17th October 2016 from 03:00 P.M**. onwards at AIIMS, Jodhpur.

6. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

7. **The ownership of the module should reside with the Institute.**

8. **The software's user manual, design and architectural flow diagram and help files should be provided with the software module.**

9. **The software offered should provide seamless integration with existing modules running in the Institute.**

10. **Delivery & Installation:** All the Software ordered shall be delivered & installed within **30 days** from the date of issue of purchase order. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the supplier.

    If the supplier fails to delivered, installation and commissioning of the Software on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value. The successful tenderer will also provide required training for supplied items at AIIMS, Jodhpur.

    The Software should be manufactured after adoption of latest technology.

11. **Guarantee / Warrantee Period**: There should be a two years (02) comprehensive warranty for the software and should allow for any modifications to be made according to the requirements of the growth of the institution through respective admin panel free of cost, except major recoding.

12. **Documents:**
    a. All pages of the Tender should be numbered and indexed.
    b. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
    c. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.

13. **Payment Terms:**
    a) 90% payment of the total order value shall be released after the successful installation/ commissioning of the ordered Software against the submission of the inspection report.
    b) Balance 10% of the order value shall be released after the submission of the performance security.

14. **Right to call upon information regarding status of work:**
    The AIIMS, Jodhpur will have the right to call upon information regarding status of work/ job at any point of time.

15. **Signing the Contract: -** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

16. **Performance Security**: As a guarantee towards due performance and compliance of the contract work, the successful bidder (contractor) will deposit an amount equal to 10% of order value and should be kept valid for a period of 60 days beyond completion of all the contractual obligation, towards security deposit by way of demand draft/ Bank Guarantee in favour of "All India Institute of Medical Sciences, Jodhpur "drawn on any Nationalized Bank/Scheduled Bank and payable at Jodhpur within fifteen days of the issue of the Letter of notification of award along with non-judicial stamp paper of Rs. 500/- (Contract agreement).

17. **Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

18. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the security deposit shall also stands forfeited.

19. **Insolvency etc:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Jodhpur shall have the power to terminate the contract without any prior notice.

20. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party hall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

   Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

21. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.

22. **Demonstration:** The Bidders may be required to demonstrate the Adminstration Software during the technical evaluation, if required, failing which their bids/offer shall be rejected. The firms are intimated that they should get ready for demonstration and only 15 days will be provided for arrangement of demonstration and no request for extending time for demonstration will be entertained. Failure to demonstrate, their offer will be summarily rejected.

23. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.

24. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer.

25. Conditional bid will be treated as unresponsive and it may be rejected.

26. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

27. **Applicable Law:**
   - The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

   - Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jodhpur, Rajasthan, India only.

   - The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the partied.

   - Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

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Administrative Officer
AIIMS, Jodhpur

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Annexure-I
Technical Specification

Administration
Director/VC
Deputy Director/Joint Directors
Administrative Officer/Administrator
Chief Proctor/ Proctor
Registrar
Financial Adviser
Account Officers
Legal Cell/Court Cases
Medical Superintendent
PRO/Protocol
Head of Departments
Civil works
Engineering
Electrical
Maintenance
Stores
Custodial Janitorial Staff
Security
Proposals
General Administration
Human Resources
Recruitment
Sales
Academic Calendar
Attendance
Conferences and Symposia
Duty Assignment
Fees and Fines
File Tracker
Hostel Allocation
Identity Cards
Leave Calendar
Library
Leave Travel Concession
Parking
Recruitment
Salary and Payroll
Taxation
NPS, PF, GST etc.
Space Allocation

The Administration module should integrate seamlessly with existing software modules in the institution and draw information from them where necessary.

Administration

Director/VC

1. It should have provision for login of Institutional Director
2. It should have provision for display of all reports on Directors panel
3. It should have provision for display of file tracker on directors panel
4. It should have provision for approval of leaves
5. It should have provision for approval of LTC
6. It should have provision for approval of conference attendance
7. It should have provision for approval of conferences and symposia
8. It should have the provision for recording biometric attendance.

Deputy Director/Joint Directors

1. It should have provision for login of Joint Director/ Deputy Director Administration
2. It should have provision for display of all reports on Deputy Directors panel
3. It should have provision for display of file tracker on Deputy directors panel
4. It should have provision for approval of leaves
5. It should have provision for approval of LTC
6. It should have provision for approval of conference attendance
7. It should have provision for approval of conferences and symposia
8. It should have provision for making the academic calendar for the institution.
9. It should provision for displaying the academic calendar to the staff of the institution.

Administrative Officer/Administrator

1. It should have provision for login of Administrative Officer panel
2. It should have provision for display of all reports on Administrative Officer panel
3. It should have provision for display of file tracker on Administrative Officer panel
4. It should have provision for approval of leaves
5. It should have provision for approval of LTC
6. It should have provision for approval of conference attendance
7. It should have provision for approval of conferences and symposia
8. It should have provision for making the academic calendar for the institution.
9. It should provision for displaying the academic calendar to the staff of the institution.

Chief Proctor/ Proctor

1. It should have provision for issue of bar coded id cards
2. It should have provision for application of fines on the student record
3. It should have provision for internal messaging to higher authority
4. It should have provision for issue of notices by proctor
5. It should have provision for suspension of student whereby their attendance is abrogated

Registrar

1. It should have provision for approval of leaves
2. It should have provision for online receipt of correspondence and assigning bar coded file number
3. It should have provision for seeing employee leave records
4. It should have provision for seeing employee files
5. It should have provision for creating new employee records
6. It should have provision for differentiating permanent from contractual employees.

Financial Adviser

1. It should have provision for entry of institution incomes and all expenditures.
2. It should have provision for creation of various budget heads of income and expenditure
3. It should have provision for fund allocation to virtual bank
4. It should have provision for fund allocation to budget heads
5. It should have provision for monitoring institution expenditure
6. It should have provision for creating a balance sheet
7. It should have provision for monitoring cash intake from institutional services
8. It should have provision for entering payments.

Account Officers
1. It should have provision for monitoring cash intake from various counters
2. It should have provision for monitoring cash intake from user charges
3. It should have provision for monitoring cash intake from sale counters
4. It should have provision for monitoring cash intake from investigation services
5. It should have provision for monitoring cash deductions from advance deposits
6. It should have provision for advance deposits
7. It should have provision for refunds and their monitoring
8. It should have provision for free category employees and VIP's.
9. It should have provision for preparation of accounts (vouchers, ledgers etc.)
10. It should have provision of preparation and comparison of actuals versus budgets online.

Legal Cell/Court Cases
1. It should have provision for creating file records of legal proceedings
2. It should have provision for recording status of legal proceedings
3. It should have provision for recording counsel remunerations
4. It should have provision for enrollment of counsel
5. It should have provision for uploading of pdf documents
6. It should have provision for listing of pending and closed proceedings
7. It should have provision for digital signature of documents

Medical Superintendent
1. It should have provision for creation of employee health cards
2. It should have provision for uploading of employee health documents
3. It should have provision for approval of employee health cards
4. It should have provision for assignment of DMS stores
5. It should have provision for online prescription of medicines
6. It should have provision for online issue of medicines

PRO/Protocol
1. It should have provision for identification of BPL patients
2. It should have provision for document upload of BPL and free category patients
3. It should have provision for document verification of BPL and free category patients
4. It should have provision for searching for patient on any bed in the hospital
5. It should have provision for bed display of entire hospital
6. It should have provision for bed occupation and vacancy statistics
7. It should have provision for managing VIP patients

Head of Departments
1. It should have provision for showing on bed list of entire department.
2. It should have provision for showing Operation lists of entire department
3. It should have provision for showing bed occupancy and vacancy statistics
4. It should have provision for showing number of operations performed in the department in a specified date range
5. It should have provision for approving different categories of leaves online.
6. It should have provision for issue of departmental notices
7. It should have provision for Seeing details of employees and nursing staff
8. It should have provision for scheduling academic activity of the department
9. It should have the provision for deputing of teachers for institution academic activity
10. It should have the provision for biometric attendance

Civil works
1. It should have provision for creation of civil project proposals
2. It should have provision for budget allocation for civil project proposals
3. It should have provision for monitoring of civil project proposals
4. It should have provision for generation of progress reports
5. It should have provision for generation of fund receipt and expenditure reports.

Engineering
1. It should have provision for maintenance of civil engineering stores
2. It should have provision for allocation of civil works tasks
3. It should have provision for monitoring of civil works tasks
4. It should have provision for generating civil work progress report
5. It should have provision for displaying status of civil work tasks
6. It should have provision for sending civil work request
7. It should have provision for tracking civil work files
8. It should have provision for indicating completion and payment of civil works

Electrical
1. It should have provision for generating electrical work request
2. It should have provision for approval of electrical work request
3. It should have provision for monitoring progress of electrical work
4. It should have provision for generating progress report of electrical work
5. It should have provision for maintenance of electrical store

Custodial Janitorial Staff
1. It should have provision for keeping record of custodial/janitorial staff
2. It should have provision for creation of staff categories
3. It should have provision for attendance of custodial and janitorial staff
4. It should have provision for approving leaves of the custodial and janitorial staff
5. It should have provision for posting of custodial and janitorial staff
6. It should have provision for work replacement of custodial and janitorial staff

Security
1. It should have provision for generating security requirements
2. It should have provision for posting security personnel
3. It should have provision for differentiating security services in house and outsourced
4. It should have provision for posting security personnel
5. It should have provision for security personnel attendance
6. It should have provision for recording of security lapses
7. It should have provision for filing incident report

Proposals
1. It should have provision for generating proposals
2. It should have provision for keeping track of proposals
3. It should have provision for displaying status of proposals
4. It should have provision for indicating completed and pending proposals list
5. It should have provision for follow up of proposals

General Administration
1. It should provide for addition of Faculty, Student, Employees, Nursing and Paramedical Staff to the Hospital Rolls
2. It should provide for the addition of Students and Trainees to the College
3. It should provide for the addition of investigations to the services
4. It should provide for the addition of Wards, Beds and Buildings
5. It should provide for the addition of Departments, Equipment, consumables, drugs, disposables to the purchase module of the hospital
6. It should provide for the addition of New peripheral clinics and hospitals which are governed from the same parent institution
7. It should provide for the addition of OPD schedules, on call days, theatre and non-operative OR services.
8. It should provide for the addition of ICU beds, ICU schedules and on calls
9. It should provide for reporting of Departments.
10. It should provide for reporting of Wards, beds, ICU's, theatres and Labs

11. It should provide for reporting of Bed Allocations and numbering
12. It should provide for reporting of OPD schedules, OPD attendance within date specified period.
13. It should provide for reporting of inpatient admissions and bed occupancy over date specified periods with graphical representation.
14. It should provide for reporting of OPD registrations over a date specified period with graphical representation
15. It should provide for reporting of Cash flow with graphical representation
16. It should provide for reporting of OPD schedules
17. It should provide for reporting of Investigations performed in various departments
18. It should provide for reporting of all the equipment in the hospital
19. It should provide for reporting of Surgical and non-surgical procedures
20. It should provide for reporting of all medical, non-medical and para medical users
21. It should provide for reporting of Biomedical waste generation and disposal
22. It should provide for reporting of Student strength in various courses.
23. It should provide reporting of examinations held in various courses
24. It should provide for reporting of Medical and non-medical stores, their intake and consumption within the institution
25. It should provide for reporting of Patient user charges
26. It should provide for reporting of free, below poverty line and special category patients
27. It should provide for reporting of blood bank functioning, intake and disbursal of blood and blood products.
28. It should provide for reporting of consumption of imaging materials like radiology films, ultrasound paper etc.
29. It should provide for reporting of Hospital admissions, bed occupancy statistics
30. It should provide for reporting of disease specific numbers and statistics
31. It should provide for reporting of mortality, medico legal and adverse outcome statistics.
32. It should provide for generation of printed reports of any hospital information with date specified periods at any time.

Human Resources
1. It should have provision for creation of employee categories
2. It should have provision for employee types - permanent, adhoc etc.
3. It should have the provision for creating separate employees
4. It should have provision for monitoring counter work done by various employees
5. It should have provision for deciding employee wages
6. It should have provision for setting employee allowances
7. It should have provision for setting and approving employee leaves
8. It should have provision for monitoring of employee work

Academic Calendar
1. It should have provision for making academic calendar for undergraduate students
2. It should have provision for making academic calendar for post graduate students
3. It should have provision for editing academic calendar
4. It should have provision for incorporating all academic activities like lectures, clinics, demonstrations, tutorials, labs, dissection hall activity etc. in the calendar
5. It should have provision for opening each added event by clicking the link
6. It should have provision for adding the name of the teacher / instructor who is to conduct the particular teaching session

Attendance
1. It should have provision for recording Attendance of students, residents, employees, and faculty by scanning of bar coded id card
2. It should have provision for display of attendance sheet by clicking the academic event for which the attendance is being taken
3. It should have provision for tabulating the attendance of students and trainees

4. It should have provision for setting acute off level for low attendance in different academic activities
5. It should have provision for signaling low attendance of a batch of students
6. It should have provision for condoning some attendance shortage by authorized person
7. It should have provision for display of examination eligibility on basis of attendance

Accommodation
10. It should have provision for recording of different categories of accommodation in the institution.
11. It should have provision for allocation of accommodation
12. It should have provision for display of accommodation occupation
13. It should have provision for recording of accommodation related income and expenditure
14. It should have provision for realizing accommodation related bills
15. It should have provision for recording guest house accommodation as well
16. It should have provision for guest house reservation requests.
17. It should have provision for guest house reservation calendar
18. It should have provision for recording of guest house reservation charges
19. It should have provision for guest house reservation bills and printing.
20. It should have provision for guest house reservation cancellation

Conferences and Symposia
1. It should have provision for making an annual conference calendar for the institution
2. It should have provision for adding details of the conference such as subject, venue, dates, organizing committee, registration etc.
3. It should have provision for application for conference funds form the institution
4. It should have provision for tabulation of funds received for conferences and symposia

Duty Assignment
1. It should have provision for duty assignment for leave period
2. It should have provision for making OPD tickets in the name of the person looking after the work
3. It should have provision for emergency work by the person looking after the work
4. It should have provision for different category of leaves

Fees and Fines
1. It should have provision for setting the various fees and fines in the institution
2. It should have provision for realizing fees and fines from students and trainees
3. It should have provision for maintaining accounts of fees and fines realized
4. It should have provision for generating notices

File Tracker
1. It should have provision for generating a file/ letter number at the office which originates the file.
2. It should have provision for generating a bar coded label for the file/ letter
3. It should have provision for creating an origin electronic record related to the file/ letter
4. It should have provision for filling in the letter title and purpose and remarks at the originating electronic record.
5. It should have provision for scanning of the bar code at each point of receipt and dispatch of the file/ letter
6. It should have provision for writing of remarks at all offices dealing with the letter.
7. It should have provision for uploading of scanned copies of noting to the electronic record.
8. It should have provision for closure of the electronic record when the file is closed
9. It should have provision for generating date range reports of the letters received and dispatched
10. It should have provision for recording the office of origin, date of dispatch, date of receipt, reference number, received from/ generated by and remarks
11. It should have provision for intra system e mails and sms regarding sent files.

Hostel Allocation
1. It should have provision for keeping electronic record of all hostel rooms

2. It should have provision for displaying vacant and occupied rooms separately
3. It should have provision for allocation of rooms by Chief Proctor
4. It should have provision for recording details of students/ trainees to whom rooms are allocated
5. It should have provision for removing students from hostel rooms by competent authority
6. It should have provision for recording the facilities present in the rooms
7. It should have provision for realizing of room charges according to the duration of allocation

Identity Cards
1. It should have provision for generation of bar coded identity cards for all category of students, trainees and employees without the use of a separate software.
2. It should have provision for color coding of identity cards
3. It should have provision for recording of faculty information on identity cards.
4. It should have provision for taking attendance of students and trainees using the identity cards
5. It should have provision for change of identity cards with promotion of faculty
6. It should have provision for incorporating the Aadhar number in the identity card

Leave Calendar
1. It should have provision for setting the gazette holidays of the year
2. It should have provision for setting the different types of leaves available in the year
3. It should have provision for assigning duty to person who is looking after the work
4. It should have provision for It should automatically generate OPD ticket for person looking after work

Leave Travel Concession
1. It should have provision for sending leave travel concession request.
2. It should have provision for It should have provision for approval of LTC request

Parking
1. It should have provision for generating parking stickers for faculty
2. It should have provision for designating parking spaces
3. It should have provision for including parking sites

Question Bank
6. It should have provision for online question bank
7. It should have provision for enrolling examiners in question bank
8. It should have provision for online uploading of questions from offsite locations
9. It should have provision for editing and validating questions
10. It should have provision for generating question papers in sets with answer keys

Recruitment
1. It should have provision for online recruitment for different posts
2. It should have provision for providing online recruitment forms
3. It should have provision for accepting or rejecting forms
4. It should have provision for searching candidates
5. It should have provision for exporting a precise list with selected forms
6. It should have provision for checking of eligibility by candidates
7. It should have provision for generating admit cards
8. It should have provision for displaying result

Salary and Payroll
1. It should have provision for setting salaries of all categories of employees
2. It should have provision for setting the allowances for all categories of employees
3. It should have provision for generating salary bill in the required format
4. It should have provision for generating salary reports of different categories of employees
5. It should have provision for modification of the salary and allowances.
6. It should have provision as per leave rules of Central Government and vacations department.
7. It should have online provision of leave records.
8. It should have provision of GPF/ CPF/ NPS and others.

9. It should have provision for auto calculation of income tax.
10. It should have complete payroll management system.

10.1. Salary Pay Bill.

Salary head	Deduction
Basic Salary	Income Tax deduction
AGP	NPS
NPA	License fees
D.A.	Water charges
HRA	Any other deductions
T.A.	
Any Other Allowances	

a) Pay Bill Attachments.
   ➢ Tax Deduction Performa.
b) DA Arrear – bill.
c) NPS Detail.
d) NPS Deduction.
e) GPF Contribution.
f) CPF & Other Deduction (Loan Advance).
g) CGHIS Deduction.
h) CGHIS Statement.
i) Other Arrear –bill.
j) Arrear Pay bill Schedules.
k) Multi Months Pay in One Bill.
l) Expenditure Statement
m) Annual Salary Statements.
n) Salary Slip.
o) LPC (Last Pay Certificate).
p) Pay Drawn Statement.
q) Income Tax Returns (TDS) Details.
r) Form 16A.
s) NPS/GPF Statement.
t) Salary Bank Transfer Voucher.
u) Annual Increments.
v) Employee's Record.
w) Leave Account.
x) Staff Statement (With Photo).
y) Partial Pay (Half Pay/ Without Pay Leave).
z) Pay Bill for contractual employees.
aa) Leave Encashment Date/V.No. From IFMS Bill Tracking Report.
bb) Customized reports in Excel.
cc) Bill/Reports convert to Excel file.
dd) Data Backup Option.
ee) Easy to Add/Modify Employees details.
ff) Easy to Modify Allowances Settings.

Space Allocation
1. It should have provision for recording faculty space in the various buildings
2. It should have provision for allocation of space in the various buildings of the institution
3. It should have provision for addition of space as new buildings are constructed

Sales
1. It should have provision for allowing sales from hospital drug counters
2. It should have provision for recording the sales proceeds
3. It should have provision for allowing refunds

4. It should have provision for allowing returns of sold goods
5. It should have provision for deducting indent from central store
6. It should have provision for catering to more than one sales counter in the institution

Utilities
1. It should have provision for allowing registration of various utilities of the institution
2. It should have provision for recording time based usage
3. It should have provision for recording utility bills with document upload
4. It should have provision for recording bill payments
5. It should have provision for getting account of utility expenditure
6. It should have provision for utility budgeting.
7. It should have provision for sending bulk text messages/ e-mails.
8. It should have the provision for the applicant to see his/ her leave request status.
9. It should have provision to generate sms/ text message when request is sent for approval to the concerned person.

Administrative Officer
AIIMS, Jodhpur

Annexure-II

TECHNICAL BID

Name of Firm/Contractor/Supplier	
Complete Address & Telephone No.	
Name of Proprietor/Partner/Managing Director/Director.	
Phone No:- Mobile No:- Email Id:-	
Name and address of service centre nearby Jodhpur.	
Whether the firm is a registered firm Yes/No (attached copy of certificate)	
PAN No. (enclose the attested copy of PAN Card)	
Service Tax No. (enclose the attested copy of Service Tax Certificate)	
VAT No. (enclose the attested copy of VAT Certificate)	
Whether the firm has enclosed the Bank Draft/Pay Order/Banker's cheque of Earnest Money Deposit.	
Whether the Firm/Agency has signed each and every page of Tender/NIT	
Please provide full list of consumables.	
Any other information, if necessary	

Authorized signatory of the bidder with seal.

<u>Annexure-III</u>

Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

S.No	Particular	Rate	Vat/Taxes	Amount
01	Administration Software			
	Grand Total			

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

Place: Name:

Date: Business Address:

                                                           Signature of Bidder:

                                                           Seal of the Bidder