

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিৱেশ পৰিষদ
(বিজ্ঞান আৰু প্রযুক্তি বিভাগ, অসম চৰকাৰ)

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL
(Department of Science & Technology, Govt. of Assam)

BIGYAN BHAWAN
G.S. ROAD
GUWAHATI - 781005
Assam, India



Telephone : 0361-2464621
: 0361-2450646
Fax : 0361-2464617
E-mail : astec@rediffmail.com
Website : astec.assam.gov.in

No.: ASTEC/ESTT/1525/2010/574

Date: 21.02.2019

Notice Inviting Quotation

Sealed quotation with an I.P.O./D.D. of Rs. 20/- (Rupees twenty only) or Court fees of Rs. 8.25 only (non refundable) in favour of Director, ASTEC& AEDA, Bigyan Bhawan, G.S. Road, Guwahati - 781005 is invited from Guwahati based Registered Software Developer/ Agency/Firm, able to provide different type of software (customized) required by this office.

The quotations will be received up-to 02:00 P.M. of 11.03.2019. The same will be opened on the same day at 03:00 P.M. in presence of bidders or their representatives.

Director ASTEC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof.

Terms and Conditions to be followed by the Bidders

1. Proof / evidence copy of Govt. registration No., PAN No. & G.S.T. No. are to be enclosed along with the Quotation. Otherwise quotation will be rejected.
2. This is a "Turn Key" basis work and as such, entire works are to be executed.

The description of work to be executed as follows:

01. Biometric Attendance Management.
02. Employees Profile & Leave Record Management and Control.
03. Disbursement of Salary & Salary Administration (Including CPF, LIC, Loan EMI deduction etc.)
(For further information regarding work to be done, bidder may obtain detail information from the Estt. Section of ASTE Council in between 25.02.2019 to 08.03.2019 during office hours)
Note: Rates to be quoted separately against above mentioned three works.

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3. Rates should be quoted inclusive of all applicable taxes as TDS, GST and other duties etc. Applicable taxes will be deducted at source against which, necessary tax deduction certificate will be issued as and when required.
4. Bidders must have at least 5(five) years of experience in this field. Evidence like work order etc. are to be attached.
5. At least 3(three) running telephone/cell phone numbers in service should be mentioned in the tender paper.
6. Director, ASTEC reserves the right to cancel the agreement with prior notice, if the services of the supplier is not found satisfactory.
7. Any dispute whatsoever, will be confined and settled within the jurisdiction of Gauhati High Court, Ghy only.
8. Selected bidder will have to deposit a sum of Rs. 5,000/- (rupees five thousand only) as security deposit by way of demand draft in favour of Director, ASTEC payable at Guwahati which will be retained by this office for 1 year.
9. Mode of payment: 50% payment will be made soon after successful completion and installation of the software and remaining 50% will be made equally in two instalments after 6(six) and 9(nine) months respectively.
10. Work is to be completed within 2 (two) month from the date of issue of the work order.

Director
ASTE Council

No.: ASTEC/ESTT/1525/2010/

Date: 21.02.2019

Copy to:

01. All Heads, ASTEC - for information
02. Nodal Officer, Website, ASTEC - for information and necessary action
03. Dy. Administrative Officer - for information
04. Dy. Finance & Accounts Officer - for information
05. Notice Board, ASTEC
06. Office copy


Director
ASTE Council

