

**LIMITED TENDER DOCUMENT FOR PURCHASE OF  
PAYROLL SOFTWARE ACADEMIC VERSION**



**राष्ट्रीय अध्यापक शिक्षा परिषद**

भारत सरकार का एक विधिक संस्थान

**Date & Time of Receipt of Tender: 18-07-2016 @ 15:00hrs**  
**Opening of tenders (Part A): 18-07-2016 @ 16:00 hrs**

## **LIMITED TENDER ENQUIRY FOR PURCHASE OF PAYROLL SOFTWARE**

### **Academic Version**

National Council of Teachers Education wishes to procure of Payroll Software from registered firms/partners of OEM. Interested firms are requested to apply along with the filled up tender document and the enclosures in support of their bid. You may quote against this tender enquiry only if you are a registered firm experienced in supplying Payroll Software and in a position to undertake the services and training as specified in this document. If you fail to abide by this condition your Earnest Money Deposit/ Security Deposit will stand forfeited.

### **The technical specifications of the items proposed to be purchased are as follows:**

<b>Sr. No</b>	<b>Items Description</b>	<b>Quantity</b>
<b>1</b>	<b>Payroll Software</b>	<b>1</b>

**Software should be able us to provide all reports regarding payroll online so any employee can see it by user ID.**

- **Organization Structure**

Payroll Software should be able to create our Organization Structure the way we want. We should be able to create multiple Office Types, Offices, Branches, Divisions, Departments, Sections, Grades, Levels and Designations. Payroll Software should be able us to set hierarchy of Grades and Designations so that in Pay Bill Employees can be sorted hierarchically as per their Designations.

- **Company Policies – Employee** For create various parameters for Employee as per our requirement. We should be able to define different Appointment types, Employee Categories as well Employee Groups. We should be able to create as many registration types for as many numbers that you want to define for an employee. These shall cover - GPF No, NPS No, PRAN No, PPAN No, PAN, and as many as we wish to capture. There should be 20 more parameters we can define. Payroll Software should be able us to define n number of Benefit Categories as well as Benefits including LIC.

- **Assets**

Payroll Software should be able to create all Assets that are given to your Employees as per categories and types.

- **Leave**

Central Government Payroll Software should be able us to define Leave Rules as applicable.

- **Attendance**

Payroll Software allow us to define Attendance types and set rules for them . We should be able to create Holiday and Weekly off rules.

- **Salary Processing**

- **Remuneration Policies**

Software should be able to create number of Fixed Earning heads as well as Fixed Deduction heads. We should be able to create Band Pay, Grade Pay, and number of Allowances and number of Reimbursements. We should be able to create and number of Deduction heads. Payroll Software should be able us to further set parameters for each earning head.

- **Central Government Remuneration heads Policies**

Earnings lets should be able to set policies all Central Government specific earning heads including Band Pay, Grade Pay, DA, HRA, TA and Handicap Allowance. We should be able to define all Pay Bands as set by 6th Pay Commission. All VI Pay Commission rules for these heads can be set in Payroll Software. Whenever rates change as per Government notifications rates / percentages / Declaration Dates, WEF dates and Arrear Giving month can all be easily changed in Payroll Software. All rules should open and

user defined and user changeable. Facility to set rules for Arrear payments to be paid through either Regular Pay bill or Supplementary Pay Bill.

- **Central Government Remuneration heads Policies - Deductions**

Payroll Software should be able to set policies all Central Government specific Deduction heads including GPF, NPS, CPF, CGEIS, CGHS. Even old schemes like GIS can be implemented. We should be able to define rules for Income Tax, Professional Tax. All Central Government Rules for these heads can be set in Payroll Software. Whenever rates change as per Government notifications rates / percentages / dates / WEF dates / Arrear dates can all be easily changed in Central Government Payroll Software? All rules should be open and user defined and user changeable.

- **Table recovery**

- Central Government Payroll Software should be able us to create n number of Table recovery heads - including - Bank recovery, society charges, Welfare fund, Union, Court Charges. Facility to set rules to recover from salary, show in pay bill or Bank List.

- **Demands**

- Payroll Software should has the facility to create Different Demand heads. Facility to set rules to show in pay bill.

- **Miscellaneous Earnings**

- Miscellaneous Earnings allows to create n number of Miscellaneous Earning heads.

- **Miscellaneous Deductions** Miscellaneous Earnings allows to create n number of Miscellaneous Deduction heads.

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- **Bank**

Payroll Software should be able us create Banks for capturing Employee Bank Account details as well as Company bank account details.

- **Loan Policies**

Payroll Software should be able us to create n number of Loan and Advance types. Facility to create rules / policies for each Loan Type including Max Instalments. Facility to recover Principal first and Interest later. Payroll Software should be able us to recover Loan from either GPF or NPS a/c.

- **Gratuity**

Payroll Software should be able us to set rules and calculate for Gratuity.

## Part 2 - HR Transactions

- **Employee Masters**

Complete Employee Database covering all information including Personal, Education, Photos / Documents, Benefits (GPF, NPS, CPF, and Accommodation etc), Salary Structure, Bank Details, Registration Details (GPF No, NPS No, PPAN No, PRAN No, Society Account No etc). Software should be able us to configure each employee to Groups. Facility to tag employee benefits applicability link - GPF or NPS, Availing accommodation (If Yes - Type), Availing Government Transport, Handicapped etc.

- **Increment, salary Restructure**

Facility to restructure employee salary and give increments. Facility to define Annual Increment Percentage, Due on and WEF from. Payroll Software should be able us to enter on a periodic basis New DA Percentages - with Declaration Date, WEF and DA Arrear Giving month and payment either through Regular Pay bill or Supplementary Pay Bill.

- **Sterilization Increment / Family Planning Allowance**

Payroll Software should has the facility to give Sterilization Increment / Family Planning Allowance.

- **Promotion and Transfer**

Payroll Software should be able us to do Promote, Re designation or Transfer an Employee. Even Group of an Employee can be changed as required.

- **Separation**

Separation Payroll Software should be able us to enter the Separation details of an employee.

Payroll Software allows for salary processing based on parameters set in Masters. Facility process salary Co wise or Branch wise or any other 7 parameters. Facility to process single employee or multiple employee as well as to reprocess salary. Payroll Software should be able us to lock the salary.

- **Hold Salary**

Payroll Software should be able us to hold the salary and then release.

- **Salary Transfer Letters**

Payroll Software should has the facility to generate Bank List / Bank Transfer letters.

- **Journal Voucher**

Payroll Software should has the facility to generate JV to import into Finance and Accounting Software.

- **Full n Final Settlement**

Payroll Software should be able us to do Full n Final Settlement of an Employee at the time of separation.

- **Last Pay Certificate**

Payroll Software should has the facility to generate the LPC certificate for all transferred out employees and left employees.

- **Statutory Transactions**

- **CPF Master**

Payroll software should be able us to define CPF rules / slabs as they exist. In case of any changes in rules we can change them in the masters and it shall get reflected them in the masters.

- **NPS Master**

- Payroll software should be able us to define NPS rules / Slab as they exist. In case of any changes in rules we can change them in the masters and it shall get reflected them in the masters.

## **CGHS Master**

- Payroll software should be able us to define CGHS contribution for all the employees based on the Grade pay.
- **CGEIS Master**

Software should be able us to define GSLIS / CGEIS contribution based on the employee group. In case of change of group of an employee CGEIS deduction can be changed in masters.

- **Professional Tax Masters**

Payroll software should provide and master where we can define State wise Professional Tax rates as applicable. These can be amount wise or percentage wise.

- **Declarations and Proofs**

Payroll Software should be able us to capture Income Tax Declarations and Submissions of Proofs and calculates Income Tax Payable based on current FY Income Tax Rules.

- **Previous Employer Details**

Payroll software should be able us to capture income and tax details of previous employer.

- **House Rent Details:** Payroll software should be able us to capture House Rent details of an Employee and also track Metro / Non Metro movements.

- **Tax Computation**

Our Tax Computation sheet looks at Gross Salary (Head Wise), calculates Total Income, considers Deduction and Rebate, Tax already paid and Previous Employer Tax paid and finally returns the EMI.

- **Perquisite value of accommodation**

Payroll Software should have the facility to calculate the Perquisite value of accommodation (Non-monetary Perquisite) for the employees who are availing Govt. Accommodation.

- **Monetary Perquisite**

- Payroll Software should have the facility to enter the Monetary Perquisite for all the employees.

#### **Honorarium**

Software should have the provision to upload Honorarium as Out of payroll payments for Tax Computation.

- **Tax Deposit** : Captures all Tax deposit details month wise

- 2. **Required Customized Computerised Accounting Software :-**

As per our final accounts pattern based on NCTE Budget, Ministry of Finance and CAG requirement for HQ and 4 Regional Committee.

- 3. **CPF related Software**

CPF related Software should be based on Annual statement employee and employer data and interest thereon with calculation sheet for each employee every year.

We need the above details software on urgent basis for smooth functioning of the office.

- 4. **Leave Salary Contribution**

Software should have the facility to calculate the Leave Salary Contribution of an employee.



## **The terms and conditions governing the tender are given in Annexure I.**

### **Terms & Conditions for Purchase of Payroll Software**

- (1) The firm must be carrying a certificate by the authorized distributor/reseller to supply, install and provide support for the software.
- (2) The last date for receipt of quotation is **18-07-2016 up to 15:00 hrs**. The Technical Bid would be opened on the same day at **16:00hrs**.
- (3) Offer should be valid for a minimum period of 21 days from the date of opening of quotations.
- (4) The offer should be completed in all respects and contain all information asked for above information.
- (5) A Two days training has to be provided at NCTE Office, Wing II, Hans Bhawan, 1, Bahadur shah Zafar Marg, New Delhi-110002.
- (6) Supplier must submit complete technical specifications without leaving any scope for ambiguity. All supporting leaflet, brochure, technical information literature, catalogues, vendor profile must be attached.
- (7) The firm should submit attached copy of TIN number and PAN number in bid; failing which their offer will not be considered by NCTE.
- (8) If the bidding agency does not meet the above parameters and does not qualify technical parameters/ specification as given in the above Table, their offer will not be considered and shall be rejected by the NCTE.
- (9) **Warranty:** you are required to give a warranty for a minimum period of one year from the date of satisfactory supply. If during warranty period, the software fails to give satisfactory performance, you will rectify the defect within a reasonable time; failing which the new license of the software should be provided.
- (10) You may submit your rates/offer for the item (s) in the following format only  
  
Note: Rates should be quoted only in accordance with the above mentioned table; failing which their offer is liable for rejection.
- (11) **Prices:** You should quote your rates on a fixed price on FOR, National Council of Teachers Training, Head Office, New Delhi. The taxes/VAT, if any should be clearly mentioned.

The prices should be quoted only in Indian Rupees. No price variation should be allowed relating to increases in dollar price variation, etc. Price quotation accompanied by vague and conditional expressions such as 'subject to immediate acceptance', "subject to confirmation before sales" etc. will be treated as being variance and shall be liable for rejection.

- (12) If any of the given specifications/parameters does not meet the required specifications as mentioned above, their offer will not be considered and shall be summarily rejected by the NCTE.
- (13) Comparison of Rates: Comparison of rates shall be made on item wise software only Rates for comparison will be taken after adding the taxes, freight, insurance etc. and FOR, National Council of Teachers Training, Head Office, New Delhi.
  - (1) Payment: 90% payment shall be released on bill basis after entire supply, inspection and acceptance of the software in good condition. Balance 10% payment shall be released after completion of warranty period OR the said balance i.e. 10% of the payment may be released against Bank Guarantee/FDR pledge in favour of Accounts Officer, NCTE Office, Wing II, Hans Bhawan, 1, Bahadur shah Zafar Marg, New Delhi-110002.
  - (2) **Delivery:** Agency would be required to supply the software within a period of four weeks from the date of issue of supply order, if placed with your firm.
  - (3) **Penalty:** Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the amount of software's which have been supplied late.
  - (4) No form 'C' or 'D' or any other concessional Sales Tax form will be issued by the NCTE. Only form-16 (Road permit) for transportation of software within India shall be provided by the NCTE. However, a declaration for the use of software for academic purpose in training unit NCTE shall be provided that the training so imparted is not chargeable from the participants.
  - (5) **Last Date of Receiving Quotations:** Last date of receiving quotations in the office is **upto14:00 hrs on 18-07-2016.**
  - (6) The sealed quotation addressed to Accounts Officer, National Council of Teachers Training Wing II, Hans Bhawan, 1, Bahadur shah Zafar Marg, New Delhi-110002 may be sent by Speed Post/Registered Post/Courier or through by hand so as to reach NCTE I latest by 18-07-2016 up to 15:00 hrs. Any postal delay will not be considered by NCTE.
  - (7) NCTE reserves the right to accept or reject any of the quotation straightway without assigning any reasons.
  - (8) Unit price for each item must be quoted inclusive of all taxes, levies and duties, packaging, forwarding and any other charges (except Sales Tax which needs to be shown separately). Samples of all items should be attached with tender where required

in the tender. Every sample should be duly marked and signed so as to make it distinct from the other.

- (9) The quoted prices should be send to NCTE Office, Wing II, Hans Bhawan, 1, Bahadur shah Zafar Marg, New Delhi-110002. The supply will have to be undertaken at the National Council of Teachers Training. The defective items, if any, will have to be replaced by the firm supplying the items. The quality of the items to be supplied shall be strictly in conformity with the sample standard specifications

Accounts Officer  
National Council of Teacher Education  
Wing II, Hans Bhawan,  
1, Bahadur shah Zafar Marg,  
New Delhi-110002.  
Ph: 011-23370132

**Forwarding Letter**

(To be filled in by the tendering party)

FROM.....  
.....

To,

National Council of Teachers Training,  
Wing II, Hans Bhawan, 1,  
Bahadur shah Zafar Marg,  
New Delhi-110002.

**Sub: Tender Notice for Purchase of Payroll Software Academic Version.**

**Ref: Your tender notice dated.....**

Sir,

I/ We are submitting herewith our tender for the purchase of the Payroll software as specified in the tender form and as laid down in tender documents.

I/ We have read and understood all the terms and conditions governing the tender I/ We agree to abide by these terms and conditions.

We are enclosing herewith your receipt No.....dt..... as a proof of having purchased the non-transferable tender document.

According I/ We are enclosing herewith our Earnest Money Deposit in the form of bank draft No.....dated..... for Rs.5000/- (Five thousand only) payable to Account Officer, NCTE for purchase of Payroll software as mentioned above.

I/ We undertake to replace the defective material, if any, at our cost. I/ We have duly signed all pages of the tender document together with the copy of the "Terms and Conditions" contained in the tender document booklet. I/ We have signed the copy of these terms and conditions as a token of acceptance of these conditions.

We are enclosing as Annexure the following documents (up-to-date) in original/ attested copies in fulfilment of the conditions laid down in the tender document.

(Write "Yes" or "No" in boxes)

**Annexure**

- 1. Sales Tax Registration Certificate:
- 2. Income Tax Certificate and PAN No.:
- 3. Permanent Service Tax No. for maintenance/ repair services:
- 4. Authorized dealer/ Vendor certificate for backend support and training :
- 5. Copies of at least 2 purchases /work orders under execution by the firm along with the particulars.
- 6. Terms and Conditions:
- 7. Any other Annexure (Please specify)

Yours faithfully

**Stamp and Signatures of the Authorized Signatory**

Name.....

Complete address.....

.....

.....

.....

Telephone nos.....

**CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS**

1. I/ We have read and fully understood the Terms and Condition as laid down in respect of this tender. I/ We agree to abide by the same.
2. I/ We undertake to replace the defective material, if any, at our cost.
3. I/ We have duly signed all pages of the tender document.
4. I am/ We are also enclosing as Annexure the documents (Up-to-date) as listed in the covering letter above in fulfilment of the conditions laid down in the tender document to prove that I/ we are qualified for this tender.

**Stamp and Signatures of the Authorized Signatory**

**Name**.....

**Complete address**.....

.....

**Telephone no.s**.....

## **Annexure I**

### **Detailed Terms and Conditions Governing the Tender**

1. Please do not tear off any leaf of this tender Booklet. A photocopy of this document may be made by the tenderer for his later reference.
2. Please read these terms and conditions carefully. Failure to do so and mistakes in filling in the tender form may lead to disqualification of the tender partly or entirely.
3. Please sign all pages of these terms and conditions, so also all other pages of the Tender Document Booklet.
4. Qualifications for Tendering: Tenderers should be OEM or registered vendor or partners of registered vendor for services and support duly registered for payment of the Sales Tax, Service Tax for maintenance/ repair service. Customs duties, Income tax and Excise duty as applicable and must possess the following qualifications.

**5. Scope of work**

Limited Tenders are invited for purchase of Payroll software Academic version at National Council of Teachers Education, Delhi.

**6. Procedure for filling in the Tender Forms:**

- i. Bids should be submitted in 'Two Bid System.
- ii. The offers are to be submitted in triple sealed covers. The first inner sealed cover will contain the Part A of tender having all details and will clearly be superscripted with 'Envelope I: Part A of tender for Tenders invited for purchase of Payroll Software at National Council of Teachers Education, Delhi.. The price schedule (Part B of tender) duly filled in and with clearly superscripted 'Envelope 2: Part B of Tender for Purchase of Payroll Software.
- iii. These two bids should be sealed in the third envelope superscripted with 'Tenders are invited for purchase of National Council of Teachers Education, Delhi. (see tender title). Noncompliance of these directions may lead to rejection of the tender. iii. Striking out/ applying whitener or disfiguring any specifications as printed in tender form in not allowed. If in the opinion of the "Evaluation Committee" (constituted for examining the Part A of tender prior to the opening of Part B of tender) such an act is deemed as deliberate, it may lead to the disqualification of the tender and forfeiture of whole or part of the EMD as may be decided by the committee.

- iv. The tenderer is advised to fill the tender form carefully and all queries in the tender form have to be answered in unambiguous terms. Any space meant for answers, if left Tenders, will be construed as a “NO” answer or non-confirmation of a feature or specification. If the information about anything is provided in any annexure, full information about the location of that information should be provided otherwise, the Evaluation Committee is liable to consider the information as ‘not provided’.
- v. The prices to be quoted however shall be restricted to the specifications as listed in Part A of tender. No price quotes can be provided in Part B if the corresponding response has not been given in Part A of tender.
- vi. A UNIT PRICE of item group should be quoted F.O.R National Council of Teachers Education, Delhi., and shall cover maintenance, repair and installation for software as mentioned in the Annexure I, inclusive of all taxes sale Tax, Service Tax, etc, and charges, if any, for levies, packaging, forwarding, etc. It is made expressly clear that the NCTE will not be liable for paying any taxes. Levies separately.

**The prices to be quoted in the “Part B of tender’ will be restricted to the specifications as listed in Part A of tender or options asked for. Use of photocopies of the tender form for quoting rates/ options is not acceptable. The tendering parties risk disqualification and forfeiture of the EMD if this condition is violated.**

**7. Earnest Money Deposit:**

- i. Tenders have to be accompanied by an Earnest Money Deposit (EMD) of **Rs.5000/-(Five thousand only)** in the form of a Bank Draft/ FDR, payable to the “Accounts Officer, National Council of Teachers Education, Delhi,” at any scheduled Bank located in Delhi.

**EMD in any other Form/Instrument shall not be acceptable.**

- ii. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected. EMD in respect of parties which are not selected shall be returned within two weeks.
- iii. In case of parties retained for purchase of new workstations, monitors with buyback of old computers & monitors, the EMD shall stand converted into a part of the Security Deposit after their short listing. No tendering party is exempted from the Security Deposit.

**8. Submission of tenders:**

- i. Complete Part A of tender should contain
  - Duly filled in Tender Booklet except the ‘Part B of tender’ portion
  - Earnest Money deposit equal to **Rs.5000/-(Five thousand only)**



- The documents as listed in the forwarding letter of the Tender Document Booklet (page 2)
- A Covering letter on company's Authorized Letterhead with their complete address and in case of dealers/ distributors agents, complete address of the dealers/ distributor agents together with their telephone and fax numbers.

All these should be secured fully and put into a sufficiently large envelope as indicated in 8 (i) above. The envelope should be super scribed '**Envelope I: Part A of tender for Purchase of Payroll software.** The second inner sealed cover will contain only the price schedule (Part B of tender) duly filled in and will clearly be super scribed with "**Envelope 2: Part B of tender for Purchase of Payrolls Software.**

Name and address of the tenderer should also be mentioned on both the envelopes.

The envelope containing these two envelopes and superscripted '**Tender for Purchase of Payrolls Software should be addressed to, The Accounts Officer, NCTE, Wing II, Hans Bhawan, 1, Bahadur shah Zafar Marg, New Delhi-110002 T**

Tender Time schedule of the tender is given on the cover page of the tender booklet. In case the NCTE office is closed on the last date, the date and time for receipt of completed tenders will automatically get shifted to 14:00 hrs on the next full working day.

#### 9. Validity of offers:

- The complete tenders should reach the office of The Member Secretary, NCTE , Wing II, Hans Bhawan, 1, Bahadur shah Zafar Marg, New Delhi-110002 within the due time and date prescribed. The Member Secretary shall not be responsible for any postal or courier delays.

**TENDERS RECEIVED AFTER THE DUE TIME AND DATE SHALL NOT BE ENTERTAINED. THE TENDER BOX SHALL BE CLOSED & SEALED IMMEDIATELY AFTER DUE TIME ON THE DUE DATE.**

- Offers made in the tender shall be valid till one year from date of opening of tender.
- Tenders submitted on plain paper / photocopies or unauthorized copies of the Tender Document Booklet shall be considered invalid and shall be summarily rejected. Conditional tenders are also liable to be rejected.
- It may be noted that the Tender Document Booklet is non-transferable. Party purchasing a tender document booklet should be the same as the one filling it up and making the offer.
- All offers have to be made clearly in English. There should be no erasing or overwriting. If a striking out is resorted to, it should be signed.
- No alteration or amendments shall be allowed after opening of the tenders.
- Offers submitted by telex, telegram or fax shall not be considered. Conditional tenders are liable to be rejected.

- viii. For a tender to be valid the individuals signing the tender document must specify, whether they are signing as the sole proprietor/ manufacturers/ partners (with proof provided):  
Or as Authorized Dealers/agents (with proof provided)

Offers submitted by authorized dealer/ agents but not accompanied with letters of authority, in cases required, are liable to be rejected.

**11. Opening of tenders.**

- i. Part A of tenders shall be opened in the office of The Member Secretary, NCTE, Wing II, Hans Bhawan, 1, Bahadur shah Zafar Marg, New Delhi-110002, as per the schedule indicated on cover page.
- ii. Bids shall be opened in presence of such representatives of the tendering parties, as may be present at the time of opening of tenders.
- iii. Bids shall be read out one by one. Parties are however requested to desist from making comments.
- iv. Representatives of parties are required to be available at Delhi for any clarifications that may be necessary.

**12. The short-list:**

- i. A shortlist limited to a maximum of three tenders is expected to be ready in the given period after the Part A of tender are opened. EMD of other tenders shall be released once this list is ready. The Part B of tenders of the tenders in this shortlist will be opened.
- ii. The acceptance of an offer in whole or in part shall be communicated to the successful tenderer in due course and in writing. iii. Short listing of a tenderer does not confer any rights on any tenderer, it only means that the offer made is under consideration.

**13. Part A of tender evaluation criteria:**

- i. In the first stage the Part A of tender shall be evaluated for evaluating their eligibility and suitability by the Evaluation Committee.
- ii. The Part A of tenders will then be evaluated on technical grounds. Based on the items/features offered by the tenderer against the requirements of NCTE as given in Tender form and the details provided in the bid, the technical evaluation will be carried out.
- iii. If particular specified information is not explicitly stated, the same characteristic/ feature, item could be treated as not available/ not offered and further evaluation will be carried on this basis.
- iv. The bidders must provide complete and unambiguous details in the annexure.

v. All Bidders shall submit their Part A and Part B of tenders separately only. The tenders shortlisted on basis of evaluation of Part A of tenders by the Evaluation Committee will be financially evaluated.

vi. **Technical proposal**

If the proposal is found technically appropriate then only the proposal will be considered for financial evaluation.

**Financial proposal**

The evaluation committee will determine if the financial proposals are complete and without computational errors. The items for which all the firms or majority of firms have quoted will be used to find the lowest financial proposal.

14. **General conditions.**

- i. The Accounts Officer, NCTE, Delhi, reserves the right, without assigning any reasons thereof, to:
- Accept or reject whole or any part of an offer/ tender.
  - Cancel or withdraw the tender notice.
  - Accept or reject any deviations from these conditions.
  - Impose any penalty for misconduct/ non-adherence to tender conditions ii.
- Due weightage may be given for contract with one tenderer.
- iii. Any information suppressed by the tenderer / any information furnished in the contract / tender found to be false, will be treated as disqualification at any stage resulting in the forfeiture of EMD/Security Deposit, cancellation of tender / order and other legal action as may be necessary will be taken against the bidder.
- iv. If any part of the contract does not correspond or agree with any other part or if any question arises as to the meaning of the terms of the contract or as to the performance of work, Director General, FSI shall determine the matter and his decision shall be final and binding upon the parties hereto.

**NB. The Accounts Officer, NCTE, Delhi is not bound to accept the lowest tender or lowest part of any tender.**

15. **Disputes:**

Any dispute with regard to this tender or its conclusion shall be referred to NCTE New Delhi. Any dispute arising out of this agreement will be settled under the jurisdiction of Delhi Court High Court.

**Acceptance;**

16. Signing of the tender form and the Detailed Terms and Conditions shall be deemed as the final acceptance of these terms and conditions.

17. Any supplier not abiding by the contractual obligations as mentioned above shall be penalized by way of forfeiting their Security Deposit (converted from EMD) partly or wholly.

Accounts Officer  
National Council of Teacher Education  
Wing II, Hans Bhawan,  
1, Bahadur shah Zafar Marg,  
New Delhi-110002.  
Ph: 011-23370132