

CENTRAL SANSKRIT UNIVERSITY

(Ministry of Education, Govt. of India)

56-57, Institutional Area, Janakpuri, New Delhi-110058

Date:- 03.09.2025

NOTICE FOR INVITING TENDER

Subject:- Tender inviting for Cloud – based Tally Services at Headquarters Office/Campuses and attached offices of Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi 110058 to ensure secure, reliable, and efficient management of Accounting & Finance operations for a period of one year- regarding.

The Sealed Tenders are invited from reputed firms for awarding contracts for a period of one year for Cloud – based Tally Services in Headquarters Office and attached offices of Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi 110058

The Sealed Tender may be dropped in the Tender Box located at Reception Office of Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058. The last date of submission of bid is 15.09.2025 up to 05:00 p.m. The bids will be opened at 11:00 a.m. on 18.09.2025 in the presence of Tender Opening/Evaluation Committee of this University and the representatives of the firms if they desire to attend. Selection of firm (L1) will be based on the recommendations of the Tender Opening/Evaluation Committee of CSU, Delhi.

General Terms & Conditions of the Tender are given in the Annexure -I.

Detailed information/terms & conditions for the purpose can either be obtained from General Administration Section, 02nd Floor, Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058 or may be downloaded from the official website of this University i.e., https://sanskrit.nic.in/uploads/2025_09_03_Tender.pdf and CPP Portal.


[Prof. R.G. Murali Krishana]
Registrar In-charge

To:-

1. PS to V.C. for kind information of Hon'ble Vice Chancellor, CSU, Delhi.
2. Registrar Office, CSU, Delhi
3. Finance Officer, CSU, Delhi
4. Deputy Director (Admn.)
5. Project Officer (I/c), CSU, Headquarters Office, Delhi for uploading this tender notice on the website of CSU and on CPP Portal.
6. Concerned File.

Sl.No.	Particulars	Technical & Financial Bid
1	Scope of work	<ol style="list-style-type: none"> 1. Conversion of three existing single users to one multi user license and installation and configuration of latest version of Tally Prime on Cloud Server. 2. Hosting & back-up services on cloud, Multi-user Remote Access. 3. Configure User Rights Management (Admin, Data Entry, Viewer) for 6 users. 4. Daily Automated Backup. 5. Adequate Security controls. 6. Regular Maintenance and software updates. 7. 24*7 Technical Support. 8. Online user training for duration of 10 hours on 1 hour per day basis for 10 working days.
2	Eligibility Criteria for Bidders	<ol style="list-style-type: none"> 1. The bidder must have at least 5 years of experience in Cloud/Tally Prime implementation. 2. The bidder should have prior work experience with Government/PSU/Educational Institutions. 3. Valid GST Registration and Pan Card are mandatory. 4. Minium Average Turnover of at least Rs. 5 Lakh during the last 3 financial years. 5. Being an Authorized Tally Partner/Tally Certified will be given preference.
3	Technical Requirements	<ol style="list-style-type: none"> 1. Capability for Multi-location Access. 2. Data Encryption (AES 256-bit or equivalent standard). 3. Daily Backup with proper recovery protocol. 4. User Access Log Records must be maintained. 5. Compliance with GOI, IT Security Guidelines. 6. Data Ownership to remain with CSU. 7. Patch Management & Application updates by service provider.
4	Financial Bid	<ol style="list-style-type: none"> 1. The bidder must provide a detailed cost break-up, including: <ol style="list-style-type: none"> (i) Cloud Server Charges/Tally License per user Charges. (ii) Installation & Setup Charges. (iii) AMC & Support Charges. (iv) Training Cost. (v) Role configuration cost pricing must be inclusive of all applicable taxes.

	Terms & Conditions	<ol style="list-style-type: none"> 1. The services are required initially for a period of one year from the date of award of work which may be extendable for a further period of two years based on satisfactory performance and mutual agreement of both parties. 1. Payment Terms: Quarterly rear end. 2. Per user/per quarter cost for cloud hosting of tally prime including storage, access, security, and backup & trouble shooting. 3. Additional user cost on a per-quarter basis, for future scalability. 4. Confidentiality: The vendor shall not share institutional data for any unauthorized purpose. 5. Reserve the right to cancel. 6. In case of time, management will decide other criteria for deciding L-1.
6.	Submission Guidelines	<ol style="list-style-type: none"> 1. The Sealed Tender may be dropped in the Tender Box located at Reception Office of Central Sanskrit University, 56-57 Institutional Area, Janakpuri, New Delhi-110058. The last date of submission of bid is 15.09.2025 at 05:00 p.m. The bids will be opened at 11:00 a.m. on 18.09.2025 in the presence of Tender Opening/Evaluation Committee of this University and the representatives of the firms may be present, if so desire. Selection of firm (L1) will be based on the recommendations of the Tender Opening/Evaluation Committee of CSU, Delhi. 2. The tender shall be submitted in two parts, viz., technical bid and financial bid. The Technical & Financial bids should be sealed by the bidder in separate covers duly superscribed "Technical Bid – Multiple User Cloud-Based Tally Services" and "Financial Bid - Multiple User Cloud-Based Tally Services" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed "Multiple User Cloud-Based Tally Services for Central Sanskrit University, Delhi". 3. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents. 7. Company Profile.

TECHNICAL BID FORM

1. Name of the firm
2. Address, Organization's E-mail ID and Mobile Number
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.....
3. Registration & incorporation particulars:-
 1. Private Limited
 2. Public Limited
 3. Any other (please specify)
4. Permanent Account Number
5. GST No
6. Firm Bank Details :-
 - (i) Name (s) Account Holder(s)
 - (ii) Address of Account Holder(s)
 - (iii) Name of the Bank.....
 - (iv) Name and Address of Branch.....
 - (v) IFSC Code.....
 - (vi) MICR Code.....
 - (vii) Account Number.....
 - (viii) Type of Account.....

Signature & Stamp of the Bidder/Agency/firm

FINANCIAL BID

Sl.No	Item	Price Quotes (Rs.)
1	Per user per quarterly Cloud Charges	
2	Conversion of existing 3 single user license to 1 multiuser license and installation on all location	
3	10 hours of training Charges for 1 Hour Per day	
4	Role Configure 6 user Charges	
5	Taxes: (Please Specify)	
6	Total Price Quoted (Sl No. 01 to 05)	

Signature & Stamp of the Bidder/Agency/firm

UNDERTAKING

LETTER OF BID

To

The Registrar
Central Sanskrit University 56-57,
Institutional Area, Janakpuri
New Delhi-110058

We, the undersigned, declare that:

1. We have examined to the Bidding Documents, including any Addendum/Corrigendum issued in accordance with Instructions to Bidders, and have no reservation to the same.
2. We undertake to provide the Multiple User Cloud-Based Tally Services to your office in full conformity with the Bidding Document.
3. Our bid shall remain valid for a period of **90 days** from the date fixed for the bid submission, in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We also declare that Government of India or any other Government body (State/UT) has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
5. We undertake to enter into an agreement as per the terms and conditions of the bidding document and agreement will be binding on us.
6. We hereby accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

Full Name and Designation

(To be printed on Bidder's letterhead)