

**Mother Dairy Calcutta**  
**P.O. Dankuni Coal Complex, District Hooghly (W.B.) Pin – 712310**

**Enquiry for Software Development and Annual Maintenance Contract at  
Mother Dairy Calcutta, Matigara unit, Siliguri for ONE year**

**PUR/EDP/ENQUIRY/MATIGARA/1703**

**03.11.2023**

Mother Dairy Calcutta invites quotation from experienced and reputed agency / company to enter into a Contract for Software development and annual maintenance for its Matigara unit, Siliguri for a period of ONE year.

**Essential conditions**

1. Intending bidders are requested to submit the General Terms & conditions, Essential Condition, and Quotation duly signed on all pages with official seal as a token of their acceptance.
2. Rates shall be firm for entire execution of Work and no escalation of rate on any ground what-so-ever shall be applicable during the contract period.
3. Bidders shall submit self-attested photocopies of the following without which quotations will be considered invalid. (However, as per requirement of the Dairy authority you shall produce the original for verification, at any time):
  - a. GST Registration Certificate
  - b. PAN
  - c. IT Return Certificate (Assessment year 2020-21)
  - d. Current and valid Trade License
4. Bidders must have similar working experience for at least 2 (two) years in any reputed organization and it should be supported by certificate issued by competent authority / photocopy of job completion certificate etc.
5. Telephonic and conditional offer shall not be accepted.
6. All the enclosures are mandatory.
8. Quotations submitted by Fax, e-mail etc. shall not be accepted.
9. The Chief General Manager reserves the right to accept any or all offers without assigning any reason what-so-ever. The Chief General Manager also reserves the right to amend / alter the contract during the contract period if needed.

Chief General Manager

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**Scope of Work**

**A. SOFTWARE DEVELOPMENT and MAINTENANCE**

- (a) Full computer software related work
- (b) Entire salary related work
- (c) Entire PF & ESI related work
- (d) Sales, Procurement, Process and other important work, record maintenance software design, development and maintenance and also link with MDC Dankuni unit and modify as per requirement
- (e) Staff attendance recording from the gate register and update the software and update leave structure and prepare leave statement with the help of local authority
- (f) Minimum investment MDC Matigara unit one day for 2 hours per week and month end involves as per required

**B. DEVELOPMENT and MAINTENANCE job on**

- (a) Sales and Deposit accounting
- (b) Pay roll maintenance system
- (c) Staff information system
- (d) Dairy accounting system
- (e) Hardware maintenance without spares
- (f) Time to time data entry job
- (g) ONLINE PF challan creation and upload in EPFO web site
- (h) Staff group life insurance accounts maintenance (GSLI)
- (i) Back-up maintenance & recovery

**Payment Terms**

Payment towards development & maintenance charges will be made on monthly basis after completion of maintenance work. Such payment will be released within 30 days of submission of bill duly certified by In-charge, Matigara unit.

*W. D. Das*  
03.11.2023

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**TERMS & CONDITIONS OF THE CONTRACT**

The contract will remain valid for a period of year. However, MDC reserves the right to extend the validity further for three months at the same rate, terms and conditions. No escalation of rate on any ground whatsoever shall be applicable.

Contract may be terminated at any time by either of the parties during the contract period by giving 30 days of clear notice to the other party in writing without showing any reason thereof.

The work shall be carried out according to the instruction of the Dairy representative and the work will be considered complete only when the Dairy representative is satisfied about the quality of work done.

The contractor shall obtain all necessary licenses to run this business and shall be entirely responsible for the payment of dues to his persons as per regulation in force, and for complying with all the statutory obligations as applicable from time to time and will keep Mother Dairy Calcutta indemnified for and in respect of all your acts or omissions.

The contractor shall not transfer, partially or fully, the benefits of this contract to any individual / Firm / company etc. at any time within the contract period.

Damages done to any of Dairy's property by the contractor or his representative(s) will have to be made good at his cost as directed by the authorized representative of the Dairy.

This contract shall be a commercial contract by and between the Dairy and the contractor. There will be no employer-employee relationship between the Dairy and him. So under no circumstances he / she or his / her employees will be the employees of the Dairy and therefore, will be entitled to rights, privileges, benefits, etc. which are extended to the employees of the Dairy.

The Dairy shall not be liable for injury of any person engaged by the contractor in connection with the work order. He shall take all liabilities and responsibilities of your personnel in case of any injury / accident etc. failing which he will be liable for legal proceedings in accordance with the law.

Bad workmanship will not be accepted and if carried out, is liable to be rejected and should be rectified by the contractor at his cost as per specification and directions given by the Dairy's authorised representative. The decision of Chief General Manager, Mother Dairy Calcutta, as to items of bad workmanship and proper replacement / rectification will be final and binding on him.

If at any time any of the contractor's personnel is found involved in any unlawful act / theft / smuggling of Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from you and also penalize you as mutually agreed.

If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers' Federation Ltd., Block LB-II, Sector-III, Salt Lake City, Kolkata -700106. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute / arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under of any enactment or statutory modifications thereof for the time being in force.

*KDolui*  
*03/11/23*

**OFFER FORM**

**PUR/EDP/ENQUIRY/MATIGARA/1703**

**03.11.2023**

Last date of receipt of offer at Dankuni and Matigara office: 10.11.2023 (till 2 pm)

Sl. No.	Job	Estimated Rate / month	Offered Rate / month
1.	As described above <b>(A &amp; B)</b>	Rs 8300.00, including GST	(a) Rs ..... (b) GST Rs ..... [@ ..... %] (c) Total Rs ..... [(a) + (b)]

*KDolui*  
*03.11.2023*