

बीरबल साहनी पुराविज्ञान संस्थान, लखनऊ

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW

टेलीग्राम पेलियोबॉटनी

दूरभाष 2740008,2742983

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बी सा पु सं /III/भंडार एवं क्रय /C.S. /C-423

53, विश्व विद्यालय मार्ग

लखनऊ - 226007

Date: 27.06.2019

संयोजक वेबसाइट समिति,
बी सा पु सं, लखनऊ।

File Tracking/Management System (Specifications at the back)

Subject: -----

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5:00 P.M. on 16.07.2019 duly superscribed by **"File Tracking/Management System"**.

While submitting quotation please note that:

1. The material may either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. The price quoted should be F.O.R. Destination.
3. Your rates should include packing, insurance and forwarding charges.
4. The rates of GST should be clearly indicated wherever chargeable. The tendered should also indicate GST Registration Number and date in this quotation.
5. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
6. The cover should be sealed and superscribed "Quotation for **"File Tracking/Management System"**" must be written on envelope. The quotations not complying the procedure will be rejected.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
8. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
9. The quotations are liable to be cancelled if any of the above mentioned conditions are not complied with.
10. The items may be increase or decrease at the time of purchase.



(Sandeep Kumar Shivhare)

Registrar

File Tracking/ Management Service

The File Management System is for keeping the complete file in an electronic form and track the movement of the files. Even if the files are not kept in electronic form, the movement of files may be tracked by the system. This system maintain the complete flow of the Files with all noting in an electronic form of the files are kept in digital format.

The specification of the software is as follows:

- Note Initiation by Section/ Individual
- File Forwarding with free destination selection/ fixed workflow destination
- Virtual File View
- Tracking the movement of a file
- The program should be web-based and developed in open source in latest technology.
- Login will be user based as well as with admin control
- Company should be ISO 1901-2015 certified
- Program should be industry standard latest state of art technology security certified as per the govt.
- Company should have Strong local base with well qualified (minimum MCA, B. Tech.) experienced well numbers of employees employee (minimum 10) have with good experiences of work (attach testimonial/ certificates).

Terms and conditions.... (Includes)

1. Successful! **deployment on BSIP Server.**
2. Testing and implementation of the software.
3. Maintenance support the software for the 3 years.
4. Training to the staff.
5. Provide the Source Code and User Manual.
6. Time frame for development of FTS 30 days.
7. Time frame for testing and training and installation 30 days.
8. Demo of tentative/ similar program will be done before the opening of financial bid.