

F. No. D-19004/02/2023-24/A&G
Government of India
Ministry of Information & Broadcasting
Publications Division (DPD)

Room No. 691, 6th Floor, Soochna Bhawan
CGO Complex, Lodhi Road New Delhi-110003

Date:- .10.2026

Subject:- Terms & Conditions for Supply & installation of software for Publications Division.

The Competent Authority, DPD, intends to float a tender for supply, installation & onboarding of various software for the Publications Division.

GENERAL CONDITIONS OF CONTRACT & SCOPE OF WORK

1. All software licenses must be genuine and legally procured from the OEM or authorized resellers. The registration of the license should be in the name of the purchasing government entity i.e Publications Division, M/o I&B.
2. Activation details (email/user mapping) must be coordinated with the designated government representative & the supplier must ensure no lapse in service during the agreed period.
3. The required software must be delivered within 15 working days of Purchase Order issuance & shall provide necessary assistance including installation, user on boarding, and activation without any additional cost.
4. The firm shall support should be available during official government working hours.
5. Supplier must ensure regular updates/upgrades as released by the OEM/reseller. All updates must be free of cost during the license/subscription period.
6. Supplier shall sign a Non-Disclosure Agreement to maintain confidentiality of any sensitive government projects/data accessed during the service

ELIGIBILITY CRITERIA

1. The firm/company should have its office in Delhi NCR only, to facilitate hassle-free supply & installation of said software. The work awarded cannot be outsourced/sublet to other agency.
2. The firm must have at least 3 years' experience in supply of software to Government/Autonomous Bodies/PSUs/Academic

Institutions/ any other Organizations of repute. (proof to be attached).

3. The acceptance of all the terms & conditions mentioned in this document must be acknowledged by an undertaking from the participant, failing which will result in disqualification from the bid.
4. Registration number of the firm along with the GST, PAN & ISO 9001:2015 certificate allotted by the concerned authority should be duly mentioned and copies attached should be submitted on GeM. If incomplete in these respects the bidder is liable to be rejected.
5. The bidder should not have been blacklisting by GeM or by any Government Department, PSU, or Private Organization during the last five years. A self declaration to this effect shall be submitted on a 100 non - judicial stamp paper. The hard copy of the declaration must be submitted to the department.
6. All disputes are subject to the jurisdiction of court in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with laws of India.
7. The Directorate reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever

(Anuj Dixit)
Deputy Director

Annexure I

S. No.	Software Name	Qty.
1	Chat GPT	7
2	Perplexity Pro	5
3	Acrobat Pro	5
4	Grammarly	2
5	Canva Pro	2
6	Creative Cloud	1
7	Busy Accounting Software	3

Technical specifications for Busy Accounting software:

Number of users: 3 (three) Multi-user Licenses

- Previous software data i.e., FilePro Maker 4.0 (1984-1997 version) (Ledgers & Bills and outstanding of vendors), to be merged with Busy Accounting Software.
- Latest Enterprise Edition of Busy Accounting Software.
- Multi-user access facility (minimum 3 concurrent users)
- GST-compliant accounting and reporting modules.
- Comprehensive financial accounting, ledger management, and bank reconciliation features.
- Import/export of data in Excel and other Standard formats
- Audit Trail and transaction tracking facility
- Backup and data restoration functionality
- Compatibility with Windows 10/11 operating systems.
- Provision for future version updates and technical support
- Network/LAN based operation for simultaneous access by authorized users.