

बीरबल साहनी पुरावनस्पतिविज्ञान संस्थान, लखनऊ
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, LUCKNOW

टेलीग्राम पेलियोबॉटनी

दूरभाष 2740008, 2740011

फैक्स ९१-91-522-2740485, 2740098

बी सा पु सं /III/भंडार एवं क्रय/८-१७९

53, विश्व विद्यालय मार्ग

लखनऊ - 226007

Date: 18.11.2015

Store Stock Inventory Management Software along with Training & Installation

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 30.11.2015 duly superscribed by "Store Stock Inventory Management Software along with Training & Installation" due to open in presence of vendors at a later date to be notified.

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 Sales Tax should be clearly indicated wherever chargeable. The tendered should also indicate Central/Sales Tax 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 "Store Stock Inventory Management Software along with Training & Installation" 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.

Yours sincerely,



(Dr.R.S.Singh)
Scientist 'G'

& Additional duties of Registrar

1. Inventory Stock Management System

This system facilitates multi store record keeping in any organization, where the responsibility of each store is assigned to any section. The System provides facility to :

- Define various Stores and the Employees assigned to each store
- Maintain Item Categories
- Maintain Item for each Store
- Maintain the Details of all Suppliers/ Vendors
- Maintain opening Stock for individual Store
- Record the Purchase Order Given to Suppliers/ Vendors
- Record the Supply of Items against PO vide Delivery Challan/ Delivery Challan cum Invoice
- Provision for tagging Delivery Challans against Invoices
- Approval of Invoices and generation of CB
- Record the Indent from various sections to Store
- Issue of Items against Indents
- Return of Items
- Intra Store Transfers
- Stock Accounting Reports and MIS reports