



**High Commission of India
Singapore**

INVITATION FOR TENDERS

Sealed tenders are invited for the purchase of New Database Software for the High Commission of India, 31, Grange Road, Singapore 239702 as per the following technical specification:

Sl. No	Requirements	Details
1.	Entries	Unlimited
2.	Entry Type	Date, Name, Address, Contact Number, Professional Details (Spouse Name), Classification (specific categories such as Business, FII, Banks, Academicians, Professionals, Cultural- Subcategories), Remarks
3.	Import/export data	From and to excel, pdf, word, address slips
4.	Mode of entry	Manual / Scanning of business cards
5.	Report Generation	Event wise and otherwise as per requirement
6.	Back –up	Frequent back up of data
7.	Facility	Provision for Mail Merge & Mail Chimp

2. For any further clarification you may contact us on Phone no. 62382552. Bids in sealed covers may be sent to 'Head of Chancery', High Commission of India, 31-Grange Road, Singapore 239702 latest by November 30, 2016.