



दूरस्थ शिक्षा संस्थान
राजीव गांधी विश्वविद्घलया
INSTITUTE OF DISTANCE EDUCATION
RAJIV GANDHI UNIVERSITY
ITANAGAR-791 112

No. 6-IDE/RGU/Estt. Order/2005-06/ Volume II

Dated the, 09th July 2024

NOTICE INVITING QUOTATION

The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh – 791112, on behalf of President of India, invites sealed quotations on single bid system for Design and Development of CMS based website of Institute of Distance Education for Rajiv Gandhi University. Last date and time of submission of quotations: **05/08/2024 (1600 hrs.)**. For more details, please visit university website www.rgu.ac.in.


23/7/2024
Registrar



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TERMS AND CONDITIONS

1. The rates quoted must be in net and all other incidental charges, showing GST/ tax breakups as per the prescribed format only. Any deviation from the prescribed format is liable to be rejected.
2. Bidders should quote the Core price & Tax, Duties, Discount etc. separately. All rates quoted should be F.O.R destination (Rajiv Gandhi University, Doimukh) with breakup. Vague /Ambiguous terms like "Packing, forwarding, clearing, installation charge etc." without mentioning the specific amount shall not be accepted. The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the quotation and under no circumstances, these components shall be added to the basic price and shown as single price. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
3. Bidder should submit GST registration, PAN card, company registration or trading license along with the bid.
4. Sealed quotations should be addressed to "The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh – 791 112, Arunachal Pradesh".
5. Sealed quotations should be submitted to "The Director, Institute of Distance Education, Rajiv Gandhi University, Rono Hills, Doimukh – 791 112, Arunachal Pradesh" before due date and time. No bid shall be accepted/ received after the due date and time.
6. The sealed quotation envelope should be super scribed as
**"No. 6-IDE/RGU/Estt. Order/2005-06/ Volume II - Quotation for
"Design and Development of CMS based website of Institute of Distance
Education for Rajiv Gandhi University"**
7. An amount of Rs. 2000/- (Rupees Two thousand) only in the form of DD/ Banker's Cheque favoring Registrar, Rajiv Gandhi University, payable at SBI Itanagar/ Naharlagun or Bank of Baroda Itanagar/ Naharlagun should be submitted along with the bid as processing fees which will not be refundable.
8. The bidder should quote the products strictly as per the SRS (Software Requirement Specifications). No deviations in the specifications of the items would be accepted. Quotations not adhering to the specifications will out rightly be rejected.



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9. The requirement is comprehensive to SRS but is not limited to the SRS. Any minor addendum should be treated as inclusive to the existing SRS.
10. Provisions for Website Policy, Accessibility Statement, Hyperlink Policy, Copyright Policy, Disclaimer, Privacy policy, Terms & Conditions etc. should be made in the application.
11. Archiving facility for all the information that is being accumulated in due courses of time should be provided as per the requirement.
12. Contents on the website should be printable on a A4 size paper in an appropriate manner that may be deemed fit.
13. The web application and its components under the work order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least 1 year from the date of putting the system into operation at Rajiv Gandhi University. If any module/ feature/ functionality fails, the same shall be resolved free of cost including all the applicable charges.
14. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
15. The University shall not be responsible for any delay/ loss or non-receipt of tenders by post / courier service.
16. No unsolicited correspondence shall be entertained after the submission of the offer. The bidders shall make no enquiry during the course of evaluation of the tender until a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry/ seek clarification from the bidders. In such a situation, the agency shall extend full cooperation. The bidders may also be asked to arrange demonstration of the offered items, in a short notice, as such the bidders have to be ready for the same.
17. The works, as mentioned in the SRS, should be completed within 3 (three) months from the date of issue of the work order.
18. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on the University.
19. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date, the next working day shall be the prescribed date of closing/ opening.



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20. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
21. Tender is not transferable.
22. Extra charge for installation & demonstration shall not be paid by Rajiv Gandhi University.
23. The rates/amounts should be indicated in both figures and words. The rates and units shall not be over written. All corrections must be signed in full by the firms.
24. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
25. The University may terminate the bid/ supply order in whole / part and forfeit the Bid Security/ EMD in case the supplier/ vendor fails to meet the terms and conditions.
26. Incomplete proposals and quotations received after due date shall not be entertained.
27. A self-attested copy of company registration certificate of GST No., PAN No., or Trading License must be enclosed along with the tender.
28. No payment will be made for unsatisfactory supply.
29. Any offer containing incorrect and incomplete information shall be liable for rejection.
30. Rajiv Gandhi University, Doimukh reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.

Note:

- i. Last date and time of receipt of quotation: 05/08/2024 (16:00 hrs.)


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Proforma for Financial Bid

Sl. No.	Particulars	Rate	GST		Amount
			Rate	Amount	
1.	Design and development of CMS based website of Institute of Distance Education, Rajiv Gandhi University - One Time Charges for Design and Development of CMS based website as per the SRS.				
2	Annual Maintenance Charge (AMC)				



Registrar