



**UTTARAKHAND AYURVED UNIVERSITY
HARRAWALA, DEHRADUN-248 001**

www.uau.ac.in, phone: 0135-2685124, fax: 0135-2685137, Email: info@uau.ac.in

**(EXAMINATION SECTION)
SHORT TERM TENDER NOTICE**

Tender are invited on behalf of Registrar, U.A.U, Dehradun as per detail, given below :-

Sl.No	Purpose	Details
1	Purchase of Mark sheet & Degree Software for B.A.M.S/B.H.M.S. and M.D/M.S. Ayurved. The Software will be installing by firm.	Cost of Tender document is Rs. 227/- Payable through D.D. in favour of Finance Officer, U.A.U Dehradun payable at Dehradun.

The tender shall be addressed to Registrar, Uttarakhand Ayurved University, Harrawala, Dehradun-248 001 shall reach on or before 19/07/2014 at 12:00 P.M. The detailed Tender document with specification and terms & conditions are available on website www.uau.ac.in

REGISTRAR,

UTTARAKHAND AYURVED UNIVERSITY
HARRAWALA, DEHADUN-248 001

NOTICE INVITING SHORT TERM TENDER

Sealed Tender are hereby invited from experienced service providers for Purchase of Mark sheet & Degree Software for B.A.M.S/B.H.M.S. and M.D/M.S. Ayurved.

Annexure –I.

Sr. No.	Description	Earnest Money
1.	Purchase of Mark sheet & Degree Software for B.A.M.S/B.H.M.S. and M.D/M.S. Ayurved.	10,000/-

The schedule of bidding will be as follow:

Last Date & time of submission	Date & time of opening
19-07-2014 (by 12:00 PM)	19-07-2014 (12:30 PM)

1. Eligibility Criteria: -

- a) Firms/Vendors should have minimum 3 years experience in IT Sectors especially in software development.
- b) The Minimum Annual Financial Turnover should be **Rs. 5 Lakhs** or more in any of the last three financial years (*Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant*), etc. (2010-11, 2011-12 and 2012-13).
- c) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. Rules/Guidelines framed by Govt. if any shall be strictly followed by the vendor relating to the said services. University will not be liable for any violation being made by the vendor.
- d) The agency must enclose a Demand Draft for Rs. 227/- (Rupees Two Hundred Twenty Seven only) (non-refundable) towards Cost of tender document in favor of "Finance Officer, U.A.U. payable at Dehardun" along with the Offer.
- e) Agency should not have been black listed by any Firm / Organization / School / Board / University / Institution etc. and no legal case pending in the court of law against the agency and an Undertaking in this regard to be submitted by Tender.
- f) Earnest money should be deposited along with Tender documents in separate envelope marked as Earnest Money in shape of Demand Draft of a nationalized bank issued in favor of Finance Officer, U.A.U, Dehradun payable at Dehradun. The earnest money shall be refunded (without interest) within one month of successful completion of the work.
- g) The Registrar, U.A.U. Dehradun reserves the right to cancel/reject in full or any part of the Tender without assigning any reason.
- h) All disputes concerning in any way with this Tender are subject to Dehradun Court's jurisdiction only.
- i) In case the date of issue / receipt of Tender are declared / happen to be a public holiday, the Tender will be issued / received on the next working day.
- j) Conditional Tenders are liable to be rejected.
- k) Tender form along with terms and conditions is available on University website www.uau.ac.in. The last date for submission of Tender is 19/07/2014.
- l) Only those Firms/Vendors are required to Participate who can provide Demonstration immediately after opening of the Technical Bid.

2. Procedure for submission of Tender:

The following procedure shall be adopted for submission and opening of Tender. The sealed envelopes shall be submitted as follows:

Envelope No. 1: This envelope must be marked as Envelope No. 1 on the right hand top corner. This envelope shall contain two parts in separate envelopes.

Part-I: Shall contain only the “**Earnest Money Deposit**” and “**Tender Fee**” will be opened first. If the Earnest Money Deposit is not found to be in accordance with the procedure prescribed then the other sealed envelope containing Part-II shall not be opened and as such the Tender submitted by the Tender shall not at all be considered.

Part-II: Containing the envelope imperiling “**Technical Bid**” as per Annexure I will then be opened in case of such Tender whose Earnest Money Deposit is in order. These will be scrutinized and comments/conditions which have financial implications will be evaluated. All document related to eligibility criteria will be part of technical bid (except EMD). Comments/ conditions may be discussed with the Tender, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

Envelope 2 will be superscripted with ‘Price Bid’ Containing the “**Sealed price bid**” will be opened either on the same day or on a subsequent date which will be duly intimated to the Tender. The price bid will be opened only of those agencies who meet the technical requirement of the Tender document. The above said two envelopes shall be kept in **one sealed envelope** and be submitted at the Registrar , **UAU, Harrawala, Dehradun-248001** on or before 19/07/2014 up to 12:00 P.M. Bid not on the prescribed Performa (Annexure-II) without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

1. The Registrar UAU does not bind himself to accept the lowest or any other Tender and reserves to itself the authority to reject any or the entire Tender received without the assignment of any reason.
2. Canvassing whether directly or indirectly, in connection with Tender is strictly prohibited before and after the Tender submitted by the contractors who resort to canvassing will be liable to rejection.
3. The Registrar UAU reserves to himself the right of accepting the whole or any part of the Tender and the Tender shall be bound to perform the same at the rate quoted by the
4. The bid for the works shall remain open for acceptance for a period of 15 days from the date of opening of price bid. If any Tender withdraws his Tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the Tender the said earnest money as aforesaid shall be forfeited.
5. Each Tender shall submit only one Tender; either by him or as partners in a joint venture. A Tender who submits or participates in more than one Tender will be disqualified.
6. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required.
7. Each Tender shall ascertain prior to submitting his Tender that he has received all Addenda issued and he shall so acknowledge their receipt in his Tender.
8. In Case of the Tender document download from the website:

The bidders may download the Tender documents directly from the website available at www.uau.ac.in. In such case, the bidders are required to submit the Tender cost of Rs. 227/- (Two Hundred Twenty Seven only) (non refundable) by way of separate demand draft drawn in favors of Registrar, UAU, Dehradun and the same should essentially be enclosed along with the technical bid in envelope/ in a separate envelope. The bidders should specifically supercribe, 'DOWNLOAD FROM THE WEBSITE' on the top left corner of the outer envelope containing technical bid & price bid separately. In no case, the Tender cost fee should be mixed with EMD amount-the Tender not following the above procedure will be summarily rejected.

Registrar
UAU, Dehradun

Annexure – II

PRICE BID

Subject: Purchase of Mark sheet & Degree Software B.A.M.S/B.H.M.S. and M.D/M.S. Ayurved.

Sl. No.	Name of Course	No. of Students (approx.)	Services	Rate	Tax, if Any	Total Amount
1	B.A.M.S./B.H.M.S. And M.D./M.S. (Ayurved)	500	Mark sheet/Degree			
			Total			

ANNEXURE-I

UTTARAKHAND AYURVED UNIVERSITY, HARRAWALA, DEHRADUN

TECHNICAL BID for Purchase of Mark sheet & Degree Software B.A.M.S/B.H.M.S. and M.D/M.S. Ayurved.

PARTICULAR OF THE FIRM

1	Regd. Name and Address	
2	Registration/License No.	
3	PAN Details	
4	TIN No:	
5	Service Tax No.	
6	Year of Establishment	
7	Financial Turnover during last 3 financial years.	Attach Audit & IT Report in support
8	Job Experience (Experience Certificate)	Attach Duplicate Copy

I/We declare and affirm that the information given by me in TECHNICAL BID is true to the best of my/our knowledge and belief and that if any untrue information is contained in the TECHNICAL BID, my/our TECHNICAL BID may be cancelled at any stage. I/We also undertake to complete the job exactly as laid down in the TECHNICAL BID and Terms and Conditions of the University.

(Signature of Bidder)
(Name in Block Letters)