



जानकी देवी मेमोरियल कॉलेज  
(दिल्ली विश्वविद्यालय)

## JANKI DEVI MEMORIAL COLLEGE

(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०

Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष : २५७८७७५४ फैक्स : २५७९०८३२

Tel. : 25787754, Fax : 25710832

E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in

संदर्भ संख्या/Ref. No. 10

07-April-2021

दिनांक/Dated.....

### Notice Inviting Tender

Tenders are hereby invited from reputed registered Vendors for Renewal of "Quick Heal Anti-Virus" as per specifications below. The tender is to be submitted in two parts, viz., technical and financial bids and should be submitted in principal office within 7 days of the date of advertisement. Financial bid will be opened only for the firm that meets the stipulated technical parameters given in Annexure II and V.

S. No.	Description	Qty.
1.	Quick Heal Anti-Virus	150

Last date of submission of tender is 15-April 2021 up to 3.00pm which shall be opened on same date at 3.00 pm in the office of Principal Janki Devi Memorial College (JDMC). Tender received after the last date for whatsoever reason will not be considered. In case of any dispute (s) the decision of the undersigned will be final binding.

The tender must be valid for acceptance for at least a period of 60 days from the date of opening of the bids. However, this may be extended for the period approved by the College (subject to approval) with consent of the bidder.

The selection of the firm for the above software will be based on lowest quoted price, technical specifications and after sale services mentioned in the tender (Annexure II). Financial bids will be opened only of those firms that meet the technical specifications mentioned in Annexure II. The College reserves the right to accept or reject quotation without assigning any reason thereof.

*Swati Pal*  
(PROF. SWATI PAL)  
PRINCIPAL

## **Annexure I**

### **Documents to be submitted by the Bidders**

#### **Submission of Tender**

The tender shall be submitted in two parts (Technical Bid and Financial Bid). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submitted.

The offers submitted by Telegram / Fax / E-mail / by hand shall not be considered. No correspondence will be entertained in this matter.

#### **Technical Bid**

The following documents are to be furnished (submitted) by the bidder along with Technical Bid (Annexure II) as per the tender document:

- i. Signed and scanned copy of valid registration certificate of firm, PAN No. GST No. and Tender Acceptance Letter.
- ii. Signed and scanned copy of Compliance statement for all the technical specifications to be supplied.

#### **Note:**

- i. If the bid is incomplete, it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.
- ii. If any price details are found in the Technical Bid, the offer will be summarily rejected.

#### **Price bid**

- i. Schedule of price bid in the form of Annexure III
- ii. The PRICE PART shall contain only schedule of rates duly filled in. No stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. College shall not take any cognizance of any such conditions and may at its discretion reject such price bid.



**Annexure II**

**TECHNICAL BID**

1. Name of the Company:
2. Address (with Tele No. fax No. & e-mail):
3. Contact person Name and mobile number:
4. Total value per year of Business during the last two years \_\_\_\_\_
5. Registration Number \_\_\_\_\_  
GST number \_\_\_\_\_  
PAN Number \_\_\_\_\_
6. Technical details as per details given under the "specifications" below.

**Specifications:**

Quick Heal Anti- Virus

Client Server



7. Confirm the Attachment:

S. No.	Document	Whether attached
1.	Whether the firm is in existence for two years or more in the trade in Central/State Govt./Autonomous bodies / Reputed Private firm/Company . If yes necessary documents should be attached.	
2.	Have you attached a copy of GST Registration Certificate and PAN Certificate	
3.	Have you attached a copy of the tender acceptance letter	

**Declaration**

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature  
with Seal of Company**



**Annexure III**

**FINANCIAL BID**

S. No.	Description	Quantity	Cost
1.	Quick Heal Anti-Virus	150	
2.	GST/Taxes as applicable		
	<b>Total:</b>		

**Authorized Signatory  
With seal of company**





**TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

To,

\_\_\_\_\_

\_\_\_\_\_

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:- \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) Namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), corrigendum(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions (Annexure V) of above mentioned tender document(s)/corrigendum(s) etc. in its totality/entirely.

5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking. Reputed private company/Firm etc.

6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**(Signature of the Bidder, with Official Seal)**



## **Annexure V**

### **Terms and Conditions:**

1. Software should fulfill all the technical specifications mentioned in Annexure II.
2. Software should be delivered within a week after receiving an order for the same.
3. Installation should be completed at the college within four days' time after delivering the software.

### **Payment:**

1. Payment will be made only after the receipt of the software in accordance with above mentioned requirements/criteria.
2. If firm does not follow the above mentioned detailed criteria the college has the full right to cancel the agreement with the firm/institute at any time. In that case no payment would be made.

