

STANDARD QUOTATION DOCUMENT

Quotation document for purchase of Typing Software for English & Hindi – 200 users (**One year subscription from the date of delivery**) for the recruitment against vacant posts of clerks of Guru Jambheshwar University of Science & Technology, Hisar – Haryana.

GJUS&T is conducting type test on computer and evaluation of this type test through computer on the spot.

DEFINITIONS

- A. The terms “University” or “GJUS&T” wherever used shall mean “Guru Jambheshwar University of Science & Technology, Hisar – Haryana”.
- B. The term “Bidder” or “Applicant” shall mean and include the person, firm or a body corporate which is submitting the quotation.
- C. The term “Typing Software” wherever uses shall mean that it is for both language i.e. English & Hindi.

DISCLAIMER

This document is not an offer by the GJUS&T but an invitation to receive **‘Quotation’** from various agencies.

PRESS NOTICE

**Guru Jambheshwar University of Science & Technology,
Hisar – Haryana**

Sealed Quotations are invited from Established/Reputed Agencies based in India for the purchase of Typing Software – 200 users (**One-year subscription from the date of delivery**) for the recruitment against vacant posts of clerks of Guru Jambheshwar University of Science & Technology, Hisar – Haryana. The quotation details and Terms & Conditions, can be obtained from the website: www.gjust.ac.in.

Quotation will be **submitted on same day after Demonstration of Typing Software**, only if the software meet out the requirement of the University.

Software Demo Date : 20-12-2019 Time : 2.00 PM

For any query may contact on telephone No. 01662-263179, Mob. 9354323580

Important Note:

1. Software demonstration will be done on 20-12-2019 in the committee room, adjacent to the office of Vice-Chancellor, Guru Jambheshwar University of Science & Technology, Hisar – Haryana at 2.00 PM onwards.
2. The Applicants/bidder(s) have to submit quotation on 20-12-2019 after approval of software by the University.
3. No quotation will be entrained without demonstration of software.
4. The quotations shall be opened on 20-12-2019 (in the committee room, adjacent to the office of Vice-Chancellor, Guru Jambheshwar University of Science & Technology, Hisar) in presence of representatives of eligible applicants.
5. However, the University reserves the right to reject all/any quotations, and the decision of the university in this regard shall be final and binding.

**Assistant Registrar,
Establishment Branch
For Registrar
GJUS&T Hisar**

Eligibility Criteria/Prequalification

The bidder must possess the requisite experience, strength and capabilities for providing the Typing Software. The quotation is open in presence of all bidders whose software meet out the requirement of University at the time of demonstration.

Eligibility criteria are mandatory and any deviation in the same will attract bid disqualification.

S.No.	Criteria	Document to be provided
1.	The bidder should be an Indian company registered under the Companies Act, 1956.	Certificate of Registration - <i>Annexure B</i>
2.	The bidder must have successfully implemented/provided at least three Typing Tests in University/ Govt. Institute/ organisation of repute having at least 1000 candidates.	Documentary proof from earlier Govt. Institute/ University/ organisation of repute where the Typing Test was successfully completed. List of successfully completed Typing Test indicating customer name & address. - <i>Annexure C</i>
3.	The responder shall be the single point of contact for GJUS&T and shall be solely responsible for all the installation, warranties, upgrades and guarantees etc.	Self-certification - <i>Annexure D</i>
4.	The Bidder should not be under a Declaration of Ineligibility or black listed with any of the Government/ Public sector unit Agencies	Self-Declaration from Authorized Signatory of the Bidder - <i>Annexure E</i>
5.	The bidder shall be a registered company in India with valid Service Tax Registration and GSTIN number allotted by the respective authorities. No Tax liabilities in Last three years on the bidder.	Service Tax registration certificate and GSTIN number, Last three years Income Tax Return (ITR) - <i>Annexure F</i>

Quotation Evaluation process

The Typing Software in demonstration will be evaluated by an Evaluation Committee duly constituted by GJUS&T. The responders will present the Typing Software demonstration before the Committee on **20-12-2019 from 2.00 PM onwards**. Only the eligible bidders will be informed of their selection and they will only submit the quotation.

GJUS&T shall be at liberty to reject any response received from any company or consortium for the Expression of Interest in reply of notice inviting Expression of Interest.

Typing Software Specifications

1. Missing Words = 2 mistakes (1 for mistake + 1 for penalty)
2. Repeated/extra word = 01 mistake
3. Spelling mistake = 01 mistake

Formula –

$$\frac{\text{Total words types} - \text{Total mistakes}}{\text{Duration of type test in minute}} = \text{Speed in Words per minute (W.P.M.)}$$

Annexure – A

Terms & Conditions

1. Please submit your **sealed** quotation **on same day 20-12-2019 after Demonstration of Software**, only if the software meet out the requirement of the University
2. The envelope containing the quotation(s) should be properly sealed (preferably wax/ cello tape) with mentioning quotation **for Typing Test Software.**
3. Quotations written in pencil or erasable ink will not be entertained. Quotations with erasers/ overwriting will be deleted from the list of participants.
4. No correspondence in this regard shall be entertained.
5. The successful bidder will supply and install the software within 07 days from the date of receipt of purchase order.
6. 75% payment will be released after installation of software. 25% payment will be released after the successfully completion of 1st Typing Test for the recruitment at GJUS&T Hisar. The company will provide manpower and help to conduct 1st Typing Test.
7. The rates should be quoted both in words as well as figures.
8. Conditional quotations shall not be considered.
9. Vendor provide Software support and maintenance for a period of one years. The selected bidder must ensure that the technology / platform of the typing software be of the latest version.
10. Installation, Setup and Commissioning of the 200 system to host the software servers along with the client applications will be part of the scope of work. The local server infrastructure and connectivity requirements along with the computers will be provided by GJUS&T to the selected bidder for configuration.
11. Selected bidder will provide all licenses, documents, user and operational manual in hard and soft copy form.
12. Solution provided must be secure and free from **any type of Vulnerabilities and Attacks**. Regular up-gradation in view of Security and Vulnerability is required.
13. The GJUST, Hisar reserves the right to reject any or all offers without assigning any reason.
14. Bidders are advised to study carefully the terms and conditions before quoting their bid.

Annexure – B

GENERAL INFORMATION (TO BE FURNISHED FOR THE BIDDER)

Sr. No.	Description	Details
1.	Name of the Company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	E-mail address of contact person	
7.	Web Site Address	
8.	Details of Company's Registration / Commencement of Business	
9.	Name of Registration Authorities	
10.	Registration Number and Year of Registration	
11.	Product/Services for which Registered with validity period	
12.	GSTIN registration No.	
13.	Service Tax Registration No.	
14.	Permanent Account Number (PAN)	
15.	Name of the Authorized Signatory, who is authorized to respond to the EoI	
16.	Any Others documents provided	

Note: Certified true copy of Certificates for Date of Registration, Commencement of Business shall be submitted. In case of partnership Firm, Certified True copy of the Registration Certificate shall be submitted.

Signature of Authorized Signatory

Annexure - C

TECHNICAL EXPERIENCE

Experience regarding Typing Software

S.No.	Name Agency for whom the Typing Test was carried out	Govt. Institute/ University/ Reputed organisation	Centre Locations	No. of Users	Date of Typing Test /Present Status	Remarks
1.						
2.						
3.						
4.						
5.						

Signature of Authorized Signatory

Note : Enclose order copy of organisations

Annexure - D

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS

To

Registrar,
GJUS&T Hisar

Sir,

I have carefully gone through the Terms & Conditions contained in the Quotation Document regarding the supply of Typing Software for GJUS&T Hisar. I declare that I am an authorised signatory of my company and I am, therefore, competent to make this declaration. I will be solely responsible for all the installation, warranties, upgrades and guarantees etc.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

Annexure - E

DECLARATION REGARDING CLEAN TRACK RECORD

To

Registrar,
GJUS&T, HISAR

Sir,

I have carefully gone through the Terms & Conditions contained in the Quotation Document Typing Software for GJUS&T Hisar. I hereby declare that my company has not been debarred/black listed by any University/ Government / Semi Government/Reputed organizations. I further certify that I am a competent authority in my company and has been authorised to make this declaration.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

Annexure - F

FINANCIAL DETAILS OF THE COMPANY

Annual Turnover and Net-Worth (Enclose Audited Annual Accounts) of the Company

S.No.	Name of Company	Annual Turnover		
		2016-17	2017-18	2018-19

I hereby declare that the information furnished above is true in the best of my knowledge.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____
