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F.No. AUD/CECED/14-38/2014-15/Website

27th February, 2015

To,

M/s

Sub: Inviting tenders/Quotations for Maintenance Services of CECED Website (www.ceced.net) & Portal (www.eceportal.in)

Sealed Tenders are invited from reputed Companies/Agencies for providing yearly maintenance of CECED Website/Portal. The technical specifications of our requirements are given below:

- a) Agency must carry out the task of website maintenance of both the Websites as per the requirements of CECED, AUD.
- b) The Company/Agency must take into account any feedback/suggestions/comments provided by CECED, AUD.
- c) All the photos, information and other material shared must remain confidential and must not be distributed further without seeking CECED's prior written permission.
- d) No pictures, graphic or any other material should be used without the consent of the CECED concerned Officer.
- e) Any website and web portal related technical support and assistance shall be provided by the agency as and when required.
- f) The Company/Agency must add to the CECED Website/Portal a traffic counter with duration and number of visitors, which will be visible to the administrator only.
- g) Agency should provide quarterly Analytics Statement to CECED, AUD.

You are requested to submit the Performa invoice/quotation for the above items in the form of the separate technical and financial bids describing the detailed technical specifications, budgetary specifications, as well as the terms and conditions of after- sales services by 12th March 2015 at 4:00pm to the undersigned. Tender will be opened by 16th March 2015 at 2:00 pm.

-Sd-

Prof. Venita Kaul

Director,

CECED, Ambedkar University, Delhi
Email: ceced.aud@gmail.com

TERMS of REFERENCE (ToR) OF CONTRACT FOR SUBMISSION OF TENDER/QUOTATION

1. Sealed Tenders should be clearly super scribed as “Quotation for Maintenance of CECED Website/Portal”.
2. Late receipt of bids (i.e. after due date and time) will not be considered.
3. Rates must be quoted in figures & words in INR with all levies and taxes.
4. Each page of the tender document should be signed by the tenderer and duly stamped.
5. Special discount/rebate admissible to Education Institution/ University may be specifically indicated in the quotation.
6. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
7. AUD reserves the right to reject any or all tender (s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
8. Payment Terms: 50% of contract value after work order is issued within 15 working days. Remaining 50% on successful completion of work.
9. Earnest Money Deposit or Performance Guarantee Deposit: A fixed amount of Rs. 10,000 will have to be deposited by the Company/Agency taking care of the Maintenance OR 10% of the total contract value will be taken as Performance Guarantee Deposit to ensure consistency and quality of services provided by the Company/Agency, failing which the tender will be summarily rejected.
10. The Demand Draft should be in favour of “Registrar, **Ambedkar University Delhi**”, payable at **Delhi**. Demand Draft issued after the date of submission of tender i.e. **Dt. 25/02/2015** will not be considered or accepted. Last date of submission of tender fees is **25/02/2015**.
11. All disputes and differences which may arise between the CLIENT and the VENDOR relating to the provisions of this Contract or any part thereof, or the operation or construction thereof, or the rights or liabilities of the parties hereunder, shall so far as possible be resolved between the parties amicably. However, failing such amicable settlement the parties hereby submit to the laws of the State of Delhi being in force, and to the exclusive jurisdiction of the courts of Delhi.

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12. The VENDOR shall not have the right to assign or transfer the benefit of obligations of this Contract or any part thereof without the prior written consent of the CLIENT.
13. The VENDOR will ensure that monthly data back-up is done
14. The CLIENT reserves the right to terminate or renew the contract at the end of the year and will provide a three months advance notice for effecting such termination before the end of that year. Upon such termination, VENDOR will make all efforts to ensure that all the data and information that the CLIENT has entered into the system will be made available in the format and media as required by the CLIENT.