

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY  
DIBRUGARH :: ASSAM  
PIN: 786 004**



**BID DOCUMENT**

**FOR**

**NAME OF THE WORK:           Installation and Commissioning of Cloud Server for Moodle  
LMS**

**TENDER No: DU/ NIT-2020/ 37**

# CUT-OUT SLIP

**NAME OF THE WORK:** Installation and Commissioning of Cloud Server for Moodle LMS:

**TENDER NO. :** DU/NIT-2020/37

**Date:** 24.09.2020

**SUBMISSION DUE DATE & TIME** : 09.10.2020 up-to 11:00 A.M.

**FROM:**

NAME:  
ADDRESS

**TO:**

THE REGISTRAR  
DIBRUGARH UNIVERSITY  
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing “Technical”& “Commercial” bids



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**  
No. DU/NIT-2020/37 Date: 24.09.2020

**Tender Notice**

Sealed Tenders are invited from Moodle Certified Partners based in India for providing Management Hosting Services for Moodle (an open Source Learning Management System) at Dibrugarh University as per particulars given below. **Last date of submission of Tender as per annexure with all relevant papers is 09.10.2020 up-to 11:00 A.M. and should reach** at Registrar's Office, Dibrugarh University, Dibrugarh- 786004, Assam or shall have to send by post to the aforementioned address.

Availability of Bid papers	From 24.09.2020.
Last date for receipt of Bid	09.10.2020 upto 11:00 A.M.
Time & Date of opening of Bid	09.10.2020 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Tender Document	500/- Non refundable
EMD	2.5% of the Tender Value

The tender should be submitted in two separate sealed envelopes *i.e.* **Part - I TECHNICAL BID** and **Part – II FINANCIAL BID**. The technical bid shall be opened on above mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Sd/-  
**Registrar**  
Dibrugarh University

**Copy to:**

1. The Deputy Registrar (F&A), D.U. for information.
2. Dibrugarh University Website
3. Notice Board
4. Office File

Sd/-  
**Registrar**  
Dibrugarh University

**Part A - Terms and Conditions**

**Part B - Specifications**

**PART A - TERMS AND CONDITIONS**

**GENERAL INFORMATION**

The tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University. The Technical Bids so received, shall be opened on **09.10.2020 at 02:30 P.M.** in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the tenderers whose Technical Bids are found to be valid. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

**Terms and Conditions of Supply:**

1. All the service provider should also give a brief profile about their company and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying quoted items, should also be mentioned.
2. The last date and time for the acceptance of the bids is **09.10.2020 up-to 11:00 A.M.**
3. Service provider shall submit the following documents along with their quotations:
  - (a) VAT/TIN/GST Registration No.
  - (b) Technical specifications offered by the Supplier.
  - (c) Technical compliance table
  - (d) Technical literature regarding the offered products including diagrams.
4. The rates should be mentioned in the **Schedule** attached with the Tender Document. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The service provider must clearly state in what capacity he or she is signing the Tender.
5. The service provider shall submit the tender in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to in **2 above** and sealed. The second envelope (Commercial Bid) shall contain the **Schedule**, in which the service provider shall register the rates of supply. The second envelope shall also, likewise, be sealed. Both the envelope then should be put together, and should be sealed in an envelope on which the cut out slip provided as part of the tender document should be pasted, and should prescribe time and date. The Technical Bid shall be opened first to ensure that service provider have submitted all the requisite documents. If the Technical Bids are not in order or are deficient in some respect, the commercial bids in respect of such tenders shall not be opened. The date and time of opening the financial bids shall be announced one day after opening all the Technical bids.

6. Service provider should read carefully all the instructions and terms and conditions, etc before registering rates in prescribed schedule of the tender. Taxes and duties etc. should be shown separately.
7. The Technical Documents shall be opened, at **02:30 P.M. on 09.10.2020** or on the next working day if the offices of the University remain closed due to any reason
8. Payment will be released upon submission of bills after successful installation, training and running the system for at least one month. However, 10% of the bill amount will be kept by the University as security deposit which will be released after successful completion of one year from the date of installation.
9. Initially the contract will be for one year. Upon satisfactory performance and based on the requirement, it may be renewed for another term.
10. Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document **Part - B**.
11. The tendering firm must provide proof of documents for executing similar works earlier.
12. In the event of any breach of the terms and conditions of the supply, the University may terminate the contract placed with the service provider and forfeit the security deposit of the service provider.
13. A letter or a valid certificate of authorization of service provider shall be enclosed.
14. Copy of product literature and catalogue, report, BEE rating, ISO etc.
15. The quantity as mentioned at Part-B (Specifications) may be increased or decreased at the time of placing Order as per requirement.
16. Service providers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
17. No separate quotation paper will be issued from the office. The bidder must submit the quotations in their letter pads with all the supporting documents.
18. This tender document is not transferable.

**Note:**

(a) Service provider are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.

(b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.

(c) The University reserves the right to:

- (i) Accept/reject any/all tenders without assigning any reason thereof.
- (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
- (iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
- (iv) Award the contract to one or more tenderers for the items covered by the tender.

<b>ITEM No</b>	<b>DESCRIPTION OF GOODS/SERVICE WITH DETAILS OF SPECIFICATIONS</b>	<b>Unit Price</b>	<b>Taxes</b>	<b>Qty.</b>	<b>Total Amount</b>
1					
2					
3					

**Signature of the Tenderer**  
**Seal of the Firm**

**Part - B**  
**Specifications**

**To provide Managed Hosting Services for Moodle (an open source Learning Management System) at Dibrugarh University:**

<b>Sl No.</b>	<b>Particulars</b>	<b>Minimum users</b>	<b>Minimum Concurrent users</b>	<b>Minimum Total space</b>
<b>01</b>	Managed Hosting Services for Moodle (This includes Hosting on servers located in India with domain name, Installation, Optimization, Customizing with the University's logo and color scheme, security scanning, daily backup, Disaster Recovery, Technical support)	<b>10000</b>	<b>2000</b>	<b>500 GB</b>
<b>02</b>	Online Training to 10 users on Moodle Setup and Management (Admin, Faculty and Student Role)	<b>10</b>	<b>N/A</b>	<b>N/A</b>

**#Note:**

- 1. The amount for Sl. No. 1 must be quoted on per annum basis.*
- 2. The amount for S.l No. 2 must be quoted for one time.*

Signature: .....

Date.....

Name :.....

Address :.....

.....

.....

Mobile No.....