

Govt. of NCT of Delhi  
Delhi Institute of Pharmaceutical Sciences & Research  
Pushp Vihar, Sec-3, New Delhi-110017

No./DIPSAR/2015/website/IT/ 4117

Dated- 23/11/15

To

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**Sub:** - Request for the quotation for Maintenance of DIPSAR website

Sir/Madam

Sealed quotations are invited by the Director, DIPSAR for maintenance/ updating the DIPSAR website. The job description is as under:

- A. Updating information related to admission, tenders, staff, student database and other college related activities, circular, notices, events, etc.
  - B. Technical provision and support for online admission process, staff email, internal assessment awards, student's attendance, etc.
1. Sealed Envelope containing the quotation marked "Quotations for Maintenance of DIPSAR website" upon its cover with reference to date of this notice and due for opening should reach the DIPSAR not later than 10/12/2015 by 11:00 am.
  2. General Bid and financial Bid should be separately sealed (two bid system).
  3. The rates quoted must be delivery at the institute, New Delhi and must be inclusive of all other charges like sales tax, etc.
  4. Quotation will be opened on 11/12/2015 at 11:30 am at DIPSAR. Your authorised representative having proper authority letter may be present at the time of opening of the quotations. Financial bid of only those bidders will be opened who qualify General specification.
  5. The quotation after the date and time will not be considered.
  6. Sales tax No./Service Tax No. of Delhi should be quoted clearly.
  7. Quotation should be valid upto 31<sup>st</sup> of March 2016.
  8. The college reserve the right to accept the quotation in part/full or reject them even if they are the lowest.
  9. The AMC providers who have applied earlier need not to apply again. Their bids will be considered.



Prof. D. P. Pathak  
(Director, DIPSAR)