

**NOTICE FOR EMPANELMENT OF VENDORS FOR
PROVISIONING OF VARIOUS SERVICES AT DIT UNIVERSITY
DEHRADUN**

Bids are invited from the reputed Vendors/Agencies for empanelment for provisioning of various services at the DIT University Dehradun upto 23:59Hours on 25 January 2024. Details are given at Appendices A-C respectively to this communication. Interested parties may forward their documents at admin@dituniversity.edu.in by due date.

Appendix “A”

**TERMS AND CONDITIONS FOR EMPANELMENT OF AGENCIES FOR
VARIOUS SERVICES AND PROCUREMENT OF GOODS
COMMONLY REQUIRED AT DIT UNIVERSITY DEHRADUN**

- 1) The company should provide copies of their registration, Permanent Account No. (PAN), Tan identification Number (TIN) Service Tax no. and VAT no. etc. wherever applicable.
- 2) The agencies should enclose copies of Registration/Approvals from various Govt. Departments like fire control etc. wherever applicable.
- 3) The empanelment will be valid for a period of two years. However, the DIT University reserves the right to annul the empanelment at any time without assigning any reason or call for a fresh empanelment.
- 4) The DIT University reserves its right not to accept offers from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government Investigating Agencies/ Vigilance Cell/courts or without citing any reasons.
- 5) The proposals will be addressed to the DIT University, Administration Branch and to be submitted electronically at admin@dituniversity.edu.in within the stipulated time after release of advertisement.
- 6) Assessment of the proposals will be done by a Committee constituted for the purpose. The committee will evaluate proposals of eligible agencies based on profile track record and other related issues and may call for additional information, if required. Agencies having in-house expertise/facilities will be given preference. The decision of the Committee shall be final and the DIT University reserves the right to amend conditions or withdraw or issue fresh Notifications. The empanelment of any vendor does not guarantee any Service/Work Order etc at any point of time.
- 7) Performance of the agency will be reviewed periodically and those agencies whose performance is not up the mark and those agencies who are not regular in participation in the DIT University’s tender process may be taken off from the empaneled list. The DIT University reserves the right to cancel partially/ entire process of empanelment without any notice at any point of time.

Types of Services

1. INS accredited agencies for designing of advertisements, publicity material, brochures and releasing of advertisement in the newspapers etc.
2. Event management/ stand design and construction on turn key basis for exhibitions and seminars
3. Corporate branding
4. Professional photographers
5. Packaging of exhibits
6. Cargo Handling Agency
7. Traveling Agency (air ticketing and train ticketing)
8. Gift items/ souvenirs
9. Architectural Services.
10. Computer and computer related Activities
 - a. Computer hardware and network equipments (New)
 - b. Computer hardware and network equipments (AMC)
 - c. Systems and Application Software supplier and maintenance service provides including e-mail system new as well as AMC
 - d. Application software development and integration service providers new as well as AMC
 - e. Networking new as well as AMC
 - f. UPS new
 - g. UPS AMC
 - h. Audio visual systems new
 - j. Audio visual systems AMC
 - k. Hardware and software security solution providers and maintenance service providers new and AMC
11. Printing of stationery (office stationery, books, reports etc.)
12. Transport services for local and out station duties.
13. Provisioning of water tankers for supplying of water.
14. Pest control services
15. Provisioning of all stationery items.
16. Provisioning of all kinds of office furnitures.Maintenance and Operations of Three STPs and Two WTPs.
17. Courier services (domestic/ international)
18. House Keeping services namely maintenance of building and fixtures including plumbing, electrical and carpentry and venetian blinds
19. Dry cleaning/ washing of furniture items including chairs, sofas and carpet.
20. Fire protection services (fire extinguishers and fire alarm and detection systems)
21. Staff Canteen Services especially serving of tea/coffee.
22. Catering Services (official functions, meetings and seminars)
23. Provisioning of Pandals ,Kanats,and other associated accessories for various functions.

24. Supply of mineral water
25. Photocopying machines new as well as AMC
26. Fax machines new as well as AMC
27. Air conditioners new
28. Air conditioners AMC
29. Electrical panels new
30. Electrical panels AMC
31. Diesel generator sets new
32. Diesel generator sets AMC
33. EPABX System new
34. EPABX System AMC
35. Electrical voltage transformer new
36. Electrical voltage transformer AMC
37. Attendance recording machine new
38. Attendance recording machine AMC

Note.

The List is Tentative/Indicative only which will vary as per requirements.

Appendix "C"

**APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR
VARIOUS SERVICES**

S.NO.	Organization Profile	Details of Organization
1.	Name of Organization	
2.	Correspondence address	
3.	Contact Person	
4.	Contract Details Telephone No, Fax No. Mobile phone No. Email	
5.	Details of work / services being offered	
6.	Experience (No. of Years)	
7.	Permanent Account No. of Organization (PAN)	
8.	Tan identification Number (TIN)	
9.	Services Tax number/ VAT No.	
10.	Annual turn over for the last three years	
11.	No. of Employees	
12.	List of Clients	
13.	Other relevant details	
14.	List of Enclosures	

I/we hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/ enquiry proceedings have ever been initiated by the Govt. investigation agencies/ vigilance agencies/ courts.

Date: _____

Signature _____

Name _____

Designation _____