

**FORE School of Management**  
**“Adhitam Kendra”**  
**B-18, Qutub Institutional Area**  
**New Delhi- 110016**

**Opening Date: 31-05-2023**

**Closing Date: 10-06-2023**

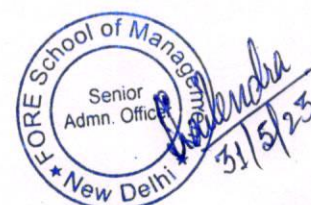
Sealed tenders are invited for AMC of Dspace. Interested vendors /service providers are requested to submit their proposal in a closed envelope mentioning a “Quotation for AMC of DSpace (Institutional Digital Repository) Software (2023-24)”.

**The Scope of Work:**

1. Fixing any bug under the scope of implementation.
2. Monthly preventive monitoring of the system and guidance in data backup.
3. Software updates during the support period (As and when released by DSpace Community).
4. Restoring DSpace with available backup, if the system gets crashed.
5. Application usage support and consultation.
6. Support and help desk facilities for library staff for day-to-day use.

**Terms and Conditions**

1. Please submit your quotation within the stipulated time; the quotation will be opened by the Purchase Committee.
2. Once the quotation is accepted by the Institute, the service provider has to submit an undertaking regarding providing the service as per library terms & conditions.
3. The quotations received after the due date and time or incomplete shall be rejected outrightly.
4. The FSM does not bind itself to accept the quotation and reserves the right to reject any or all quotations without assigning any reason thereof and reserves the right to accept the quotation as it is or in part, or with required modification.
5. The service provider should have at least five years of experience in the field. A list of reputed organisations where the bidder had given such services should be attached.
6. A certificate that your firm has not been debarred/ blacklisted for any reason/ period by any Central/ State Govt. Dept./ Institute/ Organisation, etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of services but may also warrant legal action/ debar/ blacklist which is deemed fit.



7. An appeal against any terms & conditions shall, however, lie with the Director General, FSM whose decision shall be final. The dispute, if any, shall be subject to the jurisdiction of the Courts in New Delhi. Any other jurisdiction mentioned in the quotations or invoices of the services provider shall be invalid and shall have no legal sanctity.
8. In case, any other information/ Clarification is required, the Library may be contacted at Telephone No. 011-41242485 on any working day (Monday to Friday) from 09:00 a.m. to 05:00 p.m.
9. The quotation shall be submitted in a sealed envelope and shall have the superscription **“Quotation for AMC of DSpace (Institutional Digital Repository) Software”**.
10. The sealed quotations, complete in all respects, should be dropped in the tender box located at the security gate at **FORE School of Management, New Delhi** “Adhitam Kendra” B-18, Qutub Institutional Area, New Delhi- 110016 **latest by June, 10 2023**.
11. The commercial envelope must be sealed and kept separately inside the main envelope so as to enable us to view and judge the credentials of your company first and thereafter open the commercial part. The technical part must carry:
  - a. PAN card copy of the Company
  - b. GST certificate copy of the Company
  - c. Certificates as per Sl. No. 5 & 6



(Shailendra Kumar)  
Sr. Administrative Officer  
FORE School of Management