



श्री माता वैष्णो देवी विश्वविद्यालय

**Shri Mata Vaishno Devi University**

Sub Post Office, Katra -182320, J&K

Ph: 01991-285524, 096228-85588, Fax: 01991- 285687

Email: purchase@smvdu.ac.in

NIQ. No: SMVDU/LIB/ 2023-24/2757

Date: 12.01.2024

**Notice Inviting Quotation**

**Sub:- Supply & Installation of QUILLBOT-software for SMVDU**

Quotations in sealed cover are invited for the Supply & Installation of QUILLBOT software at the University on behalf of Registrar SMVDU for the Head of the Central Library from reputed registered firms / Publishers/Co-operative stores / Suppliers or Manufacturers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned items/jobs;

Sr. No.	Details of the Item / job	Qty/Users
1	QuillBot Team Plan	150
	1 Year Subscription	

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by Monday,22<sup>nd</sup> January,2024 latest by 12 Noon. Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the next working day at 2:30 P.M. in the presence of authorized representatives, should they wish to attend the same.

**Terms & Conditions**

1. Proprietary Certificate must be provided along with the quote on company letter head duly signed & stamped.
2. Rates should be written in figures as well as words. Delivery duration, GST rates, Delivery charges, or any other rates/charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities [Format enclosed at Annexure 'A']**.
3. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by Monday,22<sup>nd</sup> January,2024 latest by 12 Noon.
4. The quotation / **Schedule of Quantities/number of users** should be on the letter head of the Company with reference no. and date on it, duly signed and stamped.
5. The quotations should be submitted in a sealed cover, addressed to the Faculty Incharge, Central Library , super-scribing the NIQ issue number & date and due date & time failing which the quotation is liable to be rejected.
6. Price quoted for the eResources/material / equipment shall be final and valid for 3 months.
7. Quotation without the authorization from the Publisher/Company will not be accepted.
8. Since it is a online subscription therefore the IP range has to be provided to the supplier instead of onsite delivery
9. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.



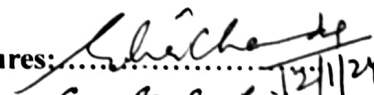
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10. SMVDU reserves the right to increase the quantity mentioned in this NIQ or to split this quotation and place order on one or more suppliers/ bidders; as well as, the right to reject partly or completely, the quotations without assigning any reasons thereof.
11. The quotation should be complete in all respects and the publisher shall give the Make/ Brand name offered for the items in the quotations. Wherever applicable, technical literature may please be enclosed along with quotation.
12. One year subscription of QuillBot shall be guaranteed for satisfactory performance from the date of access activation in relevant cases.
13. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in access activation period.
14. All taxes / duties should be clearly mentioned in the Quotation.
15. AFTER SALES SERVICE: The offer shall clearly state full details of the after sales service facility available for the online resource.
16. Access to **QuillBot** would be available, 24 hours / 365 days in a year.
17. Onsite free training and on-going support services shall be provided.
18. Access would be supported by multiple authentication methods, including IP Authentication, remote access software like Open Athens, Ez Proxy, Shibboleth and https, referring URL, user ID and password, cookies etc
19. Access would be provided to the university within 24 Hours of receiving order and payment from the publishers end. Other Terms & Condition will remain as per university norms.
20. Bill in the name of Registrar, SMVDU to be provided.
21. JURISDICTIONS FOR DISPUTES: In all disputes, the decision of the Registrar, SMVDU, shall be final, conclusive and binding on the supplier. All disputes shall be subject to the jurisdiction of the courts in the District, Jammu.
22. DEVIATIONS: Deviations, if any from the specifications given which provide for improvement in the functioning of the equipments will be accepted. Such deviations and their advantages shall be clearly brought out in the tender / quotation.
23. E-resources covered in the databases should be with multiuser access facility and with unlimited videos and download facilities
24. Vendor/supplier/publisher should provide unlimited access within the University campus/outside through username and password
25. Publisher should provide two trainings to users of the University in subscribing year and the resource provider should provide online help screens and/or online user documentation manuals to the users.
26. Subscription duration will be counted from the date of subscription start.

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*MA*  
*M. Gupta*

27. Statistical reporting to the library must include the information provider/ supplier should provide statistics for each use of that package directly to the library whether participating individually or as a member consortium. Detailed statistical report on usage of various contents should be made available to the library through administrative access.
28. So far as the authorized-users are concerned authorized-users are all persons with a current, authenticated affiliation with the subscribing institutions and this should include full time and part time students, employees (faculty, staff, and visiting researchers).
29. Offerings should be fully compatible and accessible on devices like-Smart phones, iPods, Tablets, op, Laptop, and Android and iOS platform.
30. The vendor should notify the user/library at least 2 months in advance prior to the subscription renewal date.
31. The availability of quality statistical data is important in understanding how well resources are use how cost effective they are compared to other products. The vendor must provide quality statistical reporting to the subscriber/user/library.
32. The service provider must train us on how to prevent misuse of the e-resources. However the library/University will not be liable for any unauthorized use of the data/information.
33. The e-resource platform should maintain a minimum of 99.9% uptime and the server should be capable of handling the peak loads without compromising on speed of content delivery.
34. In case of disruption in providing access to e-library for two continuous days or more, the contract period shall be extended for equal number of days.
35. The bidders should provide live Demonstration of their package and the facilities offered to the Tender Committee after opening of technical bid. Four Demonstrations/Training classes will be taken by the supplier within the year at our University.
36. User Manual (soft copy & Hard copy) should be provided by the e-resources package supplier.

The NIQ shall be available on the University Website: [www.smvdu.ac.in](http://www.smvdu.ac.in) For any query contact Head of the Central Library at the following email id: [librarian@smvdu.ac.in](mailto:librarian@smvdu.ac.in)



 Signatures:   
 Head of Central Library  
 Date: 12/1/24 SMVDU

[To be provided on Firm/Company Letter Head]

**Schedule of Quantities**

**Name of the Job: Supply & Installation for QuillBot- software**

**Ref: NIQ Number :..... Date: .....**

Sr. No.	Details of the Item	Qty	Rate per item	Amount in Rs.	GST rate	GST Amount in Rs.	Total Amount inclusive of GST in Rs.	
1								
2								
3								
4								
	Less: Discount if any							
	Add: Delivery Charges if any							
	Add: GST if any							
	Net Amount to be paid in Rs.							
	Deliver Period							

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**Additional Terms and Conditions [if any]:**

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**Bank details for RTGS Transfer**

Name of the Account:

Account No.:

Account Type:

Bank Name:

Branch name and Address:

IFSC Code:

**Signature & Stamp of the Supplier**