

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-110 002**

**NOTICE INVITING TENDER**

UGC has been running a scheme of Rajiv Gandhi National Fellowship for SC/ST on behalf of Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs. There are 2000 slots p.a. (1333 for SC and 667 for ST) under this scheme. The tenure of the fellowship is 5 years. In response to the advertisement last year about 9000 to 10,000 applications were received against the total slots of 2000. Under this scheme financial assistance is provided to the selected awardees to pursue higher studies leading to M.Phil / Ph.D. Degree.

The UGC intends to outsource the work of selection and award of fellowship. To start the selection process sealed quotations indicating per application rates are invited from the reputed vendors having performed the similar nature of work for atleast three (3) Govt./State/Centre or PSU etc. For preparing (i) Synopsis of all applications received (ii) Preparation and issuing including postage by speed post/courier award letters to 2000 selected candidate (iii) Preparation and issuing including postage by speed post of sanction letter for providing amount of fellowship, to the end user's. The specimen of the synopsis is given as Annexure-I. The specimen of award letter as well as sanction letter may be obtained from the Under Secretary (SA-III).

The intending agencies/vendors may note that every other things being equal preference will be given to Scheduled Commercial Banks as they will be ultimately able to perform the job better so that 2000 selected awardee are to be provided fellowship for a maximum period of 5 years on year to year basis, based on the submission of Utilization Certificate for the first and subsequent years of grant.

The sealed quotation should reach the Under Secretary (SA-III), UGC within 30 days from the date of publication of this notice in the press.

**TERMS/CONDITIONS/INFORMATION FOR SELECTION UNDER RAJIV GANDHI NATIONAL FELLOWSHIP FOR SC/ST.**

1. The applications to be received in response to our advertisement under RGNF for SC/ST will be collected by the selected agency at regular intervals for preparation of synopsis (brief summary). Hard copy and Soft copy of the synopsis will be sent by the selected agency to the designated UGC officer/official. Selected agency will be required to make its own arrangement for collection of the application forms from UGC.
2. After making final selection by the UGC, 2000 award letters will be issued to the selected candidates on the basis of the list made available to them by the Commission. A copy each of the award letter will also be endorsed to the concerned Universities/Colleges/Institutions and the Head of the Department. All these letter's i.e. award letter/endorsement copies thereof will be dispatched at vendor's cost by speed post/courier.

3. After preparation of the award letters it will be sent to UGC for signature of the designated officer. After signature these will be collected by the selected agency for dispatch at vendors cost by Speed Post/Courier.
4. The sanction letters and endorsement copies thereof will be prepared by the selected agency and these will be sent by the selected agency to the designated UGC officer for signature. After signature these will be collected by the selected agency for dispatch at vendor's cost by speed post/courier.
5. The contract shall be valid for one year and can be extended for a further period of maximum two year, with mutual consent, on the same terms and conditions provided the selected agency has performed the job assigned satisfactorily.
6. This job work is required to be completed with in the stipulated time i.e. maximum period of three months.
7. The selected agency will maintain utmost confidentiality and accuracy while doing this job work.
8. The agency will submit a performance security in the form of DD/Bank guarantee for Rs. 25,000/- with the UGC. In the event of failure of contractual obligations the performance security will be forfeited.
9. UGC reserve the right to reject any or all tenders without assigning any reason.

