

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK
DEAN COLLEGES DEVELOPMENT COUNCIL
M.D.UNIVERSITY, ROHTAK**

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STANDARD BIDDING DOCUMENTS FOR ADMISSIONS/COUNSELLING FOR B.ED. & M.ED. PROGRAMS FOR THE SESSION 2020-21 IN EDUCATION COLLEGES AFFILIATED TO M.D. UNIVERSITY, ROHTAK.

Name of work: Admissions/counselling to B.Ed. & M.Ed. regular programs for the session 2020-21 in affiliated colleges to M.D. University, Rohtak.

PRESS NOTICE

M.D. UNIVERSITY, ROHTAK Notice Inviting E-Tender	
Name of work	Admissions/counselling to B.Ed. and M.Ed. regular programs for the session 2020-21 in affiliated colleges..
Estimated Cost	Rs. 8,00,000/-
Tender Docs Fee + E Service Fees	Rs. 1000/- + Rs. 1000/-
Earnest Money	Rs. 16,000/-
Time Limit	10 days
Tenders to be received till:	29-09-2020 upto 05:00 P.M.
<p>i) The tenders will be received only through E-tendering for further details visit website http://www.etenders.hry.nic.in.</p> <p>(ii) Cost of Bid document is Rs. 1000/- (non refundable), e-service Fees is Rs. 1000/- (non refundable) and Earnest Money as stated above will be deposited through online Net Banking/NEFT/RTGS.</p> <p>(iii) The contractors/agencies will keep in touch with the University Web site (http://www.etenders.hry.nic.in) for any amendment/addendum till the last date/revised last date of submission of tender and may incorporate such changes in the tender bids, if required.</p>	

Registrar
M.D.U., Rohtak

e-Tender Notice

e-Tenders are invited for Online Applications for admissions/counselling for B.Ed. and M.Ed. regular programs for the session 2020-21 in Education Colleges affiliated with this University from the reputed service providers. The e-tender bids will be received only through e-Tendering and any offline tender documents received in university without filling the e-Tendering online application will be summarily rejected. It is to further clarify that the submission/upload of technical/eligibility etc.

Sr. No	Description of work	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & e-Service Fee	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Admissions/counselling to B.Ed. and M.Ed. regular programs for the session 2020-21 in affiliated colleges.	Rs. 8.00 Lacs	Rs. 16,000/-	Rs. 1000/- for Tender Document fee & Rs. 1000/- for e-service fee	19-09-2020	29-09-2020 upto 05:00 P.M.

e-Tender incomplete in any respect or if required fees (as mentioned above) is not submitted is submitted timely, will be summarily rejected. For more details and downloading of tender document, visit University website www.mdu.ac.in under Tender section and bidders may apply through <https://etenders.hry.nic.in/nicgep/app>.

Important Dates

Last date of receipt of e-Tender	29-09-2020 upto 05:00 P.M.
Date of Opening of e-Tender (technical bid & its evaluation) at Committee Room adjacent to Registrar Office , University Secretariat, M. D. University, Rohtak	30-09-2020 at 10:00 A.M.
Presentation of Online counselling & Admission work (start to end) to check the capability and suitability of programming, if required at Committee Room adjacent to Registrar Office , University Secretariat, M. D. University, Rohtak	01-10-2020 at 10:00 A.M.
Date of Opening of e-Tender (financial bid) at Committee Room adjacent to Registrar Office , University Secretariat, M. D. University, Rohtak	01-10-2020 at 04:00 P.M.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

A. SCOPE OF WORK

The scope of work for inviting applications for admissions/counselling for B.Ed. and M.Ed. regular programs for the session 2020-21 in Education Colleges affiliated to Maharshi Dayanand University, Rohtak is detailed below:-

- i. Design, hosting and operations of web portal for inviting/receiving admission applications and counselling of applicants.
- ii. Online collecting admission/counselling application fee in a secure manner.
- iii. Counselling of applicants as per academic merit, reservation category and in order of college preferences.
- iv. There will be two phases of admission process consisting of 3 (three) rounds of counselling in each phase
- v. Applications will be invited in each phase separately.

VOLUME OF WORK

- i. Number of Colleges involved in admission and counselling process – **119 Nos**
- ii. Number of seats for B.Ed. admission – **13320 Nos**
- iii. Number of seats for M.Ed. admission - **1250 Nos**
- iv. Expected number of applicants - **40,000 Nos**

NOTE: The numbers are approximately and may increase/decrease.

B. BIDDER'S ELIGIBILITY CONDITIONS:

- i. The registered company /agency should be operating in India for a minimum of last 10 years in the field of IT solutions and services i.e. Online Counselling & Admission work. No consortium bidding is allowed and any bid of such nature shall be out right rejected.
- ii. The bidder should have an annual average turnover of Rs. 50.00 lakh in last three financial years from IT related and examination services.
- iii. The bidder must have submitted ITR's of last 3 years.
- iv. The bidder must be registered with GSTIN, Trade Licence, TAN, Income Tax/ Pan Number etc.
- v. The bidder should have successfully completed at least three Online Counselling & Admission work with reputed Universities in last three years. Proof of the same must be attached.
- vi. The bidder should have experience for successful completion of online counselling and admission work for minimum 50000 applications in any counselling project.
- vii. Bidders will have to successfully run a presentation of Online counselling & Admission work (start to end) to provide their capability and understand of subject. Financial bid of only such successful bidders will be opened.

- viii. The bidder shall upload a certificate with the tender that the firm has not been debarred/blacklisted for any reasons/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. University committee reserve the right to reject the bid of such debarred/blacklisted firm. Concealment of facts shall not only lead to cancellation of the work order, but may also warrant legal action.
- ix. The individual signing the tender or other documents, in connection with the tender must certify as to whether he or she has signed as:-
- A “sole Proprietor” of the firm or constituted attorney of such sole proprietor.
 - A Partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney, in the alternative all the partners should sign the tender.
 - Authorised signatory of Public Limited Company or Private Limited Company.

C. OTHER TERMS AND CONDITIONS:

- Admissions will be restricted to the College/Institutions within the jurisdiction of the Maharshi Dayanand University, Rohtak offering B.Ed. and M. Ed. Regular Programs.
- The tender/quotation must be valid for a period of at least three months from the date of its opening.
- All costs/charges must be quantified and spelt out in clear terms. Non-quantified costs/charges shall not be considered.
- M.D. University, Rohtak shall not pay for transportation of equipments, manpower etc. from the location of the Service Provider to MDU Campus.
- The successful bidder shall be required to deposit Performance Security equivalent to 10% (ten percent) of the cost of the contract for service. Performance Security shall be valid for contract period + 3 months. The Performance guarantee should be drawn in favour of the Finance Officer, M.D. University, Rohtak in the form of Bank Guarantee.
- Earnest Money along with Bank Guarantee/F.D. for performance security shall be forfeited if the Service Provider backs out after the award of contract or withdraws from the contract without completing the entire process of admissions or breaches the contract on any other count.
- During evaluation of tender the tender committee may, at its discretion, ask the bidder for clarification of bids and negotiation of rates. The request for clarification and the response shall be in writing.
- The University/Committee constituted for the purpose reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior to award of contract without assigning any reason thereto without any obligation to inform the affected bidders.
- The quotees must append the following documents with the tender :
 - Documents in support of three years on-line counseling experience.
 - Copies of PAN/TAN.
 - Copies of GST Number along with latest GST clearance certificate.
 - List of clients (Central/State Govt. Dept./University/PSU/private organizations etc.) along with complete addresses and telephone numbers and satisfactory service certificate.
 - Proof of annual turnover of Rs. 50.00 lakhs for last three years certified in the C.A./Annual Audit Report.

10. The Service Provider appointed for online counseling/admissions shall enter into a binding agreement with the University for the execution of work/project wherein all the obligations of both the parties shall be spelt out.
11. The payments terms shall be as under :
 - (i) No advance payment shall be made. The Service Provider shall raise the bills after the counseling/admissions are over. The University shall make the payment on successful completion of the job, if the bill(s) is/are found in order.
 - (ii) GST any other statutory tax/cess/levy shall be deducted at source as per Rules prevalent at the time.
 - (iii) Costs/charges not mentioned in the quotation/tender shall not be paid.
12. The Service Provider shall be liable to pay penalty upto 10% of the cost of the total contract, if there is a written complaint from the Admissions committee of the University. The amount of penalty shall be deducted from the Service Provider's bill. The contract shall be terminated at three hour's notice in case of non-performance of the Service Provider.
13. The Service Provider shall indemnify/compensate the University for all losses caused by any for and against action, demand, proceedings, prosecutions, attachments, non-payment of taxes, no-clearance of liabilities etc. arising due to contractor's fault.
14. The University shall not be responsible for payment of any claim whatsoever made by the employees engaged by the contractor.
15. The University shall not be liable for discharging any financial, judicial and or administrative commitments made by the contractor to any entity whatsoever.
16. In case, any family member of the quote is serving in the University, then the quote must record a certificate to that effect on the offer, failing which the quotation/tender shall be rejected out rightly.
17. The bidder shall submit a copy of the registered partnership deed, if any, with the quotation/tender and the copy must be signed by all the partners.
18. The Service Provider shall be responsible for the design, development and maintenance of the dynamic website/portal.
19. The Service Provider shall arrange Internet connectivity at their own level.
20. The Service Provider shall demonstrate the complete counseling process at least 5 days before the date of start of the counseling/admission process.
21. The Service Provider shall provide the services of a Call Centre with adequate Call Attendants either at Rohtak or at their headquarters at their own cost to handle queries from the admission seekers from across the country.
22. The Service Provider shall be responsible to address all kinds of Grievances of all the admission seekers and stakeholders.
23. The Service Provider shall make arrangements for support to admission seekers and University/Colleges/Institutions through SMS/e-mail.
24. The Service Provider must depute adequate manpower to handle the counseling/admission process.
25. The Service Provider shall quote rates per applicant (application fees paid without GST). GST will be paid as applicable.
26. The Service Provider shall be responsible for making arrangement for secured collection of registration/counseling fee through online mode using credit card/debit card payment gateway, etc. by integrating University Account Numbers with two gateway approved by RBI. The Service Provider shall also be responsible for submission of reconciled account of collection to the University.
27. The failed/multiple transactions and charge back issues have to be handled and resolved by the service provider.
28. The Service Provider shall be responsible for the following :

- i. Design and development of Registration Form with a provision of its online filling and submission through controlled data access system.
 - ii. Design and development of Choice Filling Form with a provision for 20 choices and its online filling and submission through controlled data access system.
 - iii. Online display of List of Colleges/Institutes offering B.Ed. programs.
 - iv. Display a overall merit lists.
 - v. Provision for online change of Choices before locking in each phase.
 - vi. Processing of Allotment of Colleges/Institute till the last counseling.
 - vii. Issue of online Admission Advice (Allotment Letter) to the candidates as per their choice in student login.
 - viii. Online transmission of admission data (list of selected candidates) to the Colleges/Institutes (college administrative panel).
 - ix. University administrative panel with dashboard for status of applications and colleges.
 - x. Collection of feedback (online) on admission data from the Colleges/Institutes (vacant/filled seats, etc.) before and after auto-upgradation in college panel.
 - xi. The user interface should be browser-based and user-friendly. There should be sufficient checks in the system for editing and validation of data and change logs on important data. The system should provide safeguards to prevent damage to data due to operator's mistake, simultaneous updating, module unavailability or system failures.
- 29.** The Service Provider shall be responsible for the following :
- i. Submission of all related MIS reports to M.D. University and colleges/institutes.
 - ii. Monitoring of discrepancies, if any, and immediate corrections thereof.
 - iii. Supply of three hard Copies of the list of admitted candidates colleges-wise as well as category-wise (Art/Science/General/Reserve/Male/Female) alongwith soft copies thereof.
- 30.** The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the tender or invoices or any other document shall have no legal sanctity.
- 31.** Terms and conditions of the firm, if any, shall not be binding on the University, except those mentioned specifically on the work order, and acceptance of the work order shall be construed as the firm's complete agreement to all the terms and conditions contained in the work order.
- 32.** The Service Provider shall submit the details of applicant on daily basis so that the accounts may be reconciled daily.
- 33.** The bidders or their authorized representatives shall be allowed to attend the meeting of the Tender Opening Committee at their own (quote's) costs.
- 34.** The successful bidders shall be responsible for implementing any policy/administrative changes in the admissions/counselling process without any additional cost/charges.
- 35.** In case, the firm selected for the purpose fails to execute the order on the rates, terms and conditions to be contained in the order, culminating into termination of contract, the firm shall be liable to such action as blacklisting, debarring from having any business with the University, forfeiture of earnest money/ security, recovery of loss that might be caused to the University.
- 36.** The University shall not be liable for making any payment of claims made by the employees of the firm selected for the purpose.
- 37.** The firm selected for the purpose shall not use any pirated software. The University shall not be responsible for any liability arising out of use of pirated software. The University shall not be responsible for any suit for demands on account of infringement of copyright or any other laws by the firm selected for the purpose.
- 38.** Any taxes shall be deducted in accordance with the Income Tax/GST Act/ Rules etc. in force from time to time.

- 39.** In case, any other information/clarification is required, the undersigned may be contacted at Telephone No.9518494674 on any working day (Monday to Friday) during office hours (9:00 a.m. to 5.00 p.m.).

REGISTRAR

Check List Cum Performa for Evaluation of technical Bids

Sr. No.	Descriptions	Bidder's Response Yes/No
1	Documents in support of three years on-line counselling experience	
2	Copies of PAN/TAN.	
3	Copies of GST Number along with latest GST clearance certificate.	
4	List of clients (Central/State Govt. Dept./University/PSU/private organizations etc.) along with complete addresses and telephone numbers and satisfactory service certificate	
5	Proof of annual turnover of Rs. 50.00 lakhs for last three years, certified by the C.A./Annual Audit Report.	
6	A self certificate that the firm has not been debarred/blacklisted for any reason/period by any Central/State Govt. Dept./University/PSU etc.	
7.		

Performa for Financial Bid

Sr. No.	Description	Basic rates without GST (Rs.)
1.	Rate quoted per fee paid application	