



Form No. : P & SD/

UNIVERSITY OF ALLAHABAD

(A Central University established by an Act, 2005 of Parliament, Govt. of India)

(Limited Tender Enquiry - LTE)

No. : PB/252/2020

Dated: 08.10.2020

e - Counselling for Admission - 2020

Dear Sir/s,

The University hereby invites sealed tenders from bonafide and resourceful Service Providers for the e - Counselling for admission to the various courses of studies under University of Allahabad for the session 2020-2021 in favour of "**Director Admissions - 2020**" giving lowest rate per candidate participating in counselling for the scope of work enumerated as under along with terms and conditions in sealed cover addressed to **Pravesh Bhawan, Chaitham Lines Campus, University of Allahabad, Prayagraj - 211 002** so as to reach this office till 16.10.2020 with in office hours (9:00 a.m. to 5:00 p.m.):

Scope of Work

1. Development of Admission Counselling Portal and integration with University Website:

- 1.1. Hosting of admission counselling management system and associated database on a fast, fault tolerant, fail over, reliable and globally accessible server connected through high bandwidth. Link is to be provided on University website.
- 1.2. Domain name registration.
- 1.3. Mirroring of database to a specified University server.
- 1.4. Hosting Information Bulletin(s) related to admission counselling on the portal in pdf format.

2. Online Submission of Admission counselling choices:

- 2.1. Design online form with fields to be specified by the University.
- 2.2. Registration by the candidate through valid mobile number and email. Admission counselling window will remain active at different time periods for different courses/ programmes as specified by the University authorities.
- 2.3. Reset of password/ recovery of registration number through SMS and email.
- 2.4. Help pop-ups and required prescribed validations for each field including eligibility conditions/ date of counselling for various courses. Eligibility conditions include percentage of marks in qualifying examination and age limit which may vary for various courses of study.
- 2.5. Uploading of data, scanned documents (Specified certificates to check eligibility), colour photo and signature by the candidate. Acceptance of images only in proper size and resolution is to be ensured.
- 2.6. Integration with designated payment gateways for University fees as specified by University.
- 2.7. Scope for different admission fees for different courses to be available.
- 2.8. Display of final shape of admission counselling form (with entries and other static essentials prescribed by University) to candidate before final confirmation of entries and submission of forms.
- 2.9. Print/ download facility (browser independent) of complete admission counselling form in pdf format with auto generated form number to be available to the candidate.
- 2.10. To provide telephone and email help desk for answering queries of applicants regarding online registration process.
- 2.11. Integration of data set with the agency administered the entrance test in University of Allahabad for various courses.

3. Result Processing and Rank Card Generation:

- 3.1. Results of admission test conducted and the category wise rank list for various courses of study will be provided by the University.
- 3.2. No rank will be given to a candidate with qualifying examination result awaited who fails to secure minimum percentage of marks in the qualifying examination as per admission brochure previously published.

4. Registration for e-Counselling:

- 4.1. Candidates having a rank, in any of the tests for which he/ she appeared, will be allowed to register for e-Counselling.
- 4.2. Candidates registered for e-Counselling can fill the choice from the list of available programs based on the test papers they have qualified during a period specified by University.
- 4.3. Integration of data set generated by the firm which administered the entrance test for various courses of study in the University of Allahabad for the academic session 2020-2021.

5. Seat Allotment and Online Admission:

- 5.1. Seat allotment will be done on the basis of category wise available seats in a programme/ course (provided by University), choice preference given by the candidates, his category and rank in the entrance examination. Allotment lists are to be published in the portal.
- 5.2. The University authorities have to be given an admin window to verify the documents submitted by the candidates online. The University authorities allow the allotment of a seat to the applicants after verification of the documents online. Two stage of verification and allotment of a course should be provided to the University authorities online. A candidate being allotted a seat would be able to pay online the requisite admission fee.
- 5.3. Integration of fees account for online payment will be the responsibility of the vendor.
- 5.4. The allotment and admission fee payment process can be repeated multiple times, minimum three rounds. An admin interface will have to be provided to University for recording the candidates accepting the offered seats after each round.
- 5.5. Candidates not accepting the offered seats, within the stipulated time, will not be considered for further rounds.
- 5.6. Candidates accepting an offered seat by paying the admission fee will be allowed to opt to participate in further rounds of allotment for a seat in a programme with his/ her higher choices until he/ she has not been able to secure a seat of his/ her first choice.
- 5.7. The provision for the auto up gradation in the allotted seats to the applicant may be given.
- 5.8. Candidates should get a admission fees receipt, admission card and Identity card after successful admission to their respective department/course.

6. Backups: Retention and provision of database to University (in MS Access/ MS Excel format) to be provided for generating different types of statistical reports and graphs for future use.

1. While submitting the quotation following should invariably be mentioned:
 - a) Discount, if any.
 - b) GST at confessional rate as applicable to the Educational Institutions.
 - c) Period of validity – (minimum six months).
 - d) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
2. It is mandatory to mention GST number (if applicable) on quotation.
3. Terms & Conditions as applicable are attached.

N.B.

1. Under no circumstances unsealed quotation will be entertained in the office.
2. Quotations received after the due date shall not be considered.

(Prashant Agarwal)
Director
Admission - 2020

Encl: Approval of the Hon'ble VC dt.

Copy to:

1. Purchase Officer for uploading on the NIC website.
2. Chairman, ICT Cell, University of Allahabad.

(Prashant Agarwal)
Director
Admission - 2020

Annexure I: Terms & Conditions

- 1) **Service to Be started** at University Campus within 07 working days of issuing work order.
- 2) **Eligibility:** Technically sound agencies having adequate infrastructure and experience of handling work of similar nature i.e. online application processing, entrance examination process, e-counselling of various IITs/ Central Universities/ Government Bodies involving multiple subjects and online declaration of results are eligible for this tender.


The bidder must fulfil the following criteria:

- a. The bidder should have a minimum turnover of Rs. 5 Crore in each or on average during the last 3 financial years viz. 2017-18, 2018-2019, 2019-2020.
 - b. The bidder should have CMMI Level 3 or more certification.
 - c. The bidder should furnish work order/ job completion certificate in favour of their claims for successful handling of such job(s).
 - d. The bidder should be technically sound with adequate infrastructure and should have disaster management capabilities.
 - e. The bidder should have audited balance sheet for last three years viz. 2017-18, 2018-2019, 2019-2020.
 - f. The bidder must have a valid Trade License, PAN, GST/ VAT/ Sales Tax/Service Tax registration number.
 - g. The bidder should have a registered office in India with proper infrastructure, facilities, confidential data centre and experienced manpower.
 - h. Mere fulfilment of minimum eligibility criterion does not guarantee qualification of a bidder in technical evaluation.
- 3) **Partial quotations are not allowed for this tender i.e. bidder should quote all item. For overall item lowest bidder (L1) will be selected.**
 - 4) Quotation received after due date and time shall be summarily rejected.
 - 5) Unsolicited / conditional / unsigned tenders shall not be considered.
 - 6) Rates must clearly indicate all taxes and discounts offered, if any.
 - 7) No price negotiation will be entertained in normal course of action.
 - 8) Delivery shall be given as per the purchase order at the University Campus. The offered delivery period shall have to be strictly adhered to in case an order is placed.
 - 9) **Payment Condition:-**The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid. Contract Price specified in Price Bid should be based on the taxes & duties and charges prevailing at the date one day prior to the last date of Bid submission. Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary certificate will be issued for such deductions. Bidder submitting a bid shall produce valid statutory documents / certificates with respect to GST, Income Tax, ROC, Prof. Tax, Trade Licence, etc. All such documents / certificates shall remain valid on the last date of tender submission. GST component of the invoice of the bidder may be kept on hold in case there is any mismatch / irregularity in GST return filling on the part of the bidder. 100% payment will be released after completion of work and duly certified by Director-Admissions-2020. Successful vendor should arrange to submit a performance security deposit in form of Performance Bank Guarantee to the tune of 10% amount of the total purchase value at the time of submitting the bill. This performance security deposit should be issued from any Nationalized Bank and validity of the same will be till 1 year or warranty period +60 days whichever is higher from the date of delivery of the material. The payment will be made by RTGS / FUND Transfer mode only. Advance payment not allowed. Hence, following information must be clearly written in the Price Bid for RTGS /

FUND TRANSFER:

- A. Name of the Firm with complete postal address
- B. Name of the Bank with Branch where the Account exist
- C. IFSC CODE
- D. ACCOUNT No
- E. PAN No

- 10) Payment shall be made after satisfactory completion of work duly certified by Director-Admissions-2020.
- 11) Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
- 12) The acceptance of the quotation will rest with the competent authority of Allahabad University, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotation & received without assigning any reasons.
- 13) All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
- 14) All suits shall be in the courts of Allahabad Jurisdiction only.
- 15) Terms & conditions of purchase as per University rules shall be applicable.
- 16) Tender(s) / Quotation(s) should be addressed to the Director Admissions – 2020, Pravesh Bhawan, Chaitham Lines Campus, University of Allahabad, Prayagraj – 211 002.
- 17) If the prices quoted by two or more firms are equal then award of tender will be decided on the basis of higher average annual turnover during the last three financial years.


Prof. Prashant Agrawal
Director
Admission Test 2020
University of Allahabad-211002

Annexure II : Technical Bid Application Format
(Please attach all relevant documents)

The Director Admissions – 2020
Chatham Lines Campus
University of Allahabad
Prayagraj – 211 002

Sub: Application for Sealed Tenders are invited from the bonafide and resourceful Service Providers for developing a portal for online management process for University including e- Counselling for admission to various UG & PG Programmes.

Ref: - _____ LTE Nodated

Sir,

1. ABOUT THE ORGANIZATION

1.1	Name of the Organization	
1.2	Name of Authorized Person	
1.3	Telephone no. & email address	
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail	


Prof. Prashant Agrawal
Director
Admission Test 2020
University of Allahabad-211002

ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID**COMPLIANCE STATEMENT**

Para of Quotation Enquiry Specification	Item Description For any enquiry/ clarification /Detailed Scope of Work bidders are requested to visit/Contact the site	Compliance to Quotation specification whether yes or no	In case of non compliance Deviation from quotation Specification to be indicated in unambiguous term.
1	2	3	4
Developing a portal for online management process for including e - Counselling for admission to various UG & PG Programmes	Scope of Work as Per tender no..... dated		

PRICE BID

Sl	Item Description (Specification as per Compliance Sheet)	Rate per candidate participating in the counselling (in Indian Rupees)	Applicable GST %	Total Amount With Taxes
1	2	3	4	5
1	Developing a portal for online management process for Admission including e- Counselling for admission to various UG & PG of University of Allahabad Scope of Work as Per the tender document			

Prashant Agrawal
Prof. Prashant Agrawal
 Director
 Admission Test 2020
 University of Allahabad-211002

DECLARATION

I, Sri/Smt. The
Managing Director/Proprietor (etc.) of the Firm,
..... (Name of the firm) at
(address)..... do hereby
solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide any goods/services/work to any Educational Institutions/Govt. or Govt. undertaking Organization /Institution in India.
2. That no case is pending against me or against my firm in any criminal court of law or blacklisted/debarred/banned to provide similar items to the Educational Institutions / Govt. or Govt. undertaking Organization / Institution in India.
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of Government of India and University of Allahabad.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
5. I/We agree to complete the entire work in accordance with the technical specifications within the period specified in the invitation for Quotation. We also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.
6. The firm will ensure the confidentiality of work.s


Signature of the Bidder

Date:.....

Name:

Designation:

Seal


Prof. Prashant Agrawal
Director
Admission Test 2020
University of Allahabad-211002