

INVITATION TO TENDER
(Non-Transferable)

Creation of admission web portal for online admission to BAMS/ BHMS & MD/MS (Ayurveda) counseling for the session 2020-21 at Shri Krishna AYUSH University, Kurukshetra.

Ref: Tender No.

1. Sealed Tenders in the prescribed format (attached) are invited from reputed Individual / Firm / Agency / Company / Dealer for **Creation of online admission web portal for admission to BAMS / BHMS & MD /MS (Ayurveda) counseling** in two bid system i.e.
 - i. Technical bid
 - ii. Price-bid
2. Tenderer should attach processing fees in the form of Demand Draft of Rs 500/- in favour of 'Registrar, Shri Krishna AYUSH University, Kurukshetra payable at 'Kurukshetra' along with Technical Bid of the Tender Document.
3. The completed tender is required to be submitted along with the E.M.D. @ 2% of total cost in quotation (Financial Bid) mentioned in Annexure-III in the form of demand draft drawn in favour of 'Registrar, Shri Krishna AYUSH University, Kurukshetra' payable at 'Kurukshetra'. The EMD in the form of DD should be kept with the Technical Bid.
 - i. The Technical Bid will be opened on 14.12.2020 at 11:00 am in the University, in presence of tenderers or their authorized representatives, if present.
 - ii. The EMD amount without interest will be returned to the unsuccessful tenderer within 30 days from the award of the Contract.
4. The Tender must be submitted in the prescribed formats only for 'Technical bid' and 'Price bid' together with its enclosures as asked for.
5. The Tenderer, with prior appointment on any working days, may visit the office of the University to get familiarized with the nature, specification and scope of work in case of required work. The Tenderer may contact Creation of admission web portal for online admission to BAMS/ BHMS & MD/MS (Ayurveda), Shri Krishna AYUSH University, Kurukshetra for this purpose.
 - i. By submitting the tender, Tenderer shall be deemed to have fully familiarized with all the requisite conditions and obligations under which the tenderer has to perform. The University will not be responsible for any postal delay. Any tender received after the above mentioned date and time shall not be considered.
6. Tenders which are not submitted in the prescribed formats and/or without requisite document and incomplete in any manner shall not be considered. Tenderer should submit the Tender duly signed on each page with the rubber-seal of respective Individual/Firm/Agency/Company/Dealer indicating status of the signatory.

- i. Tender with additional or counter clauses/items and/or any additional conditions if incorporated, will be liable for rejection and Institute will not be bound to give any explanation for such rejections.
- 7. Eligibility for participating in the Quotation:** Permission of participating in the quotation will be given only to those fulfilling the following eligibility criteria:
- a. Only reputed companies dealing in the business of software development will be allowed to participate in the Quotation process. Relevant documents (like Trade license, etc.) in support of the same must be furnished. No Intermediate General Supplier will be allowed.
 - b. The bidder should have at least 05 lakh turnover in the financial year 2018-2019.
 - c. Bidder has to comply fully with the Technical Specification as provided in the Quotation Document. Conditional bid will be summarily rejected.
 - d. The organizations which are blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed in this tender are strictly forbidden from participating in this quotation process. Bids submitted by any such blacklisted organization, if found at any point of time in this quotation process, will be summarily rejected. If any such blacklisted organization is found after award of purchase order, then the purchase order will be cancelled and the earnest money deposit and/or security deposit and/or the bank guarantee will be forfeited to SKAU, Kurukshetra. An ink-signed declaration letter regarding this in the bidder's letter head should be submitted with the Bid.
 - e. Bidder should be in business of design, development, installation, configuration and commissioning of web-based software in India for last THREE YEARS.
 - f. The bidder should have at least THREE YEARS experience in design, development, installation, configuration and commissioning of web-based software in renowned Indian organizations preferably universities and government organizations. Supporting documents in claim of experience be enclosed.
 - g. No Joint Venture shall be allowed.
 - h. The bidder should be a registered company / firm.
 - i. The Bidder should have a valid Trade License, Professional Tax Challan, PAN Card, W.B. VAT Registration Certificate, Service Tax & TIN documents.
 - j. Moreover, the quotation inviting authority reserves the right to relax the eligibility criteria of the applicant if it is deemed to be necessary for fair & competitive quotation without assigning any reason whatsoever.
 - k. **Legal:** Any dispute with regard to the meaning, effect or interpretation of any terms and conditions shall be referred to Registrar, Shri Krishna AYUSH University who would act as the sole Arbitrator and proceedings of such arbitration shall be conducted in accordance with the provision of the Indian Arbitration Act, 1996 or any statutory modification thereof. The venue of Arbitration shall be Kurukshetra. In case of litigation, if any and the cause of action shall be deemed to have been arisen in Kurukshetra only.
 - l. **Important Note – No Deviation Clause:** Any deviation in terms and conditions or the form of price bid inclusive / exclusive of taxes, levies, surcharges, and additional head for charges shall be discussed in pre bid conference. The University authorities shall modify the tender document if required in the light

of discussion. However, any bid technical/price stipulating additional conditions or deleting the conditions mentioned in the tender shall be summarily rejected.

8. Sealing and Marking of Bids:

- i. The Technical bid along with all the documents mentioned in the check list should be placed in one sealed envelope super scribed as “TECHNICAL BID”. The Price bid should also be kept in a separate sealed envelope super scribed as “**PRICE BID**”. Both the envelope should then be placed in one single, sealed envelope super scribed as TENDER FOR “**Creation of admission web portal for admission to BAMS/ BHMS & MD/MS (Ayurveda) at Shri Krishna AYUSH University, Kurukshetra**” and should be addressed to Registrar, Shri Krishna AYUSH University, Kurukshetra. The tenderer’s name with complete mailing address and telephone number should be indicated on the outer envelope.
- ii. Both the inner envelope super scribed as ‘**TECHNICAL BID**’ and ‘**PRICE BID**’ should have the name and address of the tenderer so that if required, they may be returned to the tenderer without opening them.
- iii. If the outer and inner envelopes are not sealed and marked as required, the University will assume no responsibility for the bid’s misplacement or premature opening.
- iv. If for any reason, it is found that the Technical Bid reveals the Price Bid details in any manner whatsoever, or the Price Bid is enclosed in the envelope super scribed as “Technical Bid”, the Bid document will be summarily rejected in the first instance itself.

9. At any time prior to the deadline for submission of Tender, the University may, if necessary, modify the tender document. Such amendment will be binding and will be notified on University website www.skau.ac.in the prospective tenderers are requested to keep a close watch on University website for amendments, if any which takes place after issuing the tender. Any change in tender document shall be displayed on university Website **www.skau.ac.in**

10. Tenders shall be kept valid for a period of at least 180 (One Hundred and Eighty) days from the date of opening.

11. The Authorities of SKAU, Kurukshetra reserve the right to accept or reject any or all the offers or apportion the work amongst different tenderers in any manner as they may choose to, without assigning any reason whatsoever and their decision shall be final and binding on all concerned.

12.

SCOPE OF WORK		
The Venders / feels to be performed by vender.		
1.1	Preparation of base Data	a) To make Provision to import and mapping of the NEET data of the candidates. b) To make Provision to look up the NEET data and to register the candidates into the system.

1.2	Registration and Application / Preference Submission online	<ul style="list-style-type: none"> a) A secured online application with very good navigation and browser compatibility shall be developed by a team Of highly skilled developers / Programme. Thorough rest run shall be conducted before is implementation. b) Provision to accept the online application form with the required fields for meeting all the terms end conditions laid out by the Government of Haryana for admissions to the BAMS/BHMS & MD/MS (Ayurveda) courses. c) Candidate should be able to fill all personal details and able to upload his latest photo and signature etc. Both will be checked for desired size. d) After completion of application a registration slip with application ID and password will be generated. These will be required to login in future. They will be communicated through SMS and email also. There will be provision for recovery of "Forgot Password." e) Provision to accept all the required documents of the candidate for meeting all the tennis and conditions laid out by the Government notification. f) Provision to enable the edit of the application form by the candidates at any time. g) Provision to accept and edit the preference as per seat matrix as and when required. Candidate can choose to fill the preferences for snare or all the colleges. h) Provision to configure the cut off dates for submission of the application form and preferences and change the same on a real time hosts. i) Candidate shall be permitted to update his / her choices any number of times before the last date. If at the last date and time, the choices are not locked by the candidate then the last saved choices shall be automatically locked. However a provision of locking choices throughout the process shall also be available. Candidate then the last saved choices shall be automatically locked. However a provision of locking choices throughout the process shall also be available. j) A log of all the activities done by the candidate shall be maintained. k) Provision for the candidate to change the application data or the preferences even after
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		<p>locking of the for all. This provision must be available to enable the same for specific candidates or for fill candidate per instructions of competent authority.</p> <p>l) Provision to generate the application form of the candidate in a printable format mentioning all the details tilted by the candidate including his/her preferences.</p> <p>m) Provision to consider either of the saved or submitted applications / preferences for the admission process.</p> <p>n) Provision to lock the application form and preference form of the candidate after a particular date and time.</p> <p>o) Determine eligibility of candidate for Scats/college/courses on the basis of details filled and based on Govt. Notification.</p> <p>p) Provision to accept online registration fee, security deposit and tuition fee from candidates as per Notification issued from time to time.</p> <p>q) Provision to accept the fresh registrations in Round 2, Mop-up round and Stray round as per the instructions.</p> <p>r) Database of all candidates and their status regarding admission fees submitted, joining etc.</p>
1.3	Allocation Logic	<p>a) Fully automated and accurate allocation logic must be incorporated to allocate the seats as per defined reservation policy and as per preferences submitted by applicant for Round 1, Round 2 and Mop-up round after Logical checks are applied.</p> <p>b) System must also allocate the seats accurately to the fresh registrations done in Round 2 particularly considering the scenario that the same can be of higher or lower merit and the candidates already allocated in Round 1 can change / upgrade in the preferences.</p> <p>c) Allocation logic for Round 2 must cater to the allocation of upgraded seats to candidates while ensuring that the seat allocated in Round 1 is retained if no seat is allocated as per preferences submitted in Round 2.</p> <p>d) Allocation logic for mop up round must cater to the seat conversion process and other conditions as per policies laid out by government.</p> <p>e) Provision to generate Allocation Letters automatically which will be posted in candidates' Login after due approval.</p>

1.4	Online Joining	<p>a) Provision for the candidates to submit additional documentation online for joining online (if required).</p> <p>b) Vacant seats for Round 2, Mop-up round and stray round to be automatically calculated based on the online joining submitted by candidates and the college / University admin.</p> <p>c) Payment gateway integration for receiving of registration fee, security deposit and tuition fee application fees and joining fees.</p> <p>d) Generation of admission letter after successful deposition of tuition.</p>
1.5	Information to candidates	<p>a) Provision of email and SMS notification mechanisms throughout the counseling process.</p> <p>b) System must have a complete online help desk system incorporated where in the candidates can register their issues/problems online so that the same can be addressed in the most efficient manner.</p> <p>c) Admission Committee must be having access to all the tickets raised, replies sent and the pending tickets.</p>
1.6	Admin Module	<p>a) Complete data access of all applications forms including choices/preferences of candidates during counseling process.</p> <p>b) Complete view/reports of selected /joined/not joined/surrendered seats information during counseling process.</p> <p>c) Document Scrutiny and related workflow covering the below –</p> <ul style="list-style-type: none"> • Complete workflow provisions for the scrutiny committees to view and review candidate documentation at multiple levels as and when required. • Complete workflow which gives provisions, to candidates to view the objections raised and upload revised documentation. • Communications detailing out the review findings should be sent automatically to the respective candidates via SMS and E-mail for further necessary action. • Based on the document rejections, critical data of candidate must be modified automatically to avoid any manual intervention and errors.
1.7	College Module	<p>a) System will provide administration panel to colleges which will include online vacancy update, candidate reporting, joining, selection</p>

		list, candidate record etc. b) Online selected candidates' administration for each college, so they can check their seat matrix status as well as final selected candidates with full details.
1.8	Secure File Transfer	System will provide a safe way of transferring the files from College / agency / university and vice-versa with access to only assigned personnel. Secure encryption and should be de-encryption used for transfer of data.
1.9	Server	(a) Frequent backup of data shall be ensured and replication servers are used for disaster management. (b) The complete activities shall be carried out on secured servers and completely secured environment. Access shall be only through secured login id and password. (c) Data shall be kept in encrypted form. Even while transferring files from servers, secure encryption should be used.
1.10	Data	a) Thus all activities as mentioned in the tender shall be carried out step by step to the entire satisfaction of competent authority, in a completely professional manner and with desired accuracy. b) Finally the data shall be handed over to competent authority after competition of work. c) The scope of work can be modified as per the requirement during the counseling the process.
1.11	Payment Terms	a) No advance payments shall be made. b) Design, Development & Commissioning of Software: 25% Payment shall be made on submission of four copies of bills along with completion certificate from respective departments, after delivery, successful installation, testing and completion of 1 st Round of Counseling session. c) 25% after satisfactory completion of 2 nd round of counseling. d) Remaining 50% payment will be made after completion of the admission/ Counseling schedule as notified by the authorities time to time. Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government and/or university rules. e) Annual Maintenance Contract of Software: Payment shall be made on Annual

		basis on submission of bills in triplicate along with Satisfactory Service Reports from respective departments, after completion of each quarter. Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government and/or university rules.
1.13	Copyright	The bidder must not propose any technology which has an existing copyright not owned by the bidder. The designs, contents, procedures, workflows provided by SKAU to the bidder during the development of the software will be the confidential documents, data and information of SKAU and should not be reused or shared by the bidder for any other purposes except the development of the software for SKAU only.

13. Technical Bid Documents to be Submitted shall consist of the following documents maintaining the same serial and should be in separate sealed envelope:

1. Company's registered address, address, functional contact email address, phone number(s) and Fax number(s), etc.
2. Supporting documents that the organization is in business of design, development, installation, configuration and commissioning of web-based software in India for last THREE YEARS.
3. Evidence of payment of tax for the last three years as and when due.
4. Attested copies of IT and ST clearance certificates.
5. Attested copies of PAN card and VAT registration certificates.
6. Photocopy of the Certificate for the Status of the Individual / Firm / Agency/Company/Dealer (as applicable).
7. Photocopy of the Certificate issued by Competent Authority as a proof of proprietary (in case of proprietorship firm).
8. Photocopy of the Certificate issued by Competent Authority as a proof of partnership (in case of partnership firm).
9. Comprehensive company profile with Proposed Management Team and Organizational Chart.
10. Datasheets & Reference Documents of proposed products must be submitted along with the Bid.
11. Affidavit, to the effect that the bidder is not supplying the quoted item(s) to any other Govt. / Pvt. Organizations / Institutions /Hospitals at the rate lower than the rate quoted against this tender.
12. **Compliance Statement** with relation to the terms & conditions as mentioned in the document.
13. Annexure-I: Application for tender.
14. Annexure-II: Letter of authorization in respect of the person authorized to interact with the university.
15. Annexure III: An ink-signed declaration letter that the organization is not blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed.
16. Annexure IV: An ink-signed declaration letter for Confidentiality and Data Security.

17. Signed copy of the following tender documents as a token of acceptance.
a) Copy of Tender Notice.

b) Copy of Invitation to tender (all pages).

13. Financial Bid (FB): Quotations must be submitted in the following format in the separated sealed envelope.

Quotations must be submitted in the following format:-

S. No.	Description	Quantity (Q)	Rate/Unit (in Rs.) (R)	Service Tax (in %)	Service Tax Amount (in Rs.) (T)	Amount (in Rs.) [A= Q X (R+T)]
1	Software Development, Commissioning and Training for Approx. strength of 5500 candidates.	1				
2	Other Charges, if any	1				

**Registrar
Shri Krishna AYUSH University,
Kurukshetra.**