



## SHRI KRISHNA AYUSH UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-25 of 2017)

Umri Road, Sector-8, Kurukshetra, Haryana-136118

Website: - [www.skau.ac.in](http://www.skau.ac.in)

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### Expression of Interest

Expression of Interest is invited from reputed firms (Government / Public Sector/ Private Sector) for Online Counseling / Online Admissions for BAMS, BHMS and MD /MS (Ayurveda) Courses in the affiliated colleges of AYUSH. Quotations in sealed covers with the name of the work prescribed on envelop must reach the office of Registrar, Shri Krishna AYUSH University, Kurukshetra, up to **17 July, 2023**. The amount of earnest money Rs. 10000/- (refundable) and tender fee of Rs. 500/- (Rupees Five Hundred, non-refundable) should be submitted in the shape of Demand Draft in favor of Registrar, Shri Krishna AYUSH University, Kurukshetra. The detailed documents and detailed specifications are available on the University website [www.skau.ac.in](http://www.skau.ac.in).

**Registrar**

## INVITATION FOR TENDER

1. Shri Krishna AYUSH University, Kurukshetra (**SKAU**) invites tender for **Online Admissions through “Online Counselling / Online Admission System” for the BAMS, BHMS and MD/MS (Ayurveda) Courses in the participating AYUSH Colleges / Institutes. From eligible Tenderers as detailed in this tender document.**
2. Tender documents may be downloaded from university website i.e., [www.skau.ac.in](http://www.skau.ac.in) from **07.07.2023**. please click there to find the details of tender and download copy of the tender. The tender can be downloaded from the website as per the prescribed date and time published on the website.
3. Tenders must be accompanied by Earnest Money Deposit (EMD) of Rs, 10000/-, which shall be paid in form of Demand Draft in favor of Registrar, Shri Krishna AYUSH University, Kurukshetra.
4. Tenders must be submitted before **17.07.2023** up to **03:00 PM** to the office of Registrar, Shri Krishna AYUSH University, Sector – 8, UMRI Road, Kurukshetra. Technical bid cover of the tender will be opened on **18.07.2023**.
5. Other details can be seen in the tender documents.

Sd/-  
Registrar,  
Shri Krishna AYUSH University,  
Sector – 8, UMRI Road, Kurukshetra

## II. INSTRUCTIONS TO TENDERER

The University has decided to outsource the process of Online Admissions through “Online Counselling / Online Admission System” for the BAMS, BHMS and MD/MS (Ayurveda) Courses in the participating AYUSH Colleges / Institutes.

S.N.	Name of the work (Online Admissions Counselling)	Approx. Value	EMD (in Rs.)	Tender Fee (in Rs.)	System of bidding
1.	<b>Online Admissions through “Online Counselling / Online Admission System” for the BAMS, BHMS and MD/MS (Ayurveda) Courses in the Participatig AYUSH Colleges / Institutes.</b>	4 Lac	10000	500	Two Cover system

**Note:** Bidder has to apply for all the above-mentioned service. Bidders with Partial Bidding will be rejected.

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### **III. QUALIFICATIONS CRITERIA**

The University is following Quality and Cost Basis System (QCBS) four stage methodology to award the tender. The four stages are as mentioned below:

#### Stages of Qualification

1. Technical Evaluation
2. Technical Presentation (if required)
3. Financial Bid
4. Final Evaluation and award

#### **Mandatory Qualification Criteria**

1. The Bidder should be a registered Company and should have 3 (Three) years prior experience in the Online Counselling / Online Admissions System and must have executed such projects on an outsourced model in at least 3 State / Central Universities. Priority will be given to the bidder **having experience of handling admissions in the Medical Courses with state reservation and roster policy.**
2. Any Company black listed by any Government Organization /University will not be eligible to participate in the tender process.
3. The bidder must have executed satisfactory at least one online admission process with minimum 5000 applicants.
4. The bidder should have completed the full term of the contract period with the University. Any bidder whose contract is terminated before the contract period for non-performance or breach of trust or who had withdrawn from the contract before the end of contract period will be rejected.
5. The Bidders should have obtained all the Testimonials and certifications before the date of closing of the tender for the executed projects.
6. The bidder has to quote realistic price for the tender with prevailing market rates. Any bidder who under quotes or quote unrealistic price for the bid, the committee reserves the right to accept or reject the bid and the decision of the committee will be final.
7. Consortium /Joint Venture / Outsourcing is not allowed for the present engagement. All documentary submissions and execution of the project will have to be that of the bidding entity only.
8. The successful bidder will submit an undertaking that on completion of the contract period, all of University's premises /assets would be handed over within 15 days after completion of the contract period.

For the above-mentioned mandatory requirement, the bidder should submit the necessary documents. Any bidder neither satisfying nor able to provide documentary proof will be rejected at Stage – I.

**Stage – I: Technical Evaluation**

1. Bidder satisfying the above criteria will be eligible to participate in the Technical Evaluation. However, other than the documentary evidence submitted in support of their technical qualifications, the Technical Evaluation Committee will examine all of the technical prerequisites for the conduct of the services.
2. Adequate infrastructure and qualified manpower to handle all complete process.
3. The bidding firms should have proficiency in handling online counselling, inviting application and allotment of colleges on the basis of merit and choice filed by the candidates with proven Info Security measures (along-with state reservation policy, other conditions as laid down by state Govt. / University time to time) to be implemented at admission process.

**Stage – II Technical Presentation (if required)**

1. The bidders are required to submit documents to establish their capability and also present and demonstrate their software capabilities and features during Stage – II evaluation if required.
2. The bidding firm should be able to visualize such systems, which will contribute to the improved performance of the University.

**Stage III - Financial Bid**

1. The bidder after qualifying stage II will be considered for opening of financial bid.

**Stage IV - Final Evaluation & Award**

After opening of the financial bid, the bidder firms which have quoted the rates at L1, L2 and L3 may be called for negotiations.

The final evaluation to award the contract will be based on the recommendations of the committee as well as the approval of the competent authority.

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#### **IV. TERMS AND CONDITIONS**

1. The Bidder should pay Rs. 10,000/- EMD through DD in favor of Registrar, Shri Krishna AYUSH University, payable at Kurukshetra. The bidder should pay Tender Fee of Rs. 500/- in form of DD in favor of Registrar, Shri Krishna AYUSH University, Kurukshetra.
2. **Calendar of Events as per e-procurement portal**

I.	Start date for filling Tender	:	<b>01.07.2023</b>
II.	Last date for filling Tender	:	<b>17.07.2023 upto 03:00 pm</b>
III.	Date of Opening of Technical Bid	:	<b>18.07.2023</b>
IV.	Date of Opening of Financial Bid	:	<b>to be notified.</b>
V.	Issue of offer letter will be notified		
3. The Bidder should submit an affidavit certified by a notary stating that the firm was not blacklisted by any Government organizations/University/ institution. The Bidder should submit a separate affidavit certified by a Notary declaring of any FIR / Enquiry, both ongoing and closed, with complete details of such FIRs or Enquiry either against the bidding entity OR against any of its owners/partners or Directors.
4. The tenderer shall have no right to sub-let, assign the work/part of work in any manner to any third party or authorize any other person to complete the contract awarded to him.
5. Enclose sufficient proof of 3 Years Online Counselling / Admissions experience at least at 3 Universities. Preference will be given to the bidder who successfully conducted counseling/admission for Health University.
6. Financial bid of those vendors who qualify in technical evaluation will only be opened.
7. Rates shall be quoted **per Online Application, based on the fee collected/No. of complete applications (whichever is the lowest)** – both in figures and words inclusive of all applicable taxes.
8. Rates shall be quoted inclusive of all taxes and charges. The University will not liable to bear the extra tax liability in any case of any change in the taxes.
9. The bidder will organize all manpower and licensed software for desktops/laptops brought in by him, at his own cost.
10. The University will provide the infrastructure required to carry out the works. The IT related machines/equipment/instruments and furniture should be arranged by the bidder itself.
11. PAN / GST / TAN / CIN (if Applicable) number of the bidder is to be mentioned in the Tender.
12. The current Contract shall be for current session i.e., 2023-2024 and may be **considered for extension or extended** for next year on successful completion of work with 10% annual increment in financial bid.
13. Company profile and also profile of important personnel who will form part of the implementation team for the University is to be enclosed along with the tender form.
14. A client list with contact name, phone numbers and details of support provided is to be enclosed along with the tender form. If required, the vendor shall organize a visit of university officials to these locations so as to assess the vendor's capability.
15. Successful Bidder is required to execute an agreement on a stamp paper.
16. In case of non-performance or loss of confidence, the University may terminate contract such termination for valid and justifiable reasons to be recorded in writing.

17. All the original data shall be compiled and delivered before and after completion of each round of counselling, list of college wise final admissions, compiled copy of Allotment letters to the University or to the technical expert deputed by the University as or when demanded by university.
18. The successful Bidder shall ensure that confidentiality is maintained at all levels of work.
19. Advance payment will not be made to the successful Bidder at any point of time. However, payment will be made in three stages i.e.,
  - a. **Stage-1:** 20% of total payment will be made after successful completion of the 1<sup>st</sup> phase of counselling.
  - b. **Stage-2:** 30% of total payment will be made after successful completion of the 2<sup>nd</sup> phase of counselling.
  - c. **Stage-3:** Balance amount will be made after successful completion of job (all rounds) and handing over of data to the University.
20. The successful Bidder shall adhere to the directives of the University in completing the job chart as per the dates mentioned by the University.
21. The successful Bidder shall adhere to the directives of the University in completing the job chart as per the dates mentioned by the University.
22. The successful Bidder shall be responsible for the mistakes, if any, committed intentionally or otherwise and the University may impose penalty in such cases depending on the gravity of the mistake.
23. The University reserves the right to modify, cancel or re-call the tender without assigning any reason.
24. In case of due to any circumstances successful bidder cannot complete the job or quit during any course of action the contract may be assigned on merit from the waiting list and as per agreement the bidder will be penalized as per Penalty Clause - V.

**V. Penalty**

In case, the firm/bidder selected for the purpose fails to execute the order on the rates, terms & conditions, the firm shall be liable such action as Blacklisting, Debarring from having any business with the University, forfeiture of Earnest Money, recovery of loss (minimum 10% (ten percent) of the cost of the contract) that might be cost to the University.

**VI. Legal**

Any dispute with regard to the meaning, effect or interpretation of any term 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.

## VII. NATURE & SCOPE OF WORK

**Online Admissions through “Online Counselling / Online Admission System” for the BAMS, BHMS and MD/MS (Ayurveda) Courses in the participating AYUSH Colleges / Institutes.**

1. Carry out the development of Online Admission System (compatible with Desktop as well as Mobile and on all browsers) for the Counselling as per University Requirement. Integrated with University website as well as independent link to be provided.
2. Understanding rules, regulations, reservation policy and eligibility guidelines for the admissions in the courses.
3. **To make provision to import and mapping of the NEET / AIAPGET 2023 – 2024 data of candidates.**
4. **To make provision to look up the NEET / AIAPGET 2023 – 2024 data and to register the candidates into the system.**
5. **Integration/Integrated Payment Gateway (Provided by the University).**
6. Designing of logic for coding / decoding for the admissions, generation of Unique application no. for the applicants.
7. Provide the Helpline No. to the applicants for troubleshooting if any.
8. Provide a dedicated point of contact to the University.
9. Setting up of Admission Regulations, counseling parameters for choice filling.
10. Conducting the Online Counseling on the basis of Choice Filled and merit of student in the qualifying exams. Issuing allotment letter to the candidate, provide online counselling credentials to the participating colleges for reporting of students etc.
11. Online generation of printable Application form, Allotment Letter and Candidates' List and other documents.
12. Cut list (Counselling wise and College Wise); **cut list of eligible students for counseling; list of students of applied for counseling but college not allotted.**

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**VIII. TECHNICAL BID FORM**

S.N.	PARTICULARS
1.	Name of the Tenderer
2.	Address of the Tenderer & Phone Number(s)
3.	Name of the Key Person(s) and Phone Number(s)
4.	Year of Establishment of the Private or Public Ltd Company - provide certificate of Incorporation
5.	Statutory Registration details: PAN No. GST No. TAN No. CIN No. (In Case of Company)
6.	Details of Similar project handled by the firm. Client references with the supporting documents.
7.	ITR statements for the past Three years (FY 2020-21, 2021-22 & 2022-23).

Note: Technical details should be supported by documentary evidences.

**This list is indicative only. However, items mentioned above have to be provided and cannot be omitted.**

Date:

Signature

Place:

Name & Address of the Bidder

with the Seal

## IX. FINANCIAL BID FORM

(Specimen Only for Information– online format may vary)

Online Admissions through “Online Counselling / Online Admission System” for the BAMS, BHMS and MD/MS (Ayurveda) Courses in the Affiliated Colleges.

S.N.	Indicative numbers of students to be Admitted	Rate per Application (Rs)
1.	Online Admissions through “ <b>Online Counselling / Online Admission System</b> ” for the BAMS, BHMS and MD/MS (Ayurveda) Courses in the Affiliated Colleges.	Rs.

Note:

1. Rates quoted are inclusive of all applicable taxes.
2. Billing shall be made as **per Online completed Application with collection of Registration Fees.**

Date:

Place:

Signature  
Name & Address of the Bidder  
with the Seal

**Annexure – A**

**Process of Workflow:**

1. Creation of Admission portal.
2. Create Log in Credentials for the participating Colleges and University.
3. Student Registration with details.
4. Student submit the Application with complete details (Can edit information before Fee Payment)
5. Payment of Fee by Student (Print out of Fee Receipt and Application Form)
6. Choice filling and locking by student for counselling as per schedule of counselling.
7. Submit the counselling result to the University (In Excel / CSV Format) before display to the student.
8. Issue of Allotment Letter to the Candidates as well as Display of Details of Allotted Candidates to the participating colleges / Institutes.
9. Student will report to the allotted college with documents and deposit fees as per schedule.
10. College / Institute will approve the admission of the student through portal on the same day of reporting of student.
11. After each counselling provide the list of admitted candidate to the college as well as University.
12. Generation of various type report as desired by the University Authority from time to time.
13. Process from step 6 to 11 will be repeated for each round of counselling.
14. Submission of final report to the University after completion of Process.

## SCOPE OF WORK

**The Venders / feels to be performed by vender.**

### **1.1. Preparation of base Data.**

- 1) To make Provision to import and mapping of the NEET/AIAPGET 2023-2024 data of the candidates.
- 2) To make Provision to look up the NEET/AIAPGET 2023-2024 data and to register the candidates into the system.

### **1.2. Registration and Application/ Preference Submission of online**

- i) A secured online application with very good navigation and browser compatibility shall be **developed by a** team of highly skilled developers / Programme. Thorough test run shall be conducted before the implementation.
- ii) Provision to accept the online application form with the required fields for meeting all the terms and conditions laid out by the Government of Haryana/SKAU for admissions to the BAMS/BHMS & MD/MS (Ayurveda) courses.
- iii) 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.
- iv) 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."
- v) Provision to accept all the required documents of the candidate for meeting all the terms and conditions laid out by the Government notification.
- vi) Provision to enable the edit of the application form by the candidates at any time.
- vii) Provision to accept and edit the preference as per seat matrix as and when required. Candidate can choose to fill the preferences for single or all the colleges.
- viii) Provision to configure the cut off **dates** for submission of the application form and preferences and change the same on a real time host.
- ix) 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.
- x) A log of all the activities done by the candidate shall be maintained.
- xi) Provision for the candidate to **change/modify/update** the application data or the preferences even after locking of all. This provision must be available to enable the same for specific candidates or for all candidate per instructions of competent authority.
- xii) Provision to generate the application form of the candidate in a printable format mentioning all the details filled by the candidate including his/her preferences.
- xiii) Provision to consider either of the saved or submitted applications / preferences for the admission process.

- xiv) Provision to lock the application form and preference form of the candidate after a particular date and time.
- xv) Determine eligibility of candidate for seats/colleges/courses on the basis of details filled and based on Govt. Notification.
- xvi) Provision to accept online registration fee, security deposit and tuition fee from candidates as per Notification issued from time to time.
- xvii) Provision to accept the fresh registrations in Round 2, Mop-up round and Stray round as per the instructions.
- xviii) Database of all candidates and their status regarding admission fees submitted, joining etc.
- xix) Provision to submit/accept the application for refund after each round and accordingly generate the list of refund of candidate as per the instructions.**

### **1.3. Allocation Logic**

- 1) 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.
- 2) 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.
- 3) 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.
- 4) Allocation logic for mop up round must cater to the seat conversion process and other conditions as per policies laid out by government/SKAU.
- 5) Provision to generate Allocation Letters automatically which will be posted in candidates' Login after due approval.

### **1.4. Online Joining**

- 1) Provision for the candidates to submit additional documentation online for joining online (if required).
- 2) 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.
- 3) Payment gateway integration for receiving of registration fee, security deposit, tuition fee, application fees and joining fees.
- 4) Generation of admission **letter** after successful deposition of tuition fee.

### **1.5. Information to candidates**

- 1) Provision of email, SMS / WhatsApp notification mechanisms throughout the counseling process.
- 2) 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.
- 3) Admission Committee must be having access to all the tickets raised, replies sent

and the pending tickets.

#### **1.6. Admin Module**

- 1) Complete data access of all applications forms including choices/preferences of candidates during counseling process.
- 2) Complete view/reports of selected /joined/not joined/surrendered seats information during counseling process.
- 3) Document Scrutiny and related workflow covering the below –
  - 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, E-mail and WhatsApp 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**

- 1) System will provide administration panel to colleges which will include online vacancy update, candidate reporting, joining, selection list, candidate record etc.
- 2) 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**

- 1) Frequent backup of data shall be ensured and replication servers are used for disaster management.
- 2) The complete activities shall be carried out on secured **servers** and completely secured environment. Access shall be only through secured login id and password.
- 3) Data shall be kept in encrypted form. Even while transferring files from servers, secure encryption should be used.

#### **1.10. Data**

- 1) 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.

- 2) Finally, the data shall be handed over to competent authority after completion of work.
- 3) The scope of work can be modified as per the requirement during the counseling process.

#### **1.11. Payment Terms**

- 1) No advance payments shall be made.
- 2) **Design, Development & Commissioning of Software:** 20% 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<sup>st</sup> Round of Counseling session.
- 3) 30% after satisfactory completion of 2<sup>nd</sup> round of counseling.
- 4) **Remaining/balance 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.
- 5) **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.

#### **1.12. 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.