

MAHARSHI DAYANAND UNIVERSITY ROHTAK

CORRIGENDUM

It is in continuation to the Tender Notice published in “The Times of India” and “The Indian Express” dated 7-6-2014. The Tender Notice has been revised slightly and all details are available on the website of the university (<http://www.mdurohtak.ac.in>). Last date for submitting tenders is also extended upto 30-06-2014.



Dean Colleges Development Council

MAHARSHI DAYANAND UNIVERSITY ROHTAK

REVISED TENDER NOTICE

It is in continuation to the Tender Notice published in the newspapers – (i) The Times of India and (ii) The Indian Express dated 7-6-2014. The Tender Notice has been revised and it is for the information of all concerned that Sealed Tender is invited for State-level on-line admission/counseling for B.Ed. Programme for the session 2014-15 in Colleges of Education of Haryana from the agencies having at least three years experience of State-level online admission/counseling. Tender alongwith processing fee and earnest money must reach the office of the Dean, Colleges Development Council, Maharshi Dayanand University Rohtak by 30-6-2014 upto 5-00 P.M. The tenders will be opened on 01-07-2014 at 10-00 A.M. in the office of Dean, Colleges Development Council, M.D. University, Rohtak. All details may be downloaded from the website (<http://www.mdurohtak.ac.in>).



Dean Colleges Development Council

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
DEAN, COLLEGES DEVELOPMENT COUNCIL

TENDER NOTICE

Sealed Tender is invited for admissions/counseling for B.Ed. admissions, session 2014-15 in Education Colleges in Haryana from Service Providers /Agencies having three year experience in online admission/counseling subject to the following terms and conditions :

1. Admission will be restricted to the Universities/Colleges/Institutions within the jurisdiction of the State of Haryana offering B.Ed. course.
2. This Tender Notice can be purchased either in person by cash payment or can be obtained by sending a bank draft from the office of Dean, Colleges Development Council or can be downloaded from the University Website (<http://www.mdurohtak.ac.in>).
3. Tender filed on the basis of document downloaded from the website must be accompanied by the bank draft of the amount equivalent to the cost of the Tender.
4. The bank draft should be drawn **in favour of the Finance Officer, M.D. University, Rohtak, payable at Rohtak.**
5. The cost of the Tender Document shall be as under :

| | | |
|----------------------------------|---|------------|
| Rs. 5 lacs to less than 10 lacs | = | Rs. 500/- |
| Rs. 10 lacs to less than 20 lacs | = | Rs. 1000/- |
| Rs. 20 lacs to less than 50 lacs | = | Rs. 2000/- |

6. The sealed quotations/tenders, complete in all respects, must reach the **Dean, Colleges Development Council, M.D. University, Rohtak – 124001 (Haryana)** latest by 30.06.2014 (date) by 5-00 P.M (time). The same shall be opened on 01-07-2014 at 10-00 AM in the Office of _____. The quotees or their authorized representatives shall be allowed to attend the meeting of the Tender Opening Committee at their own costs.
7. The quotation/tender received after due date and time or incomplete shall be rejected outrightly.
8. The quotees shall submit technical and financial bids separately. Both the bids shall be sealed in separate envelopes. Both the sealed envelopes containing technical and financial bids shall then be sealed in the third envelope. Following must be superscripted on the sealed envelopes :

Envelope containing technical bid only :
“TECHNICAL BID FOR ONLINE COUNSELING/ADMISSIONS”

Envelope containing Financial bid only :
“FINANCIAL BID FOR ONLINE COUNSELING/ADMISSIONS”

Envelope containing both technical and financial bids :

“TECHNICAL AND FINANCIAL BIDS FOR ONLINE COUNSELING/ADMISSIONS”

The quotation/tender without superscription on envelopes may not be entertained.

9. The tender/quotation must be valid for a period of at least three months from the date of its opening.
10. All costs/charges must be quantified and spelt out in clear terms. Non-quantified costs/charges shall not be considered.
11. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as “packing, forwarding, freight and insurance charges etc. extra”.
12. M.D. University, Rohtak shall not pay for transportation of equipments, manpower etc. from the location of the Service Provider to MDU Campus.
13. 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 guarantee/warranty period. The Performance Warranty should be drawn in favour of the Finance Officer, M.D. University, Rohtak in the from of Bank Guarantee.
14. The security/earnest money equivalent to 2% (two percent) of the total cost of all services rounded off to nearest Rs. 100.00 (Rs. Hundred only) in the shape of “Bank Draft” drawn in the favor of the Finance Officer, M.D. University, Rohtak must accompany the tender/quotation failing which the quotation/tender will not be considered. The security/earnest money in other shapes, viz., Demand Draft/Pay Order/Cheque shall not be accepted. Earnest money of the unsuccessful bidders shall be returned.
15. Earnest Money alongwith Bank Guarantee for performance security shall be forfeited if the Service Provider backs out after the award of contract or withdraws from the contract without competing the entire process of admissions or breaches the contract on any other count.
16. 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.
17. 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.
18. The Service Provider should have an annual turn over of at least Rs. 50.00 lakhs.
19. The Service Provider Should have experience of two online payment gateway integration through (Debit Card/ Credit Card and Net Banking) at a single website.
20. The minimum successful transactions handled by online payment gateway integration should be 50000 for a singly website.
21. The Service Provider Must have the experience of perfect upgradation.
22. The Service Provider Must have the experience of conducting onsite online counseling allotment for minimum 20000 candidates for a organization.

- 23.** The quotees must append the following documents with the tender :
- (i) Documents in support of three years on-line experience.
 - (ii) Copies of PAN/TAN.
 - (iii) Copies of Sales Tax Number along with latest Sale Tax clearance certificate.
 - (iv) Copy of Service Tax Number.
 - (v) List of clients (Central/State Govt. Dept./University/PSU/private organizations etc.) along with complete addresses and telephone numbers and satisfactory service certificate.
 - (vi) Proof of annual turn over of Rs. 50.00 lakhs.
- 24.** 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.
- 25.** 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) Service Tax 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.
- 26.** The Service Provider shall be liable to pay penalty @ 1% of the cost of the contract per hour if there is a written complaint from the Officer-in-Charge of the Admissions. The amount of penalty shall be deducted from the Service Provider's bill. The contract shall be terminated at an hour's notice in case of non-performance of the Service Provider.
- 27.** 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.
- 28.** The University shall not be responsible for payment of any claim whatsoever made by the employees engaged by the contractor.
- 29.** The University shall not be liable for discharging any financial, judicial and or administrative commitments made by the contractor to any entity whatsoever.
- 30.** The quote shall append a certificate with the quotation/tender that the firm has not been debarred/blacklisted for any reason/period by any Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the quotation/contract, but may also warrant legal action.
- 31.** 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 outrightly.
- 32.** Each page of the quotation/tender including annexures, if any, must be numbered and signed.

33. The quotee 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.
34. The Service Provider shall be responsible for the design, development and maintenance of the dynamic website/portal.
35. The Service Provider shall arrange Internet connectivity either at their own level or may obtain connectivity from the University at the BSNL rates.
36. The Service Provider shall demonstrate the complete counseling process at least 2 days before the date of start of the counseling/admission process.
37. 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.
38. The Service Provider shall be responsible to address all kinds of Grievances of all the admission seekers and stakeholders by facilitating Toll Free Numbers.
39. The Service Provider shall make arrangements for support to admission seekers and University/Colleges/Institutions through SMS/e-mail.
40. The Service Provider must depute adequate manpower to handle the counseling/admission process.
41. There are around 60,000 seats in different University/Colleges/Institutes. The Service Provider shall quote rates per **"Admitted Candidate"** irrespective of number of participant in the counseling/admission process.
42. The counseling process shall continue until all the seats are filled up or the University decides to call off the process.
43. The Service Provider shall be responsible for making arrangement for secured collection of registration/counseling fee through online/offline mode in the banks using E-slip and other modes such as e-cash coupons, credit card/debit card payment gateway, etc. by tying up with at least two nationalized banks or banks approved by RBI. The Service Provider shall also be responsible for submission of reconciled account of collection to the University.
44. The Service Provider shall be responsible for the following :
 - Design and development of Registration Form with a provision of its online filling and submission through controlled data access system.
 - Design and development of Choice Filling Form with a provision for unlimited choices and its online filling and submission through controlled data access system.
 - Online display of List of Universities/Colleges/Institutes offering B.Ed. courses.
 - Online display of particulars of candidates participating in counseling/admission process.
 - Provision for online change of Choices till the last Chance.
 - Processing of Allotment of University/College/Institute till the last counseling.
 - Issue of online Admission Advice (Allotment Letter) to the candidates as per their choice through Internet.

- Online transmission of admission data (list of selected candidates) to the Universities/Colleges/Institutes.
 - Collection of feedback (online/offline) on admission data from the Universities/Colleges/Institutes (vacant/filled seats, etc.) before and after auto up gradation.
 - The user interface should be browser-based and user-friendly. There should be sufficient checks in the system for editing and validation of data. The system should provide safeguards to prevent damage to data due to operator's mistake, simultaneous updating, module unavailability or system failures.
45. The Service Provider shall be responsible for the following :
- Submission of all related MIS reports to M.D. University and colleges/institutes.
 - Monitoring of discrepancies, if any, and immediate corrections thereof.
 - 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.
46. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotation/tender or invoices or any other document shall have no legal sanctity.
47. Terms and conditions printed on Quotation/Invoice 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.
48. The quotee shall append the following declaration with the quotation :
49. The Service Provider shall submit the details of applicant on daily basis so that the accounts may be reconciled daily.

DECLARATION

I/We (Name) _____ hereby solemnly affirm and declare that the facts stated in the Technical Bid No. _____ dated _____ and Financial Bid No. _____ dated _____ are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action under Section 182 and Section 415 read with Section 417 and 420 of Indian Penal Code as the case may be.

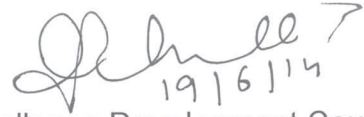
(Signature of quotee)

Name _____

Place _____

Date _____

50. The Check List (Annexure-I) must accompany the quotation.
51. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01262-274532 on any working day (Monday to Friday) during office hours (9:00 a.m. to 5.00 p.m.).



Dean, Colleges Development Council