DIRECTORATE OF TECHNICAL EDUCATION
4TH FLOOR, BLOCK 3, INDRAVATI BHAWAN NAYA RAIPUR – 492 002
Tel: (0771)2221376, Email: info@cgdteraipur.ac.in
Website: www.cgdteraipur.ac.in

Tender No. DTE/01/Admission Counseling/2016 January 2016

TENDER NOTIFICATION

Sealed tenders are invited from reputed Service Providers for conducting **Web-based Online Counseling 2016** for admissions to all Diploma, UG and PG Programmes for the Academic-Session 2016-17. The Tender Document can be downloaded from the website **www**.cgstate.gov.in

Attendance at the pre-bid meeting is compulsory. The last date for receiving bids is 22nd February 2016 up to 13.00 hrs.

Commissioner-cum-Director

TENDER ABSTRACT

Tender No.	DTE/01/Admission Counseling/2016
Download from Chhattisgarh State website	6th January, 2016 www.cgstate.gov.in
Pre-Bid Meeting	12th February, 2016 at 12:00 Hrs
Last Date for Submission of Tender	22nd February, 2016 at 13:00 Hrs
Technical Bid Opening Date and Time	22nd February, 2016 at 14:00 Hrs
Financial Bid Opening Date and Time	Date & time will be informed separately to the qualified bidders after evaluation of Technical Bids
EMD (In Rs.)	2,00,000/-
Address for Submission of Tender	Commissioner-cum-Director , Directorate of Technical Education Indravati Bhawan, Block 3, 4th Floor, Naya Raipur, Chhattisgarh, 492 002

TENDER FOR WEB-BASED ONLINE COUNSELING-2016 FOR ADMISSIONS TO VARIOUS PROFESSIONAL COURSES UNDER DIRECTORATE OF TECHNICAL EDUCATION, CHHATTISGARH

I. Introduction:

The Directorate of Technical Education (DTE) conducts web-based online counseling for admission to various Diploma, UG and PG courses run by Chhattisgarh Swami Vivekanand Technical University, Bhilai and other universities located in the State.

Admissions to these courses are made on the basis of Entrance Examinations conducted by VYAPAM, Chhattisgarh and JEE Mains examination, CMAT, GPAT, MAT, CAT, XET, JMAT, AIMS, ATMA, GATE and any other similar examinations.

II. Specifications and Scope of Work

1. DTE is looking for a service provider for the successful conduct of its Web-based Online Counseling—2016 for admissions to various courses, as listed below, for the academic session 2016-17.

   (i) Diploma Courses
   - Engineering
   - Non-engineering
   - Pharmacy

   (ii) UG Courses
   - Engineering
   - Pharmacy

   (iii) PG Courses
   - Engineering
   - Pharmacy
   - Computer Applications
   - Management

   DTE reserves the right to add or delete any course.

2. The details of the seats available for Online Counseling for each course will be made available by DTE in the form of a **'Seat-Matrix'**.
3. The bidder should have an already-developed (Off-the-Shelf) Online

Counseling Software product which can be customized as per the requirements DTE with minimal changes in minimal time.

4. The successful bidder must complete the customization and demonstrate at least 2 successful trial runs of the Online Counseling software within 4 weeks from the date of receipt of the work order from DTE. Failure to adhere to this deadline will result in summary termination of the work order and award of work to another *Service Provider*.
5. The Online Counseling software must be user-friendly and free from glitches.
6. The work for the whole counseling and admission process requires the following processes and modules:-

(i) Registration

This module will do the registration of eligible candidates, along with collecting one time payments by students. The students would be required to apply in prescribed online format through a secure login and would be required to fill in information in easy to use and intuitive GUI along with the requisite application fee in a designated by online (through a verified payment gateway) /offline mode. The candidates would be issued registration slips and SMS/Email confirmation after successful completion of the payment and process.

(ii) Choice filling

The registered candidates would be allowed to fill their choices for branch and colleges. The candidates will have option to revise and save the choices which must be locked within a given time frame. The candidates shall have the option of printing the registration and choice filling details.

(iii) Choice locking

After a set time the choice would be locked automatically (after a predefined time) if not locked by candidate.

(iv) Document verification

This module will be operated at various Document Verification Centre (DVC) for document verification. The candidate would appear personally at the DVC with all relevant original documents which would

be verified and data entered through an easy to use and intuitive GUI. The candidates would be issued ***Document Verification Cum Acknowledgement Slips*** after verification of documents. After the document verification but prior to the allotment of seat, a candidate can change his choices after getting the document verification cancelled from the same DVC and depositing the requisite fee & reappear for document verification within a given timeframe.

(v) Seat Allotment

Based on the candidate's choice, merit, category and availability of the seats, allotments are to be done. The candidate will get the allotment information by SMS. The candidate should be able to generate and take a printout of the Allotment-Letter from the portal by logging in.

(vi) Admission

The candidate will report to the allotted institute and the institute will give admission online by again verifying original documents of candidate. The Institutes will have their own secure login details where they can monitor their allotment and admission process.

(vii) Vacant seat Generation

Vacant seats would be generated in real time if there is failure of any candidate to appear for admission in the given time frame or there is admission cancellation due to any reason.

(viii) Re-allotment on vacant seats

The seats would be re-allotted based on generated vacant seats and choices given by the candidate in order of merit, category and availability of seats.

This whole cycle would be repeated till all the vacant seats are filled in a stipulated time. The process may be changed at any time, if required, with the approval of the competent authority.

7. The software should be capable of accepting and integrating the data relating to the various entrance tests furnished by VYAPAM Chhattisgarh, Chhattisgarh Board of Secondary Education, Central Board of Secondary Education etc.

8. The software should be capable of generating online details of the selected candidates and such other reports relating to Online Counseling as prescribed by DTE.
9. The contract for provision of services for Online-Counseling will be initially for three Years and extendable on satisfactory performance for another one year *at the same quoted price*. It shall be DTE's sole prerogative to judge whether the performance of the selected service provider was satisfactory or not and whether to extend the contract for another year or call for fresh tenders.
10. Details of the Online Counseling process will be made available to the bidders attending the Pre-Bid meeting as scheduled. All clarifications must be sought at the Pre-Bid meeting only and no correspondence will be entertained thereafter.
11. The successful bidder/Service Provider shall transfer the Master Database relating to the Online Counseling to DTE after the process is completed.
12. The agency should appoint at least one liaison officers and one technical person to effectively administer the process with the help of institutes and Directorate of Technical Education.
13. The agency should provide training in all the modules to stakeholders and designated officials for its operative aspects.
14. The portal should not require any proprietary software for installation at the user's end and if such software is required, the agency shall be responsible for providing the same free of cost.
15. The agency should provide at least 5 dedicated phone helpline on all week days to assist the candidates for any queries related to counseling between 10:00 am to 6:00 pm.
16. The agency should provide step by step audio & video tutorials for describing the usage of the modules to the students / end users.
17. The agency should have the facility to send bulk SMS for intimating the updates to the students and provisions to overcome the blockade set by DND users.
18. If for any reason there has been a partial or complete failure of the Online Counseling process, the Service Provider shall redo the exercise immediately at his own cost.

III. Eligibility/Qualifying Criteria:

(i) The bidder should be a proprietary firm, registered society, a firm or a corporate body or a consortium (one lead member and one more member) of companies, firms or societies registered in India. However, no bidder entity or any of its members can be a member of another bidder entity.

(ii) The registered agency should be operating in India for a minimum of five years with an objective of offering relevant IT solutions and services. In case of consortium each of the members of consortium must be a company/firm/society registered in India but at least one of them must be operating in India for minimum of five years.

[Mode of Proof: Certificate of Incorporation, Certificate of commercial taxes registration/ Income tax registration/any other document showing that the Bidder had been in the business during last 5 years. It shall be DTE's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof if required].

(iii) The bidder must hold Security and Software Quality Certification ISO 27001(Mandatory). However, bidders holding CMM level 3 or CMM level 5 certification shall be given additional weightage in the technical evaluation.

(iv) The bidder should have successfully developed and operated Online Counseling Software for Admissions to at least three reputed organizations of which at least one should be a government organization prior to the date of advertisement.

(v) The bidder must have proven capacity of conducting of Online Counseling of minimum 25,000 candidates at a time conducted in last 3-Years.

[Mode of Proof: Copy of agreement/Work Order/Project completion certificate/any other relevant document. It shall be DTE's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof if required.]

(vi) The bidder's average annual turnover during last three financial years should be Rs. 5 Crore. As documentary proof, audited balance sheet and profit & loss account is to be submitted. In case of consortium this condition shall be satisfied by the principal bidder.

(vii) The Bidder should have its own developed software which can be customized as per the requirements of the DTE.

IV. Submission of Bids and Tender Evaluation:

(a) The Bidders shall submit their bids in two parts:

(i) Technical Bid and

(ii) Financial Bid.

(b) The Technical & Financial Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope super-scribing ***"Web-based online Counseling-2016 for Admissions to various professional courses under Directorate of Technical Education, Chhattisgarh".*** If any Bidder encloses the Financial Bid within the Technical Bid, the same shall be rejected summarily.

(c) The Bid Document must be addressed to: ***The Commissioner cum Director, Technical Education, Chhattisgarh, Directorate of Technical Education, Block 3, 4th Floor, Indravati Bhawan, Naya Raipur – 492 002.***

(d) They must be sent only by Registered/Speed Post or through Special Messenger under proper acknowledgement so as to reach latest by 13.00 hours on 22nd February, 2016. Late tenders shall not be accepted.

(e) The Bid Document can be downloaded from DTE website www.cgstate.gov.in The bidder shall enclose a demand draft for Rs. 5,000/-, towards the cost of tender document, drawn on any scheduled bank and payable at Raipur in favor of "Directorate of Technical Education". The tenders received without the cost of tender document

shall be summarily rejected.

(f) The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format along with an Earnest Money Deposit (EMD) of Rs. 2,00,000/- in the form of Demand Draft drawn in favour of Directorate of Technical Education and payable at Raipur. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

(g) The Financial bid shall be in the format prescribed. The lump-sum price in the Financial Bid should be clearly written both in figures and in words. In case of a discrepancy between the price in figures and words, the price in words will be considered correct.

(h) The Technical Bids will first be opened at Directorate of Technical Education, Naya Raipur at 14.00 hours on 22nd February 2016 in the presence of the bidders (if any) and evaluated as per the evaluation criteria.

(i) Bidders will not be allowed for any alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/correction should be indicated both in figures and words, and duly attested under the full signature of the Authorized Signatory of the Bidder.

(j) All the pages of the Bid Document shall be continuously numbered and submitted as a package along with a Covering Letter in the prescribed proforma on the Bidder's letterhead.

(k) Information, references and certificates from the respective clients certifying technical, delivery and execution capability of the Bidder should be signed and affixed with seal and the contact numbers of all such clients should be mentioned. DTE may also independently seek information regarding the performance from the clients.

(l) If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then DTE reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3-Years.

(m) Bidders are not allowed to submit multiple bids.

(n) Bidders are not allowed to sub-contract any part or whole of this contract.

(o) Bids/offers received through e-mail or without sealed cover will be rejected.

(p) Pre-bid meeting of would-be bidders is scheduled on **12th February, 2016** at **12.00 hours** at DTE, Indravati Bhawan, Naya Raipur. Presence at Pre-bid meeting is compulsory.

(q) The date and time of opening of Financial Bids shall be informed to the qualified bidders separately and will also be notified on the web site of Directorate of Technical Education, Chhattisgarh.

(r) Within 3 days of the issue of award of contract to the successful bidder, the Bidder shall furnish a Security Deposit of Rs. 5 Lakh in the form of an A/C Payee Demand Draft or Banker's Cheque. The EMD already paid will be adjusted against the Security Deposit.

(s) The EMD of the unsuccessful bidders will be refunded after award of the contract.

(t) DTE reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason whatsoever.

V. Payment Terms:

1. No advance will be paid to the Service Provider.

2. As soon as the Service Provider furnishes to DTE, the Final List of selected candidates and the various outputs/reports specified in "para 6 of section (II) *Specifications and Scope of the work"* of this document and submits a Completion Report of the Online Counseling 2016, the payment will be made.

DTE, reserves the right to test check whether the claims/reports made by the Bidder are correct.

3. The above payment is subject to timely and satisfactory completion of all the steps/activities leading to each stage. In the event of delays on the part of the Service Provider not attributable to DTE or to Force Majeure causes, DTE shall have the right to make 'cuts' in payment at the rate of 0.50% of the amount payable per day of delay but not exceeding 10% of the amount payable.
4. In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to DTE or to Force Majeure causes, DTE shall have the right to withhold the corresponding payment for these steps/activities either fully or partly after giving a 7-day notice to the Service Provider to show cause against the same, and to take such other legal action to make good the losses caused by the Service Provider to DTE. DTE shall also have the sole right to terminate the contract altogether, at any point of time.
5. DTE shall have the right to determine what the "amount payable/corresponding payment" for any step/activity is, and while the Service Provider has a right to represent/clarify, DTE's determination of the same shall be final without prejudice to the Service Provider's rights to seek alternative remedy through arbitration/Courts.
6. In the event of the Service Provider bringing DTE into disrepute by his failure to conduct the Online Counseling, DTE shall reserve the right to blacklist/debar the Service Provider for a period of at least 3 years.

VI. Confidentiality

The Service Provider and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information or data relating to DTE's Web

Based Counseling 2016 without the prior consent of the DTE. DTE reciprocally agrees to do likewise regarding any proprietary or confidential information or data relating to the Bidder which may come into the possession or custody of DTE in the course of the project.

VII. Resolution of Disputes

Should any dispute arise between the Service Provider and the DTE which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Raipur only.

EVALUATION OF THE BIDS

Quality and Cost based selection (QCBS) of the agency.

Technical Evaluation : Criteria for calculation of technical scores.

S. No	Parameter	Marking Scale	Maximum Marks	Remarks
1.	Average annual turnover of the Agency for last 3 years.	above 10 crore (15 marks 5 to 10 crore (10 marks) 5 crore (5 marks)	15	
2.	Experience of the agency in providing Counseling / allotment/admission (for at least 25,000 candidates per counseling)	1 to 3 clients (6 marks) Up to 6 clients (8 marks) Above 6 clients (10 marks)	10	
3.	Expertise of agency in counseling, allotment and admission for professional courses in technical education (for at least 25000 candidates per counseling)	1 to 3 clients (6 marks) 4 to 6 clients (8 marks) Above 6 clients (10 marks)	10	
4.	The bidder should have CMMI Level 3/ CMMI Level 5 certification	10 marks	10	
5.	Online transaction (Payment Gateway)	up to 25000 transactions (5 marks) above 25000 transactions (10 marks)	10	
6.	Qualified technical	150 and above	10	

	manpower on roll	(10 marks) 100 – 149 (8 marks) 50 – 99 (6 marks)		
7.	Company/ Society/Firm registered under company act in India	more than 25 years (10 marks) 11 – 25 years (8 marks) up to 10 years (6 marks)	10	
8.	Technical profile of the company: Giving details about activities, infrastructure, technical staff, academic experts, methodology of modules etc. (On the basis of maximum 30 minutes presentation by the agency)	0-25 marks	25	
				Total Marks =100

Technical Evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For the clause the substantially responsive bid is one that confirms to all the eligibility, terms and condition of the tender without any material deviation. The Technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have the right and sole discretion to call/not to call any bidder for any discussion /presentation etc.

Broad Criteria for technical bid

1) Standing of the agency and financial position in the last five year.
2) Software/Solution specification & ease in general use.
3) Similar successful work experience with Government departments/Government

undertaking.

4) Proven Test capability (including manpower and machine) to handle large volume data and wide test centers
5) Data Security and Quality Certification ISO-27001(Mandatory)
6) CMM level 3 or level 5 certification desirable

Financial Evaluation:

The Financial bid shall be opened for only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. DTE shall inform the date, place and time for opening of the financial bid to the respective bidders.

Financial Bid Evaluation:

The financial bid of those bidders who qualify in the technical evaluation, will only be opened i.e. the financial bids of the technically qualified bidders will only be evaluated. The Financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

The individual bidders financial scores (Fs) will be normalized as per the formula below:

Fn = (1-(Fb-Fmin) / Fmax-Fmin))*100

Where,

Fn=Normalized financial score for the bidder under consideration

Fb=Absolute financial quote for the bidder under consideration

Fmin=Minimum absolute financial quote

Fmax=Maximum absolute financial quote

The Bidder with the highest Composite Score (S) would be awarded the contract

Composite Score (S)=Ts x 0.7+Fn x0.3

There will be 70% weightage for technical evaluation and 30% for financial evaluation.

Software Ownership:

I. Organization should own the complete source code of the software being used for conducting the Counseling.

II. Organization should have all the necessary process in place for entire Software Development Life Cycles (SDLC) of the software being used for conducting the Counseling.

III. Organization should have all the necessary component of source code in place and any change required in any of the component of the software, in house technical skill should be available to make necessary changes.

IV. Software code should be labeled and versioned. After every modification, the version should change accordingly.

V. Software code should have backup systems. Source code can be recovered in case of any natural/unnatural/technological disaster.

VI. Organization should own the test cases and regression testing code to produce that they have done necessary testing for the software to scale up-to conduct large assessments.

VII. Organization should have in house quality assurance group and a strong quality management system to do quality check of the software.

VIII. Proper security provision and confidentiality for source codes to be ensured by the organization.

TERMS & CONDITIONS

I. The bidder should not have incurred any loss during last five years ending 31-03-2015. The bidder should submit certified copies of their company's balance sheet and profit and loss account duly audited for the last five financial years.

II. The bidder should have on sufficient number of technical and administrative employee work-force on bidder's/company's for proper execution of the Job on contract.

III. The bidder must be registered with appropriate tax authorities such as income tax, service tax etc. should submit valid certificates of registration with the authorities.

IV. The bidder's average annual turnover during last three financial years should be Rs.5 crore. As documentary proof, audited balance sheet and profit & loss account is to be submitted. In case of consortium this condition shall be satisfied by the principal bidder.

V. The contract shall be on "end to end outsource basis" and the bidder should

have all relevant facilities and logistics available to execute the work.

VI. The bidder must have ISO 27001 certification for the software security.

Even though bidders may satisfy the above requirements, they may be disqualified if they have:

(i) Made misleading or false representation or fact of deliberately suppressed the information to be provided in the forms, statements and enclosures of the document.

(ii) Record of poor performance such as abandoning work, not properly completing any part of the task or the whole contract or any financial failures /weakness.

(iii) If confidential inquiry reveals facts contrary to the information provided by the bidder.

(iv) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

(v) If bidder is engaged in any activity which can influence the conduct of counseling such as conducting of coaching classes etc.

(vi) If the bidder breach the code of conduct.

(vii) If the bidder breach the code of data security and confidentiality.

The technical bid shall consist all the information related to the following aspects:–

(I) Technical information as desired in prescribed format,

(II) The financial information of the agency,

(iii) The details of experience of similar works,

(iv) Organizations structure and information of the on roll regular staff,

(v) Technical and administrative manpower available for this work,

(vi) Physical infrastructures such as availability of test centers, technology, hardware, software etc as mentioned above and scope of work.

(vii) EMD and tender fees.

(viii) Duly signed copy of ISO 27001 Certification in the name of bidder/consortium.

(ix) Any other document which strengthens the candidature.

The agency must have at least 50 technical employees employed in-house in India for conduct of counseling processes, development of software, and maintenance of software, networking and data security.

IMPORTANT INSTRUCTIONS:

(i) The agency should be registered in India. The registered agency should be operating in India for last five years with an objective of offering relevant IT solutions and services that are the subject matter of this tender.

(ii) The agency should own the copyright of the source code of software being used for conducting the counseling. The organization should be able to make changes as required in any of the components of the software.

(iii) The organization should comply with define software development life cycle (SDLC) process in the development and maintenance of the system used for conducting the counseling.

(iv) The agency should be certified for compliance with established information security standards such as ISO27001.

(v) The agency should follow defined software change management process to manage changes in the software. Such a process would include change request management, impact analysis, change approval, change implementation, version control, version labeling, testing QA certification and deployment into production.

(vi) The agency must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.

(vii) The agency should have an in-house quality assurance and product testing team with a robust quality management process that are followed to test and certify the system used to conduct the counseling. the organization should maintain documented test cases and maintain evidence of successful test execution covering all test cases, Rigorous testing must be done for major as well as minor and patch releases.

(viii) Testing should not be limited to system features and functionally. The system used to conduct the counseling must be taste for performance, security, usability, availability, business continuity, and disaster-recovery.

(ix) The agency should design a high performance module and conduct test to verify successful achievement of high concurrency, fast response time and long stress duration required for the system used to conduct the online counseling process.

(x) The agency should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries, and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the counseling.

(xi) Suitable emergency management plan towards safeguarding from the losses

occurred while any crisis situations/ redundancy of servers, failure of nodes in additional center locations, ensuring safety of student's data.

At any time before the submission of bids, DTE may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them; Bidders shall acknowledge receipt of all amendments.

If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids may or may be extended by DTE

Note:

a. Minimum qualification for eligibility for consideration will be achieving 60% marks in the mentioned calculation. If number of eligible tenders is less than 3, the condition may be relaxed uniformly and in an iterative manner to have a fair competition.
b. Information provided in this tender document to the Bidder(s) is on a range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. It is hereby clarified that the purpose of this tender document is to provide the Bidder(s) with information to assist them in the formulation of their bid proposals. Bidder should therefore carefully examine and analyze the tender document and should carry out its own investigation with respects to all matters related to the service, seek professional advice on technical, financial, legal and regulatory and taxation matters and satisfy itself of consequences of submitting the tender for into any agreement and/or arrangement relating to the service. DTE makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in tender document.
c. The bidder shall bear all its costs associated with or relating to the preparation and submission of its tender document including but not limited to preparation, copying, postage, delivery fees, expenses

associated with any demonstration or presentation which may be required by DTE or any other costs incurred in connection with or relating to their bids. All such and expenses will remain with the bidder and the DTE, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an preparation for submission of the tender document, regardless of the conduct or outcome of the tender process. This tender document is not transferable.

FORMAT OF COVERING LETTER

Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Technical Bid, and EMD of Rs.2,00,000/-

Ref: DTE's Tender Notification - DTE/01/Admission Counseling/2016 dated

From

Name & Address of the Bidder

To,

Commissioner-cum-Director
Directorate of Technical Education
Block 3, 4th Floor, Indravati Bhavan
Naya Raipur – 492 002

Sir,

We are a----------

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[Introduce your company and its activities with particular reference to your experience in conducting Online Counseling. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200 words].

2) We hereby submit our Bid for conducting Web-based Online Counseling 2016 for all Diploma, UG and PG Programmes of DTE for the year2016.

We have enclosed a Demand Draft bearing Nos. dated for Rs. 5,000 towards the cost of tender document and Rs.2,00,000 towards Earnest Money Deposit (EMD) in the name of the Directorate of Technical Education, payable at Raipur.

3) We have read and understood and hereby agree to all the terms and conditions stipulated by the DTE in this tender including the specifications and scope of the work, the Time Line for delivery, Payment Terms, etc.

4) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We agree to demonstrate our product during Technical Evaluation and shall abide by the decision of DTE regarding the suitability of our product to their requirement. We understand that if any of the particulars are found to be false or misleading, DTE has the right to summarily reject our bid at any stage and that our company is liable to be black listed/debarred by DTE for at least 3 years.

5) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with DTE within 3 (three) days from the date of issue of the Purchase Order failing which the Purchase Order may be cancelled and the EMD forfeited.

6) Our Price Bid is inclusive of all taxes, duties and charges and the price quoted shall be firm till the execution of the contract not only for 2016 but also for 2017, 2018 and 2019 if the contract is extended by DTE.

7) We shall work closely with DTE and keep DTE posted at every stage about the progress made, and handover the entire database to DTE on conclusion of the project.

Yours faithfully,

Date:

Place: Signature with Seal of Authorized Signatory
Authorized Signatory Name of Signatory Name of Agency

Address of Agency:

Technical Bid

(First sheet shall be on the letter head and all pages have to be authenticated at the bottom)

(1) Whether the bidder is in the software development business for at least 5 years? Yes/No.

(a) Mode of Proof enclosed:

(b) Available at which page number of Bid Document:

(2) Whether the bidder has successfully developed and operated a Counseling Software for Admissions to at least three reputed Organisations, out of which at least one should before a Government organisation. Yes/N0

Sl. No.	Name & brief description of the 'Counseling Software' project	Whether it was an 'Online Counseling Software' project? Yes/No	Name, Address & Contact No. of the Client for whom the Counseling Software project was developed	Proje ct value	Project Period	No. of candidates handled	Mode of Proof	Available at which page of the document

3. Average annual turnover for the last 3 years i.e. 2012-13, 2013-14 and 2014-15
Financial Details (as per agency`s audited Balance Sheets)

(Rs. In Crore)

Financial Year	Turnover in Rupees	Page number of document
2012-13		

2013-14		
2014-15		
Average of 3 years		

4. Details of key personnel's**.**

Name	**Designation in agency**	**Roles/ responsibility in agency**	**Educational qualification**	**Experience**	**Expertise in subject(s)**

Please enclose the following

1) Organization structure (Organogram)

2) List of on-roll and regular /Contractual employees of the agency with their qualification, date of joining etc.

3) Attrition Rate for last 1 year on monthly basis.

(3) Whether the bidder is the full owner of the Online Counseling software and has the right to make such changes to it as required by DTE to suit its needs? Yes/No

(4) Whether the Bidder has been debarred or black listed by any government department/agency in the past 3 (three)years on account of fraudulent or corrupt practices or inefficient/ineffective performance? Yes/No

(5) Please enclose methodology /approach in conducting and managing the whole Online Counseling process, ensuring confidentiality of the counseling process with the expected time–line of key activities for undertaking the project.

(6) Please indicate expectations and support required from the client.

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by DTE for at least 3years.

Date: Signature with Seal of Authorised Signatory

Place:

Format for FINANCIAL BID by the agency: (to be enclosed in a separate envelop mentioning as "FINANCIAL BID" on it.

Financial Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Reference: DTE's Tender No. DTE/01/Admission Counseling/2016 dated

From

Name & Address of the Bidder

To,
Commissioner-cum-Director
Directorate of Technical Education
Block 3, 4th Floor, Indravati Bhawan
Naya Raipur, C.G. – 492 002

Dear Sir,

We hereby submit our lump sum Financial Bid for Web-based Counseling 2016 of the Directorate of Technical Education, Chhattisgarh:

Price per candidate in INR (in figures)	Price per candidate in INR (in words)

The Price quoted is inclusive of all taxes, duties and charges and shall be firm till the completion of the Contract including the period of extension, if any.

Date: Signature with Seal of Authorised Signatory
Place:

SELF DECLARATION OF TENDER PROPOSAL DOCUMENT

Commissioner-cum-Director
Directorate of Technical Education
Block 3, 4th Floor, Indravati Bhawan
Naya Raipur,C.G – 492 002

Subject: Proposal for **Web-based Online Counseling 2016** of various courses under DTE

Respected Sir,

I the undersigned Bidder, having read and examined in detail the specifications and all bidding document in respect of scope of work & services to be provided for the above mentioned subject do hereby propose to provide the services as specified in the Bidding documents.

We are an Indian firm. We hereby declare that all the taxes which are liable on us, under law prevailing at that time will be paid by us.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

We declare that all pages of proposal are numbered and signed on all pages by our authorized signatory.

Thanking you,

Yours faithfully,

(Signature)

Name and Designation

Seal

Date:

Place:

Business Address:

SELF-DECLARATION ZERO TASK FAILURE OF THE AGENCY

Ref:

To,

Commissioner-cum-Director
Directorate of Technical Education
Block 3, 4th Floor, Indravati Bhawan
Naya Raipur,C.G – 492 002

In response to the Tender No. DTE/01/Admission Counseling 2016, dated ---------- as an Owner / Partner/ Director of M/s…….. I/We hereby declare that I/We have not been notified ineligible for corrupt & fraudulent practices either indefinitely or for particular period of time till the undersigned date.

Authorized Signatory:

Name and Designation

Seal

Date:

Place:

Business Address:

AFFIDAVIT

I,…….. S/O……; Director/proprietor of M/s ……..having its Registered office at …….. do hereby solemnly affirm and declare as follows:

That I have been authorized to execute this affidavit on behalf of the agency by the Board of Directors vide its resolution passed on date…….

That in response to the said Advertisement, our agency has submitted its proposals to DTE Raipur on date…….

It is here by declared that our agency or any of its office bearer has never been black listed by Govt./Semi Govt. Agency and there is no legal action pending against the agency or any punishment order is issued in any criminal processing against the same.

That the submitted proposal of our agency M/s…… containing necessary information and particulars furnished as per the given proforma of DTE.

That all the documents attached with the tender proposal are factual and the statements made are true. None of the information furnished is imaginative or false.

That all the statements made in the foregoing Affidavit as above are true to my knowledge and belief and if anything is found contrary. I stand liable to be prosecuted under appropriate Act/Laws in-force.

Solemnly affirmed by the said at ……on the day ……of……..2016

Deponent:

Identified by me

BIDDER'S AUTHORIZATION CERTIFICATE

To,

Commissioner-cum-Director
Directorate of Technical Education
Block 3, 4th Floor, Indravati Bhawan
Naya Raipur,C.G – 492 002

…….(Authorized Person's Name), …….(Designation) is hereby authorized to sign the relevant document on behalf of the company in dealing with this tender.

He is also authorized to attend the meeting & submit Technical & Financial information as may be required by you in the course in the course of processing above said tender.

Thanking you,

Authorized Signatory:

Name and Designation

Seal

Date:

Place:

Business Address:

COMERCIAL DETAILS OF AGENCY

1. Full Name of the agency:
2. Constitution of the agency

   (Proprietorship / Partnership/Company)

3. Address of Head Quarter &Branches

   :

4. Date of commencement of Business :

5. Telephone No. (s)/Mobile No.:
6. Email –Address:
7. In case of partnership Firm:

   Name and address (s) of partners of the agency

   (Also indicate their period of directorship in the firm)

8. In case of Company:

   Name and address (s) of partners of the agency

   (Also indicate their period of directorship in the company)

9. Number of all regular and on-roll employees:

   (Their respective qualification and period of service with the agency to be mentioned separately)

10. Number of semi qualified /other staff:

    (Indicating their respective qualification and period of service with firm)

11. Names & Addresses of major clients:

12. Name & Addresses of Govt. /Semi Govt. clients

13. Name of Group /Brand if any:

List of the document enclosed (Tick Mark)

1) PAN Card of Bidder.
2) VAT
3) Trade license no.
4) Residential proof (for proprietor/partner/director)
5) Address Proof of office.
6) Proof of registration of agency
7) Copy of Partnership Deed with certificate of registrar of the agency in case of Partnership Firm.
8) ROC certificate and MOA & AOA in case of company.
9) Service Tax registration no.
10) Income tax returns of last three years
11) Audit report, profit & loss accounts & balance sheet for last three years.
12) Consortium Agreement in case of consortium.
13) All details of both firms in case of consortium from point (1) to Point (9)

Note: Relevant documentary proofs in respect of all the above requirements are to be submitted along with the tender proposal. Without sufficient documentary proofs about the above mentioned criteria, the proposals are likely to be declared as ineligible for the opening of financial bid.

Authorized Signatory

Date:

Place:

Name and Designation:

Seal

Business Address:

Check-List of Documents:

S. No	Check list of the enclosures by the bidder	Attached Yes/No
1	Format of covering letter	
2	Technical Bid in prescribed format	
3	Documents related to Security & Software Quality Certification (ISO & CMMI)	
4	Financial Bid	
5	Self Declaration of the tender	
6	Self Declaration of zero task failure of theagency	
7	Affidavit by the bidder	
8	Bidder`s authorization certificate	
9	Financial Details of the agency	
10	Commercial details of the agency	