



KUMAUN UNIVERSITY, NAINITAL (UTTARAKHAND)

TENDERING & PROCUREMENT

BID DOCUMENTS

**Tender for Online application form development,
database generation and processing, result declaration and counseling for
M. Ed./B. Ed./LL.B./LL.M. Entrance Test 2017**

KUMAUN UNIVERSITY, NAINITAL

Short Term Tender Notice

**Online application form development,
database generation and processing, result declaration and counseling for
M. Ed./B. Ed./LL.B./LL.M. Entrance Test 2017**

Tel. 05942-237279

Website: www.kunainital.ac.in
e-mail ID: affillkuntl@gmail.com

Tender Document for : Online application form development, database generation and processing, result declaration and counseling for M. Ed./B. Ed. /LL.B.& LL.M. Entrance Test 2017

Sealed Tenders are invited under two separate covers, i.e. **Technical Bid** and **Financial Bid** from the reputed Firms/Agencies/Registered Societies/Institutions up to **4:45 PM of 05 April, 2017** for Online Application form Development (Online application form development, database generation and processing, result declaration and counseling for M. Ed./B. Ed./ LL.B.& LL.M. Entrance Test 2017) as per the technical specification listed below. ISO 9000 certified Firms/Agencies/Registered Societies/Institutions may view and download the tender document containing the detailed terms and conditions from our website <https://www.kunainital.ac.in>. The Tender bids can be submitted in the office of the Registrar, by hand or surface mail.

Cost of Tender Document : Rs 1135=00 (Including Tax)
Earnest Money (EMD) : Rs.20,000=00

Schedule:

1. **Date of Advertisement in the newspapers** : 20-03-2017
2. **Date of Advertisement on University Website** : 21-03-2017
3. **Date of Issue of Tender Document** : 21-03-2017
4. **Last date and time of submission of Tenders** : 05-04-2017
(Though surface mail or By Hand)
5. **Date and Timing of opening of bids** : 06-04-2017
6. **Place of Submission and Opening of tenders.** : **Office of the**
Registrar,
Kumaun University,
Mallital, Nainital


Registrar

Technical Specifications

A- Pre-Examination Process (Online application)

1- Generation of Website

- Creation and management of portal for Entrance Exam, named
e. g. <https://www.ku.entranceexam.ac.in>

2- Registration of Candidates (Flow of Steps)

- Application form will be displayed on Client's Machine.
- During application form filling by the candidate, all input validation will be checked by software.
- Candidate will save the filled-in application.
- A New Registration No. will be allotted to each applicant. The Registration No. will be the key for Applicant for further correspondence with the University as well as for retrieval/checking of application status on internet.
- **Message of 'saved application' will be delivered on client's registered Mobile Number (SMS) as well as it shall be e-mailed to the Applicant's email-id, if provided by the Applicant.**
- A Challan form will be generated against the Registration No. Two copies of Challan will be printed on A4 size paper at client's end.
- Candidate will deposit the fee amount in Bank A/c (given in Challan form) according to applicable fee.
- Candidate shall get back a copy of Challan from bank.
- Bank will provide the deposited Challan data to the university through e-mail.
- Fee-deposit related data filled by applicant will be validated with the data provided by the Bank.
- Only application with validated fee-deposit data will be considered for further processing.
- Candidate can Update/Edit his/her Application within a specified period of time.
- Candidate can apply with late fee after due date if permitted.
- Drop down fields and choice fields will be provided in application form for ease of filling the application.
- Candidate will open his/her application with the Registration no. and registered mobile no. along with Date of Birth and his/her First Name.
- These should be formatted so that University could watch the Statistics about the applications as under:
 - 1- Total Applications received.
 - 2- Total Number of applications received whose fees has been

received.

- 3- Subject wise count of applications.
- 4- Category wise count of applications.
- 5- Centre Choice wise count of Applications.
- 6- Any other reports required by the administrator.

3- Centre allocation and Generation of Roll Numbers.

- Only validated application forms will be used for this processing.
- Centre will be allocated according to the choice of city filled-in by applicant. If the centre is unavailable for first choice, the second choice registered by the applicants will be entertained. The number of centres may change as per number of applicants.
- After completion of the Centre Allocation Process, Roll numbers will be allocated to applicants.
- Same subject (Science/Arts/Commerce) applicants appearing from a centre should get roll number in sequence.
- List of applications invalidated/rejected will be displayed on internet and **the candidate will also be intimated about reason of rejection of his/her application through SMS/Email.**
- Admit card data will be uploaded in internet for download of Admit card by the candidate , using specified fields.
- All data will be kept under security in encrypted form, with key being provided to authorized administrator only.

4- Soft & Hard Copy (A4 size paper) Reports required by University

- Numerical Return.
- Nominal Roll
- Verification/Signature Chart (Coloured printout of Photo/Signature)
- Desk Slips.
- And other required reports.

5- Provide a Helpline Number and email Id in web site to solve the applicant's problem/query.

B- Post Exam Process (Online declaration of result)

- Result will be displayed on Internet, both category wise and subject wise, depending upon the requirements specified by authorized administrator.
- Candidate will be provided the facility of viewing and printing his/her result.
- A software with encrypted data will be provided by the company for offline use. Keys to this encrypted database will be provided to authorized administrator only.

C- Counselling :

- Candidates may be required to fill-in choices of their admission centres at the time of counselling. A format for this purpose will be provided online.
- The choice forms will be made available online to the successful candidates.
- Copy of the choice form will be saved in the system; candidates may take a copy of choices filled by him/her.
- Allocation to centres of admission will be carried out in view of merit cum preference and compliance of reservation norms applicable at the time of counselling.
- Details of seats and candidates allocated in a particular round of counselling to specific centres will be made available to centres, which they can see and take a printout through using an unique ID and password provided to them.
- Seats filled after closure of admission date in a particular round will be locked by individual centres, using unique IDs and passwords assigned to them. Reports will be generated for seats filled and vacant in different categories in different institutions after every round of counselling.

Term & Conditions for Bid
Instructions to Bidders
(To be kept duly signed and stamped in Envelop-1)

Pre-Qualification Requirement of Bidders

The bidders shall furnish the under mentioned information and in support of it essential to enclose copy of the respective document as mentioned below, failing which the technical bid will not be considered.

1. Name of the Firm and Full Address :
2. Name of the Proprietor :
3. Telephone/Mobile Number(s) :
4. Biennial Turn Over (not less than 1 crore) :
5. Copy of last three years balance sheet :
6. Bank Account Number (in the name of the firm):
7. Permanent Account Number (PAN) of the firm (Please enclose Photocopy) :
8. Registration No. of TIN & VAT (Please enclose Photocopy) :
9. The bidder shall submit self-attested (authorised signatory) copy of firm deed and registration document of the firm, issued by the competent authority :
10. The bidder shall submit ISO 9000 certified documents :
11. The bidder shall submit DD for Rs. 1135/= as Tender cost, in favour of Finance Officer, Kumaun University, Nainital payable at any Nationalized Bank at Nainital :
12. The bidder shall enclose a DD for Rs.20,000=00 in favour of Finance Officer, Kumaun University, and Nainital payable at any Nationalized Bank at Nainital as Earnest Money Deposit (EMD). Complete amount is re-fundable upon Successful completion & acceptance of delivery by Kumaun University, Nainital.
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13. The envelope containing tender be super scribed by **Tender for Online application form development, database generation and processing, result declaration and counseling for M. Ed./B. Ed./LL.B. & LL.M. Entrance Test 2016.**
14. **The bidder should sign the declaration certificate.**

Arbitration

In case of any dispute, the matter shall be referred to committee of maturity agreed person of high standing in civil society appointed by the V. C. Kumaun University.

Legal Jurisdiction

For all legal disputes the jurisdiction will be limited to the District Court of Nainital.

Other requirements:

1. Tender should be addressed in the name of REGISTRAR, ENTRANCE EXAMINATION, KUMAUN UNIVERSITY, NAINITAL. "FINANCIAL BID" and "TECHNICAL BIDS" should be in separate shield envelop, then put in the large envelope.
2. Financial bids of only those firms shall be opened which qualify in technical bids.
3. Duly Authorised Signatory/ Representative of each firm may be present at the time of opening of the bids. A meeting of "EOI" (Expression of Interest) shall also be held at the time of opening of the bids.

4. Qualified bidder shall have to enter into an agreement (MOU) on the prescribed format of the University on the given date including Security Deposit; i.e. 10% of Total Work Order. The Security Deposit can't be withdrawn before completion of the work assignment.
5. Tender form may be downloaded from university website www.kunainital.ac.in. A bank draft for Rs. 1135=00 of any Nationalised bank in favour of Finance Officer, Kumaun University, Nainital payable at Nainital, must be enclosed along with tender form. Cost of tender Form in Non-refundable.
6. Tender document will be rejected if it is:
 - a. Incomplete
 - b. Not properly filled
 - c. Received after the due date
 - d. Not accompanied with account payee DD worth Rs. 1135=00 towards Tender document fee .
 - e. Not accompanied with account payee DD worth Rs.20,000=00 towards EMD.
7. Validity of Tender will be two (02) Months from the date of opening of tender.
8. The work is of the top confidential nature and deals with the career of the students so confidentiality, secrecy and efficiency are required at each stage. The data base can't be shared unless asked by authority (user Clint).

Schedule of work completion:

1. The pre exam processes (online application) will be completed on or before two (02) weeks of the date of examination and the supply of Hard Copy Reports of Online Applications Required by University in (A4 Size Paper) shall be completed up to one week before the exam date.
2. Time Period for completion of post-exam module (result shall have to be displayed) shall be 24 (twenty four) hours of the receipt of the mark sheet of the subjects/ category concerned.

Penalty:

Penalty @ 1% of the total value of the order shall be imposed for every days of delay caused due to inefficiency of the supplier only. In addition, penalty of Rs. 1000/= (rupee one thousand only) shall be imposed for wrong/ miss information of each applicant.

**REGISTRAR
KUMAUN UNIVERSITY,
NAINITAL**

KUMAUN UNIVERSITY, NAINITAL

FORM “A”

Technical Bid

1. Name of Firm with Full Address :
2. Name of Proprietor :
3. Name of Authorised Signatory (If any)
(Power of Attorney has to be enclosed) :
3. Registration document of the firm, issued by the
competent authority :
5. Bank Account Number (in the name of the firm) :
6. Permanent Account Number (PAN) of the firm :
7. Registration No. of TIN & VAT :
8. Self-attested (authorised signatory) copy of firm deed :
9. ISO 9000 certified documents :
10. DD for Rs. as Tender cost :
11. DD for as EMD :
12. Certified copies of biennial (last two years)
Turn Over (not less than 1 crore) :
13. Copy of last three years balance sheet :

Note-

- (a) All the relevant documents must be annexed with the Technical Bid.
- (b) Qualified vendors can be asked to demonstrate their technical/process and give a demo before the final contract is made.
- (c) All the bidder will have to agree to fulfil requirements given in Technical Specifications.
- (d) Financial Bids will be opened only for those who qualify the technical bid.

Date:

Place:

Signature

Proprietor/Duly authorized

Signatory with seal of the Firm
KUMAUN UNIVERSITY, NAINITAL

FORM “B”

Financial Bid

(To be Sealed in Separate envelope)

Sl. No.	Description of the work	Quantity	Rate Per student
1.	a) Designing online Application Form b) Registration of candidates through user ID c) Centre allocation d) Generation of Roll No. e) Numerical Returns f) Nominal Roll g) Verification/Signature Chart list. h) Desk Slip	10,000 (approximate)	
2.	a) Display of result in internet, b) Uploading of result in internet for candidate with their score and rank,		
3-	Conduction of counselling and allocation to institutions as per specifications.		

Note-

- (1) Rates quoted must be inclusive of all taxes & freight etc.
- (2) Financial bids will be opened only for those firms who will qualify the technical bid and could satisfy University authorities in EOI (Expression of interest) meeting.
- (3) Qualified bidder shall have to enter into an agreement (MOU) on the prescribed format of the University on the given date including Security Deposit; i.e. 10% of Total Work Order. The Security Deposit can't be withdrawn before satisfactory completion of the work assignment.

Date:
Place:

Signature
Proprietor/Duly authorized
Signatory with seal of the Firm

DECLARATION

I hereby declare that the Firm will work according to the norms of the tender and will be liable for penalty mentioned in the tender.

Date:
Place:

Signature
Proprietor/Duly authorized
Signatory with seal of the Firm