Central University of Orissa

(Established under the Central Universities Act, 2009)
Landiguda, Koraput. Odisha Pin.: 764 020.
Phone:06852-288235/238 Fax.06852-288225

Ref.: CUO/Exam/2017-18   Dt.23/02/2017

LIMITED TENDER NOTICE

Sealed quotations are invited from the reputed software services providing agencies for "providing complete online module for admission to various academic programmes" for Central University of Orissa, Koraput. The sealed quotations are to be submitted on or before 15/03/2017 by 1500 hours as per the prescribed terms and conditions.

For further details please visit University website: www.cuo.ac.in.

Sd/-
Vice-Chancellor

(Ref.: CUO/Exam/2017-18   Dt.23/02/2017)

Sealed limited tenders are invited for "**providing complete online module for admission to various academic programmes**" for the University.

TERMS & CONDITIONS

(I)   ELIGIBILITY CRITERIA:

The tenderers must fulfill the following eligibility criteria failing which their offer will be summarily rejected:-

1.   The tenderer must possess required valid licenses, Registration etc. issued by the Competent Authority as per law.

2.   The tenderer must have completed satisfactorily during the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year at least

      (a) One supply order of Rs.40,000/- each or more **or**
      (b) Two supply orders of Rs.30,000/- each or more **or**
      (c) Three supply orders of Rs.20,000/- each or more issued by any Govt./ Autonomous/PSU Organisation (Central or State) for supplying the same or similar item.

[**N.B.**: (i) the supply in progress irrespective of any value against any supply order not satisfactorily completed/executed shall not be considered; (ii) Supply in any private organization shall not be considered.]

3.   The tenderer must have the total turnover of at least Rs.2.00 lakh during the combined period of the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year.

4.   The tenderer must deposit earnest money of Rs.2,000/- (Rupees Two thousand only) along with their tender in the form of account payee Demand Draft favouring **Central University of Orissa** payable at **Koraput**.

5. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only (non-refundable).

6.   The tenderer must have its own bank account, PAN, TAN, TIN, VAT and Service Tax No.

II.   DOCUMENTS TO BE ENCLOSED

The tenderer must submit the following documents (self attested) along with the tender failing which their offer will be summarily rejected:-

1.   Documentary proof of the registration/license etc. issued by the Competent Authority.

2.   Satisfactory completion certificate issued by the concerned Govt./Autonomous/PSU Organization (Central or State) under the signature of the appropriate authority as regards Sl.No.3 of Eligibility Criteria. The certificate must contain (i) Full name (with description) of items supplied (ii) Supply order No. (iii) Supply order date (iv) Quantity supplied (v) Value of the complete supplies made (vi) Commencement of date of supply (vii) Completion of date of supply (viii) Whether the supply was made satisfactorily or not.

3.   Copy of income tax return and annual accounts of the last 03 Financial Years.

4.   Photocopies of bank account, PAN, TIN, TAN, VAT and Service Tax Registration Certificate.

5.   Original demand draft of Rs.2,000.00 (Rupees Two thousand only) pertaining to earnest money in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only.

6.   Original demand draft of Rs.500.00 (Rupees Five hundred only) (non-refundable) being the cost of tender document in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only

7.   Certificate of dealership/distributorship as applicable.

(III)   OTHER TERMS & CONDITIONS:

1.0.   Submission of Bids:
    1.1.   The tenderer shall submit their bid on the letterhead of the tenderer addressed to the **Dy. Registrar, Central University of Orissa, Koraput**, containing the information detailed at **Annexure-01, 02 and 03.**

    1.2.   Mode of Submission.   (i)   Bid **must** be placed in a sealed envelope clearly super-scribed as "Tender for providing complete online module for admission to various academic programmes vide Ref. No…. dated...."

        (ii)   Tenders/bids submitted through Fax or e-mail will not be considered at all.

    1.3.   Bid Opening. The Bids shall be opened by the University in accordance with the extant procedure, tender terms and conditions.

2.0   **Tender Documents Availability & Cost**: The tenderer/bidder may download the tender document from the University Website (i.e. [www.cuo.ac.in)](www.cuo.ac.in). The tenderer are required to enclose along with their Bid a demand draft of Rs.500.00 (Rupees Five hundred only) as the cost of the tender document (non-refundable).

3.0   **Validity of Bids**: Tender/Bids must be valid for 120 days from the tender opening date.

4.0   **Tendered Quantity and Variation**: As mentioned at **Annexure-2**.

5.0   **Delivery Period**.   The successful tenderer must be able to provide the services within 15 days from the date of letter of award. Delayed supply will attract the levy of penalty/liquidated damages.

6.0   **Penalty:** If the supplier fails to provide the services by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

7.0   **Payment**. 'Advance Payment' is not allowed in any case. 100% payment will be released after completion of the services.

8.0   **Tender Opening**: Tender Box shall be sealed at 1500 hrs on 15/03/2017 and the same will be opened at 1530 hrs on the same day. The bidders or their authorised representative may also witness the opening.

9.0   **Quality Declaration**: The supplied software must be free from all defects and faults in quality and shall be of the highest quality of the type ordered.

10.0   **Settlement of Disputes**. In the event of any dispute or difference(s) between the Central University of Orissa and the vendor(s) arising out of non-providing of services not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. All disputes shall be subject to Jurisdiction of courts at Koraput only.

11.0   **Return of EMD to unsuccessful tenderers**. The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer. However, the EMD of the successful tenderer shall be treated as Security Deposit and shall be returned after 30 days of satisfactory completion of the services.

12.0 **Condition of Services**. The supplier must provide the services in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the services and the specifications from the accepted terms is liable to be rejected and the supplier needs to replace the rejected software free of cost in the specified form to the satisfaction of the University.

13.0 **Dispatch of tender bids by the tenderer**. (i) The tenderers may drop in person their sealed envelopes containing their bids in the tender box to be kept in the office of the Central University of Orissa, Landiguda Campus, Koraput up to 1500 hrs of 15/03/2017.

(ii) The tenderers may also send their bids by speed post or registered post addressed to the **Dy. Registrar, Central University of Orissa, Landiguda, Koraput – 764 020, Odisha** so as to reach the University before **1500 hrs** of **15/03/2017**.

(iii) The bids sent through normal post or courier or Fax or e-mail shall not be considered.

14.0   Central University of Orissa, Koraput reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

15.0   Selected firm must give a full demo of the software application before submitting their application to the University.

                                                    Sd/-
                                              Vice-Chancellor

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BIDDERS' PROFILE

1.   Name of the Tenderer   :

2.   Full Address of the tenderer   :

3.   Contact details of tenderer   :
       (a)   Telephone No.
       (b)   Mobile No,.
       (c)   Fax No.,
       (d)   E-mail id

4.   Details of Earnest Money Deposit (Rs.2,000/-)   :
       (DD must be placed in the Bid envelope)
       (a)   D.D. No.
       (b)   D.D. date
       (c)   DD amount
       (d)   Issuing Bank

5.   Details of cost of tender document deposited (Rs.500/-):
       (DD must be placed in the Bid envelope)

       (a)   D.D. No.
       (b)   D.D. date
       (c)   DD amount
       (d)   Issuing Bank

6.   List of Documents enclosed:

Sl.No.	Name of the document	Information to be filled in this column	Whether photocopies of the documents enclosed (pl. tick)
1.	License/Registration (Number)		Yes / No
2.	Supply order completion certificate (Name of the organization, value, supply completion date)		Yes / No
3.	Income Tax Return (Annual Income during last 03 Financial Years)	2013-14 Rs. 2014-15 Rs. 2015-16 Rs.	Yes / No

4.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	Rs.	
5.	Bank Account (Bank Name, Branch & Account No.)			Yes / No
6.	PAN (Number)			Yes / No
7.	TIN (Number)			Yes / No
8.	TAN (Number)			Yes / No
9.	VAT (Number)			Yes / No
10.	Service Tax (Number)			Yes / No

7.   Validity period of the Bid:

8.   Additional information, if any proposed to be furnished by the tenderer.

<u>Certificate</u>: Certified that we accept all the terms and conditions of the tender documents.

Date :   Signature of authorised person
Place :   Full name :
                                                                                      Designation:
                                                                                      Seal:

DETAILS OF SPECIFICATIONS OF THE TENDERED ITEMS

Name of the work   :   Providing complete online module for admission to various academic programmes

The vendor will provide complete online module for admission to the various academic programmes offered by Central University of Orissa.

1. The vendor should design and develop user-friendly online application form for each of the following **TWENTY** programmes taking into account the corresponding criteria and conditions to be provided by the University in due course of time.

   i)   BCA
   ii)   B.Ed.
   iii)   5-year Integrated M.Sc. in Mathematics
   iv)   M.Sc. in Anthropology
   v)   M.Sc. in Applied Statistics & Informatics
   vi)   M.Sc. in Biodiversity and Conservation of Natural Resources
   vii)   MBA
   viii) M.A. in Economics
   ix)   M.A. in English
   x)   M.A. in Hindi
   xi)   M.A. in Journalism and Mass Communication
   xii)   M.A. in Odia
   xiii) M.A. in Sanskrit
   xiv)   M.A. in Sociology
   xv)   M.Phil. in Anthropology
   xvi)   M.Phil. in Biodiversity and Conservation of Natural Resources
   xvii) M.Phil. in Journalism and Mass Communication
   xviii) M.Phil. in Odia
   xix)   Ph.D. in Biodiversity and Conservation of Natural Resources
   xx)   Ph.D. in Odia

2. The vendor should create and maintain a Master Database for the University to house all the data generated in the application/admission process.
3. There should be a provision for generating a databank for applications received offline, which should then be merged with the databank generated for online applications before going for Entrance Examination.
4. The vendor should make provision for enough data storage space, speed, and bandwidth necessary for online admission.
5. The vendor should provide adequate security against virus attack/ hacking/ manipulation of data etc following the approved cyber security guidelines.
6. There should be provision for applying multiple programmes but one application form is meant for only one programme and all the application form will be prepaid.
7. There should be provision for SIGN UP/SIGN IN and also FORGET PASSWORD system.
8. The SIGN UP page must contain the name of the candidate, date of birth, category, gender, and a CAPTCHA.
9. The software should automatically generate and assign a Registration No. and Password to a successfully sign-up for future reference and the same should be automatically sent to the application's email ID from the university email ID.
10. There should be provision for uploading colour photograph, signature, and relevant documents of the candidate with the validation.

11. The application software should have provisions like detection of wrong entries, tracking of invalid submission, data checking and verification by the applicant before form submission, automated instantaneous communication with the applicant, downloading/ printing of the filled-in application form etc.
12. The vendor should provide the centre-wise attendance sheet for each programme.
13. The vendor should provide the automatic generation of Hall Ticket for both online and offline applicants for each programme as prescribed by the University.
14. There should be provision for automatic generation of intimation letter for admission to a particular programme, which can be sent online through the e-mail address of the candidate concerned, with a provision to print the same.
15. The response time of application form should be less than 6 seconds for the first time and less than 3 seconds for subsequent times.
16. There should be provision for payment through SBI i-Collect/payment gateway while filling up the online application.
17. Preparation of offline form with auto generated application number.
18. The vendor should provide 24X7 customer care service to the applicants such as telephonic help for how to fill the form, SMS and e-mail service giving the information regarding status of the application form and examination updates.
19. The vendor should provide necessary passwords/ source codes to the designated officials of the University associated with admission work and train them if required.
20. Extra user-friendly features, if any, may be provided by the vendor on the website.
21. The vendor should ensure smooth and trouble free operation of the software not only for the applicants but also for the University functionaries.
22. The vendor should provide an administrative panel in the software and the software should be dynamic so that university may customize the application form, if required.
23. There should be provision for showing the secured score of the each candidate in the entrance examination.

<u>BILL OF QUANTITIES</u>

1.   Name of the Items : **Providing complete online module for admission to various academic programmes**
2.   Quantity required : As mentioned in Annexure-02
3.   Quantity proposed to be supplied:
4.   Rates quoted by the tenderer in the following table:

Sl. No.	Items	Total Unit Rate (TUR) inclusive of basic cost, freight, all taxes, insurance, all duties etc.	Total Amount (Quantity x TUR) (Rs.)
(a)			

(Total Amount in Words Rupees .....…..…………………………………………………..)

5.   Break-up of Total Unit Rate (TUR):

Sl.No.	Component	Amount	Remarks
(a)	Basic cost		
(b)	Freight		
(c)	Insurance		
(d)	Excise duty		
(e)	Customs duty		
(f)	Sales tax/VAT		
(g)	Discount, if any		
(h)	Any other (entry tax/toll tax etc.)		
	TOTAL(Rs.)		

6.   Validity period of the bid: …………………….
7.   Delivery Period: ………………………..
8.   Warranty Period: ………………………..
9.   Installation Period: …………………………

N.B.: Offer with Special condition having additional financial implication for the University shall not be entertained.

<u>Certificate</u>: Certified that we accept all the terms and conditions of the tender documents.

Date :   Signature of authorised person
Place :   Full name :
                                                        Designation:
                                                        Seal