



GURU RAVIDAS AYURVED UNIVERSITY PUNJAB

V.P.O Kharkan, Una Road, Hoshiarpur (Pb.)

(Established by Govt. of Punjab)

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Website: www.graupunjab.org

Tender Document for Online Admission Counselling of Students

Nature of work :-	Conducting online Counselling work for admission of BAMS/BHMS/BUMS and MD (Ayurved)/ MD (Homoeopathy) courses for the Academic Session 2018-19.
Cost of the tender document: -	Rs. 1000/- (Rs. One Thousand Only) {Non refundable}.
Earnest money deposit (EMD)Amount :-	Rs. 10,000/- only (TenThousand Only) {Refundable to the Non-successful bidders, without any type of interest or other charges}. However, it will be converted in performance security in case of successful tenderer and will be returned after successful completion of the contract period. The Earnest Money Deposit (EMD) must be submitted in the shape of a Bank Demand Draft of any nationalized bank, issued in the favour of "Registrar, Guru Ravidas Ayurved University, payable at "Hoshiarpur",and must be submitted alongwith the tender.
Amount of Security Deposit:-	Rs. 10,000/- which was deposited by the successful bidder along with his/ her bid will be converted as a part of performance Security. The successful bidder if exempted from the payment of EMD due to MSME, then he/ she will have to deposit a security of Rs. Rs. 10,000/- only (Rs. Ten Thousand Only) in the shape of a Bank Guarantee issued in the favour of Registrar, Guru Ravidas Ayurved University, Hoshiarpur and issued by any nationalized bank, having validity not less than 31.12.2018. The Successful bidder will have to deposit the said security amount within 7 days from the date of issue of the Allotment Letter.
Date of start of availability of tender documents: -	10/08/2018
Website for downloading of the tender document:-	www.graupunjab.org
Last date for Submission of the tender document: -	30/08/2018, till 11:00 AM
Date of opening of the tender documents (Technical Bids):-	30/08/2018(12:00 Noon) at University Campus
Date of opening of the tender documents (Financial Bids):-	30/08/2018(12:00 Noon) at University Campus
Address for the submission:	The Registrar, Guru Ravidas Ayurved University, Una Road Hoshiarpur, Punjab

SCOPE OF WORK/ SERVICES

1. For counselling of BAMS/BHMS/BUMS Courses

The Service provider will have to perform following works for the conduct of online counselling for admission of candidates to BAMS/BHMS/BUMS courses.

The service provider will develop software which should contain following modules as per the details given below. The online counselling will be conducted using this software, in online mode.

Candidate Module

1. Candidates have to fill admission application form for admission along with his/her choices.
2. Payment Gateway services will have to be provided for candidate for payment of admission application form fee.
3. Candidate have to upload his/her latest scanned picture, signature and other relevant documents.
4. Online choice filling of all colleges BAMS/BHMS/BUMS and PG MD(Ayur)/MD(Hom) Courses session 2018-2019.
5. During choice filling, online system will ask for preferences of colleges/course and quota/category wise i.e BAMS/BHMS/BUMS and PG MD(Ayur)/MD(Hom).
6. Candidate shall make his/her preference/options in all available colleges.
7. Candidate can edit/remove their options/preferences up to specific date before locking of form.
8. Candidate can lock his/her form after filling of options/preferences during choice filling form.
9. After a specific date, candidate cannot alter his/her options/preferences.
10. Candidate cannot alter his/her options/preferences after his/her choice filling form is locked.
11. After a specific date all the unlock form will be locked by online system automatically.
12. No Candidate can take print out of options/preferences without locking the choice filling form.
13. There will be three types of Seats i.e Govt. quota , Management quota , and NRI Quota or as modified by the competent Authority from time to time.
15. Online allotment letters to the selected candidates in their online account as well as through email.
16. SMS will be also be sent to all the selected candidates regarding their allotted seats.
17. IntimationSMSs to the students will also be sent by the company, as & when required by the University, free of cost.

University(admin) Module

18. Main administration control from University side to provide technical help to the candidates/Colleges.
19. Complete view/reports of selected /joined/not joined/surrendered seats information during counselling
20. Complete data access of all applications forms and choices of candidates during counselling.

College Module

21. System will provide complete administration panel to colleges which will include Online vacancy update, candidate reporting, joining, seat surrendering, selection list, candidate record.
22. Online selected candidates administration for each college, so they can check their seat matrix status as well as final selected candidates with full details.
23. College will verify documents and generate fee challan according to concerned college fee pattern.

University will provide:-

24. Seat matrix of colleges and merit list provided by the University.
25. Prospectus of concerned course and complete seat allocation procedure and details.
26. University will provide dates for online choice filling, reporting time to candidates and vacancy updating to colleges, etc.

SCOPE OF WORK/ SERVICES

2. For counselling of MD Ayurveda and MD Homoeopathy

The Service provider will have to perform following works for the conduct of online counselling for admission of candidates to BAMS/BHMS/BUMS courses.

The service provider will develop software which should contain following modules as per the details given below. The online counselling will be conducted using this software, in online mode.

Candidate Module

27. Candidates have to fill admission application form for admission.
28. Payment Gateway services will have to be provided for candidate for payment of admission application form fee.
29. Candidate have to upload his/her latest scanned picture, signature and other relevant documents.
30. There will be three types of Seats i.e Govt. quota , Management quota , and NRI Quota or as modified by the competent Authority from time to time.
31. Intimation SMSs to the students will also be sent by the company, as & when required by the University, free of cost.

Common terms and conditions.

32. Online web site domain name will be suggested by the University, it will be like www.graupunjab.org.
33. Any software updation/change during counseling without any additional cost.
34. Selected firm have to give complete demo of the system before starting of service.
35. 24X7 100% uptime of dedicated service of Online System.
36. There will be no advertisement/document etc on online system web site.
37. Only University authorized contents will be allowed to be publish on this system.
38. Online system will not share its contents/data to any firm/company etc.
39. All the information relating to online counseling will be highly confidential and kept secured under proper user/college/administrator authorization.
40. University will provide the page heading, pictures etc. for format of web site.
41. The Firm/agency must have experience of at least 3 years to conduct online counseling of any Govt. Educational institutions/University .
42. Personal presence of technical person is mandatory at University office before allocations of seats through each online counseling.
43. The service provider will provide telephonic support to the candidates through a helpline number to be publicized amongst the students.

INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

Please Note that all the pages of the tender must be signed and stamped by the authorized representative / signatory of the firm. The completed tender, along with all the needed documents may be sent by post or by hand to the University in Sealed envelope, so as to reach the University by due date/time. The University will not be responsible for any Postal delay.

1. Attach a copy of the tender notice (Annexure-I).
2. Attach an affidavit regarding Non-black listing as per proforma given at (Annexure-II) duly attested by an Executive Magistrate or a Notary Public.
3. Attach Technical Bid (Annexure-III).
4. Attach a signed copy of the terms and conditions (Annexure-IV) and the documents specified to be attached with the tender, in these terms and conditions.
5. Detail of Bank Account for making various payments (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-

i. Earnest Money Deposit (EMD) of Rs. *Rs. 10,000/- only (Rs. Ten Thousand Only)*

The Earnest Money Deposit must be submitted *in the shape of a Bank Demand Draft Only* of any nationalized/ renowned bank and issued in the favour of “Registrar, Guru Ravidas Ayurved University, Hoshiarpur” payable at “Hoshiarpur”. Not attaching the EMD Draft will cause the tender to become in-valid automatically.

However, the Parties empaneled with the Ministry of Micro, Small and Medium Enterprises (MSME) are exempted from the payment of Earnest Money Deposit only. But these said firms/ bidders must have to provide a copy of the said certificate to the University.

ii. Details of registration as Company / Establishment/ any other.

iii. Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/GST(as applicable).

7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI).

8. Attach the financial bid (Annexure-VII)duly sealed in a separate envelop. It is worth to mention here that the rates once quoted/ finalized in the financial bid, will be valid for one year.

9. It may be note that the technical and financial bids should be sealed in separate envelops and then put in another envelop, which is also to be sealed.

Annexure-I

TENDER NOTICE

Sealed tenders are invited from firms/agencies for **Online Counselling work for admission session 2018-2019**. The tender document containing detailed terms & conditions can be downloaded from the University website i.e. www.graupunjab.org.

TERMS AND CONDITIONS: -

1. The Earnest Money Deposit (EMD) of Rs. Rs. 10,000/- (Rs. Ten Thousand) must be submitted in the shape of a Bank Demand Draft of any nationalized bank and issued in the favour of "Registrar, Guru Ravidas Ayurved University, Hoshiarpur" payable at "Hoshiarpur" and must be submitted till the last date and time fixed for the submission of the tenders in University office by registered Post or by hand.
2. The parties empaneled with the Ministry of Micro, Small and Medium Enterprises (MSME) are exempted from the payment of Earnest Money Deposit only. However, the said firms/ bidders must have to provide a copy of the said certificate to the University in this regard.
3. The tenderers must attach demand draft of EMD must be attached with the tender, failing which tender will be considered as in-valid and his/ her bid will be rejected without any prior notice.
4. Name and address of the bidder/firm must be written on its back side of the Demand Draft.
5. The tenders will be opened on 30.08.2018 at 12:00 Noon, in the University campus. The tenderer(s), who wish to be present in the said tender opening process, can remain present, however, they will have to present an authorization certificate from their company.
6. The Financial Bids will be opened after the opening of technical bid. The price Financial Bids of only those tenderers will be opened whose technical bid will be found valid.
7. The Registrar, Guru Ravidas Ayurved University, Hoshiarpur reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar

Annexure-II

(To be furnished on non-judicial stamp papers
of Rs.50/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____
partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm)

_____do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are not debarred or black- listed by any department of Union/ State Government or any Autonomous Institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for providing of **“Online Counselling work for Admission Session 2018-2019”**by Guru Ravidas Ayurved University Hoshiarpur are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will provide the best quality services and will use the materials of standard quality for providing my services.
- e) That it will be the sole responsibility of the agency to maintain perfect secrecy and integrity while conducting the assigned work.
- f) That no Sub contracting / Sub Leasing shall be made.
- g) That the firm shall be liable to pay the penalty for any lapse.
- h) That the confidential data provided by the university shall not be shared with any outsider individual or any business entity.
- i) That the software of the agency is not susceptible to any hacking or other such cyber attacks.

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT

TECHNICAL BID

- 1 Name of the Applicant (tenderer/ bidder) _____
- 2 Constitutional status of the tenderer/ bidder.
i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/ Public Limited Company/ Co-op Society etc. _____
- 3 Address of the tenderer/ bidder

- 4 Name of the Dealing Person:- _____
- 6 Position of the dealing person in the tenderer firm/ company/ society :- _____
- 7 E mail id:- _____
- 8 Phone/ Fax No:- _____
- 9 Mobile No:- _____
- 10 PAN Number _____
- 11 GST No. (if applicable) _____
- 12 EPF Code No. _____
- 13 OTHER DETAILS _____

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER*

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached (Annexure – I).	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? (Annexure – II).	Yes/No
3.	Technical Bid Proforma attached – (Annexure – III).	Yes/No
4.	Signed copy of terms & conditions attached (Annexure – IV).	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached.	Yes/No
6.	Signed copy of tender/ conditions acceptance letter (Annexure – VI)	Yes/No
7.	Whether the Tender Document fee of Rs. 1000/- only has been paid	Yes/No

8.	Whether the Earnest Money Deposit of Rs. Rs. 10,000/- (Rs. Ten Thousand Only) only has been attached in the shape of a Bank Demand Draft issued by any nationalized bank in the favour of the Registrar, Guru Ravidas Ayurvedic University and payable at Hoshiarpur?	Yes/ No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted?	Yes/No
10.	Copy of Certificate of Registration for GST/ TIN/TAN/PAN attached.	Yes/No
11.	Selfattested Copies of the Audited Balance Sheets for the last three financial years, signed and stamped by a practicing Chartered Accountant.	Yes/ No
12.	Self attested Copies of the Income Tax Returns for the last three years.	Yes/ No
13.	Self attested Copy of the PF Code issued by the department concerned.	Yes/ No
14.	Whether the Experience certificate in the relevant field i.e. Providing of the similar type of services, for at least 03 years in any reputed University or Professional Educational Institution is attached with the technical bid or not? A satisfactory working report signed by the head of the department of the said department may also be required to be attached with the tender.	Yes/ No
15.	Whether the bidder has a minimum turnover of Rs. 10 lakh during the last financial year or not?	Yes/ No

- Non compliance to the above conditions will render the offer/ tender to be rejected outrightly and price bid of the firm will not be opened.

Dated:- _____

Signature _____

Place:- _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

Annexure-IV

Other Terms and Conditions:-

1. The PROFESSIONAL AGENCIES may quote their rates in the prescribed format enclosed with the said tender.
2. The vendors are required to quote their charges in a manner so that the same may meet all the expenses as mentioned in the above said clauses.
3. Tenders without earnest money or short of it or not in the form specified will not be entertained and shall be rejected straightway.
5. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances. However, the MSME empanelled parties will be exempted from the payment of Earnest Money only. However, they have to deposit the Tender Document fee with the tender. A self attested copy of the MSME Empanelment will have to be enclosed with the tender document.
6. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Guru Ravidas Ayurved University, Hoshiarpur, in connection with any other tender/case shall not be considered against this tender.
7. That the contractors/ bidders must have a minimum turnover of Rs. 10. lac during the last financial year.
8. That the contractor / bidder must have an experience of providing the same type of services in any University or Professional Educational institute for not less than 03 years.
9. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, GRAU, Hoshiarpur shall not be responsible for any type of delay.
10. The rates once quoted for the Service Charges will remain valid/ un-changed for a period of the contract i.e. upto 31.03.2019 and for the further period for which the agreement will be extended.
11. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected.
12. In the event of the date of receipt or opening of tender being declared a holiday for the Guru Ravidas Ayurved University, Hoshiarpur, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
13. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
14. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.
15. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and his tender shall be cancelled.

16. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
17. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.

18. CRITERIA OF EVALUATION OF PRICE BID

The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria of the Charges that will be quoted by the bidder in his/ her Price Bid.

19. SECURITY DEPOSIT:

- i) The successful bidder shall be required to deposit a security of Rs. 10,000/- only (Rs. Ten Thousand Only) in the shape of a Performance Bank Guarantee issued by any nationalized bank in the favour of the "Registrar, Guru Ravidas Ayurved University, Hoshiarpur". The validity of the Bank Guarantee should be atleast of One year period.
- ii) The EMD deposited by the successful bidder will be converted against the security that will be refunded to the service provider after successful completion of the work.
- iii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.

20. Service Agreement: -

The successful bidder will have to sign a service agreement with the University.

21. Penalty Clause:-

If any complaint regarding lack of services is received by the University then the contractor will be charged a financial penalty of Rs. 1000/- per complaint, if found valid.

In case of frequent complaints, the financial penalty that will be decided by the University authorities will be imposed and the contract of the firm will be terminated.

22. ARBITRATION

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Guru Ravidas Ayurved University, Hoshiarpur, Punjab.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be Vice Chancellor, GRAU, Hoshiarpur or any authority that will be deputed by the University in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Hoshiarpur and the court in Hoshiarpur alone will have jurisdiction in respect of all proceedings connected there with.

23. Jurisdiction – All disputes are subject to the jurisdiction of courts at Hoshiarpur only.

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

I/We Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person
Accepted

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

Details about Bank Account of the firm

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	
2.	Name of Bank	
3.	Branch Name	
4.	IFSC Code of Bank	
5.	Name of Operator	

Dated:- _____.

Signature _____

Place:- _____.

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

Annexure- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

The Registrar
Guru Ravidas Ayurved University,
Hoshiarpur.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- _____

Name:- _____

Address: - _____

Contact No:- _____

FINANCIAL BIDS

Name and address of the Bidder: _____

1. For BAMS/BHMS/BUMS

Sr. No.	Nature of Work	Rate per candidate*
1.	Counselling for BAMS/BHMS/BUMS	

***The rates quoted should be purely on per student basis.**

2. For MD (Ayurved)/ MD (Homoeopathy)

Sr. No.	Nature of Work	Lump sum rate for complete work
2.	Counselling for MD (Ayurved)/ MD (Homoeopathy)	

- 1. The rates quoted will be for any number of online counselling round that are needed to be conducted by the University, as per requirement. Or in other words no extra x**
- 2. Service Tax and/or any other incidental charges (if any), must be specified clearly along with the rates quoted.**

Date:- _____

Signature _____

Place:- _____

Name:- _____

Address:- _____

Contract No:- _____

*E-mail id:- _____

With Seal