



**Tender for Online counseling for B.A.M.S/B.H.M.S/B.U.M.S Entrance
Test PAET- 2017**

**Guru Ravidas Ayurved University
V.P.O Kharkan Una Road Hoshiarpur, Punjab**

**Short Term Tender Notice
for hiring Firms/Agencies to conduct**

Online counseling for B.A.M.S/B.H.M.S/B.U.M.S admission 2017

Sealed Tenders are invited under two separate covers, i.e. **Technical Bid** and **Financial Bid** from reputed firms/agencies/vendors to conduct online counseling for BAMS/BHMS/BUMS admission 2017. The Tender document containing all detail can be downloaded form University website www.graupunjab.org. tender bids can be submitted in the office of the Registrar, by hand or by post.

Cost of Tender Document : Rs 1000=00
**Earnest Money deposit
(EMD)** : Rs.10,000=00

Schedule:

1. **Date of Advertisement in the newspapers and on University Website** : 10-09-2017
2. **Date of Issue of Tender Document** : 10 -09-2017
3. **Last date and time of submitting the tender bids** : 18-09-2017 upto 1:00PM
4. **Date and Time of opening the tender bids (To be open in the presence of the bidders)** : 18-09-2017 at 3 PM
5. **Place of Submission and Opening the bids.** : Office of the Registrar,
Guru Ravidas
Ayurved University,
Hoshiarpur

Registrar

Technical Specifications

1. At present 16 BAMS, 4 BHMS and 1 BUMS Colleges (Number of colleges may increase).
2. A login is to be provided to each candidate.
3. Candidate may fill online choice filling of all colleges BAMS/ BHMS/BUMS Courses session 2017.
4. Online allocation of Seats as per seat matrix and merit list of PAET-2017.
5. Online allotment letters to the selected candidates in their online account as well as through email.
6. Online payment gateway option for payment of counseling fee .
7. SMS will be also sent to all the selected candidates regarding their allotted seats and reporting to the colleges.
8. Online selected candidate's administration for each college, so they can check their seat matrix status as well as final selected candidates with full details.
9. System will provide complete administration panel to colleges which will include online vacancy update, candidate reporting, joining, seat surrendering, selection list, and candidate record.
10. Main administration control from University side to provide technical help to the candidates/Colleges.
11. 24X7 100% uptime of dedicated service of Online System.
12. University will provide dates for online choice filling reporting time to candidates and vacancy updating to colleges, etc.
13. In choice filling, online system will ask for preferences of colleges/course wise i.e. BAMS, BHMS and BUMS.
14. Online system will also ask for state, quota and category in choice filling form.
15. Candidate can make his/her preference/options in all available colleges.
16. Candidate can edit/remove their options/preferences up to specific date before locking of form.
17. Candidate can lock his/her form after filling of options/preferences in choice filling form.
18. After a specific date, candidate cannot alter his/her options/preferences.
19. Candidate cannot alter his/her options/preferences after his/her choice filling form Is locked.

20. Candidate can only take print out of his/her options/preferences after locking the choice filling form.
21. After a specific date all the unlock form will be locked by online system automatically.
22. No Candidate can take print out of options/preferences without locking the choice filling form.
23. There will be three types of Seats i.e Govt Quota, Management quota and Special Management quota.
24. Online web site domain name will be suggested by the University.
25. There will be no advertisement/documents etc on online system web site.
26. Only University authorized contents will be allowed to publish on this system.
27. Online system will not share its contents/data to any firm/company etc.
28. All the information relating to online counseling will be highly confidential and kept seared under proper user/College/administrator authorization.
29. The Firm/agency must have experience of at least 3 years to conduct online counseling of any Govt. Educational institutions/University.

Note:- Attach a duly signed copy of technical specifications with the Technical bid.

Term & Conditions for Bid

(Instructions to Bidders)

(To be signed and stamped, and to be kept along with the Technical bid in Envelop-1)

1. Technical Bid

The bidders must enclosed self attested copies of following copies:

1. Turn Over of the firm (last 3 years) :
2. Copy of last 3 years balance sheet of the firm :
3. Bank Account Number (in the name of the firm):
4. Permanent Account Number (PAN) of the firm :
5. Registration No. of TIN & GST :
6. The bidder shall submit self-attested (authorized signatory)
issued by the competent authority :
7. Copy of firm deed and registration document of the firm, issued by the competent
authority:

8. Tender form can also be downloaded from university website
www.graupunjab.org. A bank draft for Rs. 1000=00 in favour of Registrar, Guru
Ravidas Ayurved University, Hoshiarpur payable at Hoshiarpur, must be
enclosed along with tender form. Cost of tender Form is Non-refundable.
9. A DD for Rs.10,000=00 in favour of Registrar, Guru Ravidas Ayurved
University payable at Hoshiarpur as Earnest Money Deposit (EMD). Complete
amount is re-fundable upon Successful Completion & acceptance of delivery by
Guru Ravidas university, Hoshiarpur.
:
10. **The declaration form should duly signed the the bidder.**

2. Financial Bid

1. All the columns of the tender documents shall be properly and exhaustively
filled.
2. The rates shall not be over written and should be in both figures and words.

3. Legal Jurisdiction

All legal disputes (if any) will be subjected to the District Court Hoshiarpur.

4. Other requirements:

1. Tender should be addressed to *Registrar, Guru Ravidas Ayurved University Hoshiarpur*. “FINANCIAL BID” and “TECHNICAL BIDS” should be in separate sealed envelopes, both these envelopes are then to be put in another sealed large envelope.
 2. The envelope containing tender to be super scribed by **Tender for Online counseling for BAMS/BHMS/BUMS**.
 3. Financial bids of only those firms shall be opened who qualify in technical bids.
 4. Duly Authorised Signatory/ Representative of each firm can be present at the time of opening of the bids.
5. Tender document will be rejected if it is:
- Incomplete
 - Not properly filled
 - Received after the due date
 - Not accompanied with account payee DD worth Rs. 1000=00 towards Tender document fee (In applicable).
 - Not accompanied with account payee DD worth Rs.10,000=00 towards EMD.
6. The work is of 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 the competent authority.

Registrar
Guru Ravidas Ayurved University
Hoshiarpur

Guru Ravidas Ayurved University, Hoshiarpur

FORM “A”

Technical Bid

1. Name of Firm with Full Address :
2. Phone Number/Email and Website address (if any)
3. Name of Proprietor(s) :
4. Name of Authorised Signatory (If any)
(Power of Attorney has to be enclosed) :
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 & GST :
- 8 Copy of firm deed :
- 9 DD No _____ Dated: _____ For Rs. 1000 enclosed as Tender cost
- 10 DD No _____ Dated: _____ For Rs. 10000 enclosed as EMD
- 11 Attached copies of turnover (last 3 years)
- 12 Copy of last 3 years balance sheet of the firm
- 13 Details of similar work undertaken by the firm the previously:- (attach separate sheet if needed)

I/we undertake that

- (a) All the relevant documents have be annexed with the Technical Bid.
- (b) If asked for we will be bound to given technical demonstrate/presentation to the University officials, before the final contract is made with us.
- (c) We will fulfill all the requirements given in Technical Specifications. A signed copy of which has also been attached with the technical bid.

Date:

**Signature
Proprietor/Duly authorized
Signatory with seal of the Firm**

Enclosure:-

- 2.
- 3.
- 4.
- 5.

Note: - Financial Bids will be opened only for those who qualify the technical bid.

Guru Ravidas Ayurved University, Hoshiarpur

FORM "B"

Financial Bid

(To be sealed in Separate envelope)

Sl. No.	Description of the work	No. of Students	Rate Per student
1	As per technical Specifications attached with the tender documents	1619	

Note-

- (1) Rates quoted must be inclusive of all taxes / all other incidental charges.
- (2) Financial bids will be opened only for those firms who will qualify the technical bid and could satisfy University authorities in technical demonstration.
- (3) All the columns of the tender documents shall be properly and exhaustively filled. The rates shall not be over written and should be in both figures and words.

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