

DEPARTMENT OF FINANCIAL STUDIES
UNIVERSITY OF DELHI SOUTH CAMPUS
NEW DELHI – 110021



NOTICE INVITING ONLINE TENDER FOR DEVELOPING IMPLEMENTING AND
MAINTAINING APPLICATION/PORTAL FOR ONLINE ADMISSIONS

e-TENDER DOCUMENT



DEPARTMENT OF FINANCIAL STUDIES UNIVERSITY OF DELHI SOUTH CAMPUS

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ONLINE TENDER FOR DEVELOPING IMPLEMENTING AND MAINTAINING APPLICATION/PORTAL FOR ONLINE ADMISSIONS

Online tenders are invited under two bid systems (Technical & Financial) for Developing ,Implementing & maintaining the online applications/portal for Joint Admission to MBA (Financial Management) and MBA (Business Economics) Courses, by the Head, Department of Financial Studies jointly with Head, Department of Business Economics, University of Delhi South Campus , Benito Juarez Road, Dhaula Kuan, New Delhi-110 021.

The details of the tender and their technical specifications/work scope are as following:

INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit (Refundable). The company/firm is required to give their bank details, including bank name, account number and IFSC code along with the Tender.	Rs. 4,000/- (Rupees four thousand only) to be paid through the following link: https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=370578	
Cost of Tender Form (Non-Refundable)	Rs. 500/- (Rupees five hundred Only) to be paid through the following link: https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=370578	
	Tender Document may be downloaded from the University website www.du.ac.in . or CPP Portal https://eprocure.gov.in/eprocure/app as per the schedule.	
Bid Submission Start Date and Time	26.09.2017	01.00 P.M.
Bid Submission End Date and Time	17.10.2017	01.00 P.M.
Bid Opening Date and Time	24.10.2017	02.00 P.M.

Scope of Work and Technical Requirements

Annexure- A

1. The web application shall be hosted in cloud with SSL Certificate (with at least 128 bit encryption).
2. The estimated quantum of work would be around **3,000 application forms**. This is only an indication, however actual number of applications may vary as per actual.
3. Application should implement responsive web design so that candidates can fill forms using mobile phones, Tabs & PCs.
4. Application should be for both MBA (Financial Management) and MBA (Business Economics).
5. It should be linked with marketing campaigns to the candidate's application and provide details of referrals (from which portals candidates are coming to admission portal i.e. search engines, direct, or other marketing sites)
6. It should provide various reports regarding the profile of the candidate.
7. It should send reminders regarding the pending application form to the candidates.
8. It should provide payment gateway integration.
9. Application should capture personal, academic, program and other details as desired for both programs MBA (Financial Management) and MBA (Business Economics).
10. It should provide other customized reports as desired.
11. It should have provision for taking Data backup by University of Delhi.

General Terms and Conditions/ Rules & Procedures

1. The bidder must have independently and successfully handled at least one assignment for a minimum of 5,000 applications covering the entire scope of work in the last 3 financial years. **(Attach scanned copy of relevant evidence)**
2. The bidder must have independently handled similar work at least one assignment for University of Delhi. **(Attach scanned copy of relevant evidence)**
3. Firms/Companies shall also submit detailed note explaining the scope of work understood by it/him and which shall be executed by it upon award of the work.
4. Hypothetical and conditional bids will not be entertained. In addition, firm/ company shall strictly adhere to the quality of work to be carried out as specified in the tender failing which Department of Financial Studies, University of Delhi South Campus shall be authorized to cancel the work order.
5. Firm/Company should be able to integrate data received online through internet registration into the database of candidates before

- final processing.
6. Firm/Company may also quote (Optional) for on-line registration of candidates on “per candidate” basis. In this case, the Company needs to demonstrate its technical ability and experience.
 7. Firm/Company which is awarded the work order should not use the data base generated for any other purposes other than those specified by the **Department of Financial Studies, University of Delhi South Campus, New Delhi. The Department of Financial Studies, University of Delhi South Campus** has the exclusive right to the data-base.
 8. Firm/Company should ensure highest security of all online transactions and data transfers that would happen through the web application developed on the web server maintained by it. The firm/company need to have secured back up of all data captured during the registration process and would be held responsible for loss of any data handled by it.
 9. The Firm/Company SHALL NOT sub-contract or assign all or any part of the work to any third party.
 10. Rates quoted shall remain firm till the completion of work.
 11. The decision of the Department of Financial Studies in regard to the acceptance or otherwise of the bids will be final and binding.
 12. Firms/Companies short-listed by the **Department of Financial Studies** should demonstrate their ability to handle the tasks and are required to demonstrate at their own expense before the opening of financial bids.
 13. The entire work is of a time bound nature, and the company will have to execute work as per the schedules, specified in the beginning.
 14. A scanned certificate from the authorized signatory of the company/firm Certificate is to be submitted alongwith the technical bid in this regard.
 15. Tender Document may be downloaded from the University website www.du.ac.in. or CPP Portal <https://eprocure.gov.in/eprocure/app> as per the schedule.
 16. EMD of unsuccessful bidders will be returned without any interest within 30 days of award of contract and EMD of successful bidder will be returned within six months of award of contract, without any interest.
 17. Self-attested copies of PAN, TIN, VAT registration and/or Sales Tax Certificate shall be provided along with the bid. (A scanned copy of the document from the authorized signatory of the company is to be submitted alongwith the technical bid in this regard).
 18. Conditional tenders will not be accepted.
 19. Manual bids shall not be accepted.
 20. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
 21. Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online

through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.

22. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
23. Tenderer who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper with/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Delhi University.
24. Intending tenderers are advised to visit again University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.
25. The price shall be quoted in Indian Rupees only.
26. The price quoted shall remain firm and fixed for the entire duration of contract.
27. The bids shall remain valid for 60 days after the date of opening.
28. Any delay, even postal delay, i.e. the receipt of bid would be considered late submission of Bid and summarily rejected.
29. Delivery Period- within 21 days of issue of supply order.
30. Delivery Location: Department of Financial Studies, University of Delhi, Benito Juarez Road, Dhaula Kuan , New Delhi – 110 021.
31. Payment Terms: No advance payment shall be made. Payment will be released only after the full satisfaction of this office and submission of bill whichever is later.
32. In the event of any default, failure (including the failure to supply within prescribed period) or neglect by supplier in complying the order, EMD will be forfeited.
33. Purchaser reserves the right to accept or reject any or all bids without prior intimation.
34. Since, the tender relates to providing service, quality of service shall be the key element in performance.
35. University of Delhi South Campus reserves to right reject tender (s) without assigning any reason thereof.
36. Corrigendum, if any, shall be published on the website of University only or intimated by Email.
37. Any dispute arising out of this tender will be under the jurisdiction of courts of Delhi only.

BID SUBMISSION:

1. Technical Bid:

Technical Bid” shall comprise of document as per Sr. No. 4 and scanned copies of certificates/documents must be attached with the bid

2. Financial Bid

Schedule of price bid in the form of BOQ_XXXX .xls The Financial Bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.

3. Opening of Bid and Evaluation

Bids shall be evaluated on the basis of technical specifications and rates quoted. The lowest financial bid in respect of each item will be considered separately for award of work. Those who do not qualify technically shall not be considered.

4. List of Documents to be Attached by bidders as Scanned Copies:

- i. A scanned certificate authorized signatory of the Company/Firm.
- ii. A scanned copy of the Self-attested copies of PAN, TIN, GSTN registration and/or Sales Tax Certificate from the authorized signatory of the company
- iii. Evidence of at least one assignment for a minimum of 5,000 applications covering the entire scope of work in the last 3 financial years. **(Attach scanned copy of relevant evidence)**
- iv. Evidence of independently and successfully, handling similar work of at least one assignment for University of Delhi. **(Attach scanned copy of relevant evidence)**

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- 3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should
save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

FINANCIAL BID

S.No.	Description	Rate	GST/Taxes	Total Amount (inclusive of all taxes)
1	DEVELOPING IMPLEMENTING AND MAINTAINING APPLICATION /PORTAL FOR ONLINE ADMISSIONS			

Conditions:-

1. The University authorities reserve the right to reject any or all bids without assigning any reason.
2. The conveyance charges will not be paid extra.