

**FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF DELHI
DELHI – 110007**



Inviting online bids from Competent Agency for registration and processing of FMS applications and admissions work for different MBA Programmes and Ph.D. Programme of the Faculty of Management Studies starting from the academic session 2021-22 (as per details given in the Tender Notice)

e-TENDER DOCUMENT

**FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF DELHI
DELHI - 110007**

Room No: 1, Ground Floor, Faculty of Management Studies, University of Delhi,
Delhi-110007

Tel-Fax: 011-27666382

Email:admissions@fms.edu

Reference: FMS/e-Tender/01/2020

E-PROCUREMENT TENDER NOTICE

Faculty of Management Studies, University of Delhi invites online bids as per Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement to provide online registration by applicants to various programmes of FMS for the admission to MBA (Full-Time), MBA – Executive, MBA – Executive (Health Care) and Ph.D. Programme.

Critical Date Sheet

	Details / Date
Bid Document Download /Starts Date	11/11/2020, 05:00 PM
Bid Submission Start Date and time	11/11/2020, 05:00 PM
Bid Submission End Date and time	02/12/2020, 05:00 PM
Technical bid Opening Date and Time	04/12/2020, 11:00 AM
Technical presentation of eligible bidders in FMS	05/12/2020, 11:00 AM
Finance Bid Opening Date and time	To be announced later after technical evaluation
EMD	Rs.10,000/-

Instructions:

1. All details regarding the subject tender are available on websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.
3. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
4. Tender document's fee and EMD should reach the **Section Officer, Accounts Section, Room No: 1, Ground Floor, Faculty of Management Studies, University of Delhi, Delhi-110007**, before the end date and time of bid submission, failing which offer will be liable for rejection. Bidders, however, have to attach scanned copies of tender fee and EMD documents along with their e-tender.
5. Clarifications/ queries, if any, can be addressed to the Section officer, Accounts Section on telephone no. 011-27666382 and email: admissions@fms.edu

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**FACULTY OF MANAGEMENT STUDIES (FMS)
UNIVERSITY OF DELHI**

TENDER DOCUMENT FOR DEVELOPMENT AND RUNNING OF WEB APPLICATION, PROCESSING OF CAPTURED DATA, GENERATION OF GD/PI LETTERS AND NECESSARY REPORTS DURING ADMISSION PROCESS AND PREPARATION OF FINAL RESULTS FOR THE ACADEMIC YEAR 2020-2021.

Scope/Description of Work

1. Development and operation of web-application for online registration by applicants to various programs of FMS. The web-application apart from registering applicants should facilitate:
 - (i) Online payment of application fees (payment gateway service provider to be decided by FMS)
 - (ii) Facility to applicants for downloading and printing of (online) filled-in application in standard formats
 - (iii) Automated e-mails and SMS alerts to every registered applicant on successful registration, receipt of application fee (online and offline with Demand Draft) and dispatch of GD/PI letters (Short listed Full-Time candidates) and PI letters (Executive evening programs).
 - (iv) Registration process involving uploading of photographs and scanned signatures and other required documents.
 - (v) Checking and authentication of successfully registered applicants by FMS.
 - (vi) Augmentation of CAT scores (Full-Time/Ph.D. applicants) and application evaluation scores MBA-Executive and MBA-Executive (HCA) programs in the master data base as and when these scores become available.
 - (vii) Preparation of list of short-listed candidates and communicating to selected candidates via E-mail/enabling the candidates to download the Interview call letter from admission portal for interview/admission process, as and when merit list is released.
 - (viii) Perform initial preliminary verification of the online forms and applicant's documents, and report discrepancies to FMS admission committee.**
 - (ix) Manpower support (08 persons for Form verification, data entry, data cleaning, etc.) for approximately 20 days during the personal interviews of the shortlisted candidates (Tentatively in April 2021).
 - (x) The Agency shall be responsible for preparation and verification of reports, communicating to the candidates the results till the completion of the admission process (31st August, 2021).
 - (xi) Entry and compilation of data during GD/PI processes and preparation of results for all the programmes namely MBA (Full-Time) and Doctoral programme, MBA-Executive and MBA-Executive (HCA) evening programmes, based on guidelines from FMS.

The web-application need to be developed, thoroughly tested and validated for at least 3 days before going online.

2. Running the web-application mentioned in (1) on dedicated server(s) with high reliability and adequate capacity (should be able to handle large volume of online traffic) for a period of approximately 6 weeks. Numbers of applicants for these programmes are

expected to be 35,000 and 2,000 in MBA Full-Time & Ph.D. and MBA-Executive & MBA-Executive (Health Care Administration) Programmes respectively. Company/Agency should provide proof of successfully running applications on web-servers for works of similar scale and scope. It would need to guarantee availability and overall service level of the online registration site to applicants during the registration period for minimum 99% of duration.

3. Augmentation of data on payment of application fees through off-line modes for all those registered applicants who do not opt for or could not exercise online payment. (However, FMS may choose not to offer this option to applicants).
4. Digitization of data for all those, particularly Ph.D., applicants who apply off-line in a format developed in point (1) stated above. (However, FMS may choose not to offer this option to applicants).
5. Maintaining a master database of all applicants registered through (1), (2) and (3) above, for use at any time during the admission process.
6. Company/Agency would answer queries made by applicants on the online registration for tasks handled by it on real time basis (maximum within 24 hours). This facility needs to be provided during the online registration process.
7. The company/agency should also provide at specified dates during the admission process the following:

Consolidated reports (on both soft and hard copies) on data captured (formats to be specified by FMS)

8. After the CAT 2020 conducted by IIM is held, the score obtained by applicants who appeared in CAT would be entered into the database. The same task would be done for short-listed candidates who appear for GD/PI during March/April 2021 (MBA Full-Time and Ph.D. applicants).
9. For Executive evening programs, application evaluation scores assigned to applicants under various criteria and the score obtained by them in Executive Entrance Test and PI have to be added in preparation of final scores and subsequently, the results prepared based on criteria as specified by FMS.
10. Generation of GD/PI schedules for shortlisted candidates for all programs.
11. Generation of lists based on selection criteria of FMS, of successful candidates from the database, within **four** hours of receiving results of GD/PI (for all programs)
12. The admission registration process is expected to start during December, 2020 and the online portal should be available for use before that.

1. CONDITIONS:

Tenders to be submitted should strictly conform to the specifications as defined under the scope of work (as defined in point 1-12 above) failing which it will be liable to be rejected.

2. TECHNICAL BID – ELIGIBILITY AND TECHNICAL REQUIREMENTS OF BIDDERS (COVER I):

A. The bidders should satisfy following conditions as pre-requisites for submission of bids:

- 1) The bidder must have independently handled at least **four** assignments for a minimum of 50,000 applications covering the entire scope of work in the last 3 financial years. The bidders should be a Government Agency or an Agency registered as private or public limited company and should have minimum experience of 3 years of selection-processing jobs.
- 2) The bidder should have a minimum total gross turnover of at least Rs. 1 crore each in last two years in computerized admissions/selection related job processing environment.
- 3) The bidder must have minimum of 50 employees on its rolls presently.
- 4) The bidder must have net worth of at least Rs. 50 lakhs as on 31st March 2020.

B. The bidder has to furnish the following information along with the signed and scanned copies of following supporting/required documents i.e. B-I and B-II as an essential part of **“Technical Bid” in Cover-I**. (Original copies to be submitted at the time of the presentation.)

B-I

Scanned copies of A/c Payee Bank Draft/Demand Draft of **Earnest Money Deposit** of Rs. 10,000/- (Ten Thousand only) in the form of A/c Payee Bank Draft/Demand Draft/FDR drawn in favour of “The Registrar, University of Delhi” payable at Delhi. (Hard copies of EMD Drafts should reach the **Section Officer, Accounts Section, Room No: 1, Ground Floor, Faculty of Management Studies, University of Delhi, Delhi-110007**, before the end date and time of bid submission, failing which offer will be liable for rejection).

B-II

- a) Detailed business profile along with space and organizational structure showing details of professional, technical and other manpower with their qualifications and experience.
- b) Audited balance sheet of the last two years along with certificate of incorporation and also certificate of commencement of business in the case of a **Public Limited Company**.
- c) Satisfactory performance reports of handling at least **four** complete activities of selection/examination data processing as detailed in scope of work for a minimum of 50,000 candidates for a similar assignment in last 3 years.

- d) Certificates are to be enclosed from organizations which had employed the firm for Development of software for processing admissions/selection related purposes.
- e) Net worth certificate from **Statutory Auditor** of the firm/company.
- f) The company should have admission portal hosted on a hosting server located in India.
- g) Portal should be SSL Certified (with at least 128 bit encryption). Portal should preferably have had a security audit by one of the CERT-In Certified Security auditor.
- h) Firms/Companies shall also submit detailed note explaining the scope of work understood by it/him and which shall be executed by it.
- i) The Company/Firm shall furnish copy of Income Tax Returns of the company for the last three years up to including financial year 2018-2019.
- j) Detailed list of quality control exercise, which the firm proposes to conduct during the execution of work.
- k) Duly filled-in performa for technical bid (given in Annexure II)

Technical bidders would be asked to give presentation on an appointed date and time at FMS. Financial bids of only technically qualified bidders, who would be selected after presentation, would be opened. FMS reserve the right of pre-qualification of a bidder based on its technical bid and presentation depending on the work requirements of FMS.

3. **FINANCIAL BID (Cover-II):**

The financial bid should be uploaded in following format:

Price Bid to be given in **BoQ_XXXX.xls** format along with Financial Bid Undertaking.

Single quoted rate each for Job SI No. 1 and 2 should take into account the following costs –

- a) Development and running of web-application on a dedicated server for admission test registration, automated e-mail acknowledgements, SMS Alert Service, answering queries from applicants, generation and printing of reports etc. (as under Scope/Description of work). Processing and publishing of results online and generation of lists of successful candidates.
- b) Cost of running the web-application to support the registration of candidates and compilation of all scores and declaration of results after GD and PI for all Programmes.
- c) Cost for preparation and dispatch of intimation letters to candidates for GD/PI (Through e-mail).

4. **DEMONSTRATION OF TECHNICAL EXPERTISE:** The firm/company will be required to demonstrate the technical capabilities at the place and time determined by the **FMS, University of Delhi**, at their own expenses. If selected an Undertaking to the effect that all necessary information reports needed by FMS, University of Delhi at different stages in the desired formats (paper as well as computerized) shall be provided by the company within 4 days of request at no additional costs.
5. **EARNEST MONEY DEPOSIT:** Earnest Money Deposit of Rs. 10,000/- is to be submitted along with the tender document in the form of A/c Payee Bank Draft/Demand Draft/FDR drawn in favour of “The Registrar,” payable at University of Delhi, Delhi. The Earnest Money Deposit of parties, whose rates are not approved, will be returned within 45 days upon finalization of the tender.
6. **PERFORMANCE BANK GUARANTEE:** The Performance Bank Guarantee of Rs. 35,000 will be deposited by the successful bidder within the 15 days from the date of issue of the Purchase Order. The Performance Bank Guarantee shall be accepted in the following form and shall be in favour of “The Registrar, University of Delhi”, payable at Delhi with a validity of months as under:-
 - i. Fixed deposit receipt (FDR) of a nationalized bank (15 months validity from the date of issue of Purchase order) or,
 - ii. Bank Guarantee (15 months validity from the date of issue of Purchase order).
 - iii. The Performance Bank Guarantee will be refunded without any interest after the successful completion of the work.
 - iv. In case of non-submission of Performance Bank Guarantee within specified time, the earnest money will be forfeited, and the University may consider to blacklist the bidder.
7. **THE PENALTY CLAUSE:** Company/Firm has to complete the work as per the prescribed schedule and strictly in accordance with the terms and conditions of the Tender failing which the FMS, University of Delhi without prejudice to any other right or remedy available may recover any such amount suffered as loss from the Company/Firm as ascertained/assessed by this office as liquidation damages and not by way of penalty to be imposed, separately at the rate of 5% per day of delay on the total value of work order subject to a maximum of 25% of the total value of work order, provided if any loss or delay has been caused due to any reasons beyond the control of any of the parties (Force Majeure). The Registrar, University of Delhi shall have the sole discretion to waive off such loss or penalty as he deems fit, provided further that the Firms/Companies shall explain in writing the reasons which caused such delay or loss within 5 days from the date of delay or incurrence of such loss.
8. Printed terms and conditions of the bidder will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. **FMS, Delhi University** reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the tender with such deviations.
9. Hypothetical and conditional e-quotes will not be entertained. In addition, firm/ company shall strictly adhere to the quality of work to be carried out at specified in the tender document failing which FMS, University of Delhi shall be authorized to cancel the work order.
10. The estimated quantum of work would be around **35,000 application** forms. This is only

indicative, however actual number of applications may vary as per actual.

11. Firm/Company should be able to integrate data received online through internet registration into the database of candidates before final processing.
12. 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.
13. Firms/Companies shall be required to provide “zero error certificates” at different stages in respect of data captured, reports, result etc.

Firms/Companies are required to quote charges for:

- (a) Dispatch of GD/PI letters through e-mail to all candidates shortlisted in all programmes.
- (b) Development and running of web application facilitating online registration (as defined in scope of work). **(RATES TO BE QUOTED ON ANNEXURE-I).**

14. Successful Firm/Company will be required to provide and integrate the systems at **FMS, University of Delhi** as and when required and start operation thereafter immediately. A minimum notice of 5 days shall be given by FMS, University of Delhi for commencement of given task/work order.
15. Firm/Company needs to process the data on daily basis at premises of FMS only with adequate and competent staff. The processed data (in the required format) along with reports/lists after every milestone (end of registrations, declaration of CAT results, short listings of candidates for GD/PI, scores from GD/PI) need to be submitted to the **Dean, FMS** within maximum 48 hours.
16. The Firm/Company will facilitate declaration of results within **FOUR** hours of getting GD/PI (in hard copy) scores.
17. 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 **FMS, University of Delhi, Delhi. The FMS, University of Delhi** has the exclusive right to the database.
18. 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.
19. **FMS, University of Delhi** will have exclusive right to the online application package and other computer programs developed (including the source code) for sorting of data.
20. The Firm/Company SHALL NOT sub-contract or assign all or any part of the work to any third party.
21. Rates quoted shall remain firm till the completion of work.
22. Firm/Company would be required to sign an agreement on a stamp paper of an appropriate value.
23. **Period of Contract:** The one-year period of contract will commence from the date of

signing of the contract.

24. The Firm/Company will be required to process the online forms of particular year as per the total number authorized by the **FMS, University of Delhi** in the **FMS** premises.
25. The decision of this office in regard to the acceptance or otherwise of the bids will be final and binding.
26. Firms/Companies short-listed by the **FMS, University of Delhi** should demonstrate their ability to handle the tasks and are required to demonstrate through a presentation at their own expense before the opening of financial bids.
27. Finally selected Firm/Company will have to demonstrate a trial run well before initiating the work.
28. Technical & Financial bids should be uploaded as separate documents.
29. The financial bids of only those bidders will be opened who are found technically eligible as per clause no.2.
30. Except as otherwise provided, all materials, i.e. Application packs containing Printed Admission Forms, score sheets, results, Final Reports, etc. will have to be delivered at the Office of **The Dean, FMS, University of Delhi, Delhi – 110007**.
31. Firm/Company should keep the execution of the entire project confidential till its completion.
32. The entire work is of a time bound nature, and the company will have to execute work as per the following schedules.
 - a. Development, testing and validation of web-application: 07 days
 - b. Hosting web application on web server and simultaneous digitization of offline forms: online basis
 - c. Authentication of all registered applicants with the help of FMS administration: within 5 days of last date for candidates' registration.
 - d. Augmenting with the CAT scores (within 48 hours of getting scores from organizing IIM) and the application evaluation scores (provided by FMS) in the master data base (within 72 hours).
 - e. Generation and compilation of scores and results at all stages i.e. (i) CAT results and application evaluation scores (for Executive programmes) (ii) GD/PI. Compilation of all scores for lists of successful candidates. (within 4 hours)
 - f. Delivery of other reports etc. within 48 hours of requisition.
33. All the generated reports and software (required for leading to the finalization of lists for the admissions to various programmes of FMS, Delhi University) have to be submitted in Hard Copy and Soft Copy on CD-ROM or otherwise as specified.
34. Any clarification/doubt may be addressed or personally discussed, if need be, at the office of the Dean, FMS, University of Delhi, Delhi, before submitting the bids.

Performa for Financial Bid

The financial bid should be uploaded in following format:

Price Bid to be given in **BoQ_XXXX.xls** format

<div style="display: flex; justify-content: space-between; align-items: center;"> Validate Print Help Item Rate BoQ </div>					
Tender Inviting Authority: The Dean, Faculty of Management Studies, Delhi-110007					
Name of Work: Registration and processing of FMS applications and admissions work for different MBA Programme and Ph.D. Programme of the Faculty for the academic session 2020-21					
Contract No: FMS/e-Tender/6/2019					
Bidder Name : 					
PRICE SCHEDULE <small>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</small>					
NUMBER	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Job Description	Numbers (Expected)	Quoted Lumpsum Amount (Inclusive of all taxes)	TOTAL AMOUNT with Taxes	TOTAL AMOUNT with taxes In Words
1	2	3	4	5	6
1	Development and running of web-application on a dedicated server for admission test registration, automated e-mail acknowledgements, SMS Alert Service, answering queries from applicants, generation and printing of reports etc. (as under Scope/Description of work). Preparation and dispatch of intimation letters on GD/PI to applicants in all Programmes through email. Processing and publishing of results online and generation of lists of successful candidates.	35000.00		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only		

The above mentioned 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 Faculty of Management Studies, University of Delhi.

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price Bid for_____ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the tender document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure I, inclusive of all applicable taxes.

Yours Faithfully,

Signature of
Authorized
Representative
with Company
Seal:

Performa for Technical Bid

NAME OF AGENCY:

ADDRESS:

E-mail: Tel: Fax:

Mobile:

<u>Criteria</u>	<u>Give details (with proof)</u>
1. Have you independently handled at <i>least four assignments for a minimum</i> of 50,000 applications covering the entire scope of work during last three financial years?	
2. Are you a <i>Government Agency or an Agency registered</i> as private or public limited company having minimum experience of 3 years of selection-processing jobs?	
3. Is your <i>minimum total gross turnover</i> at least Rs. 1 crore each in last two years in computerized processing job or related activities?	
4. Do you have a <i>minimum of 50 employees</i> ?	
5. Detailed <i>business profile</i> along with space and organizational structure showing details of professional, technical and other manpower with their qualifications and experience.	
6. Firms/Agencies are required to give evidence of having successfully undertaken <i>similar projects</i> .	
7. <i>Audited balance sheet</i> of the last two years along with certificate of incorporation and also certificate of commencement of business in the case of Public Limited Company.	
8. Details of selection agencies whose <i>jobs completed</i> in the last three years along with satisfactory performance report	
9. <i>Proof of handling at least four complete activities of selection/examination data processing</i> as detailed in scope of work for a minimum of 50,000 candidates for a single assignment in last 3 years	
10. <i>Net worth certificate</i> (of at least Rs. 50 lakh as on 31 st March 2020) from Statutory Auditor of the firm/company	
11. Firms/Companies shall also submit detailed note explaining the <i>scope of work</i> understood by it/him and which shall be executed by it	
12. <i>Income Tax Return</i> of the company for the last three years up to including financial year 2017-2018	
13. Detailed lists/procedures of <i>quality control</i> , which the company proposes to conduct during the execution of work	

14. Have you ever been indicted in any legal issue? If yes, please specify.	
15. Have you ever been disqualified by any public/ private sector company/ Government Department including University of Delhi.	

NAME OF AGENCY:

Signature: (with Seal)

ADDRESS:

Form of Performance Guarantee Bank Guarantee Bond

1. In consideration of the University of Delhi (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor (s)") for the work _____ (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____ (indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.

2. We, _____ (indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar, University of Delhi, on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge this guarantee.
5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of terms and conditions of the said agreement or to extent time of performance by the said Contractor(s) from to time or to postpone for any time or from time to time any of the

powers exercisable by the University against the said contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect or so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto _____ unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date the -----day of -----for----- (indicate the name of the Bank)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: **FMS/e-Tender/01/2020**

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned “Tender/Work” from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have 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. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

CHECK LIST

S. No.	Description	Yes/No	Remarks, if any
1	EMD (Rs. 10,000/-)		
2	Annexure – I (Performa for Financial Bid) (Cover II)		
3	Financial Bid Undertaking		
4	Annexure – II (Performa for Technical Bid) (Cover I)		
5	Annexure – III (Form of Performance Bank Guarantee Bond Only for selected bidder to be submitted later)		
6	Annexure-IV (Tender Acceptance Letter)		

**FACULTY OF MANAGEMENT STUDIES (FMS)
UNIVERSITY OF DELHI**

Reference: FMS/e-Tender/01/2020

Dated: November 11, 2020

TENDER DOCUMENT

Sealed Techno-Commercial Quotations are invited from the eligible agencies/companies to undertake the following work:

Sr. No.	Scope/Description of Work	Estimated Cost	Expected Date of Completion
1.	<p>Development of web-application for online registration by applicants to various programs of FMS. The web-application apart from registering applicants should facilitate:</p> <p>(i) Online payment of application fees (payment gateway service provider to be decided by FMS).</p> <p>(ii) Facility to applicants for download and printing of (online) filled-in application in standard formats.</p> <p>(iii) Automated e-mails and SMS alerts to every registered applicants on successful registration, receipt of online application fee and dispatch of interview letters.</p> <p>(iv) Registration process involving uploading of photographs and scanned signatures and other required documents.</p> <p>(v) Checking and authentication of successfully registered applicants by FMS.</p> <p>(vi) Entry/ Augmentation of CAT score, interview marks, application form evaluation marks MBA-Executive and MBA-Executive (HCA) evening Programmes during different phases into the data base. Generation of reports/ results based on defined criteria.</p> <p>(vii) Preliminary verification of the online forms and applicant's documents and report discrepancies to FMS admission committee.</p> <p><i>The web application need to be developed and thoroughly tested and validated at least 3 days before going online.</i></p>	Rs. 3,00,000/- Tentative	31 August 2021

2.	Running the web-application mentioned in (1) on dedicated server(s) with high reliability and adequate capacity (should be able to handle large volume of online traffic) for period of approximately 6 weeks for registration to various programs of FMS. Numbers of applicants in these tests are expected to be 35,000 for MBA and doctoral programme and 2,000 for MBA-Executive and MBA-Executive (HCA) evening programmes respectively. Company/Agency should provide proof of successfully running applications on web-servers for works of similar scale and scope. It would need to guarantee availability and overall service level of the online registration site to applicants during the registration period for 99% of the duration.		
3.	Augmentation of data on payment of application fees through offline modes for all those registered applicants who do not opt for or could not exercise online payment. (However, FMS may choose not to offer this option to applicants).		
4.	Digitization of data for all those particularly Ph.D. applicants who apply offline in a format developed in point (1) stated above. (However, FMS may choose not to offer this option to applicants).		
5.	Maintaining a master database of all applicants registered through (1), (2) and (3) above, for use at any time during the admission process.		
6.	Company/Agency would answer queries made by applicants on the online registration for tasks handled by it on real time basis (maximum within 24 hours).		
7.	The company/agency should also provide at specified dates during the admission process the following: Consolidated reports (on both soft and hard copies) on data captured (formats to be specified by FMS)		
8.	After the CAT 2020 conducted by IIM is held, the score obtained by applicants who appeared in CAT would be entered into the database. The same task would be done for short-listed candidates who appear for GD/PI during March/April 2021 (MBA Full-Time and Ph.D. applicants).		
9.	The company/agency will provide Manpower support (08 persons for Form verification, data entry, data cleaning, etc.) for approximately 20 days during the personal interviews of the shortlisted candidates (Tentatively in April 2021)		

10.	For Executive evening programs, application evaluation scores assigned to applicants under various criteria and the score obtained by them in Executive Entrance Test and PI have to be added in preparation of final scores and subsequently, the results prepared based on criteria as specified by FMS.		
11.	Generation of lists based on selection criteria of FMS, of successful candidates from the database, within four hours of receiving results of GD/PI (for all programs)		

The Tender document details can be accessed from the websites at www.du.ac.in and <http://eprocure.gov.in/eprocure/app>. A/c Payee Bank Draft/Demand Draft of **Earnest Money Deposit** of Rs. 10,000/- (Ten Thousand only) in the form of A/c Payee Bank Draft/Demand Draft/FDR drawn in favour of “The Registrar, University of Delhi” payable at Delhi should reach the **Section Officer, Accounts Section, Room No: 1, Ground Floor, Faculty of Management Studies, University of Delhi, Delhi-110007** from 12 November, 2020 to 1st December, 2020 between 10.00 a.m. to 05.00 p.m.

Online Quotations (Technical bid and financial bid) should be submitted online at website <http://eprocure.gov.in/eprocure/app> on or before the prescribed last date and time. Any additional information can be obtained from the **Section Officer, Accounts Section, Room No - 1, Ground Floor, Faculty of Management Studies, University of Delhi, Delhi-110007** between 10.00 a.m. to 05.00 p.m. The last date of receipt of completed tender shall be 2nd December, 2020 up to 05:00 p.m. and Technical Bids will be opened on 3rd December, 2020 at 11.00 a.m. Technical presentation of eligible bidders would be done in FMS/Online on a date to be notified later. Bidders or their representatives may attend the opening of tenders online. FMS reserves the right to reject any or all tenders and change any of the tender conditions depending on the requirement of FMS without prior notice.

Dean
Faculty of Management Studies
University of Delhi