

**Bharat Ratna, Dr. B.R. AMBEDKAR UNIVERSITY OF DELHI
SCHOOL OF BUSINESS, PUBLIC POLICY & SOCIAL ENTREPRENEURSHIP
(SBPPSE)**

Ref: AUD/SBPPSE-NIT/01 /2011

Dated: August 31, 2011

TENDER NOTICE

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

| Sl. No. | Description of Work | Estimated Cost | Expected Date of Completion |
|---------|---|----------------------------|-----------------------------|
| 1. | <p>Development of web-application for online registration by applicants to the MBA programme of AUD. 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 AUD)</p> <p>(ii) Facility to applicants for download and printing of (online) filled-in application in standard formats</p> <p>(iii) Automated e-mails to every registered applicant on successful registration, receipt of application fee (online) and dispatch of GD & interview letters.</p> <p>(iv) Registration process involving uploading of photographs and (or) scanned signatures.</p> <p>(v) Checking and authentication of successfully registered applicants by AUD</p> <p>(vi) Upload details on the course, Rules of AUD, FAQs, eligibility conditions, admission procedures, etc.</p> | Rs. 1,50,000 approximately | 15 September 2011 |
| 2. | <p>The web-application need to be developed and thoroughly tested and validated before going online.</p> <p>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</p> | | |

| | | | |
|--|---|--|--|
| | <p>approximately 6 weeks (for registration for admission to the MBA programme of AUD for 2011 admissions. Number of applicants is expected to be approximately 500-1000. 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 of the online registration site to applicants during the registration period for more than 98% of duration.</p> <p>3. Maintaining a master database of all applicants registered for use at any time during the admission process.</p> <p>4. 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).</p> <p>5. The company/agency should also provide at specified dates during the admission process the following:</p> <p>6. (i.) Interview letters in duplicate of all eligible candidates, along with envelopes (one for every candidate). Envelope for sending one copy of the interview letter should have size 12" x 4", paper quality 90 GSM (ii.) Consolidated reports (on both soft and hard copies) on data captured (formats to be specified by AUD) (iii.) Lists of candidates applied for the MBA programme.</p> | | |
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The Tender document can be downloaded from the website www.aud.ac.in. The Tender document can also be obtained from the **Registrar, Ambedkar University Delhi, Dwarka Campus, Sector 9, Dwarka, Delhi 110077** from September 1, 2011 to September 10, 2011 between 10.30 a.m to 4.30 p.m. Sealed Quotations (Technical bid and Financial bid should be submitted in separate sealed envelopes) should reach the Sealed Box in the office of the **Registrar, Ambedkar University Delhi, Dwarka Campus, Sector 9, Dwarka, New Delhi 110077** latest by 12.30 p.m. 12th September 2011. The sealed tenders will be opened on 13th September at 11.00 a.m. Proprietors or their representatives may attend the opening of tenders.

Registrar
Ambedkar University, Delhi (AUD)
Dwarka, Sector-9, Delhi-110077

Bharat Ratna Dr.B.R. AMBEDKAR UNIVERSITY DELHI
School of Business, Public Policy & Social Entrepreneurship (SBPPSE)

TENDER DOCUMENT FOR DEVELOPMENT AND RUNNING OF WEB APPLICATION, PROCESSING OF CAPTURED DATA, GENERATION OF INTERVIEW LETTERS AND NECESSARY REPORTS DURING ADMISSION PROCESS FOR THE ACADEMIC YEAR 2012-2013.

Scope of Work

1. Development of web-application for online registration by applicants to the MBA programme of SBPPSE (AUD). The web-application apart from registering applicants should facilitate:
 - (i) Online payment of application fees (payment gateway service provider to be decided by AUD)
 - (ii) Facility to applicants for download and printing of (online) filled-in application in standard formats
 - (iii) Automated e-mails to every registered applicants on successful registration, receipt of application fee (online and offline with Demand Draft) and dispatch of interview letters.
 - (iv) Registration process involving uploading of photographs and scanned signatures.
 - (v) Checking and authentication of successfully registered applicants by AUD.
 - (vi) Uploading of details on the course, FAQs, eligibility conditions, admission procedure, Rules of AUD etc.

The web-application need to be developed and thoroughly tested and validated 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 40 days for registration. 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 of the online registration site to applicants during the registration period for more than 98% of duration.
3. Maintaining a master database of all applicants registered through (1) above, for use at any time during the admission process.
4. 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).

5. The company/agency should also provide at specified dates during the admission process the following:
 - (i) Consolidated reports (on both soft and hard copies) on data captured (formats to be specified by AUD)
 - (ii) List of candidates who applied for the MBA programme 2012-14
 - (iii) List of candidates shortlisted for GD/interview.

1. CONDITIONS:

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

2. ELIGIBILITY/TECHNICAL REQUIREMENTS OF BIDDERS:

- A. The bidders should satisfy following conditions as pre-requisites for submission of bids:
 - 1) The bidder must have independently handled at least two assignments for a minimum of 5000 applications covering the entire scope of work. 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. 500,000/- each in last two years in computerized processing job or related activities.
 - 3) The bidder must have independently handled at least two assignments for a minimum of 5000 applications covering the entire scope of work as specified hereinafter in the tender document in last 3 financial years.
 - 4) The bidder must have minimum of 15 employees on its rolls presently.
 - 5) The bidder must have net worth of at least Rs. 50 lakh as on 31st March 2011.
- B. The bidder has to furnish the following information along with the supporting/required documents as an essential part of technical bid in the sealed envelope superscribed "**Technical Bid**".
 - a) Detailed business profile along with space and organizational structure showing details of professional, technical and other manpower with their qualifications and experience.
 - b) Firms/Agencies are required to give evidence of having successfully undertaken similar projects.

- c) Certificates are to be enclosed from organizations which had employed the firm for Development of software for processing selection/related purposes.
- d) Certificates are to be enclosed from organizations which had employed the firm for **ONLINE** Forms processing.
- e) Audited balance sheet of the last two years along with certificate of incorporation and also certificate of commencement of business in the case of **Public Limited Company**.
- f) Details of selection agencies whose jobs completed in the last three years along with satisfactory performance report.
- g) Proof of handling at least two complete activities of selection/examination data processing as detailed in scope of work for a minimum of 5000 candidates for a single assignment in last 3 years.
- h) Net worth certificate from **Statutory Auditor** of the firm/company.
- i) Firms/Companies shall also submit detailed note explaining the scope of work understood by it/him and which shall be executed by it.
- j) The Company/Firm shall furnish copy of Income Tax Return of the company for the last three years up to including assessment year 2010-2011.
- k. Detailed lists/procedures of quality control, which the firm proposes to conduct during the execution of work.
- l. **Earnest Money Deposit**
Vendor must submit Earnest Money Deposit (EMD) of Rs.3750/- (2.5%) in the form of Bank Guarantee in favour of Registrar, Ambedkar University, Delhi, Delhi.

The EMD of unsuccessful bidders will be returned to them within a month of selection of vendors. The successful bid, if withdrawn, is also liable for forfeiture of the EMD.
- m. **Security Deposit**
The selected vendors shall furnish a Performance Guarantee of Rs.15000/- (10%) in the form of Bank Guarantee issued by a Scheduled Bank.
- n. Vendor must be a registered corporate in the NCT of Delhi under the Companies Act 1956.

In addition, the bidder needs to fill Performa for technical bid (given in Annexure II) and submit it along the technical bid within the sealed envelope.

3. FINANCIAL BID:

The financial bid should contain following:

- a) Cost including preparation of GD/ interview letters & envelopes, processing of **online** forms and preparation of reports.
- b) Cost of developing web application necessary for facilitating online registration and all incidental work arising there from (as defined under the scope of work).
- c) An Undertaking to the effect that all necessary information reports needed by AUD, Ambedkar University of Delhi at different stages in the desired formats (paper as well as computerized) shall be provided within 4 days of request at no additional costs.

In addition, the bidder needs to fill Performa for financial bid (given in Annexure I) and submit it along the technical bid within the sealed envelope.

4. **DEMONSTRATION OF TECHNICAL EXPERTISE**: The firm/company will be required to demonstrate the technical capabilities at the place and time determined by the SBPPSE, **Ambedkar University, Delhi**, at their own expenses.
5. **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 SBPPSE, Ambedkar University 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, Ambedkar University 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 incurrance of such loss. This clause should be read along with the clause-12.
6. 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. Registrar, **Ambedkar University, Delhi** 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.

7. Hypothetical and conditional quotations 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 Registrar, AUD shall be authorized to cancel the work order.
8. The estimated quantum of work would be around 500-1000 application forms. This is only an indication however actual number of applications may vary as per actual.
9. Firm/Company should be able to integrate data received online through internet registration into the database of candidates before final processing.
10. 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.
11. Firms/Companies shall be required to provide zero error certificates in respect of data captured and outputs.

Firms/Companies are required to quote charges for:

- (a) Printing of interview letters with all other material including all envelopes
- (b) Development of web application facilitating online registration (as defined in scope of work).

(RATES TO BE QUOTED ON ANNEXURE-I).

12. Successful Firm/Company will be required to provide and unite the systems at AUD as and when required and start operation thereafter immediately. A minimum notice of 5 days shall be given by AUD for commencement of given task/work order.
13. Firm/Company needs to process the data on daily basis. The processed data (in the required format) along with reports/lists after all the application forms are scanned need to be submitted to the AUD within 5 days after the last date for submission of the forms.
14. Firm/Company which is awarded the work order should not use the data base generated for any other purposes other than those specified by AUD. AUD has the exclusive right to the data-base.
15. 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.
16. **AUD** will have exclusive right to the online application package and other computer programs developed (including the source code) for sorting of data.
 17. The Firm/Company shall not sub-contract or assign all or any part of the work to any third party.
 18. Rates quoted shall remain firm till the completion of work.
 19. Firm/Company would be required to sign an agreement on a stamp paper of an appropriate value.
 20. **Period of Contract:** The one year period of contract will commence from the date of signing of the contract.
 21. The Firm/Company will be required to process the **online** forms of particular year as per the total number authorized by AUD in the AUD premises or otherwise.
 22. The decision of this office in regard to the acceptance or otherwise of the bids will be final and binding.
 23. Firms/Companies short-listed by AUD should demonstrate their ability to handle the tasks and are required to demonstrate at their own expense before the opening of financial bids.
 24. Finally selected Firm/Company will have to demonstrate a trial run well before the final exercise. (At least three weeks before).
 25. Technical & Financial bids should be kept & sealed in separate envelopes & super scribed **“Development and running of web application, processing of captured data, generation of necessary reports”**. The sealed cover should contain the following:
 - a. Confirmation of understanding of the technical specifications of the works as defined in the Annexure-I proposed to be executed by the firms.
 - b. Firms/Companies shall also submit detailed note explaining the scope of work as understood by it/him and which shall be executed by it/him.
 - c. Detailed list/procedures of test, which the firm proposes to conduct on completion of work.
 26. The financial bids of only those bidders will be opened who are found technically eligible as per clause no.2.

27. Except as otherwise provided, all materials, i.e. Application pack containing Printed Application Forms, Final Reports, etc. will have to be delivered at the Office of **Registrar, Ambedkar University Delhi, Sector 9, Dwarka, Delhi - 110077**
28. Firm/Company should keep the execution of the entire project confidential till its completion.
29. The entire work is of a time bound nature, and the company will have to execute work as per the following schedules.
- (i) Development, testing and validation of web-application: 15 days
 - (ii) Hosting web application on web server on online basis
 - (iii) Authentication of all registered applicants with the help of AUD administration: within 5 days of last date for registration.
 - (iv) Delivery of other reports etc. within 48 hours of requisition.
30. All the generated reports and software (required for leading to the finalization of list for admissions to the MBA programme of AUD have to be submitted in Hard Copy and Soft Copy on CD-ROM or otherwise as specified.
31. Any Clarification/doubt may be addressed or personally discussed, if need be, from the office of the Registrar, Ambedkar University Delhi, before submitting the bids.

**Registrar
Ambedkar University Delhi (AUD)
Sector 9, Dwarka
Delhi – 110077**

Performa for Financial Bid

NAME OF AGENCY:
ADDRESS:
E-mail: **Tel:** **Fax:** **Mobile:**

| JOB | Numbers (expected) | Quoted Rates |
|--|---------------------------|---------------------|
| Development and running of web-application on a dedicated server for registration of application, automated e-mail acknowledgements, answering queries from applicants, generation and printing of reports etc. ((1), (2), (4) and (5) under Scope of work) | 500-1500 | |
| Printing of interview letters along with one envelope each for every shortlisted applicant | 210 | |

NAME OF AGENCY:
Signature: (with Seal)
ADDRESS:
E-mail:
Tel:
Fax:
Mobile:

Performa for Technical Bid

NAME OF AGENCY:

ADDRESS:

E-mail: **Tel:** **Fax:** **Mobile:**

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| Criteria | Give details (with proof) |
|---|----------------------------------|
| 1. Have you independently handled at <i>least two assignments for a minimum of 5000 applications covering the entire scope of work?</i> | |
| 2. Are you a <i>Government Agency or an Agency registered as private or public limited company having minimum experience of 3 years of selection-processing jobs?</i> | |
| 3. Is your <i>minimum total gross turnover at least Rs. 25 lakh each in last two years in computerized processing job or related activities?</i> | |
| 4. Do you have a <i>minimum of 15 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> (with ICR/OMR Technology) | |
| 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 two complete activities of selection/examination data processing</i> as detailed in scope of work for a minimum of 5000 candidates for a single assignment in last 3 years | |
| 10. <i>Net worth certificate</i> (of at least Rs. 25 | |

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| lakh as on 31 st March 2011) 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 assessment year 2010-2011 | |
| 13. Detailed lists/procedures of <i>quality control</i> , which the company proposes to conduct during the execution of work | |

NAME OF AGENCY:

Signature: (with Seal)

ADDRESS:

E-mail:

Tel:

Fax:

Mobile: