



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Website: <http://ipu.ac.in>

Phone No.-011-25302149-150

Date

TENDER NO. GGSIPU/ADMISSIONS/2016/001

E-TENDER (NIT)

Registrar, Guru Gobind Singh Indraprastha University invites e-tenders from reputed, experienced technologically sound firms/agencies having at least three years experience of Online Form processing work. Tender document can be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in. The tender document can also be viewed on University website i.e. www.ipu.ac.in.

1.	Name of work	"Online Form process work" for Controller Of Examinations (Operations) GGSIP University Delhi. 110078
2.	Last date, time and venue for submission of EMD and Technical bids documents	17.01.2017 Up to 03.00 p.m. in the office of Controller Of Examinations, (Operations) GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	EMD	EMD for Rs.1,00,000- in favor of Registrar, GGSIP University payable at Delhi in the form of FDR /DD
4.	Date and time for opening of Technical bid	17.01.2017 at 04.00 p.m.
5.	Date and time for opening of Financial Bid	After evaluation of technical bid, date and time will be notified on e-tender website www.govtprocurement.delhi.gov.in
6.	The bids shall be submitted in two stages viz. (i) Technical <i>bid</i> (ii) <i>Financial bid</i> . Detailed specifications of the item(s) to be supplied are mentioned at <u>Section-V Annexure-G</u> of the tender document. The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in	

(REGISTRAR)



TENDER DOCUMENT

FOR

ONLINE FORM PROCESSING

AT

Guru Gobind Singh Indraprastha University
[A state University under Govt. of NCT of Delhi]
Sector 16 C, Dwarka, New Delhi 110 078

Registrar

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Section I – Introduction & Notice inviting Tender

TENDER NO. GGSIPU/ADMISSIONS/2016/001

Registrar, Guru Gobind Singh Indraprastha University (GGSIPU) invites e-tenders (in two bid system – Part I- Technical & II-Financial) from reputed, experienced technologically sound firms/agencies having at least three years experience of Online Form processing work .

1. **Scope of work :** Details of the items with specification is mentioned at Section – V, Annexure-G
2. **Tender Inviting Authority:** Registrar, GGSIPU.
3. **Earnest Money Deposit (EMD) in the form of DD/FDR:** The required EMD of Rs.1, 00,000/- (Rupees one lakh only) shall be deposited (along with a covering letter on the letterhead of the bidder) physically in tender box kept for this purpose on the day of the opening of the tender at the office of Controller of Examinations, IPU, Sector-16C, Dwarka, New Delhi. Only EMD with a covering letter and no other document shall be received physically. The bid shall be examined on the basis of documents uploaded at the e-procurement site. EMD in form of DD or FDR must be deposited in the Tender Box failing which the offer will be treated as non-responsive.
4. **E-Tendering Participation Requirements:** The prospective bidders shall need registration with E-procurement system of NIC by paying necessary registration charges. The details can be obtained from Help Desk of the E-procurement site/ office, (<https://govtprocurement.delhi.gov.in>)
5. **Availability of Tender Document:** Tender Documents with detail terms & conditions can be downloaded from Delhi govt. e-procurement website.
6. **Qualification of the bidder:** The bidder should have at least one of the below:
 - a) One order for similar work of minimum 200000 online forms processing in each of the last three years.
 - b) Two orders for similar work of minimum 100000 online forms processing in each of the last three years
7. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for one hundred and eighty (180) days from the date of opening of Part II (Financial bid) of the Tender.
8. **a) Receipt and opening of Tenders:** TIA will open the e-tenders as per the date and time given at the e-procurement site. The tender box containing EMD shall be opened at the date and time given at the e-procurement site.
 - b) Authorized representatives of the bidders may attend the tender box opening provided they bring with them letters of authority from the corresponding bidders.
 - c) The Technical Bids shall be opened in the first instance. These shall be scrutinized and evaluated by the competent committee with reference to parameters prescribed and specification asked in the tender. Thereafter in the second stage, the Financial Bids of only the technically compliant bids shall be opened for further scrutiny and evaluation. This shall be done at e-procurement site. Date and time will be notified at e-procurement site.
9. GGSIPU reserve the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.

Section II– Instructions to Bidders

1. Duration of contract shall be one year extendable by two years for a total period of maximum 3 years, on an internal review by the University.
2. Bidder must be capable of executing the project within time.
3. The scope of work includes design and development of software, web hosting , maintenance, operation, processing and report generation for end to end examinations form processing for admission to programmes with or without common entrance tests, and/or various recruitment tests of the University and online CET Admit Card / Recruitment Test Admit card hosting, of the University. The hardware, equipment etc. required shall be arranged by the contractor. The firm/agency shall arrange for net connection, web and data server, all hardware, payment gateway etc. Online form processing for various fees to be charged from students shall also be a part of scope of work; student related data for this purpose shall be provided by the University. Detailed scope of work is given at Annexure-G.
4. The bidder will depute sufficient qualified and experienced man power to maintain utmost secrecy, proper and smooth functioning and successful completion of the work within stipulated time.
5. Data/ documents will be delivered to the authorized person/ manager by the agency. Date of delivery of data will be considered as the date on which last data is provided. Number of days of completion of work will be counted from this date, given in the schedule of completion of work.
6. Bidders are required to read the documents carefully before filling the tenders. At the time of submission, every page duly numbered must be signed by the authorized signatory.
7. Any information provided in support of the bids must be properly annexed, numbered and duly signed.
8. Any ambiguous conditions quoted in the application may lead to summary rejection of the quotation.
9. All bidders may carefully note that the unit of all the works will be finalized at the time of issue of tender document to the qualified bidders and no alteration in the final quotation will be acceptable to the University at any stage.
10. **Bid submission:**
 - 10.1 The bidder has to submit its tender online only at the e-procurement site(<https://govtprocurement.delhi.gov.in>) and deposit the EMD (along with a covering letter on the letter head of the bidder) physically in tender box kept for this purpose on the day of the opening of the tender at Controller of Examinations office, IPU, Sector-16 C, Dwarka, New Delhi. Only EMD with a covering letter and no other document shall be received physically. The bid shall be examined on the basis of documents uploaded at the e-procurement site. TIA may ask for physical copy for expeditious evaluation later on.
 - 10.2 The bidders must ensure that they submit their tenders not later than the closing date and time specified for submissions of tenders. In the event of the specified date for physical submission of tender falls on or is declared a holiday or closed day for the office of TIA, the EMD in physical form will be received up to the same time on the next working day; but the date and time of submission of bid at e-procurement site shall remain unchanged.

10.3 Conditions other than those laid down in the Tender document will not be entertained.

11. Eligibility Criteria for Technical Bid

All eligibility documents from clause 11.1 to 11.11 must be signed and stamped and uploaded at the e-procurement site only. EMD in the form of FDR or DD shall be deposited in the Tender Box as mentioned at clause 10.1 above. The formats/Annexure for the documents to be submitted, with Technical Bid are placed at Section IV (Annexure A, A1, A2 to Annexure E).

11.1	Letter of Transmittal	Annexure – A
	Declaration by Bidder	Annexure – A1
	Compliance to Bid Requirement	Annexure – A2
11.2	Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	Annexure - B
11.3	Last Income Tax Return with a copy of PAN and copy of Service Tax registration	Certified copies
11.4	Bidders should have average annual turnover of more than Rs. 10 crores for last three years and total Rs. 30 crores for three years. Certificate duly audited, signed & stamped by a Chartered Accountant be uploaded.	Annexure C
11.5	Details of similar works executed	Annexure D
11.6	The bidder should submit profit and loss account and balance sheet and annual turnover statement of last three years.	Copy of Proof
11.6	That the bidder/ organization has not been blacklisted/debarred by any of the government/ public sector agencies in India in the last 3 years. A declaration of fair business practice by the Bidder.	Annexure – E
11.7	Copy of EMD of Rs. 1,00,000/-	Copy of Proof
11.8	The bidder may produce the list of those customer organizations for whom they have done online form processing work, including online payments, of this nature for at least 2,00,000 candidates each year in the last three years along with certificates/order letters from the institutions in support of the same or two orders of 1,00,000 candidates in each year in the last three years.	copy of proof
11.9	The bidder should furnish the proof of having own data centre. The data centre should be of multi-tier and Cert-in certified as per Govt. of India	copy of proof

	guidelines	
11.10	The bidder should attach the ISO 27001 and CMMI 5 certification in respect of their own firm.	copy of proof
11.11	Tendering firm should have self owned / developed software	copy of proof

12. **Opening of Technical Bids & Evaluation**

12.1 The details submitted by the bidders will be evaluated in the following manner:

12.2 The initial eligibility criteria prescribed in para 11.1 to 11.11 above in respect of experience and past performance in execution of similar contract, capabilities with respect to technical personnel, equipment and hardware or software facilities, financial status and capacity and any other information considered relevant for pre-qualification of the bidder. The criteria for pre-qualification is a part of the tender document and is laid down to facilitate short listing competent bidders and not for restricting open competition.

12.3 Examination of the bids will be done by the Technical Committee.

12.4 Mere fulfillment of eligibility criteria does not imply selection of the bidder. The agency/firm fulfilling the eligibility criteria may be asked to present working of the proposed system showcasing their technical competence for the work. Financial bids would be opened only for eligible agencies/firms, whose demonstration is found to be suitable by the University.

Note: The firm/agency should be prepared to demonstrate their solution immediately after the opening of the technical bid. The exact schedule will be informed on 10/01/2017 at the time of opening the technical bid.

12.5 Even though any bidder may satisfy the above requirements, he/she would be liable for disqualification if he/she has:-

12.5(i) Made misleading or false representation or deliberately suppressed the information in forms, statements and enclosures required in the eligibility criteria document.

12.5(ii) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

13. **Opening of Financial bid and evaluation:**

After the Technical evaluation of the bids, TIA will open the Financial Bids of all the bidders who have qualified in the technical evaluation of specification criteria as per clause 12 and eligibility criteria as per clause, at notified time, date and place at e-procurement site. The lowest financial bidder shall only be considered for award of work.

14. **Financial Bid**

The bidder shall quote unit item rates in Indian Rupees only. The rates should be inclusive of all taxes and processing charges.

14.1 Requirements of work (scope of work) have been supplied herewith be treated as part of term & conditions of the contract.

14.2 Experience of online form filling work including online payment (either using their own services or using the services of third party vendors providing payment gateway services) *for tests /*

examinations of recruitment and/or entrance test only will be taken into account while verifying eligibility.

- 15 The University reserves the right to reject or accept any tender without assigning any reason.
- 16 Conditional Bids will be summarily rejected.
- 17 Bids received after due date & time shall be summarily rejected.
- 18 In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
- 19 In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGS Indraprastha University.
- 20 The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
- 21 The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.
- 22 It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- 23 The bidder shall be single point of contract with the University and shall be solely responsible for the execution and delivery of the work (i.e. the bidder should bring in the third party vendors providing payment gateway services. If there is a need for tripartite agreement University would go for it provided it will not interact/negotiate with the third party vendor directly).
- 24 The bidder should be a company/ organization/ firm in India and having its operation for at least last three years. The bidder should be a single entity and no consortium will be allowed.
- 25 The agency selected will be wholly responsible for any dispute regarding acceptance of application, and related formalities and University will not bear any cost(s) in case of dispute etc. The agency will reconcile the accounts with the University accounts division for the settlement of the dues.
- 26 University reserves the right to award the job/work in parts or as whole.
- 27 *Force Majeure.*

For purpose of this clause, '*Force Majeure*' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a *Force Majeure* situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably

practical and shall seek all reasonable alternative means for performance not prevented by *Force Majeure* event.

- 28 All pages of the tender submitted must be signed by an authorized signatory under the seal of the bidder organization.
- 29 In case of any clarification the firm/agency may contact office of Controller of Examinations (Operations) on any working day within office hours.

Section III – General conditions of Contract

30. ELIGIBILITY CRITERIA

1. Bidder should be an ISO Certified Company/ Firm in the area of examination processing. The Bidder must have ISO 27001 certification. Valid certificate copy must be enclosed with the technical bid.
2. The Bidder should have CMMi Level 5 certification. Valid certificate copy must be enclosed with the technical bid.
3. The bidder should have at least one of the below:
 - a. One order for similar work of minimum 200000 online forms processing in each of the last three years.
 - b. Two order for similar work of minimum 100000 online forms processing in each of the last three years
4. The bidder should have performed similar work for Government Agencies or Exam conducting Bodies / Public Sector Undertaking / School Boards/ University customers for the last three financial years. Relevant order copies / customer certificates to be provided.
5. The Bidder should not have been blacklisted by any Government Agency or body / Public Sector Undertaking / University.
6. Tenderer should have average annual turnover of more than INR. 10 crore for last three years. Total INR. 30 crore for three years.
7. Should have valid registration with Income Tax, Service Tax (attach copies of the original documents)

31. EARNEST MONEY

- a. Tender shall be accompanied by an earnest money INR. 100000/- without which tenders will not be considered. The amount should be deposited in the form of Bank Draft/ Bankers Cheque of the nationalized Scheduled Bank (drawn) in favour of Registrar, Guru Gobind Singh Indraprastha University, Delhi, payable at Delhi.
- b. Refund of earnest money: - The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of tender & placing order to successful tenderer.
- c. The earnest money / security deposit lying with Department/ office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security deposit for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.
- d. Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:-
- e. When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- f. When Tenderer does not execute the offer agreement prescribed within the specified time.
- g. When the tenderer does not deposit the security money after the order is given.
- h. When he fails to commence the service as per the order within the time prescribed.
- i. If any term and condition of the contract is breached.
- j. If authority is not satisfied with the entitled work the fees will not be remitted to the bidder for the said work. If same situation rises for three times, the security deposit may be forfeited.
- k. Notice of 15 days time will be given in case of forfeiture of security deposit. The decision of the Tendering Inviting Authority in this regard shall be final.

32. SECURITY DEPOSIT & AGREEMENT

Bidder offer is accepted will have to deposit a Security Deposit equal to INR 500000/- (Five lakhs only) in favor of Registrar, Guru Gobind Singh Indraprastha University, Delhi, payable at Delhi. The forms of security deposit shall be as below and it must be renewed time to time as per University rules, if necessary.

FDR/Bank Guarantee from any nationalized bank.

Note: The EMD of the successful bidder may be adjusted with the Security Deposit at the discretion of the University.

33. Successful bidder will have to execute an Agreement specifying that the bidder will abide by the terms and conditions specified in the tender document and the order offer and deposit security money within 7 days from the date on which the acceptance of the tender, is communicated to him.
34. The security deposit shall be refunded within six months after completion of the contract as per order or after the expiry of contract on satisfactory completion of the same after the expiry of the period of contract whichever is later and after production of no dues certificate in favour of the bidder by Controller of Examinations (Operations), Guru Gobind Singh Indraprastha University, Delhi.
35. No interest will be paid on security deposit/ earnest money deposit.
36. In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by Registrar, Guru Gobind Singh Indraprastha University, Delhi, and his decision shall be final.

37. Payment Terms

- 37.1 The payment shall be made only after completion of the job on the basis of actual number of record submitted to examinations division and submission of a bill.
- 37.2 The bidder should have D-VAT certificate at the time of raising invoices and payment shall be made on invoices issued with Delhi VAT only.
- 37.3 No advance payment will be made under any circumstances.

38. Penalty

Deficiency in service in terms of uploading application forms, response time or other discrepancies as reported by the University will attract a penalty as decided by the University. The penalties will be maximum of 10% of the contract amount/awarded value.

Section IV – Information regarding Technical Eligibility

(Annexure A, A1, A2 to E)

LETTER OF TRANSMITTAL

From:

To

The Registrar

GGSIU

Sector 16C, Dwarka,

Delhi

Sub: Submission of Tender Document for the work of **“Online Form Processing” at GGSIU Campus, Sector 16C, Dwarka, New Delhi”**.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to the work of “ Online Form Processing”

Name & Signature(s) of Bidder(s) with seal

DECLARATION BY THE BIDDER

We _____ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us; the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices submitted in Financial Bid . We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Financial Bid.

We further undertake that we will get registered with D-VAT department before raising invoice for payment from university if already not registered with DVAT and invoices will be raised with DVAT from Delhi only.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note : This declaration should be signed by the Bidder's representative who is signing the Bid.

COMPLIANCE TO BID REQUIREMENT

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

STRUCTURE OF THE ORGANIZATION

S.No.	Nature of details	Details
1	Name and address of bidder	
2	Telephone No./Fax No./Email address	
3	Legal status (Attach copies of original document defining the legal status)	
	a. An Individual/ Consortium	
	b. A Proprietary/ Partnership agency	
	c. A Trust	
	d. A Limited Company or Corporation	
4	Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)	
	1. Registration Number	
	2. Organization/Place of registration	
	3. Date of validity	
5	Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization	
6	Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work	
7	Have you ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work	
8	Have you been debarred / black listed for tendering in any organization at any time? If so, give details.	

9.	Number of employee for this project	
10.	Any other information considered necessary but not included above.	

Submitted By:

Signature :.....

Name :.....

Designation :.....

Agency Address :.....

Agency Seal :.....

DETAILS OF ANNUAL TURNOVER**FINANCIAL INFORMATION**

Financial Analysis : Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the bidder to the Income-Tax Department (copies to be attached).

FINANCIAL YEAR	ANNUAL TURNOVER (In Rs.)
2015-2016	
2014-2015	
2013-2014	

NOTE:

- A. Copies of audited balance sheets with Profit & Loss account statement for last 3 years are enclosed along with the bid.
- B. PAN No.
- C. Service Tax No.

Submitted By:

Signature :

Name :

Designation :

Bidder Address :

DETAILS OF SIMILAR WORKS EXECUTED

	Name of Work/ Project & Location	Owner of sponsoring organization	Number of Applicants	Stipulated date of completion	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name, Designation and Address / telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

Submitted By:

Signature :

Name :

Designation :

Bidder Address :

Bidder Seal :

DECLARATION FOR FAIR BUSINESS BY THE BIDDER

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

Form of Performance Guarantee

Bank Guarantee Bond

1. In consideration of the GGSIPU (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 a 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 Project-in-Charge 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 discharges 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 the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time 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 of 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.

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

SECTION V – SCOPE OF WORK

Annexure-G

A. Application Hosting

- (i) Application hosting to be done on own multi-tier data centre of the bidder.
- (ii) Application would contain approximately 100-110 fields (Exact detail to be provided by Examinations Division) to be filled by the applicants after the selection of the agency.
- (iii) Disaster recovery site to be maintained.
- (iv) Response time to be less than 3 second
- (v) Generation of acknowledgement of form submission against unique form I.D. (the format of the I.D. to be 1xxxxx starting from 100001 and sequentially generated)
- (vi) Separate applications may have to be designed by the organization for CET's / Recruitment Tests / Fees Collection with different eligibility criteria / nomenclature.

B. Online Admit Card Downloading / SMS / Email Facility

The organization should provide online admit card downloading / SMS / Email facility on the basis of data provided by the University (both for online and offline (if necessary) applications). The Admit card would contain the candidate details, centre details, photograph, signature and thumb impression of the candidate and other details (including the format) to be provided to the agency selected for work.

* The financial bid should be for approximately 2,00,000 (Two Lakhs) Candidates.

C. Data Management

- (i) The data items shall be as specified (To be provided by Examinations Division) and are to be incorporated for form submission.
- (ii) The Test codes shall be as per the information (To be provided by Examinations Division).
- (iii) The photograph, signature and thumb impression are to be incorporated as scanned images.
- (iv) No applications are to be accepted after the last date and time of form submission as per the Admission Brochure.
- (v) Different admission Brochures / CETs / Recruitment Tests may have different last date / time.
- (vi) E-mail information may also be kept of the applicant for the online application form.
- (vii) Complete applications to be defined as an Application that fulfils the following criteria
 - (a) All the mandatory fields (to be provided) are to be filled by the applicants along with uploading of photograph and signature and thumb impression.
 - (b) Payment has been received.

- (viii) Records to be submitted to Examinations Division on Transaction Day (T) + 3. Payments for online forms to be transferred to the University accounts within T + 3 days, in the account specified by the accounts division.
- (ix) Irrespective of whichever is the last date /time for application form filling, the last lot of data to be provided to the Examination Division within 24 hours of the last date / time of form submission.
- (x) Acknowledgement should be serially and unique and should be generated after payment by applicant.
- (xi) The applicant should be allowed to take a print-out of application form for records after the payment.
- (xii) Data to be provided in soft copy (M.S. Excel File / M.S. – Access database & images in .JPG format in separate files, the file names should be as: “P” followed by unique I.D. for photographs, “S” followed by unique I.D. for signatures& “T” followed by unique I.D. for thumb impression)..

D. Fee Transaction

- (i) Only online payment to be taken
- (ii) Completed Forms’ fee to be transferred incrementally.
- (iii) To provide payment gateway.
- (iv) Transfer of Application fee directly to GGSIPU Account (to be provided). Company’s share will be transferred only after completion of the job on the basis of actual number of record submitted to examinations division and submission of demand note.
- (v) Reconciliation of fee with number of form uploaded with the Accounts branch.
- (vi) CET, Recruitment Test Code wise, General Fee Processing Details to be provided date wise.

Note:

1. **There shall be two types of fee processing:**
 - a. **Fee processing for application forms for Common Entrance Test (CET) and Recruitment forms.**
 - b. **Fee processing for already admitted students / passed out students of the University. The currently studying students’ data shall be provided by the University. The details of the information to be stored for processing shall be provided by the University. The different heads for collection of fees shall be provided by the examinations division.**

SECTION - VI

Annexure-H

FINANCIAL BID

S.No	Natures of charges	Amount
1	Charges (inclusive of all taxes / processing charges etc.) per candidate for online form filling and processing (A)	INR. _____
2	Charges (inclusive of all taxes / processing charges etc.) per candidate for online admit card hosting and delivery(for Two Lac (2,00,000) candidates (approx.) (B)	INR. _____
3	Payment gateway charges to be paid by the applicants for submitting online fee (C)	INR. _____

Submitted By:

Signature :

Name :

Designation :

Agency Address :

Agency Seal :

***For the evaluation of the financial bid the tender evaluation would be done on the basis of NET as**

NET = (200000) x {(A) + (B) + (C)}