

**GOVERNMENT OF TRIPURA
STATE PROJECT DIRECTORATE
Rastriya Uchcharat Shiksha Abhiyan
Under Education Higher (deptt)**

TENDER DOCUMENT

Name of the work: Tender for development and Implementation of Online Admission Portal, Directorate of Higher Education, Govt. of Tripura

- | | | |
|-----------------------------|------------|---------------|
| 1. Date of Publication | 21/11/2016 | |
| 2. Last date of submission: | 01/12/2016 | up to 4.00 PM |
| 3. Date of opening: | 08/12/2016 | at 11.30 AM |
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Press Notice of the Tender

**STATE PROJECT DIRECTORATE
RASTRITYA UCHCHATAR SIKHSHYA ABHIYAN
Under Education Higher (Deptt.)
AGARTALA, TRIPURA
No.F.1(40)-SPD/RUSA/216 Dated, Agartala, the 19th November, 2016.
NOTICE INVITING TENDER**

SEALED Tenders are invited from the authorized and eligible service providers for development and Implementation of “**Online Admission Portal**” for general degree colleges of Tripura. Tender documents with details can be downloaded from the url-www.highereducation.tripura.gov.in. Please visit website: www.highereducation.tripura.gov.in for details.

(Dr. B. Palit)
State Project Director, RUSA
Directorate of Higher Education,
Agartala

TENDER NOTICE NO. : NO.F.1(40)-SPD/RUSA/2016

PUBLICATION DATE : 21/11/2016

LAST DATE OF SUBMISSION OF TENDER : 01/12/2016 at 04.00 PM

DATE AND TIME OF OPENING : 08/12/2016 at 11.30 AM

VENUE : **State Project Directorate,
Rastriya Uchcharat Shiksha Abhiyan
Old Secretariat Building,
Tripura West, Agartala, Tripura
PIN - 799001**

NAME AND ADDRESS OF TENDERER : **State Project Directorate,RUSA
Old Secretariat Building, P.O Agartala
Tripura West, Pin: 799001**

EMAIL ADDRESS : dxabir@gmail.com

EARNEST MONEY DETAILS:

1. There is no Earnest Money (EMD) involved in this Bid process.

INSTRUCTIONS TO BIDDERS:

- 1 DETAILED COMPLIANCE STATEMENT (TECHNICAL & FINANCIAL) AS PER ANNEXURE(S).
- 2 GENERAL TERMS & CONDITIONS AS PER ANNEXURE(S).
- 3 THIS IS A TWO PART TENDER. BOTH TECHNICAL & FINANCIAL BID ENVELOPES SHOULD BE ENCLOSED AND SEALED IN SEPARATE ENVELOPES SUBSCRIBING THE TENDER NO AND DUE DATE.
- 4 THE TENDERS DULY COMPLETED, SIGNED, STAMPED AND SEALED IN ONE ENVELOPES ARE TO BE SUBMITTED TO:
**State Project Directorate,
Rastriya Uchcharat Shiksha Abhiyan
Old Secretariat Building,
Tripura West, Agartala, Tripura
PIN - 799001**

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SECTION - I

1. Definitions

In this document, the following terms shall have following respective meanings:-

- 1.1 "Authorized Representative" shall mean any person authorized by either of the parties.
- 1.2 "Bidder" means the company providing the services/Items under Agreement.
- 1.3 The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder with whom Government of Tripura, signs the agreement for rendering of services..
- 1.4 "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value or influence the action of an official in the process of Contract execution.
- 1.5 "Default Notice" shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
- 1.6 "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Government of Tripura of the benefits of free and open competition.
- 1.7 "Good Industry Practice" shall mean the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced Bidder engaged in the same type of undertaking under the same or similar circumstances.
- 1.8 "LOI" means issuing of Letter of Intent which shall constitute the intention of the purchaser to place the Purchase Order with the successful bidder.
- 1.9 "**User Acceptance Test (UAT)**" means the provisional acceptance testing of the users of the software and its services covered under the scope of work.
- 1.10 "**Final Acceptance Test (FAT)**" After successful installation of the software in accordance with the requirements as mentioned in this tender, Final Acceptance Test will be conducted. And declaration of Go-Live. After successful testing, Acceptance Test Certificate will be issued by Directorate of Higher Education, Govt. of Tripura.
- 1.11 Service means the complete implementation of the project till Go-Live and support and maintenance.
- 1.12 SLA means Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.

1.13 IA (Implementation Agency) means success full bidder.

2. Invitation for Bids

2.1 About Directorate of Higher Education

The history of Higher Education in the State started with establishment of Maharaja Bir Bikram College in 1947. Subsequently, 22 general Degree colleges as well as one Institute of Advanced Studies in Education, one Govt. College of Art & Crafts, one Govt. Law College, one Govt. Museum, one State Archives and 24 (Twenty four) Public Libraries have been set up in the State with public funding.

The Department of Education (Higher) is entrusted with provision of higher and technical education in the state and development of human resources and taking necessary measures for transforming the society into an ideal knowledge based society, stepping up our capabilities and capacities in various fields of Higher Education in terms of quantitative enrichment of trained manpower in our state. Notwithstanding constraint of resources, high priority is being attached for development of education in the State. Universalization of Integrated Child Development Services (ICDS) programme has been taken up for providing preschool education facility to each and every child in the 3-6 years age group through the network of Anganwadi Centers in the State.

This is followed by the Sarve Sikhsha Abhiyan (SSA), for universalizing provision of school education upto Class-VIII to all students. As a result, enrolment in Class-VI increased from 67,489 in 2000 to 77,702 in 2006. Bringing the left out students, checking dropout along with posting of trained teachers in adequate strength, introduction of science and mathematics streams, accountability of teachers etc have been taken up for improving both quality and quantity of school education. As a consequence, the demand for higher education is growing at a steady rate.

2.2 General Information

- 2.2.1 Directorate of Higher Education, Govt. of Tripura is looking for vendors for development and implementation of “Online Admission Portal” for Directorate of Higher Education as per scope of work mentioned in “**Clause 3 of section I**”.
- 2.2.2 Bidders are advised to study all commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder’s risk and may result in the rejection of the bid.
- 2.2.3 Sealed offers prepared in accordance with the procedure enumerated in Section II should be submitted to the Directorate of Higher Education, Agartala, Tripura.
- 2.2.4 The tender should indicate specifically price including all taxes as applicable. No additional information will be entertained after due date. The Directorate of Higher Education may reject tenders if they do not carry such information separately and specifically quantitatively.
- 2.2.5 The bids should indicate that the rates are for Directorate of Higher Education, Govt. of Tripura.

- 2.2.6 Eligible vendor/service provider has to submit their bid for all the items.
- 2.2.7 The tender should be submitted in two cover system i.e.: **a** and **b**. There should be proper indication of the contents on each envelope as indicated in **Section II**.
- 2.2.8 The tender should clearly indicate the delivery period and validity period of the tender.
- 2.2.9 Prices must be quoted in Indian currency only (INR).
- 2.2.10 Successful bidder has to deposit 5% of the total project cost as performance security for a period of one year in the form of Bank Guarantee.
- 2.2.11 The bidder should be a Register & Reputed service provider & the Tender must be submitted along with the copies of Registration.
- 2.2.12 Directorate of Higher Education reserves the right to reject any or all tenders without assigning any reason whatsoever. The tenders will be opened on the date and the time indicated in the presence of bidders. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.

2.3 Payment Criteria:

2.3.1 The payment shall be made **as per below**:

Sl. No.	Milestone	% of Payment to be released
1	Delivery and sign-off of project plan and technical and functional requirement specifications	15 % of Total Project Cost
2	Delivery and sign-off of design documents (high and low level documents)	15 % of Total Project Cost
3	Testing scenarios, User Acceptance Testing and sign-off	25% of Total Project Cost
4	Production implementation of the application and Go-Live and Training	25 % of Total Project Cost
5	Completion of Post implementation maintenance and support of 6 months	10 % of Total Project Cost
6	Completion of Post implementation maintenance and support of 1 year	10 of Total Project Cost

- 2.3.2 The supplier/ selected bidder shall request for payment to the purchaser in writing, accompanied by invoices in triplicate along with the deliverables in approved formats as defined in scope of work.
- 2.3.3 Payments shall be made promptly by the purchaser, generally within sixty (30) days after submission of an invoice or request for payment by the supplier/selected bidder and the purchaser has accepted it.
- 2.3.4 The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- 2.3.5 Amount towards all the kinds of penalties shall be deducted as per the SLA and penalty defined.
- 2.3.6 Any damaged or unapproved goods shall be returned at the Bidders risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

- 2.3.7 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.
- 2.3.8 On acceptance of tender, the date of service delivery should be strictly adhered to otherwise; the Directorate of Higher Education reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, Directorate of Higher Education will be at liberty to make purchase through other sources as per their convenience.
- 2.3.9 Payment of bill will be made through the crossed account payee cheque drawn in favour of bidder or through RTGS/NEFT/ECS/Cheque on submission of Invoice and acceptance from the authorised person of Directorate of Higher Education, Govt. of Tripura.
- 2.3.10 Payment will be done by the Directorate of Higher Education, Govt. of Tripura after successful delivery of all the services mentioned in payment milestone in Section I – 2.16a of this Tender Document.

2.4 Schedules for Invitation to Tender

2.4.1 Address at which the tender is to be submitted:

**State Project Directorate
Rastriya Uchcharat Shiksha Abhiyan
Old Secretariat Building
P.O Agartala, West Tripura, Agartala,
PIN – 799001
Tripura**

2.4.2 Latest time and date for receipt of Tender : **4.00 PM, 02/12/2016**

2.4.3 Place , Time and Date of opening of Technical bids:

Place : State Project Directorate
Rastriya Uchcharat Shiksha Abhiyan
Old Secretariat Building, P.O Agartala,
West Tripura, Agartala, Pin: 799001, Tripura

Time & Date : **11.00 AM, 08/12/2016**

2.4.4 Date till which the tender is valid: 90 days from the opening of technical bid.

2.4.5 Place and time of opening of financial bid will be published in departmental website & leading newspapers.

2.4.6 Total duration of the project is 16 months. 4 months for implementation and Go-Live.1 year of post implementation support and maintenance. The vendor shall start the services within a period of 10 days from the date of issuance of the work order.

2.4.7 Directorate of Higher Education shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

2.5 SLA & Penalty:

Service level plays an important role in defining the Quality of Services (QoS). The prime objective of service levels is to ensure high quality of services from selected bidder, in an efficient manner to the identified users under this procurement. The service level shall be tracked on a periodic basis and have penalty clauses on non-adherence to any of them.

2.5.1 Penalties for delay in implementation

If the vendor fails to complete successful deployment of the application and UAT and FAT within the time period (s) specified in the implementation plan provided by the Implementation agency, Directorate of Higher Education, without prejudice to its other remedies under the Agreement, levy as penalties, for each week or part thereof of delay, until actual delivery of performance. The maximum penalty for delay shall not to exceed 5% of the Project Cost.

Delay in weeks	Penalty
1	1% of Project Cost
2	2% of Project Cost
3	3% of Project Cost
4	4% of Project Cost
More than 4 weeks	5% of Project Cost

2.5.2 SLA for post implementation support. The bidders have to restore the normal Functionality of the system within 48 hours of logging the complaint

at the contact no. or helpdesk given by bidder. If the complaint is not resolved within 48 hours penalties will be imposed as per following table.

Sl. No.	Condition	Penalty
1	More than 48 hours up-to 5 Days	10% of current payment in support period
2	More than 5 days up-to 7 days	20% of current payment in support period
3	More than 7 days up-to 15 Days	40% of current payment in support period
4	More than 15 days up-to 30 Days	80% of current payment in support period
5	Above 30 days	100% of current payment in support period

2.5.3 Penalties shall not be levied on the successful bidder in the event of force majeure affecting the SLA which is beyond the control of the successful bidder.

3. Scope of work

3.1 General Scope of Work

An “Online admission Portal” with integrated system between all Colleges with the Department of Higher Education has been proposed to implement in the Directorate of Higher Education, Govt. of Tripura.

Apart from the online registration of students, the whole process of receiving applications till list generation must be done via the web application. After completion of the counseling process the selected candidates are to be locked and finalized. Each and every applicant must get the opportunity to apply for a minimum of 3 desired Colleges. Apart from that in each college an applicant must be able to select 3 desired courses he/she wants to get admission in to.

The system must provide the following services:

- Detailed process and demo of the whole registration process.
- The portal will be hosted at Tripura State Data Center (SDC) at Directorate of Information Technology (DIT), Indranagar office premise.
- The Important dates of the whole admission process.
- An efficient and detailed description of the Colleges and its courses with eligibility constraints.
- The generation of selected list & consecutive waiting list of each courses of every college.
- A monitoring window for the Department of Higher Education to monitor the ongoing admission process for all the Colleges.
- The present Colleges must be added to the system in advance but there must be provisions for the Department of Higher Education to add Colleges, courses, allocated new courses to Colleges.
- The Seat capacity is to be updated by the Counselor of every college.
- A candidate can apply for several courses but as per his/her priorities and merit a seat is to be allocated.
- For honors subjects, separate calculation of merit score is to be done before generation of merit list.

- Each student must be provided with a separate and unique registration number.
- At the end of the receipt of applications list must be generated and be available to download via the web application itself.
- Counselor after manual verification of documents must tally the details of information provided online and lock the student for admission.
- After successful counseling the registration number must be locked by the Counselor of the respective college so that the student must not be able to get admission in any other college.
- In case any Student wants to get admission to a different college or any other course then there must be provision of unlocking the registration for change of course or college.
- College Counselors accounts are to be added by either the Department of Higher Education or the Admin window of the principals of the respective Colleges.
- Each and every step of the registration process must be notified to the students via SMS and e-mails.
- The Proposed system must be built upon open sourced application framework.

3.2 FUNCTIONAL Requirements

- A. Admin (Department of Higher Education)
 1. Add, manage, Edit Colleges, and their respective Course Details.
 2. Monitor all activities regarding admissions such as:
 - No of daily applicants for each College on the basis of course.
 - View student profiles of all Colleges.
 - Print all sorts of user defined reports as total or respective to Colleges.
 - View admitted Students for each courses.
 - View all selected and waitlist.
 - Set dates of registration and counseling.
 - Add college and corresponding Admin and Counselor's Account.
- B. Admin (College)
 1. Add, manage, and edit New Counselor Account.
 2. Monitor all activities regarding admissions such as:
 - No of daily applicants for each College on the basis of course.
 - View student profiles.
 - Print all sort of user defined reports as total or respective to Colleges.
 - View admitted Students for each courses of own college.
 - View all selected and waitlist of own college only.
- C. Counselor (Admission and counseling process)
 1. Generate Consecutive List of selected and waitlists of Candidates for admission process.
 2. Verify Add, Edit, Manage Students data.
 3. Lock Students for the course of the respective college after successful counseling process.
 4. Unlock students in case the student wishes to change department or college.
 5. Generate Confirmation copy of admission for the student's future reference and fee submission.
- D. Candidate
 1. Register for admission with all personal details.

2. Provide Email and phone no for password retrieval and transfer of registration number.
3. Provide qualification details.
4. Provide choice of College to a maximum of three on the basis of priority.
5. Provide choice of desired course under each college to a maximum of three on the basis of priority.
6. Print application form on the completion of registration process.
7. Check Status of application through the course of admission process.

E. Extensive Features.

1. Each process of counseling and edits done by the Counselor must have a log and time stamp.
2. Registration no of students must be Unique and easy to remember.
3. Multiple platform support of the registration process (Smartphone and Desktops).
4. Built-in distribution of seats among Castes when total no of seats is given.
5. Generation of User defined length of wait and selected lists.
6. Dynamic status update in profile and SMS confirmation to students when selected with college and course details and date of counseling.
7. Multilingual support for regional languages apart from English.
8. User friendly Interface

SECTION – II

4. Procedure for submission of bids

4.1 It is proposed to have a two cover system for this tender

- a. Technical Bid in one cover.
- b. Financial Bid in one cover.

1.1 Bid has to be submitted separately for each item.

1.2 Technical bid of the tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”.

1.3 Financial bid of the tender should be covered in a separate sealed cover super scribing the wordings “Financial Bid”.

1.4 Both the bids viz. Technical Bid and Financial Bid prepared as above are to be kept in a single sealed cover super scribed with “Online Admission Portal” for Directorate of Higher Education, Govt. of Tripura”. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late”.

5. Cost of Tender Form

No tender form will be sold. Tender form to be downloaded from the Govt. of India website [http:// www.highereducation.tripura.gov.in/](http://www.highereducation.tripura.gov.in/)

6. Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify the Directorate of Higher Education, Govt. of Tripura in writing at the clients mailing address indicated in Clause 2.23 of section I. The Directorate of Higher Education will respond in writing to any request for clarification of the tender document, received

not later than 07 working days prior to the last date for the receipt of the bids prescribed. In case of any further clarification on any of the points in the tender, if required, a meeting can be scheduled.

7. Amendment of Tender Document

7.1 At any time prior to the last date for receipt of bids; the Directorate of Higher Education may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an addendum/corrigendum.

7.2 The addendum/corrigendum will be notified in writing or by FAX or by E-mail to all prospective bidders who have received the tender document and will be binding on them. It may be published in the Directorate of Higher Education website also.

7.3 In order to afford prospective bidder reasonable time in which to take the amendment into the account in preparing their bids, the Directorate of Higher Education may, at its discretion, extend the last date for the receipt of the Bids.

8. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids shall be written in English.

9. Document Comprising the Bids

9.1 The Bids prepared by the bidders shall comprise of the following components:-

a) Technical bid shall consist of the following:-

i) Technical bid furnished as per the format for technical Bid (Annexure I) along with tender document.

b) Financial bid consists of the following:-

i) Bid prices duly filled, signed and complete as per the format (Annexure II)

10. Bid Evaluation Method

a) Directorate of Higher Education, Govt. of Tripura will examine the bids to determine whether they are complete, whether any errors have been made, whether the documents have been properly signed, and whether the bids are in order.

b) Directorate of Higher Education, Govt. of Tripura will first evaluate the Technical bid of the bidder and the financial bids of only technically qualified bidder will be evaluated.

c) Directorate of Higher Education, Govt. of Tripura may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.

d) Prior to the detail evaluation, Directorate of Higher Education, Govt. of Tripura will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Directorate of Higher Education, Tripura determination of

a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- e) If a bid is not substantially responsive, it will be rejected by Directorate of Higher Education, Govt. of Tripura and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- f) Directorate of Higher Education, Govt. of Tripura reserves the right to accept any bid and to cancel/abort the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder
- g) Arithmetical error will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.
- h) Technical Evaluation: Directorate of Higher Education, Govt. of Tripura will examine the eligibility of the bidders as per the Bid specification. Bids of the BIDDER, not satisfying the eligibility criteria, shall be rejected. Directorate of Higher Education, Govt. of Tripura may ask for additional information from the bidders. On request from the Directorate of Higher Education, Govt. of Tripura, the bidder may have to produce additional information. The time limit, in which the bidders' have to submit additional information, shall be decided by Directorate of Higher Education, Govt. of Tripura and its decision shall be final in this regard. Bids of the Bidder failing to adhere to the specified time limit shall be rejected.
- i) Technical Evaluation Criteria (Refer to Annexure III): The bidder scoring a total point of 60 or more will be considered a technically qualified bidder which will then be considered for financial evaluation. The bids will be rejected if the technical score is below 70 points.
- j) Financial Evaluation: Financial bids of only technically qualified bidders shall be evaluated. The bids, found lacking in strict compliance to the financial bid format shall be rejected straightaway. All the financial Bids shall be ranked according to the financial Bid in increasing order with the Bidder quoting the least amount ranked L1, Bidder quoting next higher figure as L2 and so on. In case there is any tie in financial Bids of one or more Bidder, the Bidder having the higher technical score will be given better ranking. In case the technical scores are also equal, all the technically qualified Bidders shall be asked to resubmit the financial Bid. However, in this case, the revised financial Bids should be less than the lowest financial Bid quoted earlier by the technically qualified Bidders. L1 will be declared as Successful Bidder and his offer will be processed further.

11. Eligibility Criteria

11.1 The Agency should have minimum experience of three years in implementing a similar Software application or any other web-based application/portal.

11.2 The Agency should be a financially sound having minimum average annual turnover of 5 Crores In case of consortium, prime bidder balance sheet will be considered) during last three financial years.

11.3 Attach all documentary proof without which the bid shall be rejected.

11.4 The prime bidder (In case of consortium) should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932.

11.5 The company should have any ISO 9001-2008 certification.

11.6 The company should have more than 30 resource count.

11.7 The bidder should have a registered number of i) VAT/Sales Tax where his business is located ii) Service Tax iii) Income Tax / Pan number

11.8 The bidder should not have been black listed or conflict of activities by any State Government, Central Government or any other Public Sector undertaking or a Corporation or any other autonomous organization of central or state Government for breach of contractual conditions as on bid calling date. Self-certificate declaring that the bidder is not black listed to be enclosed.

SECTION - III

3.3 12. GENERAL TERMS AND CONDITIONS

1. This is a two part bid. Technical & financial bid should be submitted separately in two separate covers.
2. The vendor is required to provide services to the satisfaction of buyer at the office of Directorate of Higher Education, Govt. of Tripura
3. The company should adhere with all seriousness to the time schedule provided by the In case of consortium, Govt. of Tripura
4. There is no provision for making advance payment to the company as In case of consortium rules. However, the bill should be submitted by the vendor after successful & satisfactory completion of services and will be considered for payment within reasonable period.
5. The Rates are to be quoted as indicated in the attached format inclusive of all taxes. Prices should be firm and fixed.
6. Validity of Proposal should be at least for 90 Days.
7. The vendor should provide and attach the following details along with its quotations: Quantity of Similar services/ Web-based application developed/Implementation provided in Last Three Year, List of reputed Customers dealt with them. Latest copy of Income Tax Return Form PAN /TAN Copy of the Registration Firm.
8. The contract period is of 16 months (4 months for implementation and Go-Live and 1 year of post implementation support and maintenance). The vendor shall start the services within a period of 15 days from the date of issuance of the work order. However it shall be open to either of the party to terminate the contract at any time by giving 1 month notice to the other party.
9. In case of consortium, Govt. of Tripura reserves the right to accept any bid and to cancel/abort the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder.

Annexure I- TECHNICAL BID

SL No.	Description	Remarks
1	The bidder (prime bidder in case of consortium) should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932.	Incorporation certificate
2	Annual average turnover of 5 crores during last three financial years. (2015-16, 2014-15, 2013-14)	Copy of Balance sheet/ consolidated report signed by CA
6	Experience in development and maintenance in similar software or other web-based application	Work Order/PO/ Work completion certificate from customer
7	Name of Firm/Company Registration Number & Registering Authority) VAT No., CST No., PAN No.	Photocopy to be submitted
8	The bidder should be a ISO 9001-2008 certified Company. ISO 9001-2008 is related to "Quality Management" process.	Photocopy to be submitted
10	The bidder should not have been black listed or conflict of activities by any State Government, Central Government or any other Public Sector undertaking or a Corporation or any other autonomous organization of central or state Government for breach of contractual conditions as on bid calling date	Self-declaration to be submitted

NOTE : Please submit all documentary evidence in support of above evaluation criteria

Annexure II-FINANCIAL BID

Item No	Item Description	Price quoted (In Rupees) In figures	Price quoted (In Rupees) Words
1	Project plan, technical and functional requirement specifications, design documents. Cost estimation.		
2	Design and development of the application.		
3	UAT and other testing to be done and Production deployment of the application		
4	User training		
5	Support and maintenance of 1yr including resource cost		
	GRAND TOTAL (Rs)		
6	Annual Maintenance Contract (AMC) of the portal after initial contract of 16 month expires	% of the 16 month contract amount	

Note:

1. The bidders need to visit the in case of consortium, agreement between all parties to be submitted.
2. Taxes will be on actual basis.
3. Cost component mentioned in Annexure II will be paid as per the criteria mention in Section I 2.16a
4. Lowest price bidder will be based on minimum amount quoted.
5. AMC: The amount quoted in percentage of the 16 month contract amount may or may not be considered for the Financial Bid evaluation.
6. Contract for AMC will be done separately in both parties mutual understanding.

Annexure III- TECHNICAL BID EVALUATION SHEET

Sl. No.	Criteria	Maximum Points	Points Scored
1.	Average Annual Turnover of last three years (Average Annual Turnover more than 5 Cr and less than or equal to 8 Cr =20, Average Annual Turnover more than 8 Cr and less than or equal to 10 Cr = 25 , Average Annual Turnover more than 10 Cr =30)	30	
2.	Experience in development and Implementation in similar software or Web-based application. (more than or equal to 10 years = 30, less than 10 years and greater than or equal to 7 years = 25 , less than 7 years or greater than or equal to 3 years = 18)	30	
3.	The company should be a ISO 9001-2008 certified company	20	
4.	Resource count in the company (greater than or equal to 50 resources = 10, less than 50 resources and greater than 30 resources= 6)	10	
5.	Technical presentation (Documents only) of the company with regards to design of the application and understanding of the project.	10	
Total		100	

Annexure IV

DRAFT AGREEMENT

This Contract is made and entered into on this _____ day of _____, 2016 by _____ and between Directorate of Higher Education, Govt. Tripura, having its head office Tripura Old Secretariat ,P.O Agartala, Agartala (herein after referred to as Purchaser/ Directorate of Higher Education) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART and M/s _____, a company registered under the Indian Companies Act, 1956 with its registered office at _____ (herein after referred as the “Successful Bidder/ Supplier”) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas, Purchaser is desirous of appointing an agency for “Development and Implementation of Online Admission Portal for Directorate of Higher Education, Govt. of Tripura“ as per the Scope of Work and Terms and Conditions as set forth in the Tender document dated _____ of <NIT No _____> and whereas M/s _____ represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIT and Tender document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time and whereas Purchaser has accepted the bid of M/s _____ and has placed the Work Order vide Letter No. _____ dated _____, on which M/s _____ has given their acceptance vide their Letter No. _____ dated _____. And whereas M/s _____ has deposited a sum of Rs. _____/- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIT Ref. No. _____ dated _____ and Tender document dated _____ issued by Directorate of Higher Education, Govt. of Tripura along with its enclosures/ annexure, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.

2. In consideration of the payment to be made by Directorate of Higher Education, Govt. of Tripura to M/s_____ at the rates set forth in the work order no. _____, _____ will duly supply the said articles set forth in “Annexure – II “ Financial Bid” thereof and provide related services in the manner set forth in the Tender, along with its enclosures/ annexure and Technical Bid along with subsequent clarifications submitted by M/s_____.

3. The Directorate of Higher Education, Govt. of Tripura do hereby agree that if M/s_____ shall complete all work as mentioned in the scope of work in the manner aforesaid observe and keep the said terms and conditions of the Tender and Contract, the Directorate of Higher Education, Govt. of Tripura will pay or cause to be paid to M/s_____, at the time and the manner set forth in the said conditions of the Tender. The mode of Payment will be as specified in the Tender document.

4. The timelines for the prescribed Scope of Work and requirement of services shall be effective from the date of work order i.e. _____ and completed by M/s_____ within the period as specified in the Tender document.

5. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the Tender document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this ____day of _____, 2016.

Signature of the Approved bidder

Signature for and on behalf of Directorate of Higher Education

Designation:

Designation:

Date:

Date:

Witness No.1

Witness No.1

Witness No.2

Witness No.2

ANNEXURE-V

BID PROPOSAL SHEET

Bidder's Proposal Reference No & Date :

Bidder's Name & Address :

Person to be Contacted:

Designation

Telephone No:

Fax No:

Email :

To <>

Subject :- Tender for Development and Implementation of Online Admission Portal for Directorate of Higher Education , Govt. of Tripura

Sir,

We, the undersigned Bidder, having read and examined in detail general terms and conditions, the specifications and all the bidding documents in respect of Development and Implementation of Online Admission Portal for Directorate of Higher Education, Govt. of Tripura

- 1 Per specification mention in the tender document.
- 2 All price mentioned in our proposal are in accordance with the terms as specified in the bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the opening of technical bid.
- 3 We do hereby confirm that the bid prices are inclusive of all taxes, wherever applicable.
- 4 We declare that all the services shall be performed strictly in accordance with the fine-tuned technical specifications. No Technical deviation will be acceptable and any technical deviation is liable to rejection of tender.
- 5 We hereby declare that our proposal is made in good faith and the information contained in this proposal is true and correct to the best of our knowledge & belief.
- 6 We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you
Yours Faithfully

(Signature)
Date
Place
Business Address Seal

Name
Designation