

Govt. of Jharkhand
Jharkhand Combined Entrance Competitive Examination Board
Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi – 834023

Official e-mail id – jceceb@gmail.com
Phone No. – 9264473893, 9264473891

Advt. No.: J.C.E.C.E.B./29 / 18 / 09

,Ranchi, Date:- 12 / 04 / 2018

TENDER NOTICE

For outsourcing Multi-table parallel Counselling for several courses.

Sealed tender is invited from reputed firms/organisation possessing valid trade license and company incorporation certificate for conducting multi-table parallel counselling for entrance in different courses like – Diploma, Degree, ITI courses.

Bid document including scope of work and terms and conditions are available on the web site <http://www.jceceb.jharkhand.gov.in> under **Tender Notice Column**. The last date and time for receipt of tender is 07.05.2018 upto 01.00 P.M.


(Surendra Kumar, IAS)
Controller of Examination

TENDER DOCUMENT

FOR
MULTI-TABLE PARALLEL COUNSELLING PROGRAMME
BY
Jharkhand Combined Entrance Competitive Examination Board



JHARKHAND COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi,
Jharkhand - 834010 Phone : 9264473893, 9264473891

MULTI-TABLE PARALLEL COUNSELLING PROGRAMME - 2018

Name of Office : Jharkhand Combined Entrance Competitive Examination Board

Telephone Number : 9264473893, 9264473891

Fax Number :

Website : <http://jceceb.jharkhand.gov.in>

E-mail : jceceb@gmail.com

Tender Reference : JCECEB/~~29~~/18/~~09~~ dated ~~12~~/04/2018

Date of Commencement of issue of Tender Document : From 15/04/2018
Tender Document to be downloaded from Board's website under Tender Notice head.

Last Date & Time for Receipt of Tender Document : 07.05.2018 up to 01.00 PM

Date, Time & Place of Opening of Tender Document (Technical bid) : 07.05.2018 at 04.00 PM at chamber of Controller of Examination, JCECEB, Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi, Jharkhand - 834010.

Date, Time and Place of opening Of Financial bid : 10.05.2018 at 04.00 PM at the same place.

Date, Time & Place of live Multi Table counselling : 15.05.2018 at 01.00 PM at Office of the Controller of Examination, JCECEB, Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi, Jharkhand - 834010.

Address for Communication : Jharkhand Combined Entrance Competitive Examination Board, Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi, Jharkhand - 834010

Contact Persons : a) Smt. Ranjeeta Hembrom, Dy. Controller of Examination
b) Sri Om Prakash Kumar, Administrative Officer

INVITATION FOR BID / TENDER (I.F.B.)

Tender Reference No. JCECEB/29/18/--09

Date: 22-04-2018

- a) Controller of Examination on behalf of Jharkhand Combined Entrance Competitive Examination Board invites sealed tenders from eligible bidders (please see eligibility/qualification criteria) for conduct of Multi-Table Parallel counselling programme for recommendation/admission of students to different type of courses through competitive examination for the academic session 2018-2019.
- b) Eligible bidders may quote rates for the aforesaid tender.
- c) Interested eligible bidders may obtain further information from the Office of the Jharkhand Combined Entrance Competitive Examination Board in case of necessity.
- d) Tender Document can be downloaded from Board's website <http://jceceb.jharkhand.gov.in> under Tender Notice head.
- e) A refundable Bid Security (Earnest Money) for an amount of Rs. 50,000/- (Rupees Fifty Thousand) only is to be provided along with the bid. The Earnest Money is to be deposited in the form of a crossed demand draft favouring 'Controller of Examination, JCECEB' payable at Ranchi, which will be remitted back to the unsuccessful bidders within 2 (two) months from the last date of submission of the tender. Those bidder, who are exempted from submitting EMD, must submit copy of proper exemption certificate issued by the competent authority.

INSTRUCTIONS TO TENDERERS / BIDDERS

A. Eligibility / Qualification Criteria

The invitation for bid is open to all But the following qualifications are required to be satisfied for being eligible to submit tender under this contract:—

- i) The firm/Organisation should be registered as service provider as well as under the Firms and Societies Act/company Act (Document be attached),Registration/Company incorporation must be at least 5 years old(as on 01.04.2018)
- ii) The firm should possess ISO 9001:2008 certificate.
- iii) The firm participating in the bid should have up-to-date Income Tax and GST Certificates.
- iv) The firm should have performed counselling programme with software in the consecutive past 2 (Two) years and have credentials in support of their claim.

B. Cost of Bidding / Tendering

The bidder has to bear all costs associated with the preparation and submission of its bid. The authority inviting bid will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding

process.

THE TENDER DOCUMENT

A. Clarification of Bid Document

The prospective bidder or the tenderer requiring any clarification of the bidding/tender document may notify the authority inviting bid or may contact in person.

B. Amendment of Bid Document

The tender once submitted is final and hence the bid or tender once submitted cannot be altered or amended.

C. Period of Tender Validity

Tender to be submitted by the prospective tenderer must remain valid for at least a period of **three (3) months** from the last date of submission of the tender. In exceptional circumstances the authority inviting the tender may extend the period of tender validity with prior consent of the tenderer.

D. Signing of Bid / Tender

All pages of the tender shall have to be initialed by the person(s) signing the tender. Any interline actions, eraser, cutting or overwriting in the bid shall have to be properly attested by the persons signing the tender. All pages must contains serial number and index of documents must be placed before page no. : 1.

E. Period of Contract

The Contract will be valid for a period of one year and period of contract will commence from the date of signing of the contract which can be extended for further one year keeping in view of the performance of the firm and mutual consent on the existing terms and conditions from the date of expiry of the original contract of one year. If the firm/organization/agency fails to meet the objective, conditions and quality parameters of counselling programme the agreement will be void. The agency will be black listed and appropriate action will be taken.

SUBMISSION OF BID / TENDER

A. Preparation of Bid

- i) The bidder/tenderer must prepare two separate bids - one is 'Technical Bid' and the other is 'Price Bid'.
- ii) The 'Technical Bid' shall consist of following items and documents:
 - (a) A project report of the work under this contract showing methodologies to be adopted in successful completion of the Multi -Table Parallel Counselling programme defined as under the "Scope of Work".
 - (b) Organization profile, which shall include personnel profile, details

of academic as well as experience of back-up personnel.

- (c) Details of the experience acquired by the bidder in handling counselling programme by using software supported by copies of work orders.
 - (d) Details of at least one-reference work already done by the bidder. This reference work may be used to assess the performance of the bidder.
 - (e) Copy of Registration Certificate as service provider/ Trade Licence of the company issued by competent authority.
 - (f) Copies of up-to-date Income Tax and GST Clearance Certificate.
 - (g) The annual turnover of the organization for the last three financial years should not be less than Rs. 50 Lakhs, and copy of audited Balance sheet and ITR for last three years should be attached.
 - (h) Soft copy of live demonstration.
 - (i) The agency/organization/company should not be Blacklisted anywhere in India and should submit affidavit in this regard.
- iii) In the 'Price Bid', the bidder shall indicate the price required in Indian Rupee for completing entire performance obligation as mentioned under the "Scope of Work". The Price Bid shall be filled in both words and figures. Following information may be considered for calculating rate:-
- (a) There would be approximately 30,000 seats to be filled-up in total through Multi-Table Parallel counselling in one academic year.
- iv) In the 'Price Bid', candidate-wise rate for discharging the different activities mentioned below should be quoted separately.
- (a) Per candidate wise rate to be offered. Approx No. of seats to be filled-up -30,000. Payment will made on the basis of actual No. of candidates (appeared)
 - (b) Consolidated rate will not be accepted.

B. Sealing of Bid

- i) The bidder/tenderer must prepare two separate envelopes for "Technical Bid" and "Price Bid" and must seal them properly.
- ii) The "Technical Bid" and the "Price Bid" must be put in an outer envelope and sealed properly.
- iii) The outer envelope shall be addressed to the "Controller of Examination, Jharkhand Combined Entrance Competitive Examination Board" with tender reference and the marking "Tender for Multi-Table Parallel Counselling Programme - 2018".

- iv) A live demonstration will have to be presented on the scheduled date the Software for Multi-Table Parallel Counselling Programme - 2018. Along with the softcopy to be placed with the technical bid.

C. Deadline for Submission of Bid

The bid/tender must be submitted within the appointed time and date. Any bid submitted beyond the dead line shall not be entertained.

D. Bid Security

The bid/tender submitted must be accompanied by the Bid Security (Earnest Money) of equivalent amount as stated under para (f) of IFB. The Bid Security of the unsuccessful bidder/tenderer will be remitted back within 2 (two) months from the last date of submission of the tender. The successful bidder's Bid Security will also be refunded after receipt of Performance Security of Rs. 2,00,000/- (Two Lakh only). The Bid Security of the successful bidder will be forfeited in full in the event of failure to submit Performance Security within the stipulated time frame. In this connection any decision of the J.C.E.C.E. Board will be final and binding upon the bidder.

OPENING OF BID

The Technical Bid will be opened in presence of bidder's representatives who choose to attend the bid opening ceremony to be held as per date and time stated herein above. Only authorised representatives of the bidder with valid identity will be allowed to attend the bid opening ceremony. A full demonstration to be provided by the successful bidder for the Multi-Table Parallel Counselling Programme - 2018.

GENERAL TERMS & CONDITIONS

A. General

The bid/tender is to be submitted subject to the terms and conditions as outlined below. The tenderer, selected for award of the contract letter will have to be bound by all terms and conditions without any exemption.

1. The tenderer has to undertake Multi-Table Parallel Counselling Programme, as detailed under **SCOPE OF WORK**, on behalf of the Jharkhand Combined Entrance Competitive Examination Board.
2. Bid not submitted as per prescribed procedures and guidelines will be liable for cancellation and will be termed as **Non Responsive** and hence will not be considered for evaluation.
3. The evaluation of bid will be made as per existing rules and regulations of the Jharkhand Combined Entrance Competitive Examination Board. The "Technical Bid" of the bidders will be opened first. The "Price Bid" of the bidders who have been declared 'Responsive' in the "Technical Bid" will only be opened for price evaluation. The "Price Bid" of the non-responsive bidder will not be considered for evaluation. It is not obligatory to accept the lowest bid/tender.
4. **Performance Security:** Within 5 (five) days from the date of receipt of offer letter, the successful bidder shall have to furnish performance security to the tune of Rs. 2,00,000/- (Rupees Two Lakh Only) in the

form of a crossed demand draft favouring 'Controller of Examination, JCECEB' payable at Ranchi. The proceeds of the performance security is required for compensation in case of any loss or otherwise resulting from the tenderer's failure to complete its obligation under the contract. The performance security will be discharged and returned to the successful bidder after satisfactory completion of the performance obligation failing which the same will be forfeited.

5. The bidder/tenderer selected for the contract will be informed by an offer letter of which the acceptance has to be submitted to the authority within 3 (three) days of receipt of offer letter, failing which the second lowest bidder will be approached for the contract.
6. In addition to the forfeiture of bid security, the accepted Bidder not performing the obligation under the contract, with sufficient reason acceptable to the authority inviting the bid, will be **Black Listed**.
7. The authority inviting the bid will reserve the right to cancel or accept any bid/tender without assigning any reason whatsoever without thereby incurring any liability to the affected bidder/bidders or any obligation to inform the affected bidder/bidders.
8. At any point of time prior to the deadline for submission of bids, the authority inviting the bid may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, can modify the bidding documents by amendment. All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by Fax, and will be binding on them.
9. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the authority inviting the bid, at its discretion, may extend the deadline for the submission of bids.
10. The authority inviting the bid and the vendor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If amicable settlement is not arrived at, the same shall be referred to the Controller of Examination whose decision shall be applicable. In case no solution is reached at or the solution is not acceptable, then the case can be referred to Arbitration as per Arbitration Rules & Regulations, and in which case the venue of Arbitration shall be at Ranchi.
11. The contract shall be interpreted in accordance with the laws of the Union of India and all disputes arising out of this contract are subject to Ranchi jurisdiction located in the State of Jharkhand.
12. In case of any false or incorrect information found in the bid, the authority inviting the bid may reject the bid forthwith with forfeiture of Bid Security. Authority inviting the bid may also initiate legal action against the bidder.

B. Liquidated Damage

If the bidder fails to comply with the obligation under this contract, the

authority inviting the bid shall, without prejudice to its other remedies under the contract, max deduct the full amount of performance security as liquidated damages. However, the authority inviting the bid may waive liquidated damage considering the circumstances of the case on the basis of prayer submitted and in this connection the decision of the authority inviting the bid will be final and binding upon all.

C. Payment Clause

- a) Payment shall be released by the Board after each counselling module.
- b) Bills shall have to be raised favouring Controller of Examination, Jharkhand Combined Entrance Competitive Examination Board in duplicate, duly marked Original and Duplicate to be submitted to the Board along with a forwarding letter.

SCOPE OF WORK

Counselling for recommendation/admission of students to different type of courses through competitive examination for the academic session 2018-2019 will be made through Multi-Table Parallel Counseling procedure. There will be different types of entrance examination e.g. JCECE, PECE, ITIECE, Diploma (Lateral) ECE. Jharkhand Engineering ECE, G.N.M.E.C.E., B.Sc.N.E.C.E., P.M.E.C.E. etc. Salient points regarding admissions are furnished below:-

- a) There are approximately 30,000 seats in Government & Self Financing Institutes for which Multi-Table Parallel counselling will be made. However, number of seats may vary upon availability of seat of session 2018-19.
- b) Multi-Table Parallel Counseling process, which will be able to allot seats to multiple candidates at a time but rank will not overlap. Each and every transaction will be displayed online over LCD TV /LCD Projector. After the allotment the allotment letter will be generated automatically and this should be handed over to the candidate on spot. Candidate will pay counselling fees before enrolling for counselling and deposited other requisite fees at the end of counselling. System will generate required slip at the point of payment and total accounts of transaction at the end of day. Also candidates not willing to take the allotment on spot will be eligible for getting reusal letter in same process. The Whole Counseling process to be finished as per the schedule of Board. Within this period the counselling will be for various sub-category like SC/ST/BC-I/BC-II/PH/SMQ/MCQ/TFW. The Vendor have to provide a complete Solution on handover setup/Software/Manpower for allotment, Printing of allotment/waiting letter solution etc. The whole transaction must be recorded in format of Rank, Roll No., Name, Date, Time. The system should be able to provide report of Institute wise allotment, date wise allotment and any other.

The tasks to be undertaken under "Multi-Table Parallel Counselling" are detailed below:-

- i) Design, development and maintenance of Software for conduct of Multi-Table Parallel Counselling as per requirement of the Board. All setup and establishment should be made ready in the forenoon (14:00 Hrs) of the day before the day of commencement of Counselling and mock test of the

total system shall have to carried out in presence of Board's representative.

- ii) Engagement of skilled Executives and providing adequate training to them upto the satisfaction of the Board so that they can maintain Counseling Centre at their own by providing proper guidance and information of Multi-Table Parallel Counselling to the students/guardians. The Executives to be appointed should read, speak & write Hindi. All representatives of the vendor should be issued with proper Identity Card with photograph and signature of the owner along with other information.
- iii) Issue of offer/allotment / rejection letter to the candidates as per their choice.
- iv) Submission of daily report as per requirement of the Board (Along with financial reconciliation with the bank).
- v) Submission of final reports as per requirement of the Board.
- vi) Vendor's Responsibility :-
 - a. Server (Original & Mirror)
 - b. Nodes / Workstation - 10 to 15
 - c. Printers with each node.
 - d. LAN Connection
 - e. Consumable items like printer cartridges, paper, etc.
 - f. Display of up-to-date seat status through LCD Projector with screen at least in 4 places.
 - g. Daily updating of data in website, to be designed as per the requirement of the Board by the vendor.
 - h. Manpower for operation & maintenance of server, workstation, LAN, Printer, etc.
 - i. Collection of admission status from Institutes through providing facility on the website.
 - j. Preparation of vacant seat through the formula prescribed by the Board.
 - k. Providing SMS alert for Counselling Schedule.
 - l. Separate arrangement for printing money receipt at the point of transaction.



Controller of Examination

Jharkhand Combined Entrance Competitive Examination Board