

TENDER FOR WEB-BASED ONLINE COUNSELING - 2019 FOR ADMISSIONS TO VARIOUS COURSES for which examination is CONDUCTED by Jharkhand Combined Entrance Competitive Examination Board, Ranchi

I. Introduction:

The JCECEB, RANCHI proposes to conduct web-based online counselling for admission to various Diploma and Degree/UG courses run by various institutes located in the State of Jharkhand. Admissions to these courses are made on the basis of Entrance Competitive Examinations conducted by JCECEB, RANCHI.

II. Specifications and Scope of Work

1. JCECEB, RANCHI is looking for a highly experienced and expert service provider for the successful conduct of its first Web-based Online Counselling - 2019 for admissions to various courses for the academic session 2019-20.
2. The details of the seats available for different courses for which Online Counselling will be conducted will be made available by JCECEB, RANCHI in the form of a **Seat-Matrix**.
3. The bidder must have a developed (Off-the-Shelf) Online Counselling Software product which can be customized as per the requirements of JCECEB, RANCHI with minimal changes in minimal time.
4. The successful bidder must complete the customization and demonstrate successful trial runs of the Online Counselling software within 2 weeks from the date of receipt of the work order from JCECEB, RANCHI. Failure to adhere to this deadline will result in summary termination of the work order and accordingly work will be awarded to another *Service Provider* by forfeiting the EMD.

5. The Online Counselling software must be user-friendly and free from glitches.
6. The work for the whole counselling and admission process requires the following processes and modules:-

(i) Registration

This module will do the registration of eligible candidates, along with collecting one time fixed payments by students. The students would be required to apply in prescribed online format through a secure login and would be required to fill in information in easy to use and intuitive GUI along with the requisite application fee designated by online through a verified payment gateway to be provided by the Board. The candidates would be issued registration slips and SMS/Email confirmation after successful completion of the payment and process.

(ii) Choice filling

The registered candidates would be allowed to fill their choices for branch and colleges/institutes/polytechnics. The candidates will have option to revise and save the choices which must be locked within a given time frame. The candidates shall have the option of printing the registration and choice filling details. Mock Choice filling window must be made available at least 7 days prior to the same exercise for practice by candidates.

(iii) Choice locking

After a set time the choice would be locked automatically (after a predefined time) if not locked by candidate.

(iv) Seat Allotment

Based on the candidate's choice, merit, category and availability of the seats, allotments are to be done. The candidate will get the allotment information by SMS. The candidate should be able to generate and take a printout of the Allotment-Letter from the portal by logging. There should also be provision for Auto-upgrade in circumstances suggested by the Board, if advised.

(v) Admission

The candidate will report to the allotted institute and the institute will take admission by verifying original documents of candidate. The Institutes will have their own secure login details where they can monitor their allotment and admission process.

(vi) Vacant seat Generation

Vacant seats would be generated in real time if there is failure of any candidate to appear for admission in the given time frame or there is cancellation of admission due to any reason.

(vii) Re-allotment on vacant seats

The seats would be re-allotted based on generated vacant seats and choices given by the candidate in order of merit, category and availability of seats.

This whole cycle would be repeated till all the vacant seats are filled in a stipulated time. The process may be changed at any time, if required, with the approval of the competent authority.

7. The software should be capable of accepting and integrating the data relating to the various entrance tests furnished by JCECEB,RANCHI
8. The software should be capable of generating online details of the selected candidates and such other reports relating to Online Counselling as prescribed by JCECEB, RANCHI.
9. The contract for provision of services for Online-Counselling will be initially for one year and extendable on satisfactory performance for another one year at the same quoted price. It shall be JCECEB, RANCHI's sole prerogative to judge whether the performance of the selected service provider was satisfactory or not and whether to extend the contract for another year or call for fresh tenders.

10. Details of the Online Counselling process will be made available to the bidders on Board's website. All clarifications must be sought by email at jceceb@gmail.com before last date of submission.
11. The successful bidder/Service Provider shall transfer the Master Database relating to the Online Counselling to JCECEB, RANCHI after the process is completed.
12. The agency should appoint at least one liaison officers and one technical person to effectively administer the process with the help of Board officials.
13. The Agency should have to provide allotment details and its data verification at JCECEB Premises prior to making it online for candidates and get approval from designated officials for its operative aspects.
14. The web portal must use Dedicated Servers with SSL encryption and should not require any proprietary software for usage installation at the user's/ candidates/ Board's end and if such software is required, the agency shall be responsible for providing the same free of cost.
15. The agency should provide at least 2 dedicated phone helpline during counselling period to assist the candidates for any queries related to counselling between 10:30 am to 6:30 pm.
16. The agency should provide step by step audio & video tutorials for describing the usage of the modules to the students/end users and the same must be hosted on website through You Tube for easy access of candidates.
17. The agency should have the facility to send bulk SMS to the candidates for updating him about the different directions and provisions to overcome the blockade set by DND users.
18. If for any reason there has been a partial or complete failure of the Online Counselling process, the Service Provider shall redo the exercise immediately at his own cost.

III. Minimum Eligibility/Qualifying Criteria:

- (i) The bidder should be a corporate body registered in India.

- (ii) The registered company should be in existence and working in India for a minimum of last 05 years and proving examination related IT solutions and services to different Boards/Councils/Universities. No consortium bidding is allowed and any bid of such nature shall be outrightly rejected.

[Statutory Documents Required: Certificate of Incorporation, GST Registration, Last IT Return & PAN, ESIC Registration, EPFO Registration with at least 20 technical and support staff on permanent roll of the company and fulfil labour laws of the country. Contractual deployment is not permissible due to highly important nature of work. Enclose copy of PF and ESI challans for last 1 year and any other document showing that the Bidder had been similar business during last 05 years. It shall be JCECEB, RANCHI's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof if required].

- (iii) Bidder must have ISO 9001:2015, ISO-27001 and CMMI level 3 certification with Online Counselling clearly mentioned as key software activity.
- (iv) The bidder should be experienced and have successfully developed and operated Online/Web-based Counselling Software Projects for Admissions for at least 8 different reputed universities / entrance boards in India during last 05 years prior to the date of this advertisement as on 31.12.2018 Successfully. Successful Completion certificates proving the same MUST be enclosed or else the experience will not be considered. Merely having a work order is not treated as proof of successful completion.
- (v) The bidder must have proven technical and server management capacity of having conducted at least 5 Online Counselling Projects having minimum 15,000 registered candidates at one project and conducted admission counselling work continuously for last 3 years. Enclosed work

orders and completion certificates Offline Counselling credentials shall not be accepted for this Bid.

[Mode of Proof: Copy of agreement/Work Order and Project Completion Certificate. It shall be JCECEB, RANCHI's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof if required.]

- (vi) The bidder's annual turnover during last three financial years as on 31.03.2018 should be Rs.1.00 Crore and must be a positive Net worth company and not made any losses during the same years. As documentary proof, audited balance sheet and profit & loss account, networth certificate of Rs. 40 lacs and turnover certificate certified by Statutory Auditors of the Company must be enclosed .
- (vii) Solvency Certificate from Company Bankers for Rs. 40 lacs. issued during last one year
- (viii) No Bidder shall be exempted from payment of Tender fees and EMD
- (ix) The bidder should have experience to develop and maintain the web-based application for Receiving Online Application from the candidates for different examinations / Software development throughout the year as follows: Minimum of capturing and handling 50,000 candidate's data for a single exam during last 2 years. This shall judge bidders infrastructure capability model as per ISO certification.

IV. Submission of Bids and Tender Evaluation:

- (a) The Bidders shall submit their bids in two parts:
 - (i) Technical Bid and
 - (ii) Financial Bid.
- (b) The Technical & Financial Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope

super-scribing *“Web-based online Counseling-2019 for Admissions to various professional courses under JCECEB, Ranchi”*. If any Bidder encloses the Financial Bid within the Technical Bid, the same shall be rejected summarily.

- (c) The Bid Document must be addressed to:
Controller of Examination,
Jharkhand Combined Entrance Competitive Examination Board
Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road,
Namkum, Ranchi- 834010
- (d) They must be sent only by Registered/Speed Post or through Special Messenger under proper acknowledgement so as to reach latest by 15.00 hours on 29th March, 2019. Late tenders shall not be accepted.
- (e) The Bid Document can be downloaded from JCECEB, RANCHI website. The bidder shall enclose a demand draft for Rs. 2,000/-, towards the cost of tender document, DD must be made in favour of “Controller of Examination, JCECEB” and payable at Ranchi. The tenders received without the cost of tender document shall be summarily rejected.
- (f) The Technical Bid should contain all the relevant information and required documents in the prescribed format along with an Earnest Money Deposit (EMD) of Rs. 1,00,000/- in the form of Demand Draft/BG drawn in favour of JCECEB, Ranchi and payable at Ranchi. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.
- (g) The Financial bid shall be in the format prescribed. The lump-sum price in the Financial Bid should be clearly written both in figures and in words. In case of a discrepancy between the price in figures and words, the price in words will be considered and taken into account.
- (h) The Technical Bids will first be opened and evaluated as per the evaluation criteria by JCECEB based upon Minimum Eligibility Criteria.

- (i) Bidders will not be allowed for any alterations/corrections in the prices/rates after submitting the price bid. Before submission of price bid if any alterations/corrections in prices/rates be made by bidder then he had to indicated both in figures and words, and duly attested under the full signature of the Authorized Signatory of the Bidder in the Bid.
- (j) All the pages of the Bid Document shall be continuously numbered and submitted as a package along with a Covering Letter in the prescribed Performa on the Bidder's letter head.
- (k) Information, references and certificates from the respective clients certifying technical, delivery and execution capability of the Bidder should be signed and affixed with seal and the contact numbers of all such clients should be mentioned. JCECEB, RANCHI may also independently seek information regarding the performance from the clients.
- (l) If the Bidder deliberately gives frivolous incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then JCECEB, RANCHI reserves the right to reject such a tender at any stage.
- (m) Bidders are not allowed to sub-contract any part or whole of this contract to another firm/company/agency.
- (n) Bids/offers received through e-mail or without sealed cover will be rejected.
- (o) The date and time of opening of Financial Bids shall be informed to the qualified bidders separately and will also be notified on the web site of JCECEB, Ranchi.
- (p) Within 3 days of the issue of award of contract to the successful bidder, the Bidder shall furnish a Security Deposit of Rs. 2 Lakh in the form of an A/C Payee Demand Draft or BG. The EMD already paid will be adjusted against the Security Deposit.
- (q) The EMD of the unsuccessful bidders will be refunded after award of the

contract.

- (r) JCECEB, RANCHI reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason what-so-ever.

V. Terms and conditions of payment:

1. No advance will be paid to the Service Provider.
2. As soon as the Service Provider furnishes to JCECEB,RANCHI, the Final List of selected candidates and the various outputs/reports and submits a Completion Report of the Online Counselling 2019, the payment will be made. JCECEB, RANCHI, reserves the right to test check whether the claims/reports made by the Bidder are correct.
3. The above payment is subject to timely and satisfactory completion of all the steps/activities leading to each stage. In the event of delays on the part of the Service Provider not attributable to JCECEB,RANCHI or to Force Majeure causes, JCECEB,RANCHI shall have the right to make „cuts“ in payment at the rate of 0.50% of the amount payable per day of delay but not exceeding 10% of the amount payable.
4. In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to JCECEB, RANCHI or to Force Majeure causes, JCECEB, RANCHI shall have the right to withhold the corresponding payment for these steps/activities either fully or partly after giving a 7 day notice to the Service Provider to show cause against the same, and to take such other legal action to make good the losses caused by the Service Provider to JCECEB, RANCHI. JCECEB, RANCHI shall also have the sole right to terminate the contract altogether, at any point of time.
5. In case of any dispute, the decision of the Controller of Examination, JCECEB shall be final and Binding.
6. In case the Service Provider fails to discharge his/their duties in time and

consequently lower the dignity of JCECEB, RANCHI then JCECEB, RANCHI reserve the right to debar the Service Provider for a period of at least 3 years.

VI. Confidentiality:

The Service Provider and their personnel shall not, either during implementation or after completion of the project, divulge/disclose any proprietary or confidential information or data related to JCECEB, RANCHI's Web Based Counselling 2019 without the prior consent of the JCECEB, RANCHI. JCECEB, RANCHI reciprocally agrees to do likewise regarding any proprietary or confidential information or data related to the Bidder which may come into the possession or custody of JCECEB, RANCHI in the course of execution of the project/on live counselling.

VII. Resolution of Disputes:

If any dispute arisen between the Service Provider and the JCECEB, RANCHI which cannot be resolved amicably through mutual negotiations then the same shall first be resolved through Arbitration, in a Court of competent jurisdiction based in Ranchi only.

Technical Evaluation shall be carried out by JCECEB pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For the clause the substantially responsive bid is one that confirms to all the Minimum eligibility, terms and condition of the tender without any single material deviation. The Technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have the right and sole discretion to call/not to call any bidder for any discussion /presentation etc.

Broad Criteria for Technical Bid

- 1) Standing of the agency and their financial position in the last five year.
- 2) Software/Solution specification & ease in general use.

- 3) Similar successful work experience with Government departments/Board/ Universities/Government undertakings.
- 4) Proven Test capability (including manpower and machine) to handle large volume data and wide test centers.
- 5) Data Security and Quality Certification : ISO 9001: 2015 and 27001:2013
- 6) CMM level 3 or level 5 certification desirable.
- 7) Financial Capability and Solvency of the company and compliance with statutory norms of the Govt. Of India such as ESI, EPFO and GST

Financial Evaluation:

The Financial bid shall be opened for only those bidders who have been found to be technically eligible.

Software Ownership:

- i. Organization should own the complete source code of the software being used for conducting the Counselling.
- ii. Organization should have all the necessary process in place for entire Software Development Life Cycles (SDLC) of the software being used for conducting the Counselling.
- iii. Organization should have all the necessary component of source code in place and any change required in any of the component of the software, in house technical skill should be available to make necessary changes.
- iv. Software code should be labelled and versioned. After every modification, the version should change accordingly.
- v. Software code should have backup systems. Source code can be recovered in case of any natural/unnatural/technological disaster.
- vi. Organization should have proper audit trail in the software

- vii. Proper security provision and confidentiality for source codes to be ensured by the organization.

IMPORTANT TERMS & CONDITIONS

- i. The bidder should not have incurred any loss during last five years ending 31.03.2018. The bidder should submit certified copies of their company's balance sheet and profit and loss account duly audited for the last five financial years with Net worth and Turnover certified by its Auditors only.
- ii. The bidder should have on sufficient number of technical and administrative employee work-force on bidder's/company's permanent roll for proper execution of the Job on contract.
- iii. The bidder must be registered with appropriate tax authorities such as income tax, service tax, EPFO, ESIC, GST etc. should submit valid certificates of registration with the authorities.
- iv. The bidder's average annual turnover during last three financial years should be Rs. one crore. As documentary proof, audited balance sheet and profit & loss account is to be submitted.
- v. The contract shall be on “end to end outsource basis” and the bidder should have all relevant facilities and logistics available to execute the work.
- vi. The bidder must have ISO certification for the software security.

The technical bid shall consist all the information related to the following aspects:

- (i) Technical information as desired in prescribed format,
- (ii) The financial information of the agency,

- (iii) The details of experience of similar works,
- (iv) Organizations structure and information of the on roll regular staff,
- (v) Technical and administrative manpower available for this work,
- (vi) Physical infrastructures such as availability of infrastructure, technology, hardware, software etc as mentioned above and scope of work.
- (vii) EMD and tender fees.
- (viii) The agency must have at least 20 employees employed in- house in India for conduct of counselling processes, development of software, and maintenance of software, exam processing, networking and data security.

At any time before the submission of bids, JCECEB, RANCHI may amend the tender by issuing a corrigendum/addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them; Bidders shall acknowledge receipt of all amendments. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids may or may be extended by JCECEB, RANCHI

- a. The bidder shall bear all its costs associated with or relating to the preparation and submission of its tender document including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentation which may be required by JCECEB, RANCHI or any other costs incurred in connection with or relating to their bids. All such and expenses will remain with the bidder and the JCECEB, RANCHI, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an preparation for submission of the tender

document, regardless of the conduct or outcome of the tender process.
This tender document is not transferable.

DETAIL SCOPE OF WORK

Conducting Online Counselling based on Merit cum choice and Reservation policies as per Govt. of Jharkhand

On the basis of above listed Exams, web-based application for Online Counselling has to be developed. Description is as follows:

(ix) To design, develop, test and transfer the web-based application to JCECEB Board for Online Counselling, Seat allotment & generation of ALLOTMENT ORDER/Letter based on Merit-cum-choice and Reservation Policies as per Govt. of Jharkhand for Counselling being conducted by JCECEB, Board.

(x) To Develop and integrate different kinds of modules in the aforesaid web-based Application such as: For Candidates:

- Login facility for the candidates using Registration No. / E-mail ID and Password.

Candidate's Data including already stored encrypted password will be provided by JCECEB Board. Forgot password facility should be also provided to the candidates through SMS and Email.

- Choice filling by candidates and facility for swapping their choices with maintaining choice sequence.
- Facility for claiming Auto Up-gradation by the candidates in choice filling page.
- Facility for sorting / filtering the choices Course wise / Branch wise / Institution wise.
- Facility for Locking of Choices by candidates within scheduled

deadline period.

- Facility for un-locking the choices, if locked by candidates and allowing candidate to re-modify the choices but this facility should be available within scheduled deadline period.
- Facility for Auto-Locking of Choices after scheduled deadline period.
- No provision for altering / modifying the choices by candidates after scheduled deadline period.
- No provision for taking print-out of the filled choices unless and until the choices has been locked. This facility should be available only when the candidate has locked their choices. In case choices have been re-modified by the candidate, it should be mentioned on the page as “Choices has been re-modified on <Date> and <time>”.
- Facility to send the locked choices confirmation through email to the candidates registered email automatically.
- Facility to send the choices details which has been auto-locked after scheduled deadline period through email to the candidate’s email id after scheduled deadline period.
- Online generation of ALLOTMENT ORDER to the allotted candidates in their online accounts as well as through email in PDF Format with Bar Code
- Facility to intimate the allotted candidate regarding their allotted seat and reporting to college through SMS and email.
- Facility to download / generate the reports in .xls and .pdf format of Allotted and Admitted Candidates Institution wise

For Admin:

- a. Implementation of Admin Panel with security features to handle the web application.
- b. User accounts creation and sharing with Boards authorised

representative.

- c. To implement the module for monitoring & maintain the log of the activities carried out by the candidates and web admin/users from beginning to last with actual date and time.
- d. Facility to download or export different kind of reports like Cut-off rank branch wise / course wise, allotted candidates list branch wise / course wise / institution wise in excel format and other kind of reports as required.
- e. Facility to download the PDF generated filled choices of each candidate's
- f. Facility to download the PDF generated Allotment Order of all allotted candidate's in bulk.
- g. Provision to view/download/print the complete allotment data (Institute-wise & branch- wise) of each category of admission and any other relevant data.

General Terms:

- 1) Software development for Processing of Seat allotment in Conformity with the Seat- Matrix.
- 2) Follow all the procedure of online counselling as directed by the board time to time.
- 3) Reservation Policy and Seat Allotment Process will be intimated by JCECEB, Board.
- 4) Preparation of Vacancy Seat Matrix for next phase of Seat allotment.
- 5) Facility to create and design the different kind of reports.
- 6) Application should maintain audit trail of each user / Candidate / Institute.
- 7) Application should be developed using open source technologies.

- 8) 24 x 7 days technical support to be provided by agency.
 - 9) Aforesaid web application will be the property of JCECEB Board.
 - 10) First counselling of the aforesaid application will be done at Board premises with support of JCECEB Board officials as per the requirement by adopting full web security features.
 - 11) Before handing over and Go-Live of the web application, the application should be fully tested and configured on the web serve of JCECEB Board.
- a. **This list and descriptions mentioned in scope of work are not complete and may be changed in future as per the requirement (if required). The Bidding company has to develop a single application which will include all Examination/Counselling listed and there should be minor conditional change in each Examination/Counselling process.**
 - b. **Controller of Examination, JCECEB Board will provide as to how this Online Application has to receive and how online counselling has to be done and that will be also a Part of the scope of work.**

FORMAT OF COVERING LETTER

Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Technical Bid, and EMD of Rs.1,00,000/-

Reference: Tender No. J.C.E.C.E.B. / 13/ 19 – 14 Dated 02/05/2019

From,

Name & Address of the Bidder

To,

The Controller of Examination,
JCECEB

Sir,

We are a -----

[Introduce your company and its activities with particular reference to your experience in conducting Online Counselling. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200 words].

- 1) We hereby submit our Bid for conducting Web-based Online Counselling 2019 for all Diploma, UG and PG Programmes of JCECEB, RANCHI for the year 2019. We have enclosed a Demand Draft bearing Nos Dated..... for Rs. 2,000 towards the cost of tender document and Rs.1,00,000 towards Earnest Money Deposit (EMD) in the name of the JCECEB,RANCHI, payable at Ranchi.
- 2) We have read and understood and hereby agree to all the terms and conditions stipulated by the JCECEB,RANCHI in this tender including the specifications and scope of the work, the Time Line for delivery, Payment Terms, etc.

- 3) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We agree to demonstrate our product during Technical Evaluation and shall abide by the decision of JCECEB, RANCHI regarding the suitability of our product to their requirement. We understand that if any of the particulars are found to be false or misleading, JCECEB, RANCHI has the right to summarily reject our bid at any stage.
- 4) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with JCECEB, RANCHI within 7 days from the date of issue of the work Order.
- 5) Our Price Bid is inclusive of all taxes, duties and charges and the price quoted shall be firm till the execution of the contract for 2019 but also for 2020, if the contract is extended by JCECEB, RANCHI.
- 6) We shall work closely with JCECEB, RANCHI and aware the JCECEB, RANCHI at every stage about the progress made, and after completion of project handover the entire database to JCECEB, RANCHI.

Yours faithfully,

Date:

Place:

Signature with Seal of Authorized Signatory
Authorized Signatory Name of Signatory Name of Agency

Address of Agency:

Technical Bid

- 1) Format for the bidder who has successfully developed and operated online Counselling Software for Admissions to at least 8 reputed Organizations / 05 ONLINE Counselling Projects with online counselling registration.

| S. No. | Name & brief description of the "Counselling Software" project | Whether it was an "Online Counselling Software" project or Offline? Yes/No | Name, Address & Contact No. of the Client for whom the Counselling Software project was developed | Project value | Project Period | No. of candidates handled | Mode of Proof | Available at which page of the document |
|--------|--|--|---|---------------|----------------|---------------------------|---------------|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Annual turnover for the last 3 years i.e. 2016-17, 2017-18 and 2018-19 Financial Details (as per agency's audited Balance Sheets)

(Rs. In Crore)

| Financial Year | Turnover in Rupees | Document enclosed |
|----------------|--------------------|-------------------|
| 2016-17 | | |
| 2017-18 | | |
| 2018-19 | | |

Details and No. of key personnel's.

| Name | Designation in agency | Roles/ responsibility in agency | Educational qualification | Experience | Expertise in subject(s) |
|------|-----------------------|---------------------------------|---------------------------|------------|-------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Please enclose the following also:

- a. Organization structure (Organogram)
 - b. List of on-roll and regular employees of the agency with their qualification.
 - c. NO Contractual Staff should be employed by Agency for Confidential Work.
2. Whether the bidder is the full owner of the Online Counselling software and has the right to make such changes to it as required by JCECEB, RANCHI to suit its needs? Yes/No
 3. Please enclose methodology /approach in conducting and managing the whole Online Counselling process, ensuring confidentiality of the counselling process.
 4. Please indicate expectations and support required from the client.

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage .

Date:

Signature with Seal of Authorised Signatory

Place:

Format for FINANCIAL BID by the agency: (to be enclosed in a separate envelop mentioning as “FINANCIAL BID” on it.

Financial Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Reference: Tender No. J.C.E.C.E.B. / 13/ 19 – 14 Dated 02/05/2019

From,

Name & Address of the Bidder

To,

Controller of Examination
**Jharkhand Combined Entrance
Competitive Examination Board, Ranchi**

Dear Sir,

We hereby submit our Financial Bid for Web-based Counselling 2019 of the JCECEB, Ranchi:

| Price per Regd candidate in INR (in figures) | Price per Regd Candidate in INR (in words) |
|--|--|
| | |

The Price quoted is inclusive of all Taxes, GST, duties and charges and shall be firm till the completion of the Contract including the period of extension, if any.

Date:

Signature with Seal of Authorised Signatory

Place:

SELF DECLARATION OF TENDER PROPOSAL DOCUMENT

To,
The Controller of Examination
Jharkhand Combined Entrance Competitive Examination Board

Subject: Proposal for **Web-based Online Counselling 2019** of various courses
under JCECEB, RANCHI

Sir,

I the undersigned Bidder, having read and examined in detail the specifications and all bidding document in respect of scope of work & services to be provided for the above mentioned subject do hereby propose to provide the services as specified in the Bidding documents.

We are an Indian firm. We hereby declare that all the taxes which are liable on us, under law prevailing at that time will be paid by us.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

We declare that all pages of proposal are numbered and signed on all pages by our authorized signatory.

Thanking you,

Yours faithfully,

(Signature)

Name and Designation Seal

Date:

Place:

AUTHORIZATION CERTIFICATE

To,

Controller of Examination
Jharkhand Combined Entrance Competitive Examination Board

..... (Authorized Person's Name),(Designation) is hereby authorized to sign the relevant document on behalf of the company in dealing with this tender.

He is also authorized to attend the meeting & submit Technical & Financial information as may be required by you in the course in the course of processing above said tender.

Thanking you,

Authorized Signatory: Name and Designation

Seal

Date:

Place:

TECHNICAL DETAILS OF AGENCY

1. Full Name of the agency:
2. Constitution of the agency (Proprietorship / Partnership/Company):
3. Address of Head Quarter & Branches:
4. Date of commencement of Business :
5. Telephone No. (s)/Mobile No.:
6. Email –Address:
7. In case of Company:
Name and address (s) of Directors of the agency
8. Number of all regular and on-roll employees:
9. PAN No
10. EPFO registration details :
11. ESIC registration Details :
12. GST Regn No. :
13. Name, address, contact details of 3 Clients:

Authorized Signatory

Date:

Place:

Name and Designation:

Seal:

Check-List of Documents:

| S. No | Check list of the enclosures by the bidder | Attached Yes/No |
|-------|--|-----------------|
| 1 | Format of covering letter | |
| 2 | a) Technical Bid in prescribed format b) Technical Approach and Methodology document | |
| 3 | Documents related to Security & Software Quality Certification (ISO & CMMI) | |
| 4 | EMD and Tender Fees | |
| 5 | Self Declaration of the tender | |
| 6 | ROC and Trade License documents | |
| 7 | ESI and EPFO registration document with Challan | |
| 8 | Bidder's authorization certificate | |
| 9 | IT returns of last three years with audited balance sheets | |
| 10 | Bank Solvency Certificate | |
| 11 | Turnover and Networth certificate from Auditors to prove financial credibility | |
| 12 | Online Counselling Completion Certificates as per minimum eligibility criteria specified (clause v) | |
| 13 | Online Counselling Work Orders as per minimum eligibility criteria specified | |
| 14 | Credentials for 3 State level Exam project done | |
| 15 | Completion Certificate for single exam for receiving 50000 online registration applications on the web with payment gateway in last 2 years. | |
| 16 | Credentials for 5 years relevant work experience in examination processing area. | |

Note : 1) All the above criteria are given to judge the capability of the bidder .Non-receipt of any of the above document may lead to disqualification of the bidder.