

TENDER SCHEDULE:

Tender No.	J.C.E.C.E.B./82/24 - 01
Download From	20/12/2024 https://jceceb.jharkhand.gov.in/
Pre Bid Meeting	27.12.2024 at 03.00 P.M.
Last date for Submission of Tender	10/01/2025 upto 11:00 A.M.
Technical Bid Opening Date & Time	10/01/2025 at 01:00 P.M.
Financial Bid Opening Date and Time	10/01/2025 at 02:00 P.M.
Bid Security Deposit (In Rs.)	Rs. 12,000/-as DD/Online Payment
Address for submission of Tender	Controller of Examination Jharkhand Combined Entrance Competitive Examination Board Science & Technology Campus, Sirkha Toli, Namkum- Tupudana Road, Namkum, Ranchi- 834010

TENDER DOCUMENT

FOR

PROVIDING ONLINE PRE-EXAMINATION SOLUTION WITH INTEGRATED
PAYMENT GATEWAY AND OTHER EXAM RELATED WORKS

BY



JHARKHAND COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi,
Jharkhand - 834010 Phone: 9264473893; 2260114

Request for Proposal (RFP) Document

General Terms and Conditions

Introduction

The Jharkhand Combined Entrance Competitive Examination Board is located at Science & Technology Campus, Sirkha Toli, Namkum-Tupudana Road, Namkum, Ranchi – 834010 [Jharkhand]

Objective

The Jharkhand Combined Entrance Competitive Examination Board intends to outsource its ONLINE pre-examination solution with Integrated Payment Gateway and other examination related works to a trusted and reputed organization which has sufficient experience in handling similar kind of work.

The objective of the proposed work is to ensure seamless access to data of all aspirants through ONLINE portal of Pre-Examination related works. The work involves designing of ONLINE APPLICATION FORM, preparation of DATABASE, setup of Integrated PAYMENT GATEWAY, validation checks and various MIS reports. In order to do the aforesaid tasks, the Board requests for proposal from eligible bidders who shall study, design, develop and implement a suitable application management system which shall ensure procedural transparency, absolute data security and timely delivery of the desired and agreed deliverables.

The general overview of the work to be performed includes handling of ONLINE application management system, development of the software, Payment Gateway, capturing of all relevant data efficiently and in a cost effective manner and implementation and maintenance of the system for an agreed upon period.

Information to Bidders

1. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of the Bid.

2. RFP Document

Bidder is expected to examine all instructions, forms, terms, and requirements in the RFP document. The invitation to Bid together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidder unless deviations are specifically stated in seriatim by the Bidder. Failure to furnish all information required by the RFP document or a Bid not substantially responsive to the RFP document in every respect may result in the rejection of the Bid.

3. Amendment of RFP Document

At any time before the deadline for submission of bids, JHARKHAND COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD for any reason, whether at its own initiative or in response to the clarifications requested by bidders may modify the RFP document by amendment thereto.

Any amendment to the RFP document shall be notified in the form of a Corrigendum to be published on Board's website. All prospective bidders should keep track of any such corrigendum publication. Such modification once published in the specified website will be binding on all prospective bidders.

4. Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and JHARKHAND COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD shall be in English.

Instructions for Preparation of Proposals

1. The notice inviting tender, the terms and conditions, the specifications, agreement, and corrigendum published, if any, etc. constitute the Tender Document Set.
2. Proposals must be complete in all respects and shall be submitted with requisite information and Annexure. It shall be free from any ambiguity, cutting or overwriting.
3. All pages must be numbered in order. An authorized representative of the entity shall initial all pages of the proposal.
4. For preparation of proposals, Bidders are expected to examine the Tender document in detail. Material deficiencies in providing the information requested may result in rejection of the proposal.
5. The Bidder should mention in detail their support infrastructure including address, contact phone no. and Email ID and modalities by which fast response to maintenance calls and minimum downtime will be ensured. Bidder must have their support services available in Ranchi. The post implementation support escalation & resolution / response time should be as per agreement which will be signed after finalization of the contract.

Credentials and pre-qualifications of the Bidder

An individual organization shall submit the bid. The bidder shall furnish the documentary evidence that they have financial, technical, operational and capability necessary to perform the contract. An indicative pre-qualification checklist has been provided for submission by the bidders. The bids shall be accompanied by documentary proof of criteria including but not limited to those mentioned in the pre-qualification checklist in the same order mentioned in the following table.

Pre-Qualification Checklist

Sr. No.	Criteria	Documentary Evidence
1.	Security Money Deposit	Demand Draft
2.	Bidder must have minimum 3 years' experience in implementing similar works	Certificate of incorporation and Memorandum and Articles of Association, A 3-Year old PO/Work order confirming that firm is in software business for last 3 years.
3.	Income Tax, GST and Trade License	Income Tax Clearance Certificate (preceding year), GST Registration Certificate etc.
4.	Bidder's turnover should be INR 1 Crores in each of last 3 years. (Financial Year – 2020-21,2021-22 & 2022-2023)	Audited Balance sheets for last 3 years
5.	Experience of having executed at least 3 Similar works at University / State OR Central Board / Council in India in the last 3 years (with supporting documents to substantiate the claim).	Work Orders
6.	Bidder should be ISO 9001:2015, ISO-27001 and CMMI level 3	Copy of Certificate to be attached
7.	The tenderer have its own Software professionals with relevant experience.	Self attested copy from HR Head with pay slip & PF deduction
8.	Not Black listed/ Debarred	Attach an affidavit

Submission of Proposals

The bid submitted by the Bidder shall be in two separate parts in separate sealed envelope and clearly marked as "TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL" :-

Part 1 : Technical Bid

With required documents for qualification criteria. To be opened on the date & time as specified in the Bidding Schedule.

Part 2 : Financial Bid

1. The financial proposal should include a schedule of price Bid as per annexure -1
2. Average price will be evaluated by calculating weighted average of all slabs.
3. Any tender received after the specified last date & time of submission of bid will not be considered.

Proprietary Information/Public Disclosure

- 1 Materials submitted in response to this competitive procurement shall become the property of the Jharkhand Combined Entrance Competitive Examination Board.
- 2 All proposals received shall remain confidential until the contract, if any; resulting from this RFP is awarded, i.e. signed and approved by all parties. Thereafter, the proposals shall be deemed public records.

Validity of Proposal submitted

The proposal shall remain valid for a period of 90 days from the scheduled date for submission of bids. All prices quoted must be firm and valid for this period.

All prices quoted shall not be affected by any escalation in prices of labour or materials, services, machinery, equipment, etc.

Income Tax , GST & Trade License

Attested copies of the following documents must be submitted along with the Tender.

- Latest Income Tax Clearance Certificate (the original of which may have to be produced by the successful bidder before the issue of the firm work order)
- GST Registration certificate.
- Trade License Certificate

Security Money Deposit

The Agency shall furnish an Security Money Deposit of INR 12,000/- (Twelve thousand) through Demand Draft of a Nationalized Bank drawn in favour of Controller of Examination, Jharkhand Combined Entrance Examination Board payable at Ranchi with the Technical proposal, without which Tender, will be summarily rejected.

Security Money of selected agencies will be returned without interest on expiry of empanelment, unless forfeited on grounds of unsatisfactory service or on submission of non responsive proposal in response to this call.

Tenderer may deposit the Security Money amount of Rs. 12,000/- (Twelve thousand) by submitting DD/Online Payment to JCECEB Account No. 1842010000930, IFS Code: PUNB0184220 Punjab National Bank, Sirkha Toli, Namkum, Ranchi.

Registered MSME of Jharkhand State have relaxations in Security Money amount.

Submission of Bids and Tender Evaluation:

The Bidders shall submit their bids in two parts:

Technical Bid and
Financial Bid.

The Technical & Financial Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope super-scribing "Online Application and other Examination related works for JCECEB, Ranchi". If any Bidder encloses the Financial Bid within the Technical Bid, the same shall be rejected summarily.

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.

They must be sent only by Registered/Speed Post or through Special Messenger under proper acknowledgement or by password protected e-mail (jceceb@gmail.com) so as to reach latest by 11.00 am on 10.01.2025. Late tenders shall not be accepted. The Password must be sent by 01.00 P.M. sharply on 10.01.2025 to Mobile No.: 09810181450.

(e) The Bid Document can be downloaded from JCECEB, RANCHI website from 20.12.2024.

(f) The Technical Bid should contain all the relevant information and required documents in the prescribed format along with an Security Money Deposit of Rs. 12,000/- in the form of Demand Draft drawn in favour of Controller of Examination JCECE Board and payable at Ranchi. The Security Money may also be deposited by online payment to "Controller of Examination JCECE Board", Account No.: 1842010000930, IFS Code: PUNB0184220. The Tender without Security Money shall be summarily rejected. The Security Money 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 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 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 Performance Security Deposit of Rs. 30 Thousand in the form of an A/C Payee Demand Draft. The Security Deposit already paid will be adjusted against the Performance Security Deposit.
- (q) The Security Deposit 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.

Authorized Representatives

Any action required or permitted to be taken, and any documents required or permitted to be executed, under this contract by Jharkhand Combined Entrance Competitive Examination Board or the Bidder may be taken or executed by the officials authorized for the purpose.

Financial Evaluation:

The financial Bid shall be opened for only those bidders who have found to be technically eligible. Jharkhand Combined Entrance Competitive Examination Board will determine whether the Financial Proposals are complete, i.e. whether the Bidder has included all components as per the tender document. 1. All price proposals shall be exclusive of GST. 2. Average price will be evaluated by calculating weighted average of all slabs. The weightage of different candidate range (slabs) are as follow: –

Sl. No.	Candidate strength range (Course Wise)	Weightage
1.	Bellow 1000	1
2.	1,001 to 5000	3
3.	5,001 to 10,000	7.5
4.	10,001 to 20,000	15
5.	20,001 & above	35

Minimum average rate will considered as lowest i.e. L1 For Each Table.

Payment

1. No advance will be paid to the Service Provider.
2. The Payment will be made through cheque/RTGS after successful completion of the job.
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.

PERIOD OF CONTRACT

The contract will be valid for 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.

Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Ranchi shall have exclusive jurisdiction in all matters arising under the contract.

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, 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.

Pre Bid Meeting:

All the bidders are requested to carefully go through the provisions laid down in this tender document. If required, bidders may seek any clarifications through e-mail-(jceceb@gmail.com) before 27.12.2024.

Pre bid meeting will be organised on 27.12.2024 at 03:00 PM via **Google Meet**.

Scope of Work

Development of Pre-Examination solution of JCECEB

1. Hosting of application management system and associated database on a fast, fault tolerant, fail over, reliable and globally accessible server connected through high bandwidth.
2. Domain name registration
3. Mirroring of database to a specified JCECEB server
4. Hosting Information Bulletin(s) on the portal in pdf format.
5. Design online form with fields to be specified by JCECEB. Link is to be provided on JCECEB website.
6. Providing help desk during the period of registration /Application process. The help desk shall be active for 12 Hours (8.00 A.M. to 8.00 P.M.).
7. Registration by the candidate through a valid Email.
8. Confirmation of registration number and password sent to Email.
9. Help pop-ups and required/prescribed validations for each field including eligibility conditions/date of test for various courses.
10. Uploading of data, colored photo and signature by the candidate. Acceptance of images only in proper size and resolution is to be ensured.
11. Display of the accepted image to the candidate for confirmation.
12. Display of applicable test fees for any course as per category and as per rules of JCECEB.
13. Integration with a designated payment gateway as specified by JCECEB.
14. Display of final shape of form (with entries/other static essentials prescribed by JCECEB) to candidate before final confirmation of entries and submission of forms. Features to accept forms complete in all respects and after successful payment are to be provided.
15. Print facility (browser independent) of complete form in pdf format with auto generated form number to be available to the candidate immediately after acceptance and a copy sent to his E-mail simultaneously.
16. Daily course wise list of applicants who have applied successfully is to be provided.
17. Regular display of Application status to candidates.
18. Generation of roll number as per scheme provided by JCECEB.
19. Test Centre management module having required flexibility.

20. Test centre allocation to the candidates as per instructions of JCECEB.
21. Preparation of admit card with photo and signature in grey scale in a pre decided format.
22. Availability of Admit cards for download with link on JCECEB website.
23. Dispatch of Admit card to the candidate' s Email box along with SMS alert.
24. Tracking of Application status after its acceptance.
25. Downloading of Admit card after a specified date.
26. Any other activities deemed suitable by the JCECEB.

D. Contract Negotiations

The aim of the negotiation is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, (he proposed work plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate personnel, periods in the field and office, man-months, and reporting schedule.

General Proposals must accompany the documents as stated below.

Technical Proposal

1. **Letter of Submittal** must be on official Bidder letterhead, and must be signed by a person authorized to bind the organization to a contract with Jharkhand Combined Entrance Competitive Examination Board, if selected. The letter of Submittal must include the following in the order given:
 - a. Bidder's name
 - b. Name and title of the Bidder's authorized representative
 - c. Address
 - d. Mobile No.
 - e. Telephone number
 - f. Fax Number
2. **Description of the firm/organization** and an outline of recent experience on assignments/projects of similar nature executed during the last 3 years.

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. /82/24 –

Dated: /12/2024

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 Online Application and other Examination related works of the JCECEB, Ranchi:

Table 1

A. As per work describe in Scope of work A (1 to 18)

Sl. No.	Candidates Strength Range (Course Wise)	Rate in Rs. Per Candidate (In Figure)	Rate in Rs. Per Candidate (In Words)
1.	Bellow 1,000		
2.	1,001 to 5,000		
3.	5,001 to 10,000		
4.	10,001 to 20,000		
5.	20,001 & above		

Table 2

B. As per work describe in Scope of work A. (1 to 26)

Sl. No.	Candidates Strength Range (Course Wise)	Rate in Rs. Per Candidate (In Figure)	Rate in Rs. Per Candidate (In Words)
1.	Bellow 1,000		
2.	1,001 to 5,000		
3.	5,001 to 10,000		
4.	10,001 to 20,000	s	
5.	20,001 & above		

The Price quoted is exclusive 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:

**BIDDERS QUALIFICATION FORM
(EARNEST MONEY DEPOSIT
DETAILS)**

To,
Controller of Examination,
Jharkhand Combined Entrance Competitive Examination Board,
Science & Technology Campus, Sirkha
Toli, Namkum-Tupudana Road, Namkum,
Ranchi – 834010 [Jharkhand]

The undersigned hereby tenders for job and agrees to hold this tender open for your acceptance for 90 days from the date of opening of the tender.

Details of Security Deposit is given below:

Demand Draft No. _____ dated _____, 2025 of
_____ for Rs. 12,000/- (Twelve thousand only) is enclosed as **EARNEST
MONEY DEPOSIT.**

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

DECLARATIONS

It is declared that I, Sri/ _____,
being the
Bidder/Authorized Signatory/Authorized Supplier/ Proprietor/ Manager of M/s
_____ of
(address of the Bidder) ___ have gone through and understood all the Terms &
Conditions laid down in the **Tender document no.** _____ **dt.** ___/___/2024
and would abide by the same terms and conditions throughout the period of contract.

I, hereby also agree to execute a “**Contractual Agreement**” with Jharkhand Combined
Entrance Competitive Examination Board based on all the terms and conditions laid
down in the **Tender Document no.** _____ **dt.** ___/___/_____ **in the event of
being selected as a successful Bidder.**

Signature with date

Name in block letters

Seal of the Company

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 Security Deposit of Rs.12,000/-

Reference: Tender No. J.C.E.C.E.B. /82 /24–

Dated: /12/2024

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 Online Application works. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200 words].

- 1) We hereby submit our Bid for Online Application and other examination related works for various entrance examinations of JCECEB, RANCHI for the year 2025. We have enclosed a Demand Draft bearing Nos Dated..... for Rs.12,000 towards Security Deposit in the name of the JCECEB, RANCHI, payable at Ranchi. 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.

- 2) 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.
- 3) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Performance Security Deposit and execute the Contract with JCECEB, RANCHI within 7 days from the date of issue of the work Order.
- 4) Our Price Bid is exclusive of all taxes, duties and charges and the price quoted shall be firm till the execution of the contract for 2025 but also for 2026, if the contract is extended by JCECEB, RANCHI.
- 5) 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:

