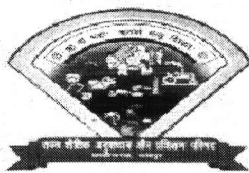


State Council of Educational  
Research & Training, Chhattisgarh,  
Shankar Nagar, Raipur



राज्य शैक्षिक अनुसंधान और  
प्रशिक्षण परिषद्, छत्तीसगढ़,  
शंकर नगर, रायपुर

Telephone-0771-2443596 Fax-0771-2443496 Website: www.scert.cg.gov.in Email: scertcg@gmail.com

EOI No. Teacher Education/Online/2019-20

728

Raipur Date : 26/02/19

### Expression of Interest (EOI)

Expression of Interest (EOI) is invited on behalf of the Director, SCERT Raipur for Conducting Online Admission Process for B.Ed./D.El.Ed./B.Sc. B.Ed. and B.A. B.Ed. Courses of Chhattisgarh.

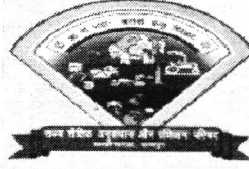
### IMPORTANT INFORMATION

EVENT	DATE
STARTING DATE FOR DOWNLOADING EOI DOCUMENTS	28/02/2019
LAST DATE AND TIME FOR SUBMISSION OF COMPLETED EOI DOCUMENTS	25/03/2019, 01:00 PM Monday
PRE BID MEETING	08/03/2019, 02:00 PM
DATE AND TIME FOR OPENING OF EOI (Technical Bid)	25/02/2019, 02:00 PM 12
DATE AND TIME OF OPENING OF PRICE BID	Will be intimated after evaluation of Technical Bid
TENDER DOCUMENT FEE ( To be submitted with the Bid document only)	Rs. 5,000/-
BID SECURITY EMD	Rs. 1,00,000/-
BID VALIDITY PERIOD	90 Days from the date of opening of bid.
BID SECURITY VALIDITY PERIOD	45 days beyond the date of opening of bid.
PERFORMANCE BANK GUARANTEE VALUE	Rs. 3,00,000/- (Rupees Three Lakhs Only)
PERFORMANCE BANK GUARANTEE VALIDITY PERIOD	90 days beyond the date of completion of all contractual obligations of the bidder including Service obligation.

The detailed EOI document with specifications and terms & conditions are available on SCERT, raipur website <http://scert.cg.gov.in> (under the heading Tender). Amendments , if any will be hosted on SCERT raipur website <http://scert.cg.gov.in>.

Director, SCERT Raipur

State Council of Educational  
Research & Training, Chhattisgarh,  
Shankar Nagar, Raipur



राज्य शैक्षिक अनुसंधान और  
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शंकर नगर, रायपुर

Telephone-0771-2443596 Fax-0771-2443496 Website: www.scert.cg.gov.in Email: scertcg@gmail.com

**EXPRESSION OF INTEREST**

**FOR**

**Online allotment of Candidates and Processing for various Course like  
B.Ed./D.El.Ed./B.A. B.Ed./B.Sc. B.Ed. of Chhattisgarh**

**EOI No. Teacher Education/Online/2019-20**

**February, 2019**

*Smita*

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*Scerts*

## 1. ABOUT SCERT

- A. State Council of Educational Research & Training (SCERT), Chhattisgarh, Shankar Nagar, Raipur is under Government of Chhattisgarh, School Education Department Since 2000. SCERT is Academic Authority for the State.
- B. SCERT Raipur works for quality intervention in In-service and Pre-service training and conducting online admission process for B.Ed. and D.El.Ed. courses of different colleges/DIETs of Chhattisgarh since 2009 and for B.Sc. B.Ed. and BA B.Ed. course since 2018.
- C. Chhattisgarh has 2 Govt. colleges, 01 aided colleges, 142 Private Education colleges that conduct B.Ed. course, 19 DIETs, 2 BTIs, 01 Govt. aided BTI and 67 Private Education colleges conduct D.El.Ed. course, 2 private colleges conduct B.Sc. B.Ed. and 2 Private colleges conduct B.A. B.Ed. course.
- D. SCERT ensures fair and single window system admission process for teacher Education course like B.Ed., D.El.Ed., B.Sc. B.Ed. and B.A. B.Ed.
- E. Pre Test for B.Ed./D.El.Ed./B.A. B.Ed. and B.Sc. B.Ed. course are conducted by CGVYAPAM and CGVYAPAM provides the merit list to SCERT.
- F. According to merit list, reservation policy of Chhattisgarh and Choices of candidates seats are allotted to students against various vacancies in teacher education institute of Chhattisgarh.
- G. For admission process Govt. of Chhattisgarh, School Education notified B.Ed. admission rule 2006, D.Ed. admission rule 2008 and B.Sc. B.Ed./B.A. B.Ed. rule 2018

## 2. SCOPE OF WORK

The Scope of Work would include providing of online infrastructure for the conduct of online allotment of candidate to the following courses as per the time frame tabulated (**Tentative**) below:

Sl. No	Name of the Course	Availability of Result of Pre Test	Month Of Admission	Colleges Chhattisgarh	Expected No. of Candidates	No. of Seats
01	D.El.Ed.	July	July-August	89	10,000	6,620
02	B.Ed.	July	July-August	145	25,000	14,250
03	B.A. B.Ed.	July	July-August	02	500	100
04	B.Sc. B.Ed.	July	July-August	02	2,000	100

\* Expected No. of candidates likely may increase or decrease depend upon the no. of candidates applied for the course.

*Swati*



## 2.1 Role and Responsibilities of the Agency:

- Online Registrations.
- Checking Eligibility.
- Receiving online fee.
- Receiving online choice of candidates, allocation of seats according to choices, available seats, state reservation policy and rank in pre test of that particular course.
- Online Allotment Letter.
- Helping of candidates for online registration.
- Provide candidate list College wise as per the format provided by SCERT Raipur and share the list from time to time and complete list after admission process is over.
- The complete work will be under the supervision of SCERT Raipur and will exercise full control over the activities awarded to the agency. The Agency will ensure the adherence of the time schedule as well as meeting of software and technical requirements for the implementation, commissioning & successful conduct of allotment process.
- The online allotment process has to be conducted by agency and is required to perform the following tasks :-
  1. The agency should develop software for online allotment and it should work without error.
  2. Conducting allotment process for at least three rounds.
  3. Online registration of candidate and also take choices of candidate.
  4. Collection of counseling fee online.
  5. Seats to candidate according to admission rule on the basis of their choice and merit rank.
  6. Provide provisional allotment letter to candidate.
  7. Developing technically qualified and experienced adequate process. There should be at least 2 technical persons directly from the agency for managing problem of candidates SCERT/colleges/institutes.
  8. To conduct online allotment process in a smooth and fair manner in a shortest span of time.
  9. Updation of admission, online in various colleges, institution by Liaising with colleges/institute.

## 2.2 Specification Requirements.

### 2.2.1 ONLINE WEB BASED PORTAL

This activity involves the development, maintenance of dedicated customized online web based page which will have the following modules:

- Registration Module- Online registration
- Registration updation of colleges/institutes.

- Checking eligibility in e-forms.
- Online payments.
- Query handling module- Helpdesk support -24x7.
- Allotment Generation in Module.
- Allotment for various phases declaration Module.
- Reports module.
- All the modules have to be integrated with each other.
- The online Web based Portal will have the feature to be integrated with the Online Test Delivery Portal.
- Allotment information in details.
- Cutoff rank of previous year.

### 2.2.2 The module wise specific details as given below -

#### (A) Registration Module: Online Registration

Online student registration will eliminate the manual intervention and increase the speed of the entire process. Systems will allow candidates to fill the form online and the inbuilt validation system would validate the entered data. Student will also give their choices and Priority with the college code after successful submission, system will give unique registration number with password for each student. Student can login into the system by using registration number & password to edit their information, download the allotment letter, online application form etc.

The Online registration should have the following features:

- Detailed guidelines and instructions about the program, eligibility conditions, fees etc.
- Online application from where in the candidate can fill the requisite information as desired
- The application form should have menu driven items for capturing identical information.
- Pop ups for the message alerts, instructions etc.
- Validation of email id filled by the candidate
- Uploading of scanned certificate to check eligibility caste (if needed) certificated and final year mark sheet.

*Smita*

- Receipt of payment.
- Provision for integration with online payment gateway.
- Providing and Operating Version-quality/security seal payment gateway and managing online payments.
- Provision to Return duplicate payments to the candidates.
- Generation of unique Application Registration Number (ARN) and password. The candidate should have facility to edit the information up to pre-specified date using the unique ARN and password.
- Provision for the candidates to take the print out of the successfully filled applications with QR/BAR Code.
- Provision to send individual, common or customized messages through email or SMS to the candidates as and when required by the competent authority.

**(B) Eligibility Checking**

- Checking of the Eligibility of the candidates will be done as per the details submitted by the candidate during the application submission. However, College where student takes admission will finally be responsible for Eligibility of Candidates.

**(C) Query Handling Module**

**The online database module should have the following features:**

- The important and modified information to be made available in the form of FAQs (Frequently asked questions)
- Activation of a dedicate e-mail id for handling the queries of the students and to be responded on day to day basis (for all working days)
- Toll free Number for attending queries 24x7 days.

**(D) Allotment Letter**

- The Allotment letter generation module will retrieve the required information from data base and allow printout of Allotment letter with relevant information.
- Generation of personalized allotment letter Containing the ARN and allotted college details of the applicants and make it available for downloading and printing on the website.

**(E) Reports Module**

The Reports module will generate different type of reports as per the requirement of SCERT offering searching applicant /student by name, mobile, geographical location, ARN details, fathers name, date of birth etc. and also provide option to download in spreadsheet format.

*Write*

### **(F) Result Declaration Module**

This module should offer the following features and facilities to effectively carry out the post allotment activities.

- The result of the candidate to be linked with the main data base.
- The candidate may able see his/her allotment status by entering the credentials (Use Name & Password)
- Uploading and display of allotment.
- Generation of social category wise, admission list and cut-off list.
- Generation of Reservation category wise eligibility for final admission.

### **3. ELIGIBILITY OF BIDDERS AND PRE-QUALIFICATION**

- The bidder should be a company/firm registered under Indian Company act, 1956/2013 the partnership act, 1932/Society Registration act 1860. Such Registration should be minimum 5 years old. The registered bidder should be operating in India for a minimum of 3 years with an objective of offering relevant Online Applications Services.
- The bidder should participate as a single entity, no consortium or group companies will be allowed. For delivery of services the bidder cannot outsource any service and technology.
- The bidder shall be single point of contact with SCERT and shall be solely responsible for the execution and delivery of the work. The Bidder will provide online registration and online allotment delivery software which is developed solely by the bidder's firm, only APIs used for integration of payment gateway and Aadhar integration are allowed to make part of the software development.
- The bidder's Average Annual Turnover during last three financial years should be Rs 2 crores or more in India from Online Application and Online Computer Based service. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for F.Y. 2015-16, 2016-17 and 2017-18.
- The Bidder should be registered with appropriate tax authorities such as Income Tax, GST and should submit valid certificates of registration with these authorities.
- The bidder must have successfully executed at least one similar projects (conduct of online allotment process) in all India basis, The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. (Bidder's past achievement in this regard shall be considered for technical evaluation)
- The bidder shall ensure the maximum security of processes, infrastructure, servers, networks etc. as per Industry Standards.
- The proposed software should be Govt. of India compliant certified for IT security guideline.

*Santo*

- The proposed software should be in-house developed by the bidder and the bidder must own the complete source code of the software being used for conducting the allotment process, for receiving online registration and for allotment. They must have the copyright of the source code and all its components. Bidders having CMMi/ISO 27001 certificate in software development will be given preference.
- a) The bidder should have all the necessary components and dependency of source codes of different Online services in a place so that any change required in any of the components of the software can be undertaken by their in-house technical team. Required skills should be made available to make necessary configuration changes. The major/minor configuration changes in software requested by SCERT must be met immediately. The bidder should have at least 25 Technical employees, employed in-house in India for development of software, maintenance of software, networking and data security, management, operation and delivery. The proof of ESI/PF registration or self-declaration shall be submitted.
- b) Different versions of Software code should be managed appropriately in a standard version control system within the organization.
- c) The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out. Results of such security tests should be made available on request if required.
- d) The bidder should have in-house quality assurance group and a strong quality management system to do quality check of the software.
- The bidder must use 256-bit encryption for any type of data transfer.
- The bidder must be able to conduct online allotment in multidisciplinary/multiple subjects as well.
- The bidder must have authorized and globally accepted software development certifications (for online application and assessment software) i.e. CMMi/ISO 27001.
- 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.
- The bidder must show and submit suitable emergency management plan during any crisis.
- The bidder should not have been blacklisted by central/State government departments /undertakings.
- The bidder should be able to support the entire solution (across INDIA) on a 24 x 7 basis with a maximum response time of one hour.
- At any time before the submission of bids, SCERT may amend the tender by issuing an addendum in writing or by standard electronic means. 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 will be extended if required by SCERT, SCERT has right to cancel or modify the tender.

*Sanjay*

- Even though bidders may satisfy the above requirements, they may be disqualified if they have :
  - a) Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
  - b) If confidential inquiry reveals facts contrary to the information provided by the bidder.

*Estu*

## 4. GENERAL INFORMATION TO BIDDERS

### 4.1 Submission of offers

The BIDDERS shall submit their proposals/offers in two parts :

(i) **Technical Bid and**

(ii) **Financial Bid**

- i) The EOI is a "Two Bid" document. The **Technical Bid** should contain all the relevant information and desired enclosures in the prescribed format along with **Tender Document Fee & Earnest Money Deposit (EMD)** as mentioned in the **Annexure-II along with Annexure-I**. The **Financial Bid** should contain only Price Bid Form as mentioned in **Annexure- III**. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- ii) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "**Not Applicable**". However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- iii) The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
- iv) Bidders must keep their offer open for a minimum period of 120 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period being extended further, if required, would be by mutual agreement from time to time.
- v) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The SCERT Raipur may also independently seek information regarding the performance from the clients.
- vi) The bidder is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Institute calls for it.
- vii) **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, SCERT Raipur reserves the right to reject such a tender at any stage.

*Swati*



- viii) All explanatory remarks and clarifications, which the Bidder may desire to make, must be incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
- ix) Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has a record of poor performance or is not able to understand the scope of work etc.
- x) **EOI should be sent by Registered Post/Speed Post/By Hand within last date so as to reach us before closing date i.e by 01:00 PM on 25/03/2019**
- xi) Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of SCERT. Such EOI will not be valid quotations. EOI sent through other than the above mode mentioned and EOI not submitted in the standard formats given in the tender document will be summarily rejected.
- xii) The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.. In case the bidder fails to execute the contract, The SCERT shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- xiii) Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected.
- xiv) The Director, SCERT reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, SCERT shall be final. Initially the contract will be for 2 year extendable up to more years at the discretion of competent authority.

#### **4.2 Important Instructions**

- i. The agency should be proprietary firm registered Pvt. Ltd./Limited company under the company's registration act 1956/2013 in India. The registered agency should be operating in India for a minimum of 3 years with an objective of offering relevant IT solutions and Service that are subject matter of Bid document.
- ii. The bidder shall be single point of contract with SCERT and shall be solely responsible for the execution and delivery of the work.
- iii. The bidder must have successfully executed similar project(s) on all India basis. The proof in form of work/contract/satisfactory client report shall be enclosed. (Bidder's past achievement in this regard shall be considered for technical evaluation)

**Note: Similar nature of work means conduct & processing of online admission/allotment Process.**

*Smita*

- iv. The agency should own the source code of the software being used for conducting the Process. The organization should be able to make changes as required in any of the components of the software.
- v. The organization should comply with the defined software development cycle processes in the development and maintenance of the system used for conducting the Process.
- vi. The agency should follow defined software change management processes to manage changes in the software. Such a process would include change request management, impact analysis, change approval, change implementation, version control, version labeling, testing, QA certification and deployment into production.
- vii. The agency must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.

*Amir*

## 5. GUIDELINES FOR SUBMISSION OF EOI

The EOI should **INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW :**

### 1. PART-I: TECHNICAL BID (IN ONE SEALED COVER)

- a) Annexure- I (Declaration) duly signed.
- b) Prescribed Format mentioned in the Annexure- II along with formate.
- c) A Separate Demand Draft of **Rs.5000 /-( Rupees Five Thousand only)** towards the cost of the Tender Document Fee to be drawn in favour of "**The Director, SCERT Raipur**", payable at Raipur shall be enclosed along with the EOI.  
(This amount is non-refundable.)
- d) A Separate Demand Draft of **Rs.1,00,000/- (Rupees One Lakhs Only)** towards the cost of the EMD to be drawn in favour of "**The Director, SCERT Raipur**, payable at Raipur shall also be enclosed along with the EOI.  
(This amount will be refunded to the unsuccessful bidder/agency and the amount will be refunded to the successful bidder after the submission of Performance Guarantee.)

### 2. Part-II: FINANCIAL BID (IN ONE SEALED COVER)

- a) Annexure- III Duly signed

**BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OTHER COVER INDICATING THEREON:**

- |                                          |   |       |
|------------------------------------------|---|-------|
| A. Reference No. of the Tender           | : | _____ |
| B. Tender regarding                      | : | _____ |
| C. Due date for submission of the tender | : | _____ |
| D. Due date for opening of the tender    | : | _____ |
| E. Name of the firm                      | : | _____ |

The final sealed cover should be addressed to:

**The Director,  
SCERT  
BTI Ground  
Shankar Nagar, Raipur  
Chhattisgarh - 492 007**

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNICAL BID. THE PRE QUALIFICATION DOCUMENTS INCLUDING TENDER FEE/ E.M.D. AS REQUIRED IN THE EOI INVARIABLY BE ACCOMPANIED WITH THE TECHNICAL BID.

**NOTE :- TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED**

## 6. EVALUATION OF THE BIDS

### 6.1 BID OPENING COMMITTEE, BID EVALUATION COMMITTEE

- 6.1.1. The Bid opening committee constituted by SCERT shall open the Bid.
- 6.1.2. The bid evaluation committee constituted by the Director, SCERT shall evaluate the bids. This may involve the representatives from field and/or other departments, IT experts/assessment experts. The decision of the bid evaluation committee in the evaluation of the technical bids shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.
- 6.1.3. Bid opening and bid evaluation committee for technical and financial bid may be same or different. There may be some common members in both the committee.

### 6.2 Technical Bid Evaluation:-

The committee will evaluate and award the marks as detailed below. The 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 sole discretion to call for discussion/presentation

### Proposed Evaluation Criteria

S. No.	Criteria / Sub Criteria	Basis of Valuation	Max Marks	Supporting Documents
<b>I. Commercial &amp; Professional Strength of Bidder (Maximum 30 Marks)</b>				
1	Average Annual turnover of bidder (overall) for the period 2015-2016, 2016-17,2017-18	≥ 2 Cr. and < 3 Cr.	5	Audited financial statements for the last 3 financial years / Auditor's Certificate to be submitted
		= 1 mark		
		≥ 3 Cr and < 5 Cr.		
		= 2 marks		
		≥ 5 Cr.		
		= 5 Marks		
2	The bidder should have implemented Project on Turn-key basis during the last three years 2015-2016, 2016-2017 and 2017-18, with project value of the above component >=Rs. 1 Crores for any Central Govt. / State Govt. / State Skill Development Mission/ public sector any other Government agency in India. as on 31 <sup>st</sup> March 2018/Public sector.	1 project = 1 Mark	3	Work order / LoIs / Completion Certificates
		2 projects = 2 Marks		
		3 or more projects = 3 Marks		

*Smruti*

3	The bidder's existence in India as on 31 <sup>st</sup> March 2018.	1 Year – 2 Year = <b>1 Marks</b>	3	Certificate of Incorporation or a letter by the authorized signatory specifying the same
		3 Years – 5 Years = <b>2 Marks</b>		
		> 5 Years = <b>3 Marks</b>		
4	Legal Structure	Partnership/Proprietary = <b>1 Marks</b>	3	Certificate
		Private Limited = <b>2 Marks</b>		
		Limited Company = <b>3 Marks</b>		
5	Technical Staff: Number of Technically qualified (B.E. / B.Tech. / MCA/ M.Tech. / M.E.) employees on the payroll of bidder as on 31 <sup>st</sup> March 2018.	< 25 = <b>1 Marks</b>	10	Letter from the HR head, on the company letter head stating the same
		< 35 = <b>5 Marks</b>		
		≥ 35 = <b>10 Marks</b>		
6	Certifications	ISO 27001 = <b>6 marks</b>	6	Photocopy of certifications
		OR		
		CMMI level 3: <b>6 marks</b>		

## II. Experience of Bidder (Maximum 30 Marks)

1	Bidder should have implemented/ managed web based Project for On-line registration of Candidates in a single IT project and allied services under eGovernance in India till date.	<b>For the total number of candidate:</b>	6	Work order / LoIs / Completion Certificates
		≥ 25000 and < 50000 = <b>2 Marks</b>		
		≥ 50000 and < 1 lakh = <b>3 Marks</b>		
2	Single project involving implementation of a similar system for Registrations and conducting Centralized Admission Process (CAP), in India during the last 2 years.	<b>For the total number of candidates for last 2 years:</b>	8	Work order / LoIs / Completion Certificates
		25000-50000 Candidates = <b>1 Marks</b>		
		50001 – 400000 Candidates: = <b>5 Marks</b>		
		> 400000 Candidates: = <b>8 Marks</b>		

*Swita*

3	At least 1 project involving following components in the last years:	<b>For at least 1 project:</b>	6	Work order / LoIs / Completion Certificates
	a) Portal Development & Maintenance	2 marks		
	b) IT Infrastructure hosting services	2 marks		
	c) Content Management Services	2 marks		
4	Mobile app development for at least one project under admissions project	2 marks	2	Work order / LoIs / Completion Certificates
5	The total value of a single project for conducting Centralized Admission Process (CAP), implemented by the bidder during the last 2-3 years.	<b>For projects of value:</b>	8	Work order / LoIs / Completion Certificates
		≥Rs. 25lakhs – <Rs. 50 lakhs: <b>2 Marks</b>		
		≥Rs. 50 lakhs – <Rs. 1 Crore: <b>5 Marks</b>		
		≥Rs. 1 Crore - <b>8 Marks</b>		
<b>III. Solution presentation (Maximum 15 Marks)</b>				
1	Complete presentation of the proposed solution	Committee will marking form 0-15 point according to quality, performance and facility provided by bidder in Presentation	15	Presentation
<b>IV. Allocation capability (Maximum 25 Marks)</b>				
1	Demo of complete process on sample data and Rules Provided by SCERT	25 marks	25	Display of demo run output to Director SCERT. Demo is compulsory if bidder fail in demo then the marks score above on technical bid will be nil.
<b>100</b>				

*Swati*

### 6.3 CRITERIA FOR OPENING OF FINANCIAL BID:-

The financial bid shall be opened of only those bidders who have been found to be technically eligible i.e. Bidders with **Technical Bid score of 60** and above and who have cleared the demo, will be qualified. The financial bids shall be opened in presence of representatives of technically eligible bidders, who are likely to be there present. The institute shall inform the date, place and time for opening of financial bid.

All the other Financial bids will not be opened. Earnest money Deposit submitted by the disqualified agency shall be released after opening of the financial Bid.

### 6.4 Evaluation and Comparison of Bids:-

**There will be 70 % weight age for Technical Bid and 30 % for Financial Bid**

#### Financial Bid Evaluation:

The Financial bid of those bidders, who qualify in the technical bid evaluation, will only be opened. The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rate basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

#### Quality and Cost based selection (QCBS)

The individual bidder's financial bid scores will be normalized as per the formula below:

$$\mathbf{Fn} = \mathbf{Fmin/Fb} * \mathbf{100\%}$$
 (rounded off to 2 decimal places)

Where,

**Fn**= Normalized commercial score for the bidder under consideration

**Fb**= Absolute financial quote for the bidder under consideration

**Fmin**= Minimum absolute financial quote

$$\mathbf{Composite\ Score\ (S)} = \mathbf{T_s} * \mathbf{0.7} + \mathbf{F_n} * \mathbf{0.3}$$

The Bidder with the highest Composite Score(S) would be awarded the contract.





## **7. RIGHT TO ACCEPT OR REJECT EOIs:**

### **A. The EOI is liable to be rejected inter-alia:**

- a) If it is not in conformity with the instructions mentioned in the EOI document.
- b) If it is not properly signed by the Agency.
- c) If it is not received by prescribed mode as instructed in EOI Document.
- d) If it is received after the expiry of the due date and time.
- e) If the D.D towards the cost of the EOI Document fee & D.D./B.G. of EMD is not enclosed.
- f) If it is not accompanied with proper documents.
- h) If the notarized affidavit accepting the terms and condition of the EOI is not submitted along with the EOI.

### **B. This office reserves the right to:**

- a) Accept / Reject any of the EOIs in full or part thereof.
- b) Revise the requirement at any time or at the time of placing the order.
- c) Add, modify, relax or waive any or all of the conditions stipulated in the EOI specifications wherever deemed necessary.
- d) Reject any or all the EOI in s part or full without assigning any reasons thereof.

*Susanto*

## 8. STANDARD OF PERFORMANCE

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. The Bidder shall adhere to professional, engineering and consulting standards recognized by international professional bodies while observing sound management, technical and engineering practices. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to the SCERT. The Bidder shall always support and safeguard the legitimate interests of the SCERT, in any dealings with the third party.

The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology, prevalent in this country.

The Hardware, Software and other services provided under this contract shall conform to the standards laid down in the Scope of Work and Technical Specifications and requirements. The Online allotment Application Software before deployment will be subjected to 'Quality Assurance Test' prescribed by the SCERT.

The security of the system should be foolproof and shall be treated as “**noo foolproof**”, where unauthorized persons being able to access/infiltrate in to the system. The system may be the application software or a process adopted by vendor/bidder.

## 9. INTELLECTUAL PROPERTY RIGHTS

No software or services covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien.

The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

## 10. PERIOD OF CONTRACT

The tendered rates and the validity of bids shall be for a minimum period of (2) two year from the date, as the tender are finalized /awarded plus another additional year with escalation of 5-10% or manual registration above the lowest accepted rate with negotiation between the parties of the Contract., or till the finalization of next tender by the Institute, whichever is earlier. The Continuity of the Contract for 3<sup>rd</sup> and 4<sup>th</sup> year will be based on the satisfactory completion of the service of 1<sup>st</sup> and 2<sup>nd</sup> year as the case may be.



## 11. CONFIDENTIALITY

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the SCERT's business or operations without the prior consent of the SCERT.

SCERT also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described herein as "confidential information", belonging to the Bidder and which may come into the possession or custody of SCERT in the course of providing services by the Bidder hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof either for its own benefit or for the benefit of others directly or indirectly.

## 12. SUSPENSION

The SCERT may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 30 days from receipt of such notice, suspend all payments to the Bidder, if the Bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

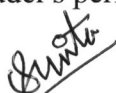
The SCERT may engage some other agency for the completion of suspended work, which will be carried out at the risk, and cost of the Bidder.

## 13. PERFORMANCE GUARANTEE

The Successful Bidder shall furnish performance security of Rs 300000/- valid up to 90 days after the date of completion of the contract.

The proceeds of the performance security shall be payable to the SCERT, Raipur as compensation for any loss (es) resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by SCERT, Raipur for failure.

The Bidder has to deposit this security in the form of Bank Guarantee of a Nationalized Bank, in favour of the Director, SCERT, Raipur which is valid for the entire period. The Performance Security will be discharged by the SCERT and returned to the Bidder not later than 90 days following the date of completion of the Bidder's performance obligations.



## 14. RISK CLAUSE

1. The contractor shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of the existing arrangement. SCERT has reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected contractor at the risk & cost and responsibilities of existing contractor and excess expenditure incurred on account of this will be recovered by the SCERT from the contractors Security Deposit or pending bill or by raising a separate claim.
2. All necessary reports and other information will be supplied on mutually agreed basis and regular meetings will be held with the Director, SCERT, Raipur. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Institute, and shall not knowingly lend to any person or company any of the effects or assets of the institute, under its control.
3. In the event of loss/damage of systems, workstations, etc. at the premises of the SCERT, due to negligence/carelessness of contractor staff, if established after a joint enquiry, then the contractor shall compensate the loss to SCERT. The contractor or its representatives shall meet Institute representatives regularly to take feedback regarding the Security Services.

## 15. PENALTY CLAUSE

1. In case the Agency fails to execute/ perform the assigned work or a part thereof, SCERT shall be authorized to deduct an amount as deemed fit by SCERT authorities from the bills of the Agency and damages will be charged to the extent of loss. In case of any unsatisfactory service, deduction of 10% up to 30% of the amount due will be imposed on the Agency.
2. If confidentiality is not maintained double the contract amount will be imposed as penalty besides criminal action will be taken as per laws of the land.
3. The Agency must continue to attend to the assigned work of SCERT after the expiry of contract period and will continue to work till alternative arrangement is made; otherwise the E.M.D. will be forfeited and the contract will be terminated.
4. The penalty is only for the default of work. The assigned work has to be under taken by the contractor even after the penalty being charged.
5. Any other penalty imposed by the Director, SCERT would be deemed as fit.

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## **16. TERMINATION OF CONTRACT**

### **16.1 TERMINATION FOR DEFAULT**

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 60 days to the other party, terminate the agreement in whole or in part, if:

- The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.
- The quality of the delivery of various tasks is not up to the satisfaction of the SCERT or if the system provided is not transparent, violation of merit or reservation rules.
- The defaulting party fails to perform any other obligation under the agreement.

In the event of the SCERT terminating the contract in whole or in part, the SCERT may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the Bidder shall be liable to SCERT for any excess costs for such similar items or services. However, the Bidder shall continue with the performance of the contract to the extent not terminated.

The Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data etc. to SCERT for which payment has been made. The Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Bidder in the event of termination.

In case of termination of contract, all Bank Drafts furnished by the Bidder by way of Bid Security shall stand forfeited.

In case of suspension/termination, the Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

### **16.2 TERMINATION FOR CONVENIENCE**

The SCERT, by written notice of at least 90 days sent to the Bidder, may terminate the contract, in whole or in part thereof, at any time for its convenience. The notice of termination shall specify that termination is for the SCERT convenience and also the extent to which performance of the Bidder under the contract is terminated, and the date on which such termination becomes effective.

The SCERT shall accept the items/services, which are completed and ready for delivery within 30 days after the Bidder's receipt of notice of termination, at the contract terms and prices.

For the remaining items/services, the SCERT may elect:

- To have any portion completed and delivered at the contract terms and prices; and /or
- To cancel the remainder and pay to the bidder an agreed amount for partially completed items/services and for services previously accomplished by the Bidder.

*Just*

### **16.3 TERMINATION FOR INSOLVENCY**

The SCERT may at any time terminate the contract by giving notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the SCERT.

### **17. ACCOUNTABILITY**

1. The Bidder has to get satisfactory certification from Institute Representatives who will be nominated to each centre as per the directions received from the Competent Authority
2. The Bidder is liable for the fullest execution of the contract both work-wise as well as manpower-wise.

### **18. DISPUTE SETTLEMENT**

It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator/ Arbitrators as per Conciliation and Arbitration Act 1996, appointed by the Competent Authority whose decision shall be final and binding on both the parties. All the disputes will be settled within the jurisdiction of Chhattisgarh only.

### **19. RESIDUAL WORKS**

Any works/duties that are not specifically defined in this document and entrusted by the Competent Authority to the personnel engaged by the Agency, the Agency is liable to get all such works done as directed by the Competent Authority. The right to define and interpret the nature of work lies with the Competent Authority of SCERT and the Agency will have no right to question the authenticity of these rights and shall have to complete the works as specified without delay failing which he will be liable to pay the penalty which will be decided by the concerned authority of SCERT. These works will be carried out by the workman engaged by the Agency.

### **20. CONFLICT OF INTEREST**

The Agency shall not have conflict of interest. The selected agency shall not engage in activities that conflict with the interest of the Institute under the Contract and shall be excluded from the continuation of the services under the contract.

### **21. DISCLAIMER**

SCERT shall not be responsible for late receipt of application for any reason whatsoever. The applications received late will not be considered and will be returned unopened to the Agency.

*Bwita*

**DECLARATION BY THE CONTRACTOR**

**DECLARATION**

1. I ..... Son/Daughter of Shri.  
..... Proprietor / Partner / Director / Authorized Signatory of  
..... competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the E.O.I and hereby convey my acceptance of the s6yyyame.

3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

**Full Name of Agency with address**

**Place:**

**Signature of Agency with date**

**Date:**

**Seal of Establishment**

**N.B. : The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.**

*Smrta*



**PROFORMA FOR SUBMITTING TECHNICAL BID**

<b>S.N.</b>	<b>Particulars</b>	<b>To be filled in by the Agency</b>
1	Name of the Agency	
2	Date of establishment of the agency	
3	Detailed office address of the Agency with Office Telephone Number,	
4	Contact Person/s with Mobile no.	
5	Valid E-mail ID	
6	Who there company/firm registered under company act. 1956, The partnership act, 1932/Society registration act. 1960	
7	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970. (Copies of all certificates of registration to be enclosed.)	
8	PAN/TAN Number( copy to be enclosed)	
9	Labour License Number (copy to be enclosed)	
10	GST Registration Number (copy to be enclosed)	
11	EPF Registration Number (copy to be enclosed)	
12	ESI Registration Number (copy to be enclosed)	
13	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its Owner /partners anywhere in India. (If no, a Self certificate is to be attached in this regard.)	
14	Do you own the complete source code of Application software used for complete online allotment process (If yes, provide the Form-A Enclosed/Not Enclosed language/platform used and No. of releases and latest release no.)	
15	Quality & Security Certification Details (ISO. & SEI-CMMi Level etc.)	

16	Financial capability information	Form-B Enclosed/Not Enclosed
17	Details of similar projects completed works during last three years	Form-C Enclosed/Not Enclosed
18	Details of work under execution or completed	Form-D Enclosed/Not Enclosed
19	Performance/Client Report of work referred in Annexure B & CI	Form -E Enclosed/Not Enclosed
20	Details of technical and Administration manpower to be employed for this project work	
21	Infrastructural availability for the work	Details to be enclosed
22	Conduct of at least one online allotment process for any course for more than minimum 20000 candidates.	Related work order to be enclosed
20	List of state or institute where the Agency has conducted similar task	Related work order to be enclosed
21	Approach & Methodology of this Project	Details to be enclosed
22	Tender document Fee (DD No, date & Name of the Bank)	
23	Earnest Money Deposit/Security Deposit/B.G. (DD No, date & Name of the Bank)	

**Place:**

**Date:**

**Signature of Agency with date**

**Seal of Establishment**

*Swati*

**SOFTWARE CAPABILITIES OF ORGANIZATION**

S. No	Names & Addresses of Centers/Units, independently engaged in Software Development work	Level of Certification of Software Capability Maturity Model (SW-CMMi level)	Level of Certification of other equivalent systems of assessing software capabilities	
			Name of Certifying organizations	Level of certification

**Note:** Please attach duly authenticated copies of certification claimed regarding the center/unit dealing with this project.

**Particulars of Authorization of person signing these documents on behalf of the bidder.**

Name, Designation & Address of the authorized person:

Name, Designation &

Address of the person authorizing him/her for signing the document:

Type/form of the issued authority (whether power of attorney/Authorization letter etc.):

**(Please enclose the original authorization document.)**

*Sweta*

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years and concurrent commitment for the current financial years are given below and certified that the statement is true and correct (A copy of Income –Tax report/Audit report for each year to be enclosed)

Sl. No.	Year	Turnover in Crores (Rs.)
1.	2015 – 2016	
2.	2016 – 2017	
3.	2017 – 2018	

**Total** - Rs. \_\_\_\_\_ **Crores.**

.....  
*Average Turn Over per annum*

*Rs.* \_\_\_\_\_ *Crores.*

**Dated:**  
**Seal:**

**Signature of Auditor / Chartered Accountant**  
**(Name in Capital)**

*Chakraborty*

**DETAILS OF SIMILAR PROJECTS EXECUTED DURING LAST 2 YEARS.**

<b>Sl. No.</b>	<b>Name of Project &amp; Location</b>	<b>Cost of Project</b>	<b>Name, Designation and Address/ telephone number of officer to whom reference may be made</b>	<b>Remarks</b>
1	2	3	4	5

**Place:**  
**Date:**

**Signature of Agency with date**  
**Seal of Establishment**

*Signature*

**PROJECT UNDER EXECUTION OR COMPLETED**

SN	Name of Project & Location	Cost of Project	Name, Designation and Address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5

Place:  
Date:

Signature of Agency with date  
Seal of Establishment

*Emet*

**PERFORMANCE REPORT OF PROJECT REFERRED IN FORM - B & C**

**(Furnish this information for each individual from the Employer/Organization for whom the work was executed)**

- 1. Name of Project And Location**
- 2. Agreement No:**
- 3. Estimated Cost:**
- 4. Tendered Cost:**
- 5. Performance Reports/ assessment by clients**
  - a) Quality of Work: Excellent/ Very Good/ Good / Fair
  - b) Resourcefulness: Excellent/ Very Good/ Good/ Fair

**Place:**  
**Date:**

**Signature of Agency with date**  
**Seal of Establishment**

**OR**

**(Experience Certificate issued by Employer/Organization for whom the work was executed)**

*Quinta*



**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO  
BE EMPLOYED FOR THE PROJECT**

Sl. No	Designation	Total number of Employees in that Category	Name	Qualification	Professional Experience and details of projects carried out	In what capacity these would be involve in this work	Remark
1	2	3	4	5	6	7	8

Place:  
Date:

Signature of Agency with date  
Seal of Establishment

*B. S. S. S.*

### CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl.No	Documents to be submitted	Submitted	Not submitted	Remarks
1	Copy of Registration of the Firm			
2	Copy of Registration Certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour License			
5	Copy of GST Registration			
6	Copy of PAN/TAN Card			
7	Certificate Regarding the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India.			
8	Approach & Methodology of this Project			
9	Quality & Security Certification Details (ISO. & SEI-CMMi Level etc.)			
10	Financial capability information			
11	Details of similar projects completed works during last three years			
12	Copies of work order under execution or completed			
13	Experience Certificate			
14	Copy of Details regarding technical and Administration manpower to be employed for this project work			
15	Infrastructural availability for the work			
16	Tender document Fee (DD No, date & Name of the Bank)			
17	Earnest Money Deposit/ B.G. (DD No, date & Name of the Bank)			

**Place:**  
**Date:**

**Signature of Agency with date**  
**Seal of Establishment**

*[Handwritten Signature]*

**PRICE BID FORMAT**

(The rate quoted in this page will be taken into account for evaluation of Financial Bid)

**Name of the Work: Online allotment for admission on B.Ed., D.El.Ed., B.Sc.B.Ed. and B.A.B.Ed.  
course of colleges of Chhattisgarh**

Rate Per Candidate (A) in Rupees	Agency Charges per candidate (B) in Rupees	GST per candidate @  _____% (C) in Rupees	Total Cost per Candidate (A)+(B)+(C) in Rupees

**Rupees(In Words):** \_\_\_\_\_

Place:  
Date:

Signature of Agency with date  
Seal of Establishment

*Suresh*