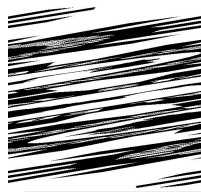


TENDER DOCUMENT

FOR
ONLINE COUNSELLING PROGRAMME
BY
WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under West Bengal Act XXI of 1995)

"Kolkata Karigori Bhavan", 2nd Floor, 110 S.N.Banerjee Road, Kolkata –700 013

Phone: (033) 2227-7070; 2227-7592

TENDER FOR ONLINE COUNSELLING PROGRAMME

Name of Office	:	West Bengal State Council of Technical Education
Telephone Number	:	(033) 2227-7070; 2227-7592
Fax Number	:	(033) 2227-7591
Website	:	www.webscte.org
E-mail	:	wbscte@yahoo.co.in
Tender Reference	:	7083-SC(T)E dated 28.01.2010
Date of Commencement of Issue of Tender Document	:	01.02.2010 between 11.00 to 16.00 Hours Tender Document can be downloaded from Council's website.
Last Date of Issue of the Tender Document	:	10.02.2010 up to 16.00 Hours
Last Date & Time for Receipt of Tender Document	:	11.02.2010 up to 13.00 Hours
Date & Time of Opening of Tender Document	:	11.02.2010 at 14.30 Hours
Place of Opening of Tender Document	:	West Bengal State Council of Technical Education
Address for Communication	:	West Bengal State Council of Technical Education "Kolkata Karigori Bhavan", 2 nd Floor 110 S.N.Banerjee Road, Kolkata-700013
Contact Person	:	Sri Barun Das West Bengal State Council of Technical Education

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

Tender Reference No. 7083–SC(T)E

Date: 28.01.2010

- a) Secretary on behalf of West Bengal State Council of Technical Education invites sealed tenders from eligible bidders (please see eligibility/qualification criteria) for conduct of online counselling programme for admission of students to State Polytechnics through different admissions.
- b) Eligible bidders may quote rates for the aforesaid tender.
- c) Interested eligible bidders may obtain further information from the Office of the West Bengal State Council of Technical Education in case of necessity.
- d) A complete set of Tender Document may be obtained from the Council on submission of written application addressed to the Secretary, West Bengal State Council of Technical Education.
- e) In the event of date for bid receipts and opening of bid being declared a holiday for the office of the West Bengal State Council of Technical Education, the due date for submission of bids and opening thereof will be the following working day at appointed times.
- f) A refundable Bid Security (Earnest Money) for an amount of Rs.5,000/- (Rupees Five Thousand) only is to be provided along with the bid. The Earnest Money is to be deposited in the form of a crossed demand draft favouring 'West Bengal State Council of Technical Education' payable at Kolkata, which will be remitted back to the unsuccessful bidders within 2 (two) months from the last date of submission of the tender.

INSTRUCTIONS TO TENDERERS / BIDDERS

A. Eligibility / Qualification Criteria

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

- i) The firm should possess valid Trade Licence.
- ii) The firm participating in the bid should have up-to-date Income Tax and Professional Tax Clearance Certificates.
- iii) The firm should have performed similar types of job in the past and have credentials in support of their claim.

B. Cost of Bidding / Tendering

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

THE TENDER DOCUMENT

A. Clarification of Bid Document

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

B. Amendment of Bid Document

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

C. Period of Tender Validity

Tender to be submitted by the prospective tenderer must remain valid for at least **six (6) months** from the last date of submission of the tender. In exceptional circumstances the authority inviting the tender may extend the period of tender validity with prior consent of the tenderer.

D. Signing of Bid / Tender

All pages of the tender shall have to be initialled by the person(s) signing the tender. Any interline actions, erasers or overwriting in the bid shall have to be properly attested by the persons signing the tender.

SUBMISSION OF BID / TENDER

A. Preparation of Bid

- i) The bidder/tenderer must prepare two separate bids – one is 'Technical Bid' and the other is 'Price Bid'.
- ii) The 'Technical Bid' shall consist of following items and documents:
 - (a) A project report of the work under this contract showing methodologies to be adopted in successful completion of the online counselling programme as defined under the "Scope of Work".
 - (b) Organization profile, which shall include personnel profile, details of academic as well as experience of back-up personnel.
 - (c) Details of the experience held by the bidder in handling similar nature of work supported by copies of work orders.

- (d) Details of at least one-reference work already done by the bidder. This reference work may be used to assess the performance of the bidder.
- (e) Copy of Registration Certificate / Trade Licence of the company issued by competent authority.
- (f) Copies of up-to-date Income Tax and Professional Tax Clearance Certificate.
- (g) Copy of Company Balance Sheet for last three years.
- iii) In the 'Price Bid', the bidder shall indicate the price required in Indian Rupee for completing entire performance obligation as mentioned under the "Scope of Work". The Price Bid shall be filled in both words and figures. Following information may be considered for calculating rate:–
- (a) There would be approximately 12,500 seats to be filled-up in total through online counselling against different admission i.e. JEXPO, POLY-40, VOCLET, Part-time, Pharmacy, MOPM, etc.
- (b) The expected number of applicants under different admissions would be as under:–
- | | |
|-----------|--------|
| JEXPO | 75,000 |
| POLY-40 | 12,000 |
| VOCLET | 7,000 |
| Part-time | 3,500 |
| Pharmacy | 700 |
| MOPM | 50 |
- iv) In the 'Price Bid', candidate-wise rate for discharging the different activities mentioned below should be quoted separately.
- (a) Verification of testimonials and online registration for admission through JEXPO, VOCLET, CET, PHARM & MOPM; online filling-up of application forms after verification and registration for admission through POLY-40: For the aforesaid work, the payment will be made on the basis of actual number of candidate participating/registering or filling-up of application forms. The estimated number of candidates participating/registering or filling up the application forms would be around 40,000.
- (b) Online choice filling, allotment of seat considering merit position and choices given, re-allotment after upgradation, sale of e-cash coupon, collection of admission status from polytechnics, etc. for all admissions: For the aforesaid work, the payment will be made on the basis of available number of seats as per Seat Matrix for filling-up through online counselling, which will be provided by the Council for different admissions. The total number of available seats as per Seat Matrix would be around 12,500.

Consolidated rate for both the activities mentioned above or rate provided in other forms will not be accepted. The rate to be offered should include all

taxes, levies, duties, etc. No such payment will be made over & above the rate quoted by the bidder.

B. Sealing of Bid

- i) The bidder/tenderer must prepare two separate envelopes for "Technical Bid" and "Price Bid" and must seal them properly.
- ii) The "Technical Bid" and the "Price Bid" must be put in an outer envelope and sealed properly.
- iii) The outer envelope shall be addressed to the "Secretary, West Bengal State Council of Technical Education" with tender reference and the marking "Tender for Online Counselling Programme".

C. Deadline for Submission of Bid

The bid/tender must be submitted within the appointed time and date. **No late bid will be accepted by the authority.**

D. Bid Security

The bid/tender submitted must be accompanied by the Bid Security (Earnest Money) of equivalent amount as stated under para (f) of IFB. The Bid Security of the unsuccessful bidder/tenderer will be remitted back within 2 (two) months from the last date of submission of the tender. The successful bidder's Bid Security will also be refunded after receipt of Performance Security of Rs.50,000/-. The Bid Security of the successful bidder will be forfeited in full in the event of failure to submit Performance Security within the stipulated time frame. In this connection any decision of the purchaser will be final and binding upon the bidder.

OPENING OF BID

The Technical Bid will be opened in presence of bidder's representatives who choose to attend the bid opening ceremony to be held as per date and time stated herein above. Only authorised representatives of the bidder with valid identity will be allowed to attend the bid opening ceremony.

GENERAL TERMS & CONDITIONS

A. General

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

1. The tenderer has to undertake Online Counselling Programme, as detailed under **SCOPE OF WORK**, on behalf of the West Bengal State Council of Technical Education,

2. The tenderer selected for awarding contract may have to sign an agreement in connection with the work for which the proforma will be designed by the authority inviting tender in due course.
3. Bid not submitted as per prescribed procedures and guidelines will be liable for cancellation and will be termed as **Non Responsive** and hence will not be considered for evaluation.
4. It will be the sole authority on the part of the purchaser to accept or reject a bid/tender.
5. The evaluation of bid will be made as per existing rules and regulations of the West Bengal State Council of Technical Education. The "Technical Bid" of the bidders will be opened first. The "Price Bid" of the bidders who have been declared 'Responsive' in the "Technical Bid" will only be opened for price evaluation. The "Price Bid" of the non-responsive bidder will not be considered for evaluation. It is not obligatory to accept the lowest bid/tender.
6. Performance Security: Within 5 (five) days from the date of receipt of selection letter, the successful bidder shall have to furnish performance security to the tune of Rs.50,000/- in the form of a crossed demand draft favouring 'West Bengal State Council of Technical Education' payable at Kolkata. The proceeds of the performance security is required for compensation in case of any loss or otherwise resulting from the tenderer's failure to complete its obligation under the contract. The performance security will be discharged and returned to the successful bidder after satisfactory completion of the performance obligation failing which the same will be forfeited.
7. The bidder/tenderer selected for the contract will be informed by an award letter of which the acceptance has to be submitted to the authority within 3 (three) days of receipt of award letter, failing which the second lowest bidder will be approached for the contract.
8. In addition to the forfeiture of bid security, the accepted bidder not performing the obligation under the contract, with sufficient reason acceptable to the authority inviting the bid, will be **Black Listed**.
9. The authority inviting the bid will reserve the full authority to cancel or accept any bid/tender without assigning any reason whatsoever without thereby incurring any liability to the affected bidder/bidders or any obligation to inform the affected bidder/bidders.
10. At any time prior to the deadline for submission of bids, the authority inviting the bid may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by Fax, and will be binding on them.
11. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the authority inviting the bid, at its discretion, may extend the deadline for the submission of bids.

12. In case of any dispute the authority inviting the bid and the vendor shall make every effort to resolve amicably by direct informal negotiation. If such informal negotiations fails, either party may require that the dispute be referred for resolution to the formal mechanisms.
13. In case of any false or incorrect information found in the bid, the authority inviting the bid may reject the bid forthwith with forfeiture of Bid Security. Authority inviting the bid may also initiate legal action against the bidder.

B. Liquidated Damage

If the bidder fails to complete its performance obligation under this contract, the authority inviting the bid shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1% per week and the maximum deduction is 10% of the contract price. However, the authority inviting the bid may waive liquidated damage considering the circumstances of the case on the basis of prayer submitted and in this connection the decision of the authority inviting the bid will be final and binding upon all.

C. Payment Clause

- a) The payment towards this contract will be made after satisfactory completion of the performance obligation.
- b) Bills favouring Secretary, West Bengal State Council of Technical Education in triplicate, duly marked Original, Duplicate and Triplicate will have to be submitted after completion of the performance obligation.
- c) A Xerox copy of the order along with an agreement (if any) has also to be submitted with the bill.

SCOPE OF WORK

Counselling for admission of students to State Polytechnics for the academic session 2010-11 will be made through online procedure. There will be different types of admission e.g. JEXPO, POLY-40, VOCLET, Part-time (CET), PHARM, MOPM, etc. Salient points regarding above mentioned admissions are furnished below:–

- a) There are approximately 12500 seats in 38 Government, 2 Sponsored and 17 Self Financing Polytechnics for which online counselling will be made. However, number of seats and polytechnics may vary upon approval by AICTE.
- b) 60% seats of fulltime diploma courses except MOPM & PHARM courses will be filled up rank-wise on the basis of merit list of JEXPO (Entrance Examination). Remaining 40% seats will be filled-up through POLY-40 system i.e. on the basis of marks in qualifying examination.
- c) 10% seats in 2nd year will be filled-up under Lateral Entry Scheme for 10+2 vocational pass-outs (VOCLET).
- d) Admission to part-time diploma courses will be made from the merit listed candidates of Common Entrance Test (CET).

- e) Seats for the diploma courses in Pharmacy (PHARM) and Modern Office Practice & Management (MOPM) will be filled up through separate counselling from separate merit lists.
- f) Admission to Darjeeling Polytechnic and Siliguri Government Polytechnic (40% seats) will be made through separate counselling from separate merit lists.
- g) 22%, 6% and 3% seats are reserved for SC, ST and Physically Challenged candidates respectively for all admissions.
- h) 10% seats under POLY-40 system are reserved for ITI passed candidates.
- i) 50% available seats under POLY-40 system will be filled-up by female candidates and balance by male candidates. If sufficient female candidates are not available, vacant seats will be filled up by male candidates.
- j) 50% available seats in all self-financing polytechnics are reserved for 'Management Quota'. Admission to such seats will not be made by the Council through this counselling process.

The tasks to be undertaken under "Online Counselling" are detailed below:–

- (i) Setting-up of help desk centres in all polytechnics of the State of West Bengal (around 55) in addition to one help desk centre at the ground floor of "Kolkata Karigori Bhavan" or elsewhere as per advise of the Council with computers, printers, broadband Internet connectivity, manpower, etc. to provide all types of support to the prospective candidates willing to take admission in the polytechnics. Printouts of all relevant documents shall also have to be made available to the candidates at free of cost.
- (ii) A room measuring about 800 square feet at the 3rd floor of "Kolkata Karigori Bhavan" will be made available to the vendor for setting-up of "Data Centre" as well as "Call Centre" upon payment of requisite monthly rental charges and electricity charges.
- (iii) Organising adequate number of seminars/meetings with live demonstration (in at least 15 identified locations of the state) for generating awareness and to provide proper guidance of online counselling amongst candidates, parents, staff members of polytechnics, etc.
- (iv) Making arrangement for printing and distribution of leaflets (approximately 50000 in number) stating procedure of online counselling both in English and Bengali.
- (v) Verification of testimonials is to be made at the help desk centres by deputing manpower for the merit listed candidates willing to participate in online counselling for admissions through **JEXPO, VOCLET, CET, PHARM** and **MOPM**. The merit lists will, however, be prepared by the Council. Registrations for participating in respective online counselling by the candidates whose verification has been completed are also to be made from help desk centres.

- (vi) The application forms for the candidates willing to apply for admission through **POLY-40** system are to be filled-up online from the help desk centres after verification of their original documents. A general merit list of such candidates is also required to be prepared and to be published in the Internet. Registrations for participating in online counselling for Poly-40 by such candidates are also to be made from help desk centres. The photographs of the candidates who are registering for Poly-40 admission will also be required to be obtained in a page under their signature against system generated Enrolment Number. The photographs and signature of such candidates are required to be scanned and stored for future requirement at the time of issue of allotment letter.
- (vii) Sale of E-cash coupon for submitting different fees e.g. "**Participation Fee**" for participating in online counselling, "**Application Fee for Poly-40**" for filling up of online application form for Poly-40, "**Admission Fee**" for taking final admission in polytechnics, etc. will have to be made from all the help desk centres and periodic deposit of the same to the Council with all details.
- (viii) Maintaining liaison with the authorities of UBI and Axis Bank in connection with receiving of payment against e-slip as also for sale of e-cash coupon.
- (ix) Online display of name of the polytechnics, their communication address, branches available, branch-wise intake capacity, availability of hostel, fee structure, etc.
- (x) Processing of allotment in different phases till last candidate is admitted.
- (xi) Issue of admission advice (allotment letter) to the candidates as per their choice of preferences through Internet.
- (xii) Providing counselling information to the candidates through mobile/cell phone.
- (xiii) Preparation of database of the authorised representative(s) of the Institute looking after the online admission process.
- (xiv) Online submission of admission data to the institutions.
- (xv) Collection of admission reports of different phase, duly signed by the authorised representative of the Institute.
- (xvi) 24-hours 15 seated call centre support with 15 telephone lines to the candidates. The manpower to the call centre should invariably be filled-up by the persons having fluency in Bengali and English apart from other required qualification.
- (xvii) Imparting proper guidance to the Institutions/Council.
- (xviii) Refund of admission fee to the unwilling candidates.
- (xix) Providing E-mail/SMS support for dissemination of information to the candidates and/or institutions.
- (xx) Submission of reports as per requirement of the Council.
- (xxi) Maintenance of Web Server (100 Mbps) and data security.

A brief method of online counselling, which would be followed for all aforesaid admissions and according to which database driven web-based counselling software are required to be developed are furnished below. This should be taken as an integral part of the Scope of Work.

Method of Online Counselling to be undertaken under the Scope of Work

Under online counselling, the candidates have to register themselves, submit participation fee, fill up choices of Institute, Branch in order of their preference, submit admission fee, collect allotment letter through Internet from help desks, home or cyber café. The steps to be followed for online counselling are appended below.

Step-1: Verification of the Documents

- Before Registration, a candidate has to verify his/her documents with respect to the information submitted by him/her in the application form.
- For verification, the candidates will have to report to any of the Help Desk Centres with all original documents e.g. admit card & marksheet of Madhyamik/Equivalent examination, caste certificate, physically challenged (handicapped) certificate, etc.

Step-2: Open the website

- Open the counselling website of the Council

Step-3: Online Registration

- Select Course – e.g. click on “*For JEXPO Click Here*” for admission through JEXPO
- Enter Enrolment Number
- Enter Date of Birth
- For registration, a candidate has to get his/her documents verified from any of the Help Desk Centres.

Step-4: Payment of Participation Fee

- Purchase E-Cash Coupon of “Participation Fee”
(E-Cash Coupon for “Participation Fee” of Rs.50/- will be available at Help Desk Centres and Axis Bank)
- Enter E-Cash Coupon Number and Transaction Password

Step-5: Choice Filling

- Go to choice filling section of the website
- Add combinations of institute and branch one by one as per priority
- Add maximum number of choices to increase your chances of getting allotment of seat
- Minimum 48 combination of choices needs to be added before it can be saved and locked
- Save and lock choices
- Take print out of the choices filled

(Note: A candidate can save & lock his/her choices only after adding minimum 48 choices. The choices of the candidates will be automatically saved & locked by the system on the closing date for filling-up of choices. The “Any Institute” and “Any Branch” choice will be added automatically after the choices given by the candidates so that no candidate is devoid of seat allotment for running out of options.)

Step-6: Seat Allotment and Result Declaration

- Check result in the result section of the website
- Result will be sent through SMS to the mobile number provided by the candidates

Step-7: Payment of Admission Fee

- Make Admission Fee payment of Rs.1150/- through '**E-Cash Coupon**' or '**Cash**' in UBI or Axis Bank
- For payment of Admission Fee through E-Cash Coupon, purchase the same from Help Desk Centres or Axis Bank Counters. Enter E-Cash Coupon Number and Transaction Password
- For payment of Admission Fee through Cash, take a print out of E-Slip and pay cash to United Bank of India or Axis Bank

(Note: If Admission Fee is not paid through any of the aforesaid methods within the specified time, the allotted seat will be treated as cancelled. No subsequent request for consideration of the candidate for next counselling will be entertained in any circumstances)

Step-8: Filling of option for Auto Upgradation

- If the candidate wish to take admission in currently allotted seat and do not like to participate in the next round of counselling for auto upgradation of seat, choose 'NO'. No auto upgradation will be made for the candidates who have been allotted their first priority seat. Such candidates will have to report to the polytechnic where seat allotted for taking final admission within the time period mentioned in the allotment letter
- If the candidates want to participate in the next round of counselling for auto upgradation of seat by retaining the currently allotted seat, choose 'YES' and wait till the next round result comes. There is no need for such candidates to report for taking admission to that particular college where he/she has been currently allotted a seat

(Note: If a candidate choose 'YES' for auto upgradation of seat will have to take admission in the newly allotted seat, if any. No request for retaining their old seat will be entertained in any circumstances. If the seat is not changed in auto upgradation, the candidate can take print out of the allotment letter for taking admission in the retained seat of the earlier counselling)

Step-9: Reporting at the Institute for Admission

- After taking print out of the allotment letter, a candidate has to report physically to the institute where allotment has been made for taking final admission with the documents that are mentioned in the allotment letter