

**DIRECTORATE OF TEACHER EDUCATION AND STATE COUNCIL FOR EDUCATIONAL  
RESEARCH AND TRAINING, ODISHA, BHUBANESWAR**

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**TENDER DOCUMENTS COMPRISING OF FOLLOWING DETAILS  
TENDERER MUST ENSURE RECEIPT OF ALL DOCUMENTS LISTED BELOW**

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**DIRECTORATE OF TEACHER EDUCATION AND STATE COUNCIL FOR EDUCATIONAL  
RESEARCH AND TRAINING, ODISHA, BHUBANESWAR**

**NOTICE INVITING TENDER FOR ADMISSION PROCESS FOR THE SESSION 2017-2018 OF  
D.El.Ed., B.Ed., B.H.Ed., M.Ed., M.Phil COURSE**

**Tender document for Admission Process – 2017-2018**

**Notice for Short Tender**

Tenders are invited from reputed agencies, both from State and National Level, for Admission Process of Two-Years Diploma in Elementary Education (D.El.Ed.), Two years Bachelor in Education (B.Ed.), Two year Bachelor in Hindi Education (B.H.Ed.), Two years Master in Education (M.Ed.) and One year Master of Philosophy in Education (M.Phil) for the session 2017-2018. The prospective bidders must meet the qualifying criteria mentioned in the technical qualification of the tender. They should have capacity to design, undertake / execute admission and / or examination process related work as prescribed in the tender document and other services related with D.El.Ed., B.Ed., B.H.Ed., M.Ed. and M.Phil Entrance Examination process-2017-2018 for Directorate of TE and SCERT, Odisha. The agency shall adhere to the schedule of the activities to be performed as per Tender Document.

**Schedule of tenders:**

- |           |   |          |                                |
|-----------|---|----------|--------------------------------|
| <b>1.</b> | <b>Date of release of tenders</b>         | <b>:</b> | <b>20.03.2017</b>              |
| <b>2.</b> | <b>Last Date for submission of tender</b> | <b>:</b> | <b>13.04.2017 (04.00 p.m.)</b> |

The Earnest Money of **Rs.6,00,000.00** (*Rupees Six Lakh only*) in the form of FDR duly pledged in favour of the Director, TE and SCERT / Demand Draft from any Nationalized / scheduled bank of RBI in favour of **Director, TE and SCERT** payable at Odisha, Bhubaneswar along with a copy of all eligibility documents of Technical Bid and Financial Bid with **Rs.1,000.00** (Non-refundable) towards the cost of Tender Paper may be deposited in the Tender Box kept at **Directorate of TE and SCERT, Unit- IV, Gopabandhu Nagar, Bhubaneswar – 751001** in sealed cover or be sent by Speed post / Registered post / Courier, separately superscribed as Technical Bid and Financial Bid **by 04.00 p.m. on 13.04.2017**.

No Tender papers received either by post or by hand after **04.00 p.m. of 13.04.2017** will be entertained.

**Date / Time of Pre-Bid Meeting for opening of Technical Bid etc :**

- |   |   |   |                         |
|---|---|---|-------------------------|
| ▪ | Last date of submission of queries      | : | 24.03.2017              |
| ▪ | Pre-Bid Meeting                         | : | 28.03.2017 (03.00 p.m.) |
| ▪ | Issue of Corrigendum, if any            | : | 29.03.2017              |
| ▪ | Date / Time opening of Technical Bid    | : | 15.04.2017 (11.00 a.m.) |
| ▪ | Date of Technical Presentation          | : | 17.04.2017 (11.30 a.m.) |
| ▪ | Date / Time of Opening of Financial Bid | : | 18.04.2017 (03.00 p.m.) |
| ▪ | Award of Contract                       | : | 18.04.2017              |

**Date/Time of Opening of Technical Bids** :. Technical bids will be opened by the Tender Committee in the presence of tenderers or their authorized representatives, who wish to be present, on **15.04.2017 at 11:00 a.m.** in the Office of the Directorate of TE and SCERT, Unit-IV, Gopabandhu Nagar, Bhubaneswar – 751001.

**Date/Time of Opening of Financial bids** : Financial bids of only the successful tenderers i.e. agencies which qualify technical bid, will be opened by the Tender Committee of SCERT in the presence of respective tenderers or their authorized representatives, who wish to be present, in the Office of the Directorate of TE and SCERT, Unit-IV, Gopabandhu Nagar, Bhubaneswar – 751001 on **18.04.2017 at 03:00 p.m.**

In case of any holiday on the last day for submission of Tender / opening of Technical / Financial Bid, the tenders will be opened on the next working day at the same time, without any further notice.

In case of any queries, the tenderers may contact in the E-mail Id: **(scert\_orissa@yahoo.com / tescertodisha@gmail.com)** / Phone No. & Fax No. (0674) - 2502928 (O)

Detailed terms and conditions can be seen / downloaded from the SCERT website i.e. **www.scertodisha.nic.in / www.odisha.gov.in.**

**Director,  
TE and SCERT,  
Odisha, Bhubaneswar**

## **DIRECTORATE OF TEACHER EDUCATION AND STATE COUNCIL FOR EDUCATIONAL RESEARCH AND TRAINING, ODISHA, BHUBANESWAR**

### **TERMS AND CONDITIONS OF TENDER FOR ADMISSION PROCESS 2017-2018 OF TEACHER EDUCATION COURSES**

Tender is invited from the reputed firms having experience of web-based handling of admission and examination work for professional / technical courses of recognized Boards / Examining Boards / Universities in the area of designing of Website for Online Admission Process (separately for different courses) i.e. D.El.Ed., B.Ed., B.H.Ed., M.Ed. and M.Phil.

The Agency / Firm are required to perform the following assignments.

- Up-loading of Information Brochure and other admission related materials.
- Online Application Forms (including Log in ID, editing, Uploading of Photo and Signature).
- SMS service to the candidates for all purposes.
- Hiring / integration gateway.
- Online payment through Bank / Debit Card / Credit Card / Net Banking.
- Preparation of Questions (Bi-lingual for D.El.Ed. Course only for the languages Odia, English, Telugu, Santali, Urdu), Hindi and Odia for B.H.Ed. Course preparation of OMR Sheet OMR.
- Availability of Intimation Letter / Admit Card in candidates Log in for Entrance Test.
- Conduct of Entrance Test in 30 districts of the state of Odisha (nearly 750 Centres).
- Valuation of OMR Sheet.
- Availability of Result, Scoring Key and OMR Sheet in the individual Log in ID in the web-site.
- Redressal of Objection received from the candidates.
- Publication of Common Merit List (Category -wise, Course-wise).
- Availability of Intimation Letter in candidates Log in for Counselling.
- Online-cum-Face-to-face Counselling.
- Availability of Allotment Letter in candidates Log in.
- Online update of admission position by the Institutions.

Approximate number of applicants to appear the Entrance Test.(on the basis of last year data) :

▪ D.El.Ed. Course	:	2,00,000
▪ B.Ed.	:	1,00,000
▪ B.H.Ed.	:	0,06,000
▪ M.Ed.	:	0,01,000
▪ M.Phil	:	0,00,150

#### **The Tenderer should fulfill the following qualifying criteria :**

1. Reputed firms having at least 03 years experience of handling admission work in Online Mode. The firm must have been awarded work order from any professional / technical courses of recognized Board / Examining board / Universities for at least one year in the area of designing of Website for Online Admission Process as indicated above.
2. Should have experience of handling of more than 02 Lakh applications processing capabilities in a single Admission and Examination system supported with certificate of

satisfactory completion of work of similar type done and experience specifically dealing with two such projects of any Central Universities / State Universities / Examination Boards etc. Credentials need to be submitted.

3. Tenderer should have sound technical record to be evaluated by the Technical Committee constituted for the purpose of admission process. The technical evaluation for the bidding firms shall be made on the basis of the quantitative assessment decided by the Technical Committee.
4. Should have sound financial record of average turnover of not less than Rupees 05 Crore per year for the last three years and should have a positive net-worth for last three years. This shall be supported by authenticated Balance Sheet and Income and Expenditure Statement. For positive net-worth the organization should have to submit auditor report.
5. Bid is open for any agency from all over India with the condition that agency will be required to execute the task of admission process at TE and SCERT or at any designated place at Bhubaneswar, Odisha.
6. Should have sufficient infrastructure and human resources at his / her own organization as subletting of programming and processing of data related work to other agency is not acceptable.
7. Those agencies which have been black listed by any Institution / Board / University during last 03 years will not be eligible for participating in the tender process. An affidavit to this effect must be furnished by the firm along with tender application.
8. Only that Agency will be awarded work order who could prove its credentials as per the requirement of tender document of DTE and SCERT as evidenced by production of original documents with reference to physical infrastructure and human resource as mentioned in tender notice and document to the satisfaction of authority in demand.
9. Since Admission and Examinations work is a time bound activity, as such the Director TE and SCERT or his representative can visit the firm to ensure physical verification of infrastructure if needed, prior to award of work.
10. Submission of Tender will imply that the tenderer is agreeable to all the terms and conditions, scope of work and quantum of works mentioned in the Tender documents unless and otherwise specifically agreed to by the Director, TE and SCERT and the successful Tenderer for smooth management of the entire process of admission.

## **TECHNICAL BID FORMAT**

*(to be submitted in a separate envelope with all enclosures)*

**Tender Reference No.1829**

**dated 18.03.2017**

### **TABLE HAVING DETAILED PROFILE**

<b>1</b>	Name of the Agency (Company / Firm / Proprietorship)			
<b>2.</b>	Status of the Firm (Certificate of incorporation / registration etc. to be enclosed)			
<b>3.</b>	Service Tax Registration No. (ST2 Clearance Certificate – last year to be submitted)			
<b>4.</b>	Earnest Money of Rs. 6,00,000/-	<b>FDR / DD No.</b>	<b>Dated</b>	<b>Name of the Bank</b>
<b>5.</b>	Turnover of the agency of last 3 years (along with audit report as proof)	<b>Year</b>	<b>Amount</b>	
		2014-2015		
		2015-2016		
		2016-2017		
<b>6.</b>	Server Details			

**7. General Profile of the agency (additional page may be used if required) \***

Sl. No.	Work executed organization	Year	Volume of Work / No. of Candidate	Relevant certificate at Annexure No. _____

**N.B. :** The Firms are required to enclose authenticated documentary proof

**Profile relating to Online Admission executed by the Firm Independently :**

Sl. No.	Work executed organization	Year	Volume of Work / No. of Candidate	Relevant certificate at Annexure

**8. A. Infrastructure (Application No. \_\_\_\_\_)**  
(Enclose details of Physical & Human resources)

\* Experience of handling of Admission work of at least 3 year with proof and certificates from the Examining Board / University / Organization / Institutions with reference to their proficiency of job performance including at least one year experience of admission work through ONLINE mode as well as hiring/integration of gateway for collection of application fee Online.

**9. Requirement for Technical Presentation (with supportive documents)**

Criteria	Basis
Project Experience	<b>I.</b> Relevant Experience in Admission Work <b>II.</b> Project under maintenance and support <ul style="list-style-type: none"> <li>▪ 05 number of projects whose value should be more than Rs.50 Lakhs per project.</li> <li>▪ <b>Project Value of more than 01 Crore for 02 Projects.</b></li> <li>▪ Allocation on reciprocal basis.</li> <li>▪ <b>Work order with project completion certificate should be provided.</b></li> </ul> <b>III.</b> Project completed under PSU / Central or State Government whose value should be more than 50 Lakhs.
Organization Strength	<ul style="list-style-type: none"> <li>▪ Turnover</li> <li>▪ Quality Certification</li> <li>▪ Team Strength</li> <li>▪ Infrastructure Operational Unit in India / Odisha</li> <li>▪ Existence of the Company</li> </ul>

Different components for quantitative assessment for Technical Presentation shall be as follows :

1. Quantitative assessment of technical bids shall be of 100 marks. Distribution of total 100 marks shall be made in the following manner.
  - a) 70 marks for examining a bid from technical point of view
  - b) 30 marks for assessing the programmes through their presentation.
2. 70 marks to examine the technical parameter are as follows :
  1. **Relevant Experience : 10 marks**
  2. **Project under maintenance** and support number of project 5 and whose value should be more than Rs.50 Lakhs. Allocation on reciprocal basis : **10 marks**
  3. **(a) Project Completed** under PSU / Central or State Government whose value should be more than 50 Lakhs **for five projects : 10 marks (02 marks for each project)**  
**(b) Project Value of more than 01 Crore for 02 Projects : 05 marks (2.5 marks for each project)**
  4. **Turnover** (05-10 Crores – 05 marks), (10-20 crores – 10 marks): **10 marks**
  5. **Quality Certification** ISO 9001 : 02 marks, ISO 27001 – 03 marks, CMM3 – 05 marks : **05 marks (maximum)**
  6. **Team Strength** (01-50 : 01 mark, 51-100 : 02 marks, 101-200 : 05 Marks, 201-300 – 07 marks, More than 301 – 10 marks) : **10 marks**
  7. **Infrastructure** (Operational Unit in Odisha / Bhubaneswar : 02 marks, Existence of the company more than 10 years : 03 years, More than 05 branches in all over India : 05 marks) : **10 marks**

**3.** Parameters for 30 marks under presentation are as follows :

▪	Functionality	:	<b>10 marks</b>
▪	Question management	:	<b>05 marks</b>
▪	Safe Hosting	:	<b>05 marks</b>
▪	Resource Development Plan	:	<b>05 marks</b>
▪	Overall Presentation	:	<b>05 marks</b>

The Technical Committee shall award marks separately at the time of technical presentations by the bidders on the basis of the above decided parameters. Besides, the firms securing 70% and above will only be recommended to participate in the financial bid.

**UNDERTAKING:** I do hereby undertake that information furnished above are true and correct. The agency will not sublet any part of aforesaid job to any other agency and will complete the job in time as per activities scheduled and direction of controlling authorities with complete secrecy, failing which the Director, TE and SCERT may decide appropriate penalty on the agency and the same will be binding to the agency as per agreement executed.

**Signature of Proprietor/authorized signatory**

**Name & Designation**\_\_\_\_\_

**With stamp of the firm**\_\_\_\_\_



**Annexure – A****A. SCOPE OF WORK:****LIST OF ACTIVITIES, QUANTUM OF WORK AND SCHEDULE OF ACTIVITIES TO BE PERFORMED BY THE AGENCY FOR THE ADMISSION TO D.EL.ED., B.ED., B.H.ED., M.ED. AND M.PHIL COURSE SEPARATELY FOR THE SESSION 2017 – 2018/19**

1. A website will need to be developed / customized and designed by the Agency as per the approval of Controlling Authority of Directorate of TE and SCERT, Odisha taking into consideration the Application form which will have the following facilities :
  - i. Online Registration by the candidate
  - ii. Online Application Form (Copy enclosed)
  - iii. Printing facility of the filled in Application form with barcode
  - iv. Uploading of photograph and signature in the application form
  - v. Online tracking facility of the Application
  - vi. Editable by candidate with authorized password up to specific date decided by Directorate of TE and SCERT and then after candidate acceptance of final application be recorded.
2. Editing of photographs and signature of candidate is not allowed after final submission of application.
3. Online Payment facility using Credit/Debit card including Net banking from reputed bank or payment gateways to be arranged and integrated in consultation with Directorate of TE and SCERT, Odisha. Provisions are to be available for mode of payments that include Bank Receipt / Debit card /Credit card/Net banking.
4. Reconciliation of mode of payments with applications received to be done by the awarded firm / agency.
5. Web Hosting of the servers, data security and data backups is the responsibility of the selected company.
6. Hosting includes Online Application form, Payment Acceptance, Preparation of four sets of Questions, namely A, B, C, D for all the courses. For D.El.Ed. Course the questions will be in bilingual mode viz. Odia, Urdu, Telugu and Olchiki (Santali), for B.H.Ed. Course the questions will be in Hindi and Odia language. Proof reading of questions, printing of questions, fixation of examination centres, transportation of questions and delivery at the examination centres with full proof security, preparation of OMR sheet as per criteria, conduct of Entrance Examination, collection of OMR sheets from the Examination Centres, scanning of OMR sheet and Evaluation, Results declaration through candidate login and Publication of result in the SCERT Website, Counseling for Placement of candidates shall be the concern of the selected firm.
7. Online Backup facility at Directorate of TE and SCERT through designated server should be provided for each Application.

8. Web Hosting services should be ensured for 24 x 7 availability in a highly data secured environment. The site should be hosted on a secured server, i.e. free from hacking and virus.
9. The server should be connected with good bandwidth so that large numbers of applicants who wish to apply online do not face the problem of slow response.
10. The Agency will be required to launch the website for trial run at least 10 days before the Final online mode.
11. All the Data of applicants shall be the exclusive / sole property of Directorate of TE and SCERT and needs to be transferred to the Directorate at any point of time in the desired format.
12. The outsourcing agency will also provide one regular software professional / expert to SCERT till completion of the admission process (from day 1 of start of launch of website and online application to last day of completion of admission process) having complete knowledge of online system who will take back up of everyday details of applications received and payments received in form of soft copy as well as hard copy.
13. The Agency shall provide status of all accepted application forms after the last date for submission of filled up on-line application forms.
14. Answering to email queries of applicants. Status report relating to e-mail queries will be submitted to Directorate of TE and SCERT on daily basis. **Telephonic Help Desk and SMS gateway also to be provided by the Agency.** The manpower in two numbers for Help Desk and in four numbers for Call Centres having good communication in Odia, English and Hindi language shall have to be provided by the agency. The Help Desk location shall be at Bhubaneswar.
15. Arrangement of sending SMS to all the applicants as well as candidates selected for admission regarding messages at different step to be send by the Agency/Firm as per decision of Directorate of TE and SCERT.
16. Facilitation centres shall be opened at the Directorate of TE and SCERT by the Agency with minimum two counters with required system & man powers (computer / laptop with webcam internet with printer) for filling of online application forms of candidates whoever comes for help.
17. Designing, hoisting & Uploading of exclusive website of appropriate capacity for placing content of all prospectus & applications forms and for sufficient space for declaration of rank/ result/ admission list and all facility for face to face counselling and online mode.
18. Maintaining complete records of all application and its accounting (course wise).
19. Preparation and printing of merit list and rank order for all Courses on the basis of entrance examination mark and as per the criteria decided by the Directorate of TE and SCERT for breaking tie among candidates.
20. Preparation and placing final rank, merit list of candidate on website as per criteria decided for tie break and preparation of hard copy of merit/rank order (course wise and category wise) along with CD of merit order in duplicate for control room i.e. the Directorate of TE and SCERT, Odisha, Bhubaneswar.
21. Providing efficient portals/panel /interface to all affiliated institutes reflecting complete details of admitted, withdrawn, vacant seats etc.

22. Printing of two sets of complete data of application forms with scanned photo and signature of candidate selected for admission along with declared list, having all details (For control room and for institutes), Course wise, category wise and institution wise. Print out of all applications of selected candidates to be arranged institute wise & its binding in excellent folders for office record at examination cell.
23. Declaration of admission list Course wise, Category wise and Institution-wise on Website.
24. Preparation of cut-off score Course wise, category wise and Institutions wise & its display on website along with number of vacancies available for next selection.
25. Placement of selected candidates to the Institutions for different courses shall have to be made through face to face counseling in some institutions at the headquarter.
26. Repetitive exercise of declaration of merit list & list of admission till final admission shall continue. The final admission shall be till filling of all vacancies in the Institutions or the date decided by Directorate of TE and SCERT whichever is earlier. Filling of vacancies means allotment / admission of total no. of candidate sanctioned for institute ab-initio and does not mean filling of dropout candidates. The dropout if any, may only be considered in the last list till last date of admission.
27. Uploading of list of finally admitted candidates (Institute wise) of all the three admission process on Admission website and forwarding a copy of the same to the Nodal person at Directorate of TE and SCERT for uploading of the same in TE and SCERT website to maintain the transparency of admitted candidates.
28. Organizing counseling process as per need and instruction of Directorate of TE and SCERT authority to fill-up the sanctioned intake.
29. If the number of candidates applying for the course decreases by 10 to 20 percent than the expected number, the authority reserves the Right to negotiate with the selected Firm/Agency regarding the rate.

***N.B. : The Firms are required to attach the documentary evidences as per the Check List at Annexure – E.***

**Note : Director, TE and SCERT reserves the right to add/reduce/curtail/shorten any other activities mentioned above regarding Admission Process as may be deemed fit.**

## QUANTUM OF WORK

### **B. ADMISSION PROCESS**

Quantum of work for D.El.Ed., B.Ed., B.H.Ed., M.Ed. and M.Phil Course for the session 2017-2018 for Government Teacher Education Institutions :

Approximately three lakh candidates are likely to apply for admission to the above Teacher Education Courses. However exact figure can only be worked out on the last date of on line submission of the application forms.

### **ANY OTHER UNFORESEEN ACTIVITY RELATING TO ADMISSION PROCESS ASSIGNED BY CONTROLLING OFFICERS**

### **SCHEDULE OF ACTIVITIES TO BE PERFORMED BY THE AGENCY (may be modified by the Competent Authority)**

Sl. No.	Activity	Task List
1.	Preparation of draft/trial web site having all particulars as mentioned in the tender document for demonstration and approval of controlling authority of Directorate of TE and SCERT.	Within 15 days from the date of placement of work order
2.	Launching of website and display of information brochure, online application forms and necessary instructions to candidates on it. The application should be hosted in Tier 3 data centre with an assurance of 99.982% (Uptime) availability. <b>Server details should be enclosed in Technical Bid Document.</b>	Within 10 days from the date of approval of web site.
3.	Supply of day to day data (district wise) in proper format of details of candidates applied/registered, approved and payment made by them.	An I.T. expert / professional or a team having adequate knowledge of complete project and related technology to be deputed to Directorate of TE and SCERT who will provide back up and print out of the data with the help of computer stationery, printers to be provided by computer agency (tenderer) 02 days before start of registration process of admission for candidates .
4.	Finalization of data and preparation of complete details of number of candidates applied, payment receipt from them and other details as desired by controlling officers of TE and SCERT.(the Agency shall furnish a certificate giving total number of candidates applied and total number of candidates from whom application fees have been received along with the list of defaulters who have applied but the application fees have not been realized, the agency has to send communication to all those candidates that their application fees have not been received failing which the application will be rejected)	Within 05 days from last date of online application.
5.	Display of application details of candidates for review and correction of errors committed by candidates (if any) by the candidates themselves.	Till payment confirmation.

Sl. No.	Activity	Task List
6.	Display of final approved application of candidates received course wise.	Within 05 days of receipt of confirmation/ acceptance of candidates.
7.	Preparation of <b>four sets of question Papers</b> (A, B, C, D) and OMR sheets for all the five courses, translation of question in multilingual for D.El.Ed. Courses (Odia, Telugu, Urdu, Olchiki), Hindi and Odia question for B.H.Ed. Course, the proof readings of the questions and final proof reading, printing of questions are to be ensured under full proof security which is to be confirmed through installation of CCTV Cameras which would also include the packeting of question in required number as per the candidates per examination centres.	To be completed within the online application days.
8.	Fixation of Examination Centres at the 30 District Headquarters, State Headquarter and 3 important zones having due consultation with Department of Higher Education, Government of Odisha, for selection of Government Colleges, Autonomous Colleges and Technical institutions as Examination Centres and with the District Education Officers for selecting the schools as Examination Centres. Online database of the selected centres shall have to be prepared indicating the Name of the Account Holder of the Institute, Account Number, IFSC Code, Branch Name and mobile number of the Head of the Examination Centre for transfer of the amount through NEFT before conduct of the Entrance Examination.	To be completed within the online application days.
9.	The entrance examination for all the courses will be conducted on the same day with two different sittings.	The allotment of Examination Centres shall be made in such a way that a candidate applying for two different courses will be able to appear the tests in the same centre for both the courses.
10.	The questions are to be sent to the Examination Centres under full confidentiality (with surveillance of CCTV in the vehicles carrying the materials). The secured and well covered and sealed transportation of the questions with arrangement of proper armed security from registered agency shall be the responsibility of the firm / agency. The receipt of answered OMR sheets, roll sheet and other materials are to be ensured by the concerned firm.	Immediately after the completion of entrance test.
11.	Display of first admission list and conduct of central counseling for admission process at the allotted institutes. For ensuring proper functioning of interface of all the affiliated institutes to get the updates of all admission to the DTE and SCERT and computer agency regarding (in case of any lapse / failure of functioning of interface, inability / problem in receipt of updating of data of candidates reporting at affiliated institutes for admission, the computer agency must collect hard & soft copy of all updated information in the same format physically every day from the affiliated institutes authenticated by the Principal and submit the copy of the same to the control room as well as consolidate and feed all the data ensuring its correctness by removing discrepancy if any committed by institutes) and prepare a final list of candidates admitted, not reported, rejected, category-wise, institute -wise and consolidated total of all institutes.	Within 04 days of display of preparation of rank order/merit list of the candidates as per dates given in the prospectus.

Sl. No.	Activity	Task List
12.	Consolidation and submission of complete data of candidates admitted, not reported, rejected, category-wise institute-wise and consolidated total of all institutes.	Within 5 days of display of first list of admission i.e. within 02 days of completion of first list of admission.
13.	Display of second admission list and start of admission process through counseling for the allotted institutes for ensuring proper functioning of interface of all the affiliated institutes to get the updates of all admission to the central control room and computer agency regarding .(in case of any lapse/failure of functioning of interface, inability/problem in receipt of updating of data of candidates reporting at affiliated institutes for admission, the computer agency must collect hard & soft copy of all updated information in the same format physically every day from the affiliated institutes authenticated by the Principal and submit the copy of the same to the control room as well as consolidate and feed all the data ensuring its correctness (removing discrepancy if any committed by institutes) and prepare a final list of candidates admitted, not reported, rejected, category-wise institute-wise and consolidated total of all institutes.	Within 02 days of display of consolidated data of completion of first list of admission.
14.	Consolidation and submission of complete data of candidates admitted, not reported, rejected, category-wise institute-wise and consolidated total of second list of all institutes.	Within 05 days of display of second list of admission i.e. within 02 days of completion of second list of admission.
15.	Display of third / final admission list and start of counseling / online placement for admission at the allotted institutes for ensuring proper functioning of interface of all the affiliated institutes to get the updates of all admission to the central control room and computer agency regarding .(in case of any lapse/failure of functioning of interface, inability/problem in receipt of updating of data of candidates reporting at affiliated institutes for admission, the computer agency must collect hard & soft copy of all updated information in the same format physically every day from the affiliated institutes authenticated by the Principal and submit the copy of the same to the control room as well as consolidate and feed all the data ensuring its correctness (removing discrepancy if any committed by institutes) and prepare a final list of candidates admitted, not reported, rejected, category-wise institute-wise and consolidated total of all institutes.	Within 03 days of display of consolidated data of completion of second list of admission.
16.	Consolidation and submission of complete data of candidates admitted, not reported, rejected, category-wise institute-wise and consolidated total of third list of all institutes	Within 5 days of display of third list of admission i.e. within 02 days of completion of third list of admission.
17.	Uploading of list of finally admitted candidates (Institute wise) of all the five admission courses on Admission website and forwarding a copy of the same to the Directorate of TE and SCERT website, to maintain the transparency of admitted candidates.	Within 15 days of completion of admission of the said course.

Annexure – C

**Tender Reference No.2807****dated 11.04.2016**

**PROFORMA FOR FINANCIAL BID (FOR QUOTING RATE PER  
CANDIDATE BY AGENCY)**

Keeping in view the volume of work of all five admission courses , only one rate per application to be quoted by the firm for D.El.Ed., B.Ed., B.H.Ed., M.Ed. and M.Phil admission courses in the following format for the task detailed given in tender documents (Annexure-A to D)

Rate per application as given below, considering all factors and volume of work for all five courses inclusive of all charges i.e. stationary, question and OMR sheet preparation, its printing, packeting, taxes, transportation charges, services charges / VAT as applicable etc. for the five Teacher Education Courses as per details given in the tender documents.

D.El.Ed., B.Ed., B.H.Ed., M.Ed. and M.Phil admission courses, **Rs.....**  
**(Rupees.....)** only per complete application inclusive of all charges i.e. as indicated above, as per details of admission activities and schedule given in the tender documents. Service tax @ ..... only shall be charged extra (Service Tax 2 Certificate (ST2).

**Signature of proprietor/authorized signatory**

**Name & Designation\_\_\_\_\_**

**with stamp of the firm**

**Annexure – D****TERMS AND CONDITIONS FOR ADMISSION WORK**

1. The agency must quote rates for all the five admission courses i.e. D.El.Ed., B.Ed., B.H.Ed., M.Ed. and M.Phil per application (inclusive of all charges) indicating applicable Taxes separately, in the prescribed format given in annexure-C keeping in view the details of work, time schedule and volume of work and specification etc. given in tender document.
2. The time schedule is required to be adhered to as per requirements of the TE and SCERT and is to be observed strictly as per directions of the Directorate from time to time, as the work of processing of results is highly time bound. In case of any delay in executing time bound assignment in supplying the desired report, on the part of computing agency, (the successful bidder) it shall be liable to pay charges @Rs.20,000/- (Twenty Thousand) per day to the Directorate of TE and SCERT in absence of sufficient and satisfactory reason acceptable to the authority (Director, TE and SCERT).
3. The accuracy and secrecy in the admission processing work is of prime importance and any error is not acceptable. The agency will have to ensure 100% accuracy in scanning & processing of data and declaration of admission results. In case of any error, the computing agency shall be liable to penalty to be decided by the Director, TE and SCERT.
4. In case the computing agency is not able to execute the job in time or to the entire satisfaction of the Directorate, the Director, TE and SCERT may allot the work to any other agency/party. The excess of the payment to be made to new agency shall be payable by defaulting agency along with penalty, if any, imposed by the Director, TE and SCERT.
5. The computing agency to whom the work is allotted will be required to deposit 05 (Five) percent of the total likely amount payable to it as performance Security (subject to minimum of Rs.10,00,000) in the form of FDR or Demand Draft or in form of bank guarantee drawn from any nationalized bank for the work as a security. This amount shall be liable to be forfeited in whole or part in case of default as per decision of the Director, TE and SCERT, which shall be final (the amount should be deposited by the Firm/Agency at the time of execution of agreement).
6. The computing agency shall have to execute an agreement with the Director, TE and SCERT on non-judicial stamp paper of Rs.100/- if considered for allotment of work within 7 days of issue of work order.
7. The computing agency shall be required to undertake full responsibility of the safe custody of documents & data and to maintain secrecy of documents supplied by the Directorate of TE and SCERT. Each documents and data given by the TE and SCERT will have to be kept strictly confidential; and no part of it shall be divulged to any person at any time without written authorization from the Director, TE and SCERT. In case of lapse, the computing agency will be fully responsible for the consequences.
8. The Directorate of TE and SCERT reserves the right to reject any or all the quotation, to accept rates of any of the computing agency whether they are lowest or not, without assigning any reason.
9. There should be signature of the party / firm in each page of the documents submitted.



10. **Dispute of Resolution** : All disputes and differences, whatsoever arising out of these presents or any parts thereof and whether as to the construction thereof or otherwise shall be referred to the courts located at Bhubaneswar, which shall be the courts having jurisdiction to entertain and try the same or can be settled through arbitration.
11. The computing agency will arrange for collection of input documents/ data from the Directorates office and return the same along with the output reports at the TE and SCERT office.
12. The data received and stored along with the software developed for the purpose shall be considered as the sole property of TE and SCERT and the computing agency will have to supply copy of the updated data file on CD/Pen Drive as and when required by the Director, TE and SCERT. Data shall not be deleted / erased without written permission of the Director, TE and SCERT.
13. Blank EZR stationery for printing of reports will be supplied by the selected computing agency.
14. Only that Agency/Firm will be awarded work order who could prove its credential as per the requirement of the Directorate of TE and SCERT during visit of a committee constituted for the purpose of physical verification of infrastructure and human resource as mentioned in tender notice & document.
15. Top Secrecy shall be maintained for the entire exercise.
16. Any downtime due to technical issues will attract penalty.
17. The Data shall be the sole property of the Directorate of TE and SCERT and it cannot be shared with any third party by the Agency/Firm.
18. No vender logo or advertisements are allowed in the website.
19. No extra payment will be made for developing any programme / software for the above purpose.
20. The company should have disaster management capabilities.
21. Part work cannot be awarded even if the bids for same are lower than the successful bidder for a particular job.

Though, the expected number of applicants has been assessed on the basis of the previous year's data i.e. 2016-2017, the rates quoted and finalized in the tender process for the current year by the selected firms will not be enhanced if the number of applicants decreases.

## **22. TERMS/SCHEDULE OF PAYMENT**

Directorate of TE and SCERT shall pay to the selected firm the charges based on the total count in two phases as mentioned below.

- A.** 50% of the total payment based on the total students count within 15 days of submitting the bill by the firm after the conduct of Examination for all courses.

**B.** Remaining 50% of the total payment after deduction of penalties if any, shall be released after satisfactory performance of completion of admission process and closure of admission after submission of complete records & reports as desired by controlling authorities.

**C.** The firm will return if there is any savings after completion of process and audit.

### 23. TIMELINE FOR DELIVERY OF THE MILESTONE

Milestones	Duration (in days)
Study of the requirement and submission of all technical document	T0+7
Prototype presentation and approval	T0+12
Development and Deployment of the Application for Pilot Test including SMS integration and payment gateway	T0+22
Testing and Debugging (UAT)	T0+32
Completion of Cyber Audit for Safe Host *	T0+37
Hosting of the application and go Live	T0+38
Help Desk	T0+30+75
Facilitation Centre	T0+30+75

\* Cyber Audit for safe host should be done from the Cert-in Certified Agencies before go live for the application and minimum 10 days should be provided after User Acceptance Testing (UAT)

### 24. PERFORMANCE REQUIREMENTS (SLAS)

The purpose of this Service Level Agreement (hereinafter referred to as SLA) to clearly define the performance criteria that shall be adhered to by the bidder for the duration of the project.

Sl. No.	Measurement	Definition	Target	Penalty
2.	Availability of Online services / Web Portal	Availability = $1 - \frac{\text{Application Down Time} / \text{Total Time}}{100}$	=>99.98%	No Penalty
			Continuous downtime for 1-5 minutes (Penalty will be applicable once on 3 times)	1% of the cost component
			Continuous down time more than 5 minutes (penalty will be applicable once on 3 times)	2% of the cost component
3.	Average time for submission of forms or extracting Admit Card etc. (Time between pressing the submit button and generation of acknowledgement of submission or unsuccessful submission from the system)	Random (100) check would be conducted during peak hours for determining average time	Less than or in between 30 sec to one minute	No penalty
			More than one minute to 2 minutes	1%
			More than 2 minutes	2%
4.	Resolution Time (only for Bug fixing)	Time taken by the Agency to fix the problem	Within 30 minutes if its non-critical and within 2 hours if it is critical from the time of bug finding)	No penalty Beyond the time of delay (5%) of cost component
5.	Others as mentioned in the document			

**NOTES:**

- i.** The agency will be required to supply a number of check lists and updates till all mistakes are removed (zero mismatch) to the entire satisfaction of the Director, TE and SCERT.
- ii.** The data checking will be the responsibility of the computing agency.
- iii.** The errors other than documents errors shall be the responsibility of the computing agency and shall be treated as mistake.
- iv.** The reports will have to prepared as per instructions of the Director, TE and SCERT in the formats given/approved by the TE and SCERT after getting clearance in writing from the Director, TE and SCERT and will have to ensure 100% accuracy.
- v.** The agency will have to supply up to three copies of each report wherever number of copies required is not mentioned.
- vi.** The charge will be paid on the actual number of approved candidates for D.El.Ed., B.Ed., B.H.Ed., M.Ed. and M.Phil course.

**Annexure – E****CHECK LIST**

1. Cost of Tender Paper (Demand Draft) of Rs.1,000.00

☐

2. Earnest Money of Rs.6,00,000/-

☐

3. Turn over of the Agency (Audit Report)

2014-2015

☐

2015-2016

☐

2016-2017

☐

4. Networth Audit Report for last three years

☐

5. Technical Bid format (General Profile & Admission Profile)

☐

6. Server Details

☐

7. ST2 Clearance Certificate (last year)

☐

8. Copy of PAN / TAN Card

☐

9. The Envelope containing Technical and Financial Bids separately shall be superscribed as "Technical Bid" and "Financial Bid" respectively and submitted in one bigger envelope containing both the bids.

☐

**Signature of proprietor/authorized signatory**

**Name & Designation**\_\_\_\_\_

**with stamp of the firm**

# Sample of Online Application Form

3/9/2017



## DIRECTORATE OF TEACHER EDUCATION AND SCERT, Odisha, Bhubaneswar



DIRECTORATE OF TEACHER EDUCATION AND SCERT, Odisha, Bhubaneswar

APPLICATION NO. :	1176282	COURSE :	D.ELED(CT)
CANDIDATE NAME :	DRAUPADI BHUE	GENDER :	FEMALE
Date of Birth:	03-06-1989	AGE(as on 30-06-2016):	27 YEARS, 0 MONTHS, 27 DAYS
EMAIL ADDRESS :	SPUROHIT76@GMAIL.COM	MOBILE NUMBER :	9556620821
ALTERNATE MOBILE NUMBER :	NA		
STREAM :	ARTS		
QUALIFICATION :	HIGHER SECONDARY OR PLUS TWO EXAMINATION IN ARTS OR EQUIVALENT FROM RECOGNIZED BOARDS OR COUNCILS		
SPECIFIC COURSE / QUOTA OPTED :	D.ELED (STATE QUOTA)		
MARITAL STATUS :	UNMARRIED	NATIONALITY :	INDIAN
FATHER'S / SPOUSE NAME :	KASTA BHUE	MOTHER'S NAME :	KANKA BHUE
SOCIAL CATEGORY :	ST	SPECIAL CATEGORY :	PHYSICALLY HANDICAPPED
TYPE OF PHYSICAL DISABILITY :	OH - ORTHOPEDICALLY HANDICAPPED	PERCENTAGE OF DISABILITY :	46
ARE YOU A PERMANENT RESIDENT OF ODISHA? YES			
HAVE YOU PASSED ODLA AS WELL UP TO HIGHER LEVEL / ANY SUCH EQUIVALENT / HIGHER EXAMINATION / PASSED ODLA AS A SUBJECT IN SPECIFIC EXAMINATION CONDUCTED BY BSE, ODISHA OF HIGHER STANDARD / PASSED HIGHER EXAMINATION OF BSE, ODISHA IN ODLA MEDIUM WITH MIN. OTHER THAN ODLA? YES			
DO YOU HAVE A MINIMUM 45% MARKS IN AGRICULTURE / CYCLING MARKS SECURED IN BETSA OPTIONAL IN HIGHER SECONDARY OR PLUS TWO AS QUALIFYING EXAMINATION? YES			
ADDRESS :		Communication AT- CHHUMARA , PO- KAPANI VIA- BELPARA , BELPARA , BALANGIR , ODISHA , 761026 Permanent AT- CHHUMARA , PO- KAPANI VIA- BELPARA , BELPARA , BELPARA , BALANGIR , ODISHA , 761026	

### Education Qualification :

Examination Passed	College/Institute/University/Board	Year of Passing	Minimum Marks	Obtained Marks	% of marks obtained
BSC / BPH	Integrated	2011	750	330	42.67
PG / CHSE EQUIVALENT	Integrated	2017	500	411	82.2

### PAYMENT DETAILS :

Mode of Payment	Payment Status	Amount Paid	Transaction Number
Online	Success	897.76	235809476

### Declaration:

I hereby declare that all information furnished in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information being shown false or incorrect, or tampering being detected before or after the examination, or any other violation of the rules, I shall be held responsible for the same and I may be debarred from appearing for the examination and I may be debarred from appearing for the examination and I may be debarred from appearing for the examination.

Place: \_\_\_\_\_ Date: \_\_\_\_\_