

On Line Tender Notice No. 84 of 2020-21

Administration of
U.T. of Dadra & Nagar Haveli, Daman & Diu
Office of the Directorate of
Medical & Public Health Department
“Tel.No.0260-2642940, 2640615”
e-mail ID: svbch.sil@gmail.com

No. DMHS/M.C./2019/360/5729

Silvassa.

Date:26 /06/2020

e-Tender Notice

The Director of Medical & Health Services, D&NH & DD on behalf of President of India, invites online tender on <https://dnhtenders.gov.in/nicgep/app> from the reputed agencies for conducting of Online Counseling for MBBS & BDS courses for NAMO Medical Education and Research Institute, D&NH.

Sr. No	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)	e-Tender ID No.
01.	Online Counseling for MBBS & BDS courses for NAMO Medical Education and Research Institute	₹.16.00 Lacs	₹.40,000/-	₹.1,000/-	2020_UTDNH_4695_1

Bid document downloading Start Date : **27.06.2020**
Bid document downloading End Date : **17.07.2020, 12:00 Hrs.**
Last Date & Time for receipt of Bid : **17.07.2020, 14.00 Hrs.**
Preliminary Stage Bid Opening Date : **17.07.2020, 15.00 Hrs.**
Technical Stage Bid Opening Date : **17.07.2020, 15.30 Hrs.**

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://dnhtenders.gov.in/nicgep/app> website till the last date and time for submission. Technical Bid and Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from www.dnhtenders.gov.in, www.dnh.nic.in and www.vbch.dnh.nic.in

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD / Bankers Cheque of any Nationalized or Scheduled Bank of India payable in Silvassa.
3. The EMD will be accepted in form of FDR / Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at silvassa in favor of under signed.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: [cppp-nic\[at\]nic\[dot\]in](mailto:cppp-nic[at]nic[dot]in), Mobile No: +91-7878007972 and +91-7878007973, Tel No. 1800 3070 2232 Website: www.dnhtenders.gov.in.

Sd/-

Director

Medical & Health Services

U.T. of D&NH & DD

“Tel.No.0260-2642940, 2640615”

e-mail ID: svbch.sil@gmail.com

Copy to :-

- 1) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 2) Director General, Indian Trade Journal, Kolkata for publication on Newspaper.
- 3) I.T. Department, D&NH, Silvassa with a request to publish in Website.
- 4) Accounts Section, DMHS, Silvassa for information.
- 5) P&T Department, DMHS, Silvassa for information.

**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI,
OFFICE OF THE DIRECTOR,
MEDICAL AND HEALTH SERVICES,
SILVASSA**

Terms and Conditions for the “Conducting Online Counseling for MBBS & BDS Courses for NAMO Medical Education & Research Institute, D&NH.”

❖ Instructions to Bidders :

- 1) All Tender Documents can be downloaded from the website <https://dnhtenders.gov.in/nicgep/app>
- 2) All bids should be submitted online on the website <https://dnhtenders.gov.in/nicgep/app>
- 3) The user can get a copy of instructions to online participation from the website <https://dnhtenders.gov.in/nicgep/app>
- 4) The Agency should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) Digital Signature Certificate is required for participating in the tender.
- 6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

**The Director of Medical & Health Services,
Shri Vinoba Bhave Civil Hospital Campus,
U.T. of Dadra & Nagar Haveli, Silvassa - 396 230.
Tel: 0260-2642940, 2640615, 2630102, Fax: 0260-2642961**
- 7) All documents scanned/attached should be legible/readable. A hard copy of the same may be sent which the department will be use if required. Uploading the required documents in <https://dnhtenders.gov.in/nicgep/app> is essential.
- 8) The Bidder has to give compliance for each quoted product for any false/ misleading statement in compliance found any time during the procurement process, the bid shall be outrightly rejected & EMD shall be forfeited.

Keydates:

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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://dnhtenders.gov.in/nicgep/app> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as **“e-Tender - Sealed Cover of Bid for Conducting Online Counseling for MBBS & BDS courses for NAMO Medical Education & Research Institute, D&NH”**. The EMD and Tender Fees should only be enclosed in the cover.

❖ **Tender Fees (Non Refundable) ₹.1,000/-:**

- The Tender Fees should not be forwarded by cash.
- The Tender Fees (Non Refundable) will be accepted only in form of DD/ Bankers Cheque in favor of **“The Director of Medical and Health Services, Silvassa”** from any Nationalized or Scheduled Bank of India payable in Silvassa.
- All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

❖ **Earnest Money Deposit: (₹.40,000/-)**

- All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its SSI Registration with D.G.S.&D should be attached to their tenders.
- EMD can be paid in the form of following:
 - Demand Draft.
 - Fixed Deposit Receipts.
 - Bank Guarantee.

In favor of “**The Director of Medical and Health Services, Silvassa**” from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- d. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- e. EMD in any other forms will not be accepted.
- f. EMD/Security Deposit shall be liable to be forfeited in following circumstances:

In case, the agency does not execute the work order placed with him within stipulated time, the EMD of the agency will be forfeited to the Government and the contract for the agency shall terminated with no further liabilities on either party to the contract.
- g. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ₹.200/-) drawn on any Nationalized or Scheduled Bank payable at Silvassa. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- h. Only on satisfactory completion of the work order for and on payment of all bills of the agency, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- i. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or work order(s) is not adjustable with Earnest Money required by these conditions.

Security Deposit: (SD)

- a. The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.
- b. Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for the said work without any intimation.
- c. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the agency is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

❖ **Conditions of Contract :**

1. ACCEPTANCE OF TENDER :

- a. The tender is liable for rejection due to any of the reasons mentioned below :
 - i. Non-Submission of tender within stipulated time online.

- ii.** Submission of tender physically in the Office but not submitted online on <https://dnhtenders.gov.in/nicgep/app>
 - iii.** Tender is unsigned or not initialed on each page or with unauthenticated corrections.
 - iv.** Non-payment of Earnest Money Deposit (if not exempted).
 - v.** Non-Submission of Mandatory Documents as mentioned in schedule.
 - vi.** Conditional/vague offers.
 - vii.** Unsatisfactory past performance of the tenderer.
 - viii.** Submission of misleading/ contradictory/ false statement or information and fabricated/ invalid documents.
 - ix.** Tenders not filled up properly.
 - x.** The documents attached by the bidder online if found not readable will not be considered for bid evaluation.
- b. The rate(s) quoted should be strictly for Silvassa and will be valid and operative for work order issued within three years from the date of invitation of tenders.
- c. Only on satisfactory completion of the work order for and on payment of all bills of the Agency, as to be admitted for payment, the amount of Security Deposit/ Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- d. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the Agency is bound to abide by the limit given and liable to make Services for the loss made to the Government on account of his failure to abide by the time limit.
- e. Extension of time limit for Agency shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of Services order up to 5% of the cost of work ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- f. The bidder shall be single point of contract with NAMO Medical Education & Research Institute and shall be solely responsible for the execution and delivery of the work.
- g. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on www.dnhtenders.gov.in.

- h. Discount offered after price bid opening will not be considered.
- i. The consolidated rates inclusive of all taxes, GST, freight charges entered in the online website will be taken in to account for preparing price statements. However the tender who is found technically acceptable as well as lowest in terms of evaluated rates only is considered for placing the order.
- j. The Director Medical and Health Services may seek any clarifications/ explanation/ documentary evidence related to offer at any stage from tenderers if required.
- k. The rate should be quoted in the prescribed form given by the department; **the rate should be inclusive of all taxes and should be valid up to Three Years from the date of tenderization.**
- l. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- m. If the tenderer whose tender is accepted, fails to execute the Services within the stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.
- n. In case, the Agency does not execute the work order placed with him, the EMD of the Agency will be forfeited to the Government and the contract for the Services shall be terminated with no further liabilities on either party to the contract.
- o. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- p. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract. Rates tendered/ offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for work for all legal purpose.
- q. Tenders satisfying the requirements of the department will be chosen as successful bidders (L-1 bidders) based on the rates quoted by them.

- r. The bidder should have its own developed software which can be customized as per the requirements of NAMO Medical Education and Research Institute. The bidder should have ready infrastructure in all the pre-defined five test centers.
- s. The organization should be able to make changes as required in any of the components of the software.
- t. The agency must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
- u. The agency 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 for each major release of the system used to conduct the exam.
- v. **The tenderer should attached scanned copies of Mandatory Documents as follows :**
 - 1. PAN Number.
 - 2. GST Registration No.
 - 3. Chartered Accountant Certificate regarding Average Annual Turnover of ₹.8.00 Lacs in last three financial years.
 - 4. The bidder should have a company/ organization/ firm which should be registered in India and having its operation for atleast last three years.
 - 5. Firm Registration Certificate.
 - 6. ITR of last Three Years.
 - 7. Terms and Conditions of tender documents duly stamped and signed on each pages.
 - 8. Schedule of specifications (Scope of Work) duly stamped and signed on each pages.
 - 9. An Undertaking duly signed by a responsible person of the firm that the firm is not black listed anywhere.

2. Bid Evaluation Methodology :

A. Preliminary & Technical Evaluation:

- 1. Tender fee, EMD and mandatory documents.
- 2. Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
- 3. Scrutiny of Compliance Statement given by the bidder.

B. Financial Evaluation: Lowest quoted offered by Technically Qualified Bidders

3. PAYMENT TERMS :

- a. 100% of the invoice amount will be paid only execution of work, successful and submission of Security deposit.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- d. All bills for amount above ₹.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: **“CERTIFIED”** that the service/sale on which GST has been charged have not been exempted under the Central GST Act or the Rules made there under and the amount charged on account of GST on these service/sale is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- f. GST will be applicable as per present rules time to time.
- g. Rates quoted should be inclusive of all taxes no extra charges will be paid on the rates quoted.
- h. The rates should be quoted only for the service specified in the list of requirement.
- i. Rates quoted for service other than the required specification will not be considered.

Sd/-

Director

Medical & Health Services

U.T. of D&NH & DD

“Tel.No.0260-2642940, 2640615”

e-mail ID: svbch.sil@gmail.com

❖ **SCOPE OF WORK:**

Schedule of Requirements, Specifications and Allied Technical Details:

Computer Based Online Entrance Exam for NAMO Medical Education and Research Institute, D&NH for the Year 2020-21

Sr. No.	Particulars	Unit/ Rate	Qty. Reqd.	Compliance Yes/No
1.	<p><u>Conducting of Computer Based Online Entrance Exam :</u></p> <ol style="list-style-type: none"> 1. Designing web based online registration portal with hosting on cloud with 99.9% up time. 2. In case of requirement during online/offline process, Instruments such as LCD Multimedia Projectors/Desktops/Laptops/Printers must be provided. 3. Designing application form as per the college need. 4. Collecting online application forms with online fee payment. 5. Setting up help line center 6 days a week during admission process in Medical College. 6. Facility to upload mark sheets , certificates & photo. 7. Facility at admin to correct application form 8. Support for application verification at college. 9. Sending SMS to candidates at every stage of application. 10. Set up application receiving center. 11. Facility to approve application for generation of merit list. Generation of merit of registered students on the basis of criteria decided as per admission rules. 12. Payment of fees at prescribe bank counter and online confirmation in bank modules by the bank decided by UT of Dadra & Nagar Haveli & Daman & Diu. 13. Online seat allocation based on merit & seat matrix. 14. Ensure reservation quota is maintained. 15. Repeat allocation for round 2 if seats are vacant after first round. 16. Communicate candidate via post for allocation of seat. 17. Collect online fee for confirmation of seat. 18. Facility to confirm admission at college level. 19. Support for RTI query if any 	1 No.	2000	

e-tender ID No. 2020_UTDNH_4695_1 for Online Counseling for Admissions of MBBS & BDS courses for NAMO Medical Education and Research Institute, D&NH for the Year 2020-21

Sr. No.	Particulars	Unit/ Rate	Qty. Reqd.	Compliance Yes/No
	20.Generation of Information/ Enrolment/ Registration forms and examination forms as per the details decided by University from and examination forms as per the details decided by University from the admitted students data stored in modules. 21.Other students related activities such as online tuition fee submission, ID card soft copy/print version, Exam admit card soft copy/print version.			

Signature of Agencies
With Rubber Stamp

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