



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Tender Document for hiring Agency to provide services to conduct Online Counseling for admissions of various University Courses.

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	Short term e- tender Document for hiring Agency to provide services to conduct online Counseling for admissions of various University Courses for the period of one year as per the requirement. It may be extended for the further one year on the mutual consent of both parties. Tentative List of courses is as under: 1) MD/MS/DNB, PG Diploma & Six Months Ultrasonography Course 2) MBBS/BDS 3) B.Sc. Nursing 4) Post Basic B.Sc. Nursing 5) or any other course.
Cost of the tender document:-	Rs. 590/- only alongwith 18% GST (Rs. Five Hundred and Ninety Only). {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Govt. of Punjab as per its norms. (Non-refundable).
EMD Amount :	Rs. 10,000/- only (Rupees Ten Thousand Only) {Refundable to the Non-successful bidders, without any type of interest or other charges}. However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period. It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.
Performance Security	The Earnest Money Deposit deposited by the successful bidder will be converted against the performance security and will be returned after the completion of rate contract period.
Date of start of downloading of tender documents:-	_____ from the website of the Punjab Government i.e. https://eproc.punjab.gov.in
Website for downloading of the tender document:-	From the above website However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in
Last date for downloading of the tender document:-	
Last date & Time for submission of the tender documents:-	
Date of opening of the Tender documents (Technical Bids)	On any working day, after approval from the competent authorities. On the e-procurement portal of the Govt. of Punjab.
Date of Opening of the tender documents (Financial Bids)	After technical evaluation and approval from the competent authorities. On any working day at e- procurement portal of the Govt. of Punjab.
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.
Who can be contacted for obtaining more information about the tender?	INCHARGE (UPFD), BFUHS, FARIDKOT 01639-256232, 256236 Email id:- upfdbfuhs@gmail.com (On all working days from 9.00 a.m. to 5.00 p.m.)



SCOPE OF SUPPLY

E-TENDERS are invited from the professional firms/solution provider etc. for procurement of services for Online Counseling for admission of candidates for a period of one year as per the requirement

CANDIDATE MODULE

1. Candidates have to fill admission application form for admission along with his/her choices.
2. Candidates have to upload his/her latest scanned picture, signature and other relevant documents.
3. Online choice filling of all colleges MBBS/BDS Courses session 2023.
4. During choice filling, online system will ask for preferences of colleges/course and quota/category wise i.e MBBS/BDS.
5. Candidate shall make his/her preference/options in all available colleges.
6. Candidate can edit/remove their options/preferences up to specific date before locking of form.
7. Candidate can lock his/her form after filling of options/preferences during choice filling form.
8. After a specific date, candidate cannot alter his/her options/preferences.
9. Candidate cannot alter his/her options/preferences after his/her choice filling form is locked.
10. Candidate shall only take print out of his/her options/preferences after locking the choice filling form.
11. After a specific date all the unlock form will be locked by online system automatically.
12. No Candidate can take print out of options/preferences without locking the choice filling form.
13. There will be four types of Seats i.e Govt. quota, Management quota, Minority quota and NRI Quota.
14. There shall be automatically seat up gradation system during 2nd online counseling for those candidates who falls under certain criteria of selection/merit.
15. Online allotment letters to the selected candidates in their online account as well as through email.
16. SMS will be also sent to all the selected candidates regarding their allotted seats and reporting to the colleges.

UNIVERSITY(ADMIN) MODULE

1. Main administration control from University side to provide technical help to the candidates/Colleges.
2. Complete view/reports of selected /joined/not joined/surrendered seats information during counseling
3. Complete data access of all applications forms and choices of candidates during counseling.



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COLLEGE MODULE

1. System will provide complete administration panel to colleges which will include online vacancy update, candidate reporting, joining, seat surrendering, selection list, candidate record.
2. Online selected candidates administration for each college, so they can check their seat matrix status as well as final selected candidates with full details.
3. College will verify documents and generate fee challan according to concerned college fee pattern.

UNIVERSITY WILL PROVIDE:-

1. Online allocation of Seats as per seat matrix and merit list provided by the University.
2. Prospectus of concerned course and complete seat allocation details.
3. University will provide dates for online choice filling, reporting time to candidates and vacancy updating to colleges, etc.
4. A dummy seat matrix is enclosed herewith for your ready reference.

COMMON TERMS AND CONDITIONS.

1. Online web site domain name will be suggested by the University, it will be like www.bfuhsonline.com
2. Any software updation/change during counseling without any additional cost.
3. Selected firm have to give complete demo of the system before starting of service.
4. 24X7 100% uptime of dedicated service of Online System.
5. There will be no advertisement/document etc on online system web site.
6. Only University authorized contents will be allowed to publish on this system.
7. Online system will not share its contents/data to any firm/company etc.
8. All the information relating to online counseling will be highly confidential and kept secured under proper user/college/administrator authorization.
9. University will provide the page heading, pictures etc. for format of web site.
10. The Firm/agency must have experience of at least 3 years to conduct online counseling of any Govt. Educational institutions/University.
11. Personal presence of technical person is mandatory at University office before allocations of seats through each online counseling.

Agency may be hired per counseling round per candidate.

Sr. No	No. of Candidates (Approx.)	Rate @ per candidate
1	1 - 12,000	

(Rates must be quoted in the financial bid only.)



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Tentative number of candidate's course wise is as under:

Sr. No.	Course	Tentative Number of Candidates
1.	MD/MS/DNB, PG Diploma & Six Months Ultrasonography Course.	2000 – 2500
2.	MBBS/BDS	4000 – 4500
3.	B.Sc. Nursing/Post Basic B.Sc. Nursing	2000 – 2500
4.	BPT/B.Sc. Paramedical Medical & B.Sc. Medical	500-800

Note:

- Number of candidates may increase or decrease.
- Preference will be given to the professional firms/solutions providers having experience in the area.

INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document..
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non-Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website.
3. upload Technical Bid Proforma (Annexure-III).
4. upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
 - i. **TENDER FEE:** The tender document fee of Rs.590/- only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
 - ii. **EARNEST MONEY DEPOSIT (EMD)** of Rs.10,000/- (Rupees Ten Thousand Only). The Earnest Money Deposit must be submitted in the shape of Online Payment.
 - iii. **DETAILS OF REGISTRATION AS COMPANY / SHOP / ESTABLISHMENT.** The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
 - iv. **COPY OF CERTIFICATE OF REGISTRATION FOR SERVICE TAX/TIN/TAN/PAN/VAT** (as applicable). The supporting document should be uploaded on the e- procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.



ANNEXURE-I

NOTICE INVITING TENDER (E-TENDER NOTICE)

SHORT TERM E- TENDER Document for hiring Agency to provide services to conduct online Counseling for admissions of various University Courses for the period of one year as per the requirement. It may be extended for the further one year on the mutual consent of both parties.

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://eproc.punjabgovt.gov.in> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

TERMS AND CONDITIONS:-

1. Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only). The Earnest Money Deposit must be submitted Online Payment at <https://eproc.punjabgovt.gov.in>
2. The tenders will be opened by the next day from the last date of submission of tender (by 5.00 PM), on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
3. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
4. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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ANNEXURE-II

(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPERS)

(Worth Rs.100/- only duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____ partner
/sole proprietor (*Strike out which is not applicable*) of (**Name & Address of Firm**) do hereby
declare and solemnly affirm:-

- a) That the individual/firm/companies are not debarred or black- listed by any department of Union/State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for work of _____ are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That if at any stage it came before the Registrar, Baba Farid University of Health Sciences, Faridkot that the firm was blacklisted or debarred earlier then the contract will be stand cancelled.
- e) That the bidder or any constituent partner in case of partnership firm, never been convicted by acourt of law.

Date:

DEPONENT

Place:

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date:

DEPONENT

Place:



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TECHNICAL BID

Annexure-III

Sr. No.	Title	Value
1	Name of the applicant (tenderer/ bidder).	
2	Constitutional status of the tenderer/ bidder. i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/ Public Limited Company/ Co-op Society etc.	
3	Address of the tenderer/ bidder	
4	Name of the Dealing Person :-	
5	Position of the dealing person in the tenderer firm/ company/ society :-	
6	E mail id:-	
7	Mobile No:-	
8	PAN Number	
9	GST/VAT No.	



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CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs.500/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. Rs.10,000/- only has been submitted in the shape of the online payment issued in the favour of “The Registrar, Baba Farid University of Health Sciences, Faridkot” and payable at “Faridkot”. Detail of Payment: _____ Dated : _____ Name of the Bank _____ Amount :- Rs.10,000/- only (Rupees Ten Thousand only). Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No



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11.	Whether a copy of Audited Balance Sheet of last two financial years have been uploaded on the website along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last two financial years have been uploaded on the website along with the technical bid or not?	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected outrightly and Price bid of the firm will not be opened.

Dated: _____

Place: _____

Signature: _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id: _____

With Seal



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ANNEXURE-IV

TERMS AND CONDITIONS

SHORT TERM E- TENDER Document for hiring Agency to provide services to conduct online Counseling for admissions of various University Courses for the period of one year as per the requirement. It may be extended for the further one year on the mutual consent of both parties.

1. The **professional firms/solution provider etc.** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. The bidder's Annual Turnover during last three years should not be less than 50 lakhs in India
5. Tender not conforming to any or all the above terms and conditions will be rejected.
6. Incomplete tenders are liable to be rejected.
7. Baba Farid University of Health Sciences, Faridkot reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
8. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
9. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
10. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
11. The rates once quoted will remain valid/ un-changed for a period of one year or the period that will be further extendable upto this period.
12. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.
13. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any



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cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.

14. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
15. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
16. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender. THE E- TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.
17. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
18. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
19. The rates quoted should be F.O.R. destination in Faridkot as directed by the concerned department. The rates should also include taxes and other levies
20. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
21. Preference will be given to the professional firms/solutions providers having experience in the area.

22. CRITERIA OF EVALUATION OF PRICE BID

The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

23. SECURITY DEPOSIT:



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- i) The EMD of Rs. 10,000/- only (Rs. Ten Thousand Only) submitted with the Tender considered as Security Deposit.
- ii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- iii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of period of rate contract.

24. PAYMENT TERMS

The bill of the online counseling services will be paid after receipt and verification of services from the concerned department, through Account Payee Cheques/ NEFT/RTGS, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.

25. PENALTY CLAUSE

If the services are not provide within specific period or as per the instruction of the concerned department, the competent authority will decide regarding imposing of penalty on the successful bidder and after which Supply Order/Rate Contract may be deemed cancelled & security/earnest money forfeited and also the company may black-listed for future.

- a) If the Successful bidder refuses or does not respond to the instruction/orders with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
- b) If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.

26. ARBITRATION

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.



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- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

26. **JURISDICTION** – All disputes are subject to the jurisdiction of courts at Faridkot only.

Dated: _____ Signature: _____

Place: _____ Name:- _____

Address:- _____

Contract No:- _____

E-mail id: _____

With Seal

Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person

ACCEPTED

Dated: _____ Signature: _____

Place: _____ Name:- _____

Address:- _____

Contract No:- _____

E-mail id: _____

With Seal



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ANNEXURE- V

DETAILS ABOUT BANK ACCOUNT OF THE FIRM WHO HAS DEPOSITED EMD

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated: _____

Signature: _____

Place: _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id: _____

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ANNEXURE- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date: _____

To

The Registrar
Baba Farid University of Health Science, Sadiq Road, Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Dated: _____

Signature: _____

Place: _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id: _____

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FINANCIAL BID

IMPORTANT NOTE:

Financial Bid to be filled on the e-procurement portal of the Government of Punjab only.
Please do not quote your license fee in the technical bid.