



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

**Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106**
(Deemed To Be University under Ministry of Education)

SLIET/PUR/07/21/218-225

Date: 31.05.2021

**TENDER DOCUMENT / TERMS AND CONDITIONS OF TENDER FOR ONLINE RECRUITMENT
PROCESS OF TEACHING AND NON-TEACHING POSITIONS THROUGH WEBSITE/WEB
PORTAL AT SLIET, LONGOWAL**

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Ref. No.: _____

Dated: _____

NOTICE INVITING TENDER

Sealed Tenders in two bid system i.e. technical and financial bid for "Online Recruitment Process of Teaching and Non-Teaching positions through website/web portal at SLIET, Longowal" are invited from reputed Agencies/Firms fulfilling the following eligibility criteria:-

- The bidder should have completed minimum three works of Online Recruitment System or ERP or Entrance Examination System in last five years of which at least one should be of Central Govt. Universities/Institutes. Copies of the completion certificates/purchase order/supporting documents should be submitted along with the bid.
- Bidder should be ISO 9001:2015 certified (Copy is required)
- Bidders should not have been barred or black-listed by any of the Central Government/Organization/Central PSU's on the scheduled date of tender opening. (Self Declaration is required)
- Bidders must attach self attested copy of PAN number and GSTN Registration No issued in the name of the firm or the proprietor of the firm along with the tender. The Tenderers who fails to submit the same shall be render invalid automatically.

Schedule of Tenders

Last date for submission of Tender Documents duly completed in all respect.	The last date of submission of Tender Document is 21.06.2021 in the Office of Registrar, SLIET, Longowal through Registered/Speed Post only. Tenders received after due date i.e upto 04:00 P.M on 21.06.2021 will be straightway rejected and the Institute will not be responsible for delay in delivery including postal delay.	
Date of opening of tenders and presentation	Date of Technical Evaluation Bid	22.06.2021
	Date of Financial Evaluation Bid	25.06.2021

The tenderer should attach proofs of all the documents mentioned in the pre-requisite conditions.

Terms & Conditions:

1	In case the last date for opening Technical & Financial Bid is holiday then these will be opened on the next working day at same time & venue.
2	The incomplete, conditional, telephonic or telegraphic Tenders shall not be entertained.
3	For details regarding terms and conditions / tender documents, please visit our website



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	www.sliet.ac.in .
4	The Tender Form can be downloaded from Institute website.
5	The Director, SLIET, Longowal reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
6	The tender documents will be received / accepted in the office of Registrar, SLIET, Longowal till 21.06.2021.
7	Tenders will be opened as per the schedule given in above mentioned table.
8	Tenders received after 4.00 P.M on 21.06.2021 will be straightway rejected and the Institute will not be responsible for delay in delivery including postal delay.

OTHER TERMS & CONDITIONS

- 01 VALIDITY OF TENDER:** The validity of the present tender for allotment and re-allotment shall be for a period of 90 days from the date of opening of tender.

In case the successful bidder/allottee do not accept the work within the 15 days from the date of allotment and then in that case the Institute will be at liberty to re-allot the work to the next lowest successful bidder and the said re-allotment will be subject to the approval of the competent authority.

- 02.** Tender must be submitted in 03 (Three) sealed envelopes, as per detail given below :-

01	The Tender Form Pages No. and, duly signed on every page along with all the required documents in Envelope.	Master Envelope
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02	The Technical Evaluation Bid on the prescribed form i.e. Form-A.	Envelope-A
03	The Financial Bid on the prescribed format given in Annexure -B.	Envelope-B

The **Envelope A & Envelope-B** are required to be sealed in a **Master Envelope**. The tenderer should write Name, Postal Address, E-mail address & Phone Number on the front of all the envelopes. They should also mention name of the Tender i.e. "**Online Recruitment Process of Teaching and Non-Teaching positions through website/web portal upto submission of online application form and generation of admit card**" at the top of the envelope. Those who fail to follow this procedure may be disqualified.

- 03.** All rates shall be written in the column meant for Price Bid properly. The tenderers are required to quote the rates in figures as well as in words (capital only), neatly. Any cutting or over-writing should be attested by the tenderer with date.
- 04. PRE-QUALIFICATION DOCUMENTS:** The following pre-qualification documents are to be submitted along with **Form-A** in the envelope to be marked **Envelope "A"** already explained above.
- a) Self attested photocopy of the Ownership Document of existing business/ Partnership Deed/in case of a Firm or Company require also to be attached. An attested copy of Registration of



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partnership firm/Company issued by the Registering Authority alongwith declaration regarding continuity partnership/ firm should be attached with the Tender Document.

- b) In case of a Firm, self attested photocopy of authority to negotiate and sign tender and agreement on behalf of the Firm should be attached.
 - c) Self attested passport size photograph(s) to be pasted on the last page of the Tender Form.
 - d) Self attested photocopy of highest academic and Professional qualification.
 - e) Self attested photocopy of PAN Number, GST No. etc.
5. **AGREEMENT:** The successful bidder shall execute necessary agreement specifying the terms and conditions as mentioned herein, on the Non-judicial stamp papers worth Rs. 100/- at his own cost, within 15 days from the issue of work order, along with other documents/payments.
6. **ARBITRATION:** Any dispute arising out of or in connection with this contract agreement shall be referred to the Sole Arbitration of an Arbitrator to be nominated by the Director, Sant Longowal Institute of Engineering & Technology, Longowal. The award by the Arbitrator shall be final and binding on both the parties to the agreement.
7. **DURATION OF THE CONTRACT**

The Development, deployment and service support is tendered for Two years. The Project may be extended by another Two years depending upon the satisfactory performance on yearly basis.



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TENDER DOCUMENT FOR ONLINE RECRUITMENT PROCESS OF TEACHING AND NON-TEACHING POSITIONS THROUGH WEBSITE/WEB PORTAL

INTRODUCTION:

Sant Longowal Institute of Engineering and Technology (SLIET) Longowal, District Sangrur (Punjab), Deemed-to-be-University, under Ministry of Education (MoE), Government of India invites Bidders to submit their technical/financial proposals for Online Recruitment Process of Teaching and Non-Teaching positions through website/web portal upto generation of admit card.

ABOUT SLIET:

Sant Longowal Institute of Engineering and Technology (SLIET) was established in 1989 by the Government of India to provide technical education in emerging areas of Engineering & Technology. It caters to the technical manpower requirements at various levels by adopting a concept of modular system with emphasis on practical training in industry. The Institute is fully funded by Ministry of Education, Government of India. The Institute offers programs at Integrated Certificate Diploma, Degree, Post Graduate (M.Tech., M.Sc.) levels in various branches of Engineering, Technology, Sciences and Ph.D. programs in Science, Management, English and Engineering/Technology. The Institute has acquired the status of Deemed-to-be-University in the year 2007.

A. SCOPE OF WORK

Online Recruitment Process of Teaching and Non-Teaching positions through website/web portal upto submission of online application form and generation of admit card.

1. ONLINE RECRUITMENT PORTAL

Design, Development, hosting and maintenance of dedicated SLIET website/portal for SLIET online recruitment process (submission of application form and generation of admit card) with world class security features and high speed Bandwidth support.

Online recruitment should have following functionality:

- a. Online application form, Support for Data Validation and documents uploading provision.
- b. Application preview feature to be present.
- c. Enlisting of all the useful links specific to eligibility criteria, application procedures, important dates, FAQ's etc. pertaining to each active post/advertisement.
- d. Provision to capture scanned image copies of: Photographs, signatures, thumb impressions, mark sheet, certificates etc. Uploading PDF documents like Bank Draft/Challan, mark sheets etc. also supported.
- e. Every user shall have an individual profile to view their profile/history and download form, download admit card, Fee payment receipt etc.
- f. Roll Numbers generation, admit card generation, attendance sheet generation etc. for written test, to be available at individual user profile.
- g. Written test centre change option.
- h. SMS & Email communications to be enabled at various levels of the recruitment process during registration, successful form submission, further process



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- intimations etc.
- i. Calculation of scores of the candidates from their online submitted applications. (Calculation of scores will be based on educational qualifications and the compiled information is to be provided in excel format)
 - j. Reports generation such Department wise applicant report generation, Categorization of each post as per different reservation categories as per Central Government norms like SC, ST, OBC, EWS and PH etc, fee submission reports etc.
 - k. Handling of applicant queries via call/emails/SMS upto application form submission.
 - l. Bidder should provide soft copy of online recruitment data.

2. PAYMENT OPTIONS

- a. All payment options for major banking institutions, including net banking, credit cards, debit cards, AMEX, UPI, Multiple wallets.
- b. Payment reconciliation and settlement for all payment related activities to institute/ university bank account.
- c. The payment settlement cycle should be T+1 from the date of transaction (T).
- d. Each payment shall be reconciled centrally with the finance/accounts department.
- e. Dashboard for Monitoring and quick view of online applications.
- f. Every individual form/payment workflow to be enabled with real-time activity for audit log purpose.
- g. Extensive reporting features and data exports.

B. ELIGIBILITY CRITERIA OF BIDDERS

- a) The bidder should have completed minimum three works of Online Recruitment System or ERP or Entrance Examination System in last five years of which at least one should be of Central Govt. Universities/Institutes. Copies of the completion certificates/purchase order/supporting documents should be submitted along with the bid.
- b) Bidder should be ISO 9001:2015 certified (Copy is required)
- c) Bidders should not have been barred or black-listed by any of the Central Government/ Organization/Central PSU's on the scheduled date of tender opening. (Self Declaration is required)
- d) Bidders must attach self attested copy of PAN number and GSTN Registration No issued in the name of the firm or the proprietor of the firm along with the tender. The Tenderers who fails to submit the same shall be render invalid automatically.



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C. DURATION OF THE CONTRACT

The Development, deployment and service support is tendered for Two year. The Project may be extended by another Two years depending upon the satisfactory performance on yearly basis.

D. RESPONSIBILITIES OF SLIET

- Tie-up for gateway with a bank will be arranged by the SLIET and due authorization shall be provided to the party/successful bidder for implementation of all required gateways like bank to bank transfer etc. at SLIET's portal. All fee payments such as registration/application fee etc. from the applicant will be received in the bank account maintained at designated bank specified by the SLIET.
- SLIET shall provide required space and working environment to the party/successful bidder inside the SLIET premises for setting up its office, call centre, data centre etc. This location will be provided free of cost and no rent shall be charged till the validity of agreement. SLIET shall provide more space, if required in future.
- Electricity, water and other establishment has to be provided by the SLIET, as per the requirement placed by the party/successful bidder and due usage charges, if applicable shall be paid by the party/successful bidder at the SLIET rates.
- SLIET shall appoint/designate one Nodal Officer from Admin. Section for co-ordination with the party related to any query/support from Institute side.

E. PAYMENT TERMS

The payment of the party/successful bidder shall be made by the Institute as per agreement on production of Tax Invoice clearly mentioning GST No. of the Institute and the party.

F. ADDITIONAL TERMS & CONDITIONS

- The party/successful bidder shall maintain the complete confidentiality of data and shall make sure that all the data shall be handled with utmost care. The data shall be the property of the SLIET. The party/successfully bidder shall not use this data without permission of competent authority of SLIET.
- Successful bidder should provide information on priority during selection process as desired by Admin. Section from time to time. All communication will be done between Admin. Section and successful bidder.
- SLIET reserve all the rights to terminate the contract if there are any guidelines/orders from Government authorities against the continuation of this work.
- SLIET reserves all the rights to terminate the contract if any statutory/mandatory orders of circumstances are against the contract.

G. TAXES/LEVIES

Payment shall be released after deduction of Taxes/Levies as applicable from time to time.



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H. JURISDICTION OF THE DISPUTES

All the disputes related to tender will be subject to the jurisdiction of Distt. Sangrur (Punjab) Courts only.

I. ARBITRATION

Any dispute arising out of or in connection with this contract agreement shall be referred to the Sole Arbitration of an Arbitrator to be nominated by the Director, Sant Longowal Institute of Engineering & Technology, Longowal. The award by the Arbitrator shall be final and binding on both the parties to the agreement.

J. TERMINATION OF CONTRACT

Any violation of the terms and conditions under the agreement will tantamount to breach of the contract agreement and termination of the contract agreement after giving 07 days notice and no claim on account of damages to the Agency on this account shall be payable by the Institute.

K. ACCEPTANCE OF TENDER

The Director of the Institute reserves the right to reject any or all the tenders received without assigning, of any reason.

L. SIGNING OF AGREEMENT

Contractor shall complete all the formalities and sign the agreement within 15 days of issue of letter of acceptance. In case the successful bidder/allottee do not accept the work within the 15 days from the date of allotment and then in that case the Institute will be at liberty to re-allot the work to the next lowest successful bidder and the said re-allotment will be subject to the approval of the competent authority.

M. SUB-LETTING

The Agency will not sub-let the contract for these services to any other Agency or individual (s).

N. PERFORMANCE SECURITY DEPOSIT

The successful bidder will deposit Performance Security amounting to Rs. 10,000/- as per the demand raised by the Institute in the form of Cheque/DD in favour of Director, SLIET, Longowal, which will be released on successful completion of contract period. The performance security deposit may be forfeited if contract is Cancelled / Terminated for any reason or bidder is unable to run the contract or discontinue in between. Recoveries, if any, can also be made from performance security amount. The Performance Security amount will not carry any interest.

The performance security deposit or remainder thereof, if not forfeited shall be refunded without any interest to the party after the expiry of contract and adjustment of dues, if any. In the event of breach or non observance of any of terms & conditions of this contract, the Director may forfeit the security either in full or part thereof.



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FORM-A

TENDER FORM FOR PROVIDING ONLINE RECRUITMENT PROCESS OF TEACHING AND NON-TEACHING POSITIONS THROUGH WEBSITE/WEB PORTAL AT SLIET, LONGOWAL

- (a) Name of the tenderer [in block letters]
- (b) Status of the Agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/ Proprietorship firm
- (c) Registration No. and Year of Establishment of firm / Company (if any)
- (d) Name and designation of the authorized signatory of the tenderer
- (e) Name of Father / Husband of the authorized signatory of the tenderer
- (f) Full residential address of the authorized signatory (with Proof having photograph)
- (g) Tenderer's Registered office address
- (h) Tenderers address for correspondence
- (i) PAN and GST No.
- (j) Pre-requisite qualifications details*
*The Tenderers who fails to submit/attached pre-requisite documents along with Tender shall be render invalid automatically.
- | S. No. | Contents | Yes/No | If yes, enclose detail of proof attached |
|--------|---|--------|--|
| i. | The bidder should have completed minimum three works of Online Recruitment System or ERP or Entrance Examination System in last five years of which at least one should be of Central Govt. University/Institute. (Copies of the completion certificates/purchase order/supporting documents should be submitted along with the bid). | | |
| ii. | Bidder should be ISO 9001:2015 certified (Copy is required) | | |
| iii. | Bidders should not have been barred or black-listed by any of the Central Government/ Organization/Central PSU's on the scheduled date of tender opening. (Self-Declaration is required) | | |



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iv. Bidders must attach self attested copy of PAN number and GSTN Registration No issued in the name of the firm or the proprietor of the firm along with the tender. The Tenderers who fails to submit the same shall be render invalid automatically

xv. Form for Declaration for Bid Security (EMD)

I / We, the undersigned being the tenderer as mentioned above, hereby apply to the Director, SLIET, Longowal for providing Online Recruitment Process of Teaching and Non-Teaching positions through website/web portal upto submission of online application form and generation of admit card as described above in accordance with the terms and conditions of the tender. I / We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of the Authorized Signatory with Name & Seal)

Place: _____

Date: _____

Note: Any Correction in the application form should be fully signed by the authorized signatory of the tenderer. All pages of the tender application form should be fully signed by the authorized signatory of the tenderer. Strikeout item whichever is not applicable.



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FORM-B

Form of Price Bid

S.No.	Particulars	Unit	Rate/Charges (in Rs.) #	Remarks
1.	Online Recruitment Process of Teaching and Non-Teaching positions through website/web portal upto generation of admit card.	01	≤ 250 candidates	
			>250 and ≤ 500 candidates	
			>500 and ≤ 1000 candidates	
			>1000 and ≤ 2000 candidates	
			>2000 and above candidates	
2	GST (As applicable)	____%		

Bid shall be evaluated based upon the average rate/charges.



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Declaration for Bid Security (EMD)

I, _____ on behalf of M/s _____

_____ declare that: -

- 1.) I/We will not withdraw or modify the bid during the period of validity.
- 2.) I/We shall fulfil all the terms and conditions of the contract, if awarded.
- 3.) In case of my/our failure to fulfil all the terms and conditions of the contract, my candidature to submit the quotation/tender in SLIET would be suspended for a period of one year.

Signature with seal