



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

No: INST/INS/320/18-19

Date: 18.12.2018

Invitation of proposal for development of Online Application/Admission System for IIT(ISM) M. Tech. / JRF admissions 2019 and online counseling for M. Tech. admissions for at least six round.

Proposals are invited from agencies/ companies having development as per the guidelines of Govt. of India with cyber security features.

1. **Scope of work:**
2. Hiring of services for development and hosting of separate web-link through the official website of the IIT (ISM) Dhanbad (www.iitism.ac.in) for online receipt of applications for M. Tech. / JRF admissions 2019 and online counseling for M. Tech. admissions for at least six round.
 - a) Printing of OMR sheets for JRF- 1000 Nos.
 - b) Scanning and Evaluation of OMR sheets for JRF- 1000 Nos.
3. **Brief description of the works:** For detailed scope of work, please see *Annexure –I*.
4. **Amendment in Tender Document:** At any time, before the deadline for submission of bids, IIT (ISM) may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the bid document by amendment. Such modifications shall be uploaded in the Institute website. All such [Signature and Stamp of Bidder] amendments shall be binding on all the bidders. IIT (ISM) also reserves the rights to amend the dates mentioned in the Data Sheet.
5. **Validity of the Proposal:** The proposal shall be valid for a period of not less than 120 days from the submission of proposal.
6. Proposal document can be downloaded from tender section of the website of Institute i.e. www.iitism.ac.in.
7. **Bid Security or Earnest money deposit (EMD):** EMD of Rs. 6000.00 should be submitted in form of A/c payee demand draft drawn in favor of Registrar, IIT (ISM) Dhanbad and payable at any other bank/branch located in Dhanbad. Unsuccessful bidder will be refunded only after placement of purchase order on the successful bidder.
8. The proposal must be accompanied with:
 - Company profile and years of experience.
 - Company experience in conducting similar projects especially in website design and development as per Govt. of India Guidelines. Please ensure that reference of past work should be included in this section and photocopy of work orders be attached.
 - An affidavit to the effect that the firm has not been blacklisted by the any Government/ Semi-Government/ other Public Sector organizations.



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- PAN, GST and Service Tax as applicable.
 - Copy of ISO/ CMM Certificates.
 - The proposal should provide satisfactory evidence to show that it has efficient technology adequate capability, technical know-how.
 - The proposal should have at least completed from start to finish, in the last three financial years at-least one similar single work.
9. Participant not submitting the requisite information may note that their offer is liable to be ignored.
 10. Selection will be entirely at the discretion of Institute. Participants will be deemed to have understood and agreed that no explanation or justification on an aspect of the selection process or selection will be given.
 11. The successful bidder shall be required to present several designs of output templates out of which some templates will be selected by a committee with/ without suggestions for changes which the bidder will have to incorporate.
 12. The bidder shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
 13. **Penalty:** 1% of work value per week or part thereof subject to a maximum of 5% of the Purchase Order value will be deducted from bill in case of late delivery and Rs. 3,000/- on each occasion if application down for more than 30 Minutes other than maintenance of server etc.
 14. The payment will be release after bill submission, data handover and satisfactory performance report signed by concerned department up to satisfactory level of IIT (ISM).
 15. ***No advance payment shall be made under any circumstances.***
 16. The proposal should be addressed to Assistant Registrar (P&S) and submitted at the following address:

Assistant Registrar (P&S)
 Indian Institute of Technology (Indian School of Mines),
 Dhanbad - 826004
 P: 0326-2235612
 E: dr_ps@iitism.ac.in

17. The proposal should be submitted in sealed envelope only super scribed with Enquiry no. and due date at the top in bold letter:
[Tender no: INST-INS-320-18-19, Invitation of proposal for development of Online application for IIT(ISM) M. Tech./ JRF admissions 2018 and online counseling for M. Tech. admissionsfor at least six round.]
18. Last date for the submission of the proposal is **9th January 2019, 01:00 pm**. The proposals may be submitted by post or courier at any circumstance by hand delivery is not acceptable. Institute shall open the proposal at 4:00 pm on the same day at the office of Assistant Registrar (P&S).Interested participates are requested to be present on the day of opening.



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19. For further clarification, you may write email to purchase@iitism.ac.in
20. Each page of the proposal documents should be suitably numbered.
21. Institute at its sole discretion may seek clarifications in writing from any participant(s) regarding its proposal.
22. Conditional tenders are liable to be rejected.
23. Institute reserves the right to increase or decrease services in Tender document.
24. Institute reserves the right to reject any proposal which is non-responsive and no request for alternation, modification, substitution or withdrawal shall be entertained.
25. Institute reserves the right not to proceed with the Selection Process at any time without notice or liability and to reject any proposal without assigning any reasons.

Assistant Registrar (P&S)



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Annexure – I

Development of Online Application/Admission System for IIT(ISM) M. Tech./JRF Programs Admission-2019

The process of admission to M. Tech./JRF program for the session 2019-20 in Indian Institute of Technology (Indian School of Mines) Dhanbad will start from 1st February 2019. Around 5000 applications (4000 for M.Tech. and 1000 for JRF) are expected for the said programs.

In this connection, the admission committee requires the services of reputed Agencies having expertise and experience of at least five year immediately preceding the current financial year.

Brief Description of Requirement

1. Development and hosting of separate Web-link through the official website of the Indian Institute of Technology (Indian School of Mines), Dhanbad for online receipt of applications for M. Tech. and JRF Admissions – 2019. This link is to be kept for the entire process of admission. An e-application must also have provision for uploading of Photograph, Signature and Documents of the applicant.
2. Online verification of e-applications vis-à-vis essential requirements i.e., Age, Educational Qualification, Category, Fee, Eligibility etc. with reference to the advertisement instructions given in information brochure. The online application shall not be completed unless necessary checkpoints are exercised for Age, Educational Qualification, Category, Fee, Eligibility etc.
3. Providing information to applicants through SMS and Email alerts for downloading admit cards and other communications, if any.
4. Arrangements for online submission of requisite fees through online banking/Debit Card / Credit card etc. In case of failure of payment, the refund should be automatic.
5. Provision of segregation of applications as per the requirements and instructions given by Admission Committee.
6. Provision for online deposition of admission fee to take provisional admission at IIT(ISM).
7. Arrangement for disaster recovery in case of System/Database crash.

For M.TECH. Admission only.

8. Online counselling and related activities in multiple rounds (at least six rounds) for provisional admission in M.Tech. Programs for approx. 4000 applicants.

For JRF only.

9. Allotment of Roll Numbers as per the instruction given by the Admission Committee.
10. Uploading of Admit Cards.
11. Generation of Attendance Sheets for examination centers for all the eligible applicants.



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(Admit cards and attendance sheets must possess clear colored picture and signature of the candidate and all other information provided by the Admission Committee).

12. Administrative control should be user friendly and there should be provision of generation of all /selected information in requisite format.
13. Printing of OMR sheets for JRF Admissions -2019.
14. Scanning and Evaluation of OMR sheets for JRF Entrance Exams within IIT (ISM) campus only.
15. Providing the results FOR JRF as per the format provided by Admission Committee.
16. The bidder must quote the cost on following basis separately:
 - a. On the basis of per applications
 - b. On the basis of total cost.
17. Complete application form along with all the documents/photo etc must be submitted in hard disk to IIT(ISM) Dhanbad immediately after the completion of admission process.
18. **The bidder should have ISO-9001, ISO-27001 certification.**

Bidders are required to submit their profile along with documentary evidence regarding and past performance in this nature of work, list of credential for similar nature of work, sample template and other relevant information along with tender document.
