



## **EXPRESSION OF INTEREST (EOI)**

for

**Designing & Development of Online Counselling Software**

**OR**

**Software as a Service (SAAS)**

**To Conduct Centralized Online Admission Counselling**

for

**Session 2020-21**

on behalf of

**I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR**

**Jalandhar – Kapurthala Highway, Kapurthala, 144603**

## I N D E X

Sr. No.	CONTENTS	Page No.
1.	<b>Text of Advertisement (Invitation for Expression of Interest)</b>	1
2.	<b>Letter of Invitation</b>	2
3.	<b>Brief about IKGPTU</b>	3
4.	<b>Aims &amp; Objectives</b>	3
5.	<b>EOI Processing Fees</b>	3
6.	<b>Venue &amp; Deadline for Submission of Proposal</b>	3
7.	<b>Duration of Engagement</b>	4
8.	<b>Instructions to Companies / Firms / Service Providers</b>	4
9.	<b>Qualification Criteria</b>	4
10.	<b>Evaluation Criteria &amp; Method of Evaluation</b>	5
11.	<b>Response</b>	5
12.	<b>Conflict of Interest</b>	6
13.	<b>Condition under which EOI is issued</b>	6
14.	<b>Terms &amp; Conditions</b>	6
15.	<b>Last Date of submission of EOI</b>	6
16.	<b>Formats For Submission</b>	<b>7-13</b>
	(i) Format - 1	7
	(ii) Format - 2	8
	(iii) Format - 3	9
	(iv) Format - 4	10
	(v) Format - 5	11
	(vi) Format - 6	12
	(vii) Format - 7	13

**1. TEXT OF ADVERTISEMENT**

**I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, KAPURTHALA**

**Jalandhar – Kapurthala Highway,  
Kapurthala, Punjab – 144603**

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

1. University invites Expression of Interest (EOI) from eligible firm/agency/organization for Designing and development of Software **OR** Software as a Services (SAAS) to Conduct Centralized Online Admission Counselling for the Session 2020-21.
2. Interested Firm/Agency/Organization may obtain EOI document from Academics Department, I. K. Gujral Punjab Technical University, Kapurthala-144603 during office hours or can be download from University website <https://www.ptu.ac.in/Tender.aspx>
3. Firm/Agency/Organization must submit EOI and non-refundable document Fee of Rs. 1180/- (including GST Rs. 180/-) by mode of Demand Draft in favour of “**The I.K. Gujral Punjab Technical University**” Payable at “**Kapurthala**” in a sealed envelope at below mentioned address. Last date for submission of EOI is **18 March 2020 (16:00 hrs)**.

**Registrar,  
I. K. Gujral Punjab Technical University,  
Jalandhar – Kapurthala Highway,  
Kapurthala, Punjab – 144603**

Applicants fulfilling the qualification criteria will be invited for presentation before the selection committee of IKGPTU. Bid Document will be subsequently issued to the short listed applicants only.

**Registrar  
I. K. Gujral Punjab Technical University  
Kapurthala**

**Note:**

IKGPTU or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and IKGPTU reserves the right to amend/add further details in the EoI.

## 2. LETTER OF INVITATION

Dear Sir/Madam,

I. K. Gujral Punjab Technical University (IKGPTU) invites sealed Expression of Interest (EOI) from Indian Companies / Firms / Services Providers for Designing & Development of Software **OR** Software as a Services (SAAS) to Conduct Centralized Online Admission Counselling for Session 2020-21 on behalf of IKGPTU for all AICTE Courses running in the Constituent Campuses / Affiliated Colleges of IKGPTU and Participating Universities.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the IKGPTU website <https://www.ptu.ac.in/Tender.aspx>

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **18<sup>th</sup> March 2020 (16:00 hrs)**.

**Registrar,  
I. K. Gujral Punjab Technical University,  
Jalandhar – Kapurthala Highway,  
Kapurthala, Punjab – 144603**

Queries if any may be referred in writing to the **Registrar, IKGPTU** at the above-mentioned address or Telephone No. **01822-282532** Or at E-mail: **Admission Cell (IKGPTU) [admissioncell@ptu.ac.in](mailto:admissioncell@ptu.ac.in)**.

S. No.	Critical Dates	Date	Time
1.	Publishing Date	04-03-2020	10:00 hrs.
2.	EOI Document Download Start Date	04-03-2020	10:00 hrs.
3.	EOI Document Submission End Date	18-03-2020	16:00 hrs.
4.	EOI Opening Date	20-03-2020	11:00 hrs.

**Note:** Further schedule will be intimated to the qualified applicants separately after evaluation.

Yours faithfully,

**Registrar  
I. K. Gujral Punjab Technical University  
Kapurthala**

Encl.: EOI Document.

### 3. BRIEF ABOUT IKGPTU:

I.K. Gujral Punjab Technical University was established by an Act of State Legislature on 16<sup>th</sup> January, 1997, to promote Technical, Management and Pharmaceutical education in the state of Punjab at degree level and above. It was established as **Punjab Technical University** and **renamed in 2015** as **I.K. Gujral Punjab Technical University** by State Government in the honor to Former Prime Minister of India Late Sh. Inder Kumar Gujral. The University has mandate to set up Centres of Excellence in emerging technologies and for promoting training, research and development in these areas. University has undertaken the task of training students to help in the development of skilled manpower in this sector in the country in general and in the state in particular. With this goal in mind, the university is promoting a number of courses in different streams in regular as well as distance education mode.

The following AICTE Courses are running in the Constituent Campuses and Affiliated Colleges of IKGPTU:-

- |  |  |
|--|--|
| 1. B.Tech. 1 <sup>st</sup> Year                    | 9. MBA                                       |
| 2. B.Tech. 2 <sup>nd</sup> Year (Lateral Entry)    | 10. MCA 1 <sup>st</sup> Year                 |
| 3. B.Arch.   | 11. MCA 2 <sup>nd</sup> Year (Lateral Entry) |
| 4. B.Pharmacy 1 <sup>st</sup> Year                 | 12. M.Tech.                                  |
| 5. B.Pharmacy 2 <sup>nd</sup> Year (Lateral Entry) | 13. M.Arch.                                  |
| 6. BHMCT   | 14. M.Pharmacy                               |
| 7. B.Voc.  | 15. Pharm. D (Post Baccalaureate)            |
| 8. Pharm. D  |  |

### 4. AIMS & OBJECTIVES:

- 4.1 The primary objective is Conducting Centralized Online Admission Counselling to provide admissions to aspirant candidates on merit basis as per Reservation Policy and Admission Notification of Govt. of Punjab, Department of Technical Education & Industrial Training, Chandigarh for all AICTE Courses running in the Constituent Campuses / Affiliated Colleges of IKGPTU and Participating Universities.
- 4.2 Redressal of queries received from participating candidates during Admission Counselling through Phone Calls, Email, SMS, WhatsApp or in person.
- 4.3 The successful Applicant will work alongside IKGPTU Officials to accomplish the allotted / agreed task in a time bound manner.

### 5. EOI PROCESSING FEES

A non-refundable document Fee of Rs. 1180/- (including GST Rs. 180/-) in the form of a Demand draft in favour of "The I. K. Gujral Punjab Technical University" Payable at "Kapurthala" has to be submitted by Applicant.

EOI received without or with inadequate EOI processing fees shall be liable to get rejected.

### 6. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to IKGPTU at the address specified herein earlier. In exceptional circumstances and at its discretion, IKGPTU may extend the deadline for submission of proposals by issuing an amendment to be made available on the IKGPTU website ([www.ptu.ac.in](http://www.ptu.ac.in)), in which case all rights and obligations of IKGPTU and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended.

**7. DURATION OF ENGAGEMENT:**

EOI submitted for Designing & Development of Software (including updation and support) for IKGPTU, the engagement shall be for a period of Three (03) years.

EOI submitted for Software as a Services (SAAS), the engagement shall be for an initial period of One (01) year which may be extended for maximum of Two (02) years based on performance and mutual agreement.

**8. INSTRUCTIONS TO COMPANIES / FIRMS / SERVICE PROVIDERS**

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes (Marked as Original Copy & Duplicate Copy) and one soft copy in CD/Pen Drive:-

- (a) Applicant’s Expression of Interest as per Format-1.
- (b) Organizational Contact Details as per Format-2.
- (c) Experience of the Organization as per Format-3.
- (d) List of three (03) experts/ consultants on payroll as per Format-4.
- (e) Financial strength of the Organization as per Format-5.
- (f) Additional information as per Format-6.
- (g) Declaration as per Format-7.

EOI Documents have been hosted on the website [www.ptu.ac.in](http://www.ptu.ac.in) and may be downloaded from the website. The Applicants are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Applicant’s risk and may result in rejection of the proposal.

**9. QUALIFICATION CRITERIA:**

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

<b>Sr. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>
1.	The Applicant shall be a Firm/ Company/ Partnership/ Proprietorship Firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The Applicant should be in the business of providing similar services for at least 02 years as on <b>01.01.2020</b>	Certificate by Chartered Accountant (CA) of the Applicant’s organization
3.	The Applicant has to be profitable and should not have incurred loss in any of the last 3 consecutive <b>Financial Years (FY 2016-17, 2017-18 &amp; 2018-19)</b>	Format-5 to be certified & validated by Chartered Accountant (CA) of the Applicant’s organization
4.	The Applicant should have an annual turnover of Rupees 20 Lakh in each of the last 3 consecutive <b>Financial Years (FY 2016-17, 2017-18 &amp; 2018-19)</b> from Online Admissions/ Software related Services	CA certified document with name of CA registration number, signature and stamp

## Expression of Interest (EOI) for Session 2020-21

	rendered in India.	
5.	The Applicant shall have executed similar services during the last three Financial years as follows:- (i) Three similar completed services costing not less than Rs. 5 Lakh each or (ii) Two similar completed services costing not less than Rs. 10 Lakh each or (iii) One similar completed services costing not less than Rs. 15 Lakh	Copy of Work Order / Contract to be enclosed
6.	Atleast one similar service provided to Central Govt./State Govt./PSUs/ Govt. bodies in India during the last three Financial years.	Copy of Work Order / Contract to be enclosed
7.	The Applicant should have at least 02 full time Experts on its pay rolls	Certificate by Statutory Auditor or Chartered Accountant (CA) of the Applicant's organization
8.	The Applicant should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
9.	PAN No. / Goods & Service Tax (GST) No.	Copy of Certificate to be enclosed

### 10. EVALUATION CRITERIA AND METHOD OF EVALUATION:

- 10.1 Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- 10.2 EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- 10.3 Applicants, who qualify as per the eligibility conditions, will be provided a brief about the Centralized Online Counselling. The Applicants may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- 10.4 IKGPTU will take up references and reserves the right to pay due heed to the Applicant's performance elsewhere and any past experience from IKGPTU.
- 10.5 Only qualified Applicants will be issued Tender Document including Financial Bid and asked to submit their proposal alongwith EMD (as per norms) in a sealed envelope. No separate advertisement shall be issued for the same.

### 11. RESPONSE:

Applicants must ensure that their response is submitted as per the formats attached with this document.

Application must be submitted in sealed cover super scribed, as "EOI for Designing & Development of Counselling Software and to conduct Centralized Online Counselling".

**OR**

Application must be submitted in sealed cover super scribed, as "EOI for Software as a Services (SAAS) to Conduct Centralized Online Admission Counselling".

**12. CONFLICT OF INTEREST:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Applicant to inform IKGPTU, detailing the conflict in writing as an attachment to this EOI.

IKGPTU will be the final arbitrator in cases of potential conflicts of interest.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Applicant is successful. Actual and potential conflicts of interest must be declared by a person involved in a EOI process.

**13. CONDITION UNDER WHICH EOI IS ISSUED:**

The EOI is not an offer and is issued with no commitment. IKGPTU reserves the right to withdraw EOI and or amend any part thereof at any stage. IKGPTU further reserves the right to disqualify any Applicant at any stage.

**14. TERMS & CONDITIONS:-**

- 14.1 EOI submitted for Designing & Development of Software (including updation and support) for IKGPTU, the engagement shall be for a period of Three (03) years. The Online Counselling Software will be the sole property of IKGPTU (including Source Code and Database).
- 14.2 EOI submitted for Software as a Services (SAAS), the engagement shall be for an initial period of One (01) year which may be extended for maximum of Two (02) years based on performance and mutual agreement.
- 14.3 The operational services related to Online Counselling will be required from 1<sup>st</sup> April to 31<sup>st</sup> Aug of every year. However, the University may ask for any kind of data related to the above services or updations from the Firm/Organization/Vendor at any time.
- 14.4 The Firm/Organization/Vendor will depute atleast 4 Technical Expert Team Members (2 at IKGPTU Main Campus, Kapurthala and 2 at their Back End Office) for the redressal of Technical Queries. In this regards, seating accommodation at IKGPTU and Internet Connection for PCs (owned by Vendor) will be provided by IKGPTU.
- 14.5 The Firm/Organization/Vendor will establish Help Desk / Call Centre in the Premises of IKGPTU for the redressal of Admission Related queries.
- 14.6 The Firm/Organization/Vendor will depute 5 Man Power at IKGPTU Main Campus, Kapurthala for the redressal of General Queries related to Admissions received through Email, Phone Calls, SMS, Whatsapp and in person. In this regards, seating accommodation at IKGPTU, Desktop PCs with Internet Connection, Landline Phone Connection, and 2 Smart Phones with SIM will be provided by IKGPTU.
- 14.7 The staff mentioned at Sr. No. 3 & 4 above will be required to remain present in the office from Monday to Friday (from 09:00 am to 05:00 pm) during normal days of counselling and from Monday to Saturday (from 09:00 am to 06:00 pm) during Peak days of counselling, whereas the queries on mobile will be redressed 24 x 7. The staff may be called on Sunday in very Peak days (if required).

**15. LAST DATE OF SUBMISSION OF EOI:**

The last date of submission of EOI is **18-03-2020 (16:00 hrs)**.

EOI Opening Date & Time is **20-03-2020 (11:00 hrs)**.



**16. FORMATS FOR SUBMISSION**

**FORMAT - 1**

**APPLICANT'S EXPRESSION OF INTEREST**

**To,**

**Registrar  
I. K. Gujral Punjab Technical University  
Kapurthala (Punjab), PIN - 144603**

**Sub: Submission of Expression of Interest for Designing & Development of Software OR Software as a Services (SAAS) to to Conduct Centralized Online Admission Counselling on behalf of IKGPTU**

Dear Sir/Madam

In response to the Invitation for Expressions of Interest (EOI) published on \_\_\_\_\_ for the above purpose, we would like to express interest to carry out the above-proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document hereto annexed and the description of the services.

I/We agree to hold this offer open till the completion of services from the issuance of the work order.

I/We agree that in case of dispute, if any, the decision of The Registrar, IKGPTU, Kapurthala shall be final and binding upon me/us.

Sincerely Yours,  
Signature of the applicant  
[Full name of applicant]  
Stamp:  
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

**FORMAT - 2**

Sr. No.	Organizational Contact Details	
1.	Name of Organization	
2.	Year of Establishment	
3.	Main Areas of Business	
4.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
5.	Whether the Firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
6.	Address of Registered Office (with Website, Telephone No. & Fax & Email Address)	
7.	Address of Head Office (with Website, Telephone No. & Fax & Email Address)	
8.	Name & Designation of Authorized Signatory (with Telephone No. & E-mail ID)	
9.	GST Number	
10.	<b><u>Bank Account Details</u></b> Account Holder Name : Account Number : IFSC Code : Bank Name : Bank Address :	

Enclose:-

1. A copy of the certification/declaration relating to the registration of the Firm/Agency/Organization.
2. Copy of Article of Association in respect of 4 above.
3. Undertaking in respect of 5 above.

Certified that I/We have read the above terms and conditions of this tender document and these are acceptable to me/us. I/We have attached all the supporting documents/certificate copies as required in this tender document.

Signature with Stamp : \_\_\_\_\_

Name of Authorized Signatory : \_\_\_\_\_

Designation : \_\_\_\_\_

Complete Address of the Firm : \_\_\_\_\_

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

**FORMAT - 3**

<b>Experience in Related Fields</b>				
Overview of the past experience of the Organization in all aspects related to Brand Building related				
Sr. No.	Items	Number of Assignments during last 3 Years	Order Value of Each Assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/
1.	Experience of assignments of similar nature			
1.1	Experience in carrying out similar assignments in Government Sector			
1.2	Experience in carrying out Similar assignments in Public Sector			
1.3	Experience in carrying out Similar assignments in Private Sector			
Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.				

Signature with Stamp : \_\_\_\_\_

Name of Authorized Signatory : \_\_\_\_\_

Designation : \_\_\_\_\_

Complete Address of the Firm : \_\_\_\_\_

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

**FORMAT - 4**

<b>List of Experts on Payroll (at least 3)</b>				
<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
1.				
2.				
3.				
4.				
5.				
6.				

Signature with Stamp : \_\_\_\_\_

Name of Authorized Signatory : \_\_\_\_\_

Designation : \_\_\_\_\_

Complete Address of the Firm : \_\_\_\_\_

\_\_\_\_\_

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

**FORMAT - 5**

<b>Financial Strength of the Organization</b>					
Sr. No.	Financial Year	Whether profitable Yes/NO	Annual net Profit (in Lakhs of Rs.)	Overall Annual Turnover (in Lakhs of Rs.)	Annual turnover from only Consultancy services rendered in India (in Lakhs of Rs.)
1.					
2.					
3.					

Note: Please enclose auditor's certificate in support of your claim.

Signature with Stamp : \_\_\_\_\_  
Name of Authorized Signatory : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Complete Address of the Firm : \_\_\_\_\_  
Date : \_\_\_\_\_

**FORMAT - 6**

**Additional Information**

1. List all enclosures related to the previous sections.

Sr. No.	Description	No. of Pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature with Stamp : \_\_\_\_\_

Name of Authorized Signatory : \_\_\_\_\_

Designation : \_\_\_\_\_

Complete Address of the Firm : \_\_\_\_\_

\_\_\_\_\_

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

**FORMAT - 7**

**Declaration**

I/We hereby confirm that I/We are interested in competing for Designing & Development of Counselling Software and to conduct Centralized Online Admission Counselling on behalf of IKGPTU.

All the information provided herewith is genuine and accurate.

Signature with Stamp : \_\_\_\_\_

Name of Authorized Signatory : \_\_\_\_\_

Designation : \_\_\_\_\_

Complete Address of the Firm : \_\_\_\_\_

\_\_\_\_\_

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

**Note:** The declaration is to be furnished on the letter head of the organization.