

**TENDER NOTICE FOR DESIGN, DEVELOPMENT AND  
IMPLEMENTATION OF ONLINE SUBMISSION OF APPLICATION  
FOR RECRUITMENT OF VARIOUS POSITIONS AT  
PONDICHERRY UNIVERSITY, PUDUCHERRY**

**Tender No. 001/2017-18**

**Date of Issue: 17.05.2017**

**Date of closing: 31.05.2017, 03.00PM**

**Technical Bid Opening: 31.05.2017, 3.30 PM**

**PONDICHERRY UNIVERSITY  
KALAPET**

**PUDUCHERRY-605 014**

**TENDER NOTICE FOR DESIGN, DEVELOPMENT AND IMPLEMENTATION OF  
ONLINE SUBMISSION OF APPLICATION FOR RECRUITMENT OF VARIOUS  
POSITIONS AT PONDICHERRY UNIVERSITY, PUDUCHERRY**

**Tender No: 001/2017-18 dated: 17.05.2017**

Pondicherry University invites tender in a sealed cover under **TWO BID** system from eligible, experienced and reputed Indian firms/bidders for ***“Design, Development and Implementation of Online submission of applications for recruitment of various positions at Pondicherry University”***.

The service providers should have good track record, manpower capacity, valid Registration Certificate, Service Tax registration, Pan Card, VAT clearance certificate and having similar line of services for atleast five years preferably in Government/Autonomous Educational Institutions. The service providers should have local offices in Puducherry to ensure satisfactory fulfillment of contractual obligations.

The interested service providers should submit their BIDS viz. Technical Bid - Qualifying Bid (**Annexure -I**) and Financial Bid (**Annexure – II**) in two separate SEALED ENVELOPES superscribing, “Technical Bid for Design, Development and Implementation of online submission of applications for recruitment of various positions” and “Financial bid for Design / Development and Implementation of online submission of applications for recruitment of various positions” respectively and place both the sealed envelopes in single SEALED ENVELOPE duly superscribing, **“Tender No. 001/2017-18 - “Tender for Design / Development and Implementation of Online Submission of Application for recruitment of various positions at Pondicherry University”** after complying with instructions contained in the Tender Form and address it to the **“Registrar i/c, Pondicherry University, Kalapet, Puducherry – 605 014.**

The sealed quotations should reach the University, **latest by: 03.00PM of 31/05/2017** and it will be opened on same day at 15:30 hours in the Conference Hall, Administrative Block, Pondicherry University in the presence of bidder(s) or authorized representative(s). In case the due date happens to be holiday the tender will be accepted and opened on the next working day at the same time. Tenders received after the prescribed date and time will not be entertained under any circumstances. Tender enquiry documents are not transferable.

The bidder shall be required to submit a non-refundable tender fee of Rs.500/- (Rupees Five Hundred only) and Earnest Money deposit (EMD) for amount of Rs.5,000/- by way of Demand Draft drawn from any Nationalized Banks only in favour of “the Finance Officer, Pondicherry University” payable at Puducherry. Bid(s) received without demand drafts of tender fees and EMD shall be rejected. In case the tenderer withdraws, modifies or changes, the offer during the contract period, bid is liable to be rejected. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc. of their original tender. The Firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industries (SSI) are exempted to furnish the EMD and tender fee. Self-attested photocopy of valid registration certificate issued by competent authority must be enclosed with the tender documents. Both, the Demand Drafts must be enclosed inside the “Technical Bid” only, to avoid an outright rejection of the bid.

Pondicherry University reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

**Date: 17.05.2017**

**Registrar i/c.**

## 1. Eligibility Criteria

The bidder/firm shall fulfill the following eligibility conditions;

- 1.1 Bidder should have experience of at least 5 years in the field of Design, Development and Implementation of Web Application Software.
- 1.2 The vendor should have annual turnover of Rs.20 lakhs or above during the last three completed financial years (2014-15, 2015-16 & 2016-17). Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same.
- 1.3 Experience of similar work for a Government /Autonomous Higher Educational Institutions will be preferred.
- 1.4 The vendor should have qualified and experienced hardware/ software professionals for successful completion of the work.
- 1.5 Vendor should have local office in Puducherry to ensure satisfactory fulfillment of contractual obligations.
- 1.6 Vendor should have remote service delivery to ensure immediate response and faster resolution.
- 1.7 Vendor should not have been barred or black-listed by any of the Central govt./Organization/Central PSU's on the scheduled date of tender opening. A self-declaration to this effect should be enclosed.
- 1.8 Vendors should maintain a high degree of confidentiality.

*(Note: The bidders are expected to enclose documents in support of their above claims, wherever applicable. Without supporting documents the tender will not be considered for evaluation.)*

## 2. Scope of Work

- 2.1 The Pondicherry University intends to develop a web-based software application for "Online Applications for recruitment of various positions".
- 2.2 Objectives of the Online submission of application is to facilitate applicants to submit their application through the use of internet and
  - To have a transparent, time saving and economical process
  - To facilitate quality service to applicants
  - Online availability of instructions regarding online submission to the applicants
  - Online payment of the fees
  - FAQ
- 2.3 Scope of the software and services will include;
  - 2.3.1 On completion of application submission, a confirmatory email to the Applicants email id should be sent with USER ID and PASSWORD. With the system generated USER ID and PASSWORD, the applicants should be able to log in and pay the application fee online.
  - 2.3.2 The software should be menu driven and user friendly and device responsive.
  - 2.3.3 Wherever, possible instruction to the candidates to be displayed alongside the field.
  - 2.3.4 The software should validate the data, wherever required.
  - 2.3.5 Provision for online payment to be made payable at Indian Bank, Pondicherry University Branch Account.

- 2.3.6 The software should enable uploading photo, signature or other important documents of the applicant.
- 2.3.7 Should have provision for saving the incomplete application and access the said application by USER ID & PASSWORD at a later date for completing & submitting the application. The candidates should also be given the **“forgot password”** option for retrieving the User Id and password.
- 2.3.8 The applicant should have provision to take a print out of the application at the end, after submitting the online application.
- 2.3.9 Refer Annexure- III for sample application format. ( Fields may vary according to the needs of the Administration).
- 2.3.10 To provide Email confirmation to the candidates after they have completed the online submission.
- 2.3.11 There shall be provision for taking periodic backup.
- 2.3.12 **Testing:** - The service provider shall thoroughly test the software for load, quality and performance along with proper functioning at its site before deployment of the software online to the public. Please ensure that the sufficient bandwidth is provided towards the closing date of application to avoid congestion.
- 2.3.13 Should be able to provide reports to the Pondicherry University.
- 2.3.14 Standards of Web Application:
- Should be responsive in nature-Browser/Device Compatibility
  - Able to scale or integrate with other applications
  - Industry standard of look and feel (Rich Look)
  - Easy to maintain and secure
  - Accessibility support as per Govt. of India norms
- 2.3.15 Technologies
- Open Source Technologies - PHP
  - My SQL Database server
  - Apache Server (hosting platform)
  - Support both LINUX and Windows platforms

**3. *The bids should be submitted separately for “Technical” and “Financial” bid in the following manner:***

- 3.1 The technical bid should clearly indicate their fulfillment of minimum eligibility criteria with supporting documents i.e.,
- a) Minimum eligibility criteria with supporting documents, wherever applicable as cited in (1.1 to 1.8).
  - b) Client list with full details (with supporting documents).
  - c) Documents relating to Annual turnover of atleast Rs.20 lakhs or above during the last three completed financial years with supporting documents.
  - d) Details of the Contact Person & Designation.
  - e) The technical bid should be sealed in a separate cover along with application fee of Rs. 500/- and EMD amount of Rs. 5000/- in the form of Demand Draft in favour of **“Finance Officer, Pondicherry University”**, payable at **“Puducherry”**.

- 3.2 The financial bid should be in a separate sealed cover. The rate quoted should be inclusive of all taxes. The rate should be quoted in INR only. Clearly indicate, if you have any other fixed or variable charges. Also, levies and taxes should be either shown separately or if it is inclusive, it should be clearly stated.
- 3.3 The Financial Bids of those bidders , who are technically qualified in all respects only will be considered.
- 3.4 Payment terms as per the decision of the Pondicherry University. The Sealed tender containing the Technical and Financial bid should be addressed to the **“Registrar i/c., Pondicherry University, Kalapet, Puducherry – 605 014”** so as to reach latest by **03.00PM on 31.05.2017**. The tender should be duly superscribed **“Tender No.001/2017-18 - Tender for Design, Development and Implementation of online submission of application for recruitment of various positions at Pondicherry University”**.
- 3.5 The entire work shall be executed confidentially.
4. Additional terms and conditions will be incorporated in the order , if needed, to safeguard the interests of the University.
5. Delivery: 2 weeks from the date of signing the agreement.
6. Support: Comprehensive onsite support for One year from the date of commissioning.

The above terms and conditions are acceptable to us.

**(Authorized Signatory)**

**Name:**

**TECHNICAL BID PROFORMA****PART-A****(Company Profile)**

Sl. No.	Vendor Details	
1.	NAME & ADDRESS OF THE REGISTERED OFFICE	
	1.1 Phone	
	1.2 Fax	
	1.3 E-mail	
	1.4 Contact Person & Designation	
	1.5 Mobile No.	
2.	NAME & ADDRESS OF THE OFFICE AT PUDUCHERRY	
	2.1 Phone	
	2.2 Fax	
	2.3 E-mail	
	2.4 Contact Person & Designation	
	2.5 Mobile No.	
3.	Company Registration Number (copy to be enclosed)	
4.	Service Tax Registration Number (copy to be enclosed)	
5.	EPF Registration Number (copy to be enclosed)	
6.	ESI Registration Number (copy to be enclosed)	
7.	PAN/TAN Number (copy to be enclosed)	
8.	VAT Clearance Certificate (copy to be enclosed)	
9.	Details of Application Fee (Rs.500/-)	
	9.1 Amount <span style="float: right;">Rs.</span>	
	9.2 Draft No.	
	9.3 Date	
	9.4 Issuing Bank & Branch	
10	Details of EMD (Rs.5,000/-)	
	10.1 Amount <span style="float: right;">Rs</span>	
	10.2 Draft No.	
	10.3 Date	
	10.4 Issuing Bank & Branch	
11.	Length of experience in the field	
12.	Experience in dealing with Govt./Autonomous higher Educational Institutions and attach copies of contracts orders placed on the agency.)	
13.	List of other clients (please attach)	

14.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
15.	Annual Turnover (Rs. In Lakh) 2014 – 15 2015 – 16 2016 – 17 Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed.	
16.	Manpower Capacity	

**Certificate**

I / We have read the tender documents completely and understood the requirements and conditions laid down in it. We certify that our firm is eligible to participate in this tender as per the eligibility criteria specified in this tender document. I/We will abide by the tender Terms and conditions given in the documents. Further, I/We certify that the no changes have been done to the tender document issued by PU. Signature of the Bidder with seal and date

**Authorized Signatory**  
**Name of the Organization**  
**Seal of the Organization**

**FINANCIAL BID PROFORMA**

The quote for the services shall be given in the format mentioned below:

Sl. No	Description	Rate (INR) (Inclusive of all taxes)
1.	<b>As per scope of work</b>	
2.	Other charges (if any)	
<b>Grand Total</b> (Inclusive of all taxes) <b>(In Words)</b>		<b>(In Figures)</b>

**Important Note:**

1. The commercial/ financial bid should be in a separate sealed cover.
2. The rate quoted should be inclusive of all taxes.
3. The rate should be quoted in **INR** only.
4. Clearly indicate, if you have any other fixed or variable charges. Also, levies and taxes should be either shown separately or if it is inclusive, it should be clearly stated.

**Signature and seal of the bidder**