



**DIRECTORATE OF HIGHER EDUCATION
EDUCATION DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK SIKKIM**

Ref. No. 6871 DIR(HE)/EDN

Date: 27/03/2023

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from registered firms/software developing firms (companies) for development and implementation of online college admission system for all State Government colleges under Education Department. The Request for Proposal (RFP) document is available at the following websites:

<https://sikkim.gov.in>

<https://sikkimhrdd.org>

Quotations should reach the Office of Director (Higher Education), Education Department, latest by 17/04/2023 (3:30 a.m.) and will be opened on 18/04/2023 at 11:00 a.m.

Terms & conditions and all other details have been included in the RFP document.

Director
(Higher Education)

File No. 210/DIR-HE-EDN

Copy to:

- 1. Notice board of Education Department.
- 2. Education Department website.
- 3. Government of Sikkim website.





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Request for Proposal

SELECTION OF FIRM FOR DEVELOPMENT & IMPLEMENTATION OF “ONLINE COLLEGE ADMISSION SYSTEM”

Tender Reference: 687/DIR(HE)/EDN

Dated: 27/03/2023

Education Department

Tashiling Secretariat

Secretariat Road, Gangtok, Sikkim - 737101

DISCLAIMER

This Request for Proposal (RFP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this RFP document is to provide applicants (bidders) with information to assist the formulation of their bid application (the "application").

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the Education Department nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information ('Information') contained in this RFP document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of the Education Department is provided to applicant(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

Each applicant should perform their own due diligence to check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Submission of bid application shall be deemed to have been done after careful study and examination of the RFP with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Incomplete or partial bids shall be rejected. The applicant must quote for all the items asked for in

this tender. Intimation of discrepancies in the RFP, if any, should be given to the office of the Education Department immediately by the applicants. If the Education Department receives no written communication, it shall be deemed that the applicants are satisfied that the RFP document is complete in all respects.

This RFP document is not an agreement and is not an offer or invitation by Education Department to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. The Education Department reserves the right to accept or reject any or all applications without giving any reasons thereof. The Education Department will not entertain any claim for expenses in relation to the preparation of RFP submissions.

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1. Project Introduction

1.1. Background

Since 2016-17, admissions to all government colleges are being done through a centralized online admission system.

However, with the proposed implementation of National Education Policy (NEP-2020) in Government colleges and with the Common University Entrance Test (CUET) becoming mandatory for college admissions, a new and revised online college admission system is required.

Keeping in view the aforementioned requirement, the primary objective of the project is to design and develop a web application platform for the purpose of online application to Government colleges in the State. Within this online system, a student who completed 12th Standard in the State can register and login with an ID and password to gain access to list of available Government colleges in the State along with the available courses under each of them and perform an online application to the desired college and course.

Objectives and Highlights of Online College Admission System

1. Providing easy, anywhere and anytime access to Government colleges (both Information & Transactional).
2. Reducing the number of visits of students to Department for applying to the Government colleges.
3. Reducing administrative burden and service fulfilment time & costs for the Department.
4. Reducing direct interaction of students with the Department and encourage e-interaction and more efficient communication through online application.

1.2. Project Timelines

The proposed work is to be carried out as per the following timelines. "T" as referred to in the table is treated as the date of award of work to the selected Vendor:

Sl.no	Stage	Timeline (Week)
1.	Preparation of Software Requirement Specification	T + 2
2.	Presentation on the SRS and the proposed solution	
3.	Finalization of the contents and design of the GUI in consultation with the Education Department	T + 3
3.	Development of the beta version of the Online College Admission System	
4.	Presentation of the beta version of the Online College Admission System	
5.	Testing of the Online College Admission System	T + 4
6.	Go live of Online College Admission System	
7.	Admission notice and start of admission process	After declaration of board exam/ CUET results
8.	Generation of online merit list(s)	
9.	Offline counselling for leftover seats	
10.	Completion & closure of the admission process	

1.3. Data Sheet

Sl. No.	Item	Details
1.	Project Name	Selection of agency/firm for development & implementation of Online College Admission System
2.	Bid Inviting Authority	Education Department Tashiling Secretariat Secretariat Road, Gangtok, Sikkim - 737103
3.	Contact person of the bid	Additional Secretary (Higher Education), Education Department, Govt. of Sikkim Email: directorhehrdd@gmail.com
4.	Tender Reference with Date	Ref No: 687/DIR(HE)/EDN Date: 27/03/2023
5.	Last date for submission of queries	03/04/2023 Address for submission of queries: Directorate of Higher Education Education Department Tashiling Secretariat Secretariat Road, Gangtok, Sikkim - 737103 Email: directorhehrdd@gmail.com
6.	Publication of Corrigendum (if any) on website on the basis of Pre-Bid queries	05/04/2023 All corrigendum issued by the Education Department in this respect will be given without disclosing the name of interested bidders.
7.	Cost of tender Document (non-refundable)	Rs. 30,000/- (Rupees Thirty Thousand only) in the form of a Demand Draft/Pay Order/ Account Payee Banker's Cheque drawn on any Nationalised/Scheduled bank in favour of Director (Higher Education), payable at Gangtok.
8.	Earnest Money Deposit (EMD) (refundable)	Rs. 1,50,000/- (Rupees One Lac Fifty Thousand only) in the form of a Demand Draft on any Nationalised/Scheduled bank in favour of Director (Higher Education), payable at Gangtok. The validity of the EMD is 90 days. Bid security shall be refunded to the successful bidder upon signing of contract/agreement with client. For unsuccessful bidders, the bid security shall be refunded after end of the overall bid process.
9.	Performance Security Deposit	10% of the Contract Value in the form of Demand Draft on any Nationalised/Scheduled bank in favour of Director (Higher Education), payable at Gangtok.

Sl. No.	Item	Details
10.	Last date and time of submission of Bid	17/04/2023; 03:30pm
11.	Date and time for opening of pre-qualification bid, technical bids & commercial bids	18/04/2023; 11:00am
12.	Venue for opening of bid	Education Department Tashiling Secretariat Secretariat Road, Gangtok, Sikkim - 737103

Note:

- * No financial information should be submitted under technical bid.
- * The bidder shall bear all costs associated with the presentation and submission of the tender and the Education Department will, in no case, be responsible or liable for those costs, regardless of the conduct or the outcome of the bidding process.

2. Scope of Work

- Implementing Agency (IA) will create an online system that allows students to register within the system and to apply for UG courses in Government Colleges.
- The application should be lightweight and responsive (compatible for desktops, mobile phones, tablets etc.).
- This online system will allow students to view all the courses available under each Government College.
- Student will be able to select course and college from the list of available colleges and courses, and make an online application.
- Student will be able to upload their board exam or CUET test (as the case may be) results into the system.
- Student will make online payment for application fees through the system.
- The system will include an admin panel for IA.
- IA will organise meetings with all government colleges which come under this online college admission system, to discuss and finalise eligibility criteria for various courses being offered.
- IA will prepare draft admission notice, draft guidelines for admission process, draft merit list rules and draft timeline. On finalisation of these documents, IA will ensure widespread publicity of these documents through print, electronic (including FM radio) and social media.
- IA will review and verify the uploaded board exam/CUET test results for all registered students through the admin panel.
- IA will generate online merit list(s) of students based on the verified board exam/CUET test results.
- The system will allocate colleges and courses to the eligible students based on the generated merit list.
- IA shall study the existing system and review the underlying systems and propose solutions that can be adopted to meet the challenges and aid in mitigating all potential shortcomings.
- IA shall accept responsibility for the successful implementation and operation of the system during the entire college admission process.

- IA will organise offline counselling (at NBBGC, Tadong, auditorium) for any seats that remain vacant after students have secured admission via the online merit list(s). It will be IA's responsibility to organise all logistics required for offline counselling, such as, laptop computers, projectors, sound system, generator set for back-up power, adequate personnel to handle on-the-spot registration, working lunch and any other arrangements required to be made in the college auditorium.
- IA should comply/adhere to the change in scope of work related to the project at any moment of time.
- IA should handover the source code of the system at the completion of the contractual project.

3. Terms & Conditions

3.1. Accountabilities

- i. It is EDUCATION DEPARTMENT's responsibility to ensure that the selected Vendor has access to documentation owned by EDUCATION DEPARTMENT from the immediate beginning of the work and for the duration of that work.
- ii. It is EDUCATION DEPARTMENT's responsibility to ensure that any member of their organisation/division can make themselves available for brief consultation on 1 weeks' notice. EDUCATION DEPARTMENT shall provide the Selected Vendor with contact details of all such organisation/division employees.
- iii. It is the vendor's responsibility to ensure that the Project Manager (PM)/ or any other authorized person in full knowledge of the project and the matter under discussion is available to meet with EDUCATION DEPARTMENT provided that the meeting relates to the work proposed and/or the objectives proposed.
- iv. It is the Vendor's responsibility to ensure that all objectives proposed and all deliverables proposed are achieved and disclosed prior to the agreed end-date of the project.
- v. It is the Vendor's responsibility to ensure any information it possesses relating to EDUCATION DEPARTMENT that is not available in the public domain be treated with the utmost confidentiality and discretion.
- vi. Where the Vendor feels the need to disclose confidential information to a third party, it is their responsibility to ensure that it does so with the explicit permission of EDUCATION DEPARTMENT.

3.2. Tender Fee

Tender document fee of INR 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft in favour of Director (Higher Education) payable at Gangtok should be submitted along with the Technical bid.

3.3. Earnest Money Deposit

- i. An earnest money deposit (EMD) of INR 1,50,000/- (Rupees One Lac Fifty Thousand only) in the form of Demand Draft in favour of Director (Higher Education) payable at Gangtok shall have to be submitted by the bidders' along with the bid. The EMD shall be furnished in Indian National Rupees (INR) and should be valid for a period of minimum 90 days.
- ii. Any bid not secured in accordance with above mentioned clause, shall be rejected by the Purchaser as being non-responsive, without any further correspondence. Unsuccessful bidders' EMD will be discharged / returned after end of the overall bid process.
- iii. Earnest Money Deposit furnished by selected Bidder shall be refunded after signing of contract and submission of Performance Security Deposit. The EMD can be forfeited if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form or during the bid process, if a Bidder indulges in any such deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization, or if any information is found wrong / manipulated / hidden in the bid.
- iv. The decision of the Purchaser regarding forfeiture of the EMD shall be final & shall not be called upon question under any circumstances. No interest will be paid on the EMD.

3.4. Performance Security Deposit

- i. The successful bidder shall at his own expense deposit with Education Department, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier in the form of Demand Draft on any Nationalised/Scheduled bank pledged in favour of Director (Higher Education), payable at Gangtok.
- ii. This Performance Security Deposit will be for an amount equivalent to 10% of contract value. All incidental charges whatsoever such as premium; commission etc. with respect to the performance security deposit shall be

borne by the bidder. If the accepted Bidder fails to furnish the Performance Security Deposit within the above said period, the EMD remitted by him will be forfeited to Education Department and his tender will be held void. The Performance Security Deposit furnished by the Bidder in respect of his tender will be returned to him at the end of the contract period subject to submission of all reports to satisfaction.

- iii. If the Bidder failed to act up on to the tender conditions or backs out when his tender is accepted, his Performance Security Deposit mentioned above will also be forfeited to Education Department.

3.5. Payment Terms

Sl. No.	Milestone/Deliverable	Payment
1.	Software Requirement Specification (SRS) is finalized and approved by the Department.	30% of Contract Value
2.	Completion of development of Online College Admission System with successful testing.	
3.	Go live of the Application.	
4.	Admission notice and start of admission process.	20% of Contract Value
5.	Generation of online merit list(s).	
6.	Offline counselling for leftover seats.	
7.	Completion & closure of the admission process.	50% of Contract Value

3.6. Procedure for Submission of Bids

- i. It is proposed to have a Three Cover for this tender:
 - Pre-Qualification Bid – (2 copies) in one cover
 - Technical Bid – (2 copies) in one cover
 - Commercial Bid – (2 copies) in one cover
- ii. Pre-Qualification Bid, Technical Bid and Commercial Bid of the Tender shall be covered in separate sealed covers super-scribing "Pre- Qualification Bid", "Technical Bid", "Commercial Bid". Each Bid shall also be marked as "Original" and "Copy". Please Note that Prices shall be indicated only in the Commercial Bid. And if price will be indicated in the Pre-Qualification Bid or Technical Bid, that Bid is liable to be rejected.
- iii. The three envelopes containing Pre-Qualification Bid, Technical Bid and Commercial Bid shall be put in another single sealed envelope clearly marked "Selection of firm/agency for Development of Online College Admission System" These envelopes are to be superscripted with Tender Number and the wordings "DO NOT OPEN BEFORE 11.00 AM on 18/04/2023".
- iv. The cover thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- v. Each copy of the tender shall be a complete document and shall be bound as a volume. The document shall be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the Bid.
- vi. If the outer envelope is not sealed and marked as indicated above, the Education Department will assume no responsibility for the Bid's misplacement or premature opening.
- vii. The Tender should be signed on all the pages by the Bidder's authorised signatory and should be affixed with the bidder's Seal.
- viii. The representative participating in the bid process should carry a letter of authorisation on the company letter head.

3.7. Selection Procedure

Only the bidders fulfilling the Pre-Qualification Bid Criteria as per Clause 3.8 And scoring 70% or above in the Technical Evaluation criteria as per Clause 3.9 are allowed to participate in the Commercial Bid. The envelopes marked "Pre-Qualification Bid" shall be opened first. The envelopes marked "Financial Bid" shall be kept sealed and shall be opened only after evaluation of technical bid.

Evaluation of Bid

For financial evaluation, the total cost indicated in the Financial Bid including all Taxes will be considered.

The Lowest financial bid will be allotted a financial mark of 100 marks. The financial marks of other Bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$\text{Financial Marks (MF)} = \frac{\text{LowestFinancialBidAmount}}{\text{Bidder'sActualFinancialBidAmount}} \times 100$$

Combined and Final Evaluation

The composite mark is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 80:20 respectively. The Composite Mark will be derived using the following formula.

$$\text{Composite Mark} = (\text{MT} \times 0.8 + \text{MF} \times 0.2)$$

Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula. The highest-ranking Bidder as per the composite mark will be selected in this tender.

3.8. Pre-Qualification Bid Criteria

The bidders must enclose the following documents inside the pre-qualification bid envelope:

Sl. No.	Criteria	Documents Required
1.	The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid.	Declaration in this regard needs to be submitted.
2.	The bidder should have been in existence as a software developing firm /company for the last 3 years (as on 31 st December 2022).	Registration of firm, trade license, GST registration and Professional Tax clearance certificate.
3.	The Bidder should have the financial statement audited by the Chartered Accountant for the last three financial years i.e 2019-2020, 2021-2022 and 2022-2023.	Copy of audited profit and loss account/balance sheet/annual report of the last three financial years viz. 2019-2020, 2021-2022 and 2022-2023.
4.	The bidder should have provided and successfully completed at least three (3) IT/software based services to Government of Sikkim during the last three financial years.	Work Orders and completion certificate to be enclosed.
5.	The bidder should have a well-established office in Gangtok with at Least 4 qualified IT personnel in their continuous pay roll for the last 2 years. The Bidder should be a registered firm/agency with the Government of Sikkim.	The address proof of the office, website and salary certificates of the IT developer along with their Curriculum Vitae as per format 2 of Annexure I should be submitted. The registration of firm certificate from the Government of Sikkim.
6.	Bidder should NOT be under a declaration of ineligibility for corrupt and fraudulent practices issued by the tendering authority.	Self-declaration certification to be submitted.
7.	The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) of Rs. 1,50,000 (One Lac Fifty Thousand Only) in	The EMD shall be denominated in Indian Rupees.

	the form of a DD in the favour of Director (Higher Education), payable at "Gangtok". No Bank Guarantee would be entertained for the same.	
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****Note**:**

- i. The tender fee and EMD to be submitted in original as mentioned in this RFP.
- ii. Bidders must provide supporting documents for the eligibility criteria as mentioned against each criterion and in the same order.
- iii. Bidders shall provide its proposal covering letter as per format of Annexure-III, organizational details as per Format 1 of Annexure-I.

3.9. Technical Evaluation Criteria

The eligible bidders shall be evaluated based on the following criteria and technical mark shall be awarded to the bidders. The bidder needs to score at least 35 marks or above out of a total of 50 marks to be able to qualify for commercial/financial bid opening.

Sl.no	Clause	Marks Scored
1.	The Bidder shall give a presentation on their proposed solution.	30 marks
2.	Technology proposed by the bidder for development of the Online College Admission System.	10 marks
3.	Innovative measures incorporated into the solution.	10 marks

3.10. Penalty

Penalty will be deducted in the case of bidder not meeting the Project timelines as per clause 1.2. The modalities of penalty are as mentioned below.

Delay vis-à-vis Project Timelines	Penalty
Delay of 1 week	5% of the contract value
Delay of 2 weeks	10% of the contract value
Delay of 3 weeks	20% of the contract value
Delay of more than 3 weeks	30% of the contract value
Delay of more than 5 weeks	50% of the contract value

3.11. General Terms & Conditions of the RFP

The following general terms and conditions shall apply:

- i. This RFP may be cancelled without assigning any reasons, thereof, at any time.
- ii. If any date mentioned in this RFP is declared as a public holiday, the schedule shall be shifted to the next working day.
- iii. The undersigned reserves the right to cancel any or all of the bids without assigning any reasons thereof.
- iv. The undersigned reserves the right not to award the bid to the bidder selected on the basis of the selection procedure without assigning any reason.
- v. In case of any dispute, the jurisdiction of the Courts of Law at **Gangtok** would apply.
- vi. A delay of more than 3 weeks in executing the task to be treated as material breach & the contract may be terminated with a notice of 7 days.
- vii. Arithmetical errors in the Financial Bid will be rectified on the following basis:
 - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
 - If there is a discrepancy between words and figures, the amount in words shall prevail.
 - If the bidder does not accept the correction of errors, its bid will be rejected and its EMD may be forfeited.

(Sd/-)

Director (Higher Education), Education Department

ANNEXURE – I: Technical Bid Formats

Format 1: General Information about the Bidder

S. No.	Particulars	Details
1.	Name of the bidder	
2.	Address of the bidder	
3.	Constitution of the bidder	
4.	Name & designation of the contact person	
5.	Telephone No.	
6.	Email of the contact person	
7.	Fax No.	
8.	Website	
9.	Certificate of Incorporation	
10.	No. of years in software development business	
11.	No. of employees having experience in the field of Information Technology	
12.	Technical Certifications obtained	
13.	Income Tax Registration/ PAN Card No.	
14.	Goods & Service Tax (GST) Registration No.	

Format 2: Curriculum Vitae of the IT resources

S. No.	Particular	Details
1.	Name	
2.	Position	
3.	Date of Birth	
4.	Educational Qualification	
5.	Certifications / Trainings	
6.	No. of years of relevant experience	
7.	Key Projects / Responsibilities handled	

Format 3: Project Experience

S. No.	Name of the Project	Department Name & Address	Brief Scope of Work	Project Value (in INR)	Project Period (From – To / Ongoing)	Page Ref. of Supporting Documents in the Technical Bid
1.						
2.						
3.						

ANNEXURE – II: Financial Bid Format**Financial Bid Format:**

S. No.	Item	Total Price (in lakhs)	Total Price in words
1	Development of Online College Admission System		
2	GST		
3	Grand Total		

****Note**:**

- i. The amount quoted shall be inclusive of all taxes and fees.
- ii. Income tax will be deducted at source from the payments made as per the law applicable in India.

ANNEXURE – III: Proposal Covering Letter

COVERING LETTER for “**Selection of Agency for Development of Online College Admission System**”

Date:

Reference No.: RFP/.....

[Bidders are required to submit the covering letter as given here on their letterhead]

To
The Director (Higher Education),
Education Department
Tashiling Secretariat
Secretariat Road, Gangtok
Sikkim - 737103

Dear Madam,

We (Name of the bidder) hereby submit our proposal in response to notice inviting tender date and tender document no. and confirm that:

- i. All information provided in this proposal and in the attachments is true and correct to the best of our knowledge and belief.
- ii. We shall make available any additional information if required to verify the correctness of the above statement.
- iii. Certified that the period of validity of bids is 180 days from the last date of submission of proposal, and
- iv. We are quoting for all the services mentioned in the tender.
- v. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
- vi. We are submitting our eligibility documents and technical bid documents along with the following:
 - A soft format in form of a CD/DVD clearly hyperlinking all the relevant scanned documents and highlighting relevant portions of the document for ease of evaluation. This is in addition to the paper documents in hard

copy format to be submitted by the bidders and needs to be handed over along with bids.

- The hard copy format is also similarly indexed, flagged and highlighted at relevant places.
- vii. We, the undersigned, having carefully examined the referred RFP, offer to Propose for the selection as a Software developing firm, in full conformity with the said RFP.
 - viii. We have read all the provisions of RFP and confirm that these are acceptable to us.
 - ix. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
 - x. We agree to abide by this Proposal, consisting of this letter, our Technical and Commercial Proposals, and all attachments, for a period of 180 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.
 - xi. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
 - xii. We declare that we do not have any interest in downstream business, which may ensue from the RFP prepared through this assignment.
 - xiii. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
 - xiv. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.
 - xv. Demand Draft: Draft No. _____ dated _____ drawn on _____ for Rs.1,50,000/- is enclosed towards EMD.
 - xvi. Demand Draft: Draft No. _____ dated _____ drawn on _____ for Rs. 30,000/- is enclosed towards RFP document cost.

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for and on behalf of.....

Date..... Place.....

[*: Strike off whichever is not applicable]