

# UNIVERSITY OF KALYANI



## DIRECTORATE OF OPEN AND DISTANCE LEARNING

### EXPRESSION OF INTEREST

EOI ID showing at: <http://wbtenders.gov.in>: **2023\_UOK\_534059\_1**

Ref.No.: **EOI/KU/DODL/2023-24/02** Dated: 24/05/2023  
(2<sup>nd</sup> Call of **EOI/KU/DODL/2023-24/01**)

INVITATION FOR EXPRESSION OF INTEREST FROM ELIGIBLE ORGANISATIONS

FOR

SETTING UP TECHNICAL, ACADEMIC AND SUPPORT INFRASTRUCTURE  
FOR DEVELOPMENT, LAUNCH AND MANAGEMENT OF ONLINE  
PROGRAMS

FOR

University of Kalyani  
Nadia, West Bengal  
Website: [www.klyuniv.ac.in](http://www.klyuniv.ac.in)

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EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development,  
Launch and Management of Online Programs under DODL, KU

## **DISCLAIMER**

The information contained in this EOI document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of the University of Kalyani, Kalyani, West Bengal is provided to the Bidder(s) on the terms and conditions set out in this EOI documents and all other terms and conditions subject to which such information is provided.

The EOI document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the University in relation to the provision of services. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI and where necessary obtain independent advice. The purpose of this EOI is to provide the Bidder(s) with information to assist the formulation of their proposals.

The EOI document is not a recommendation, offer or invitation by the University of Kalyani to any parties other than the applicants who are qualified to submit the bids ('Bidders') to enter into a contract, Agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the University and any successful Bidder as identified by the University of Kalyani, after completion of the selection process as detailed in this document.

No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed by duly authorized officers of the University of Kalyani, West Bengal with the selected Bidder.

The University of Kalyani makes no EOI Presentation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI.

The University of Kalyani may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI at any time before the last date for submission of relevant information for such EOI.

## GLOSSARY

<b>Terms</b>	<b>Meaning</b>
KU	University of Kalyani
DODL	Directorate of Open and Distance Learning
DEB	Distance Education Bureau
UGC	University Grants Commission
ODL	Open and Distance Learning
OL	Online Learning
VC	Vice-Chancellor
DA	Designated Authority
PQP	Pre-Qualification Proposal
NA	Not Applicable
RFP	Request for Proposal
PQ	Pre-Qualification
TQ	Technical Qualification
QCBS	Quality and Cost Based Selection

## **INVITATION FOR BIDS**

The University of Kalyani (KU), Kalyani, West Bengal is a state-aided university accredited A grade by National Assessment and Accreditation Council (NAAC). The Directorate of Open and Distance Learning (DODL) is a University Teaching Department (UTD) of the University of Kalyani. The department is presently offering eight (8) PG courses in open and distance learning (ODL) mode which was approved by the appropriate regulatory body (UGC-DEB). Now the DODL is planning to offer different programs in online (OL) mode to aspirants spread all over the World.

**In light of the latest Regulations 2020 of the UGC-DEB (Open and Distance Learning (ODL) and Online Learning (OL)) Regulations, 2020, the University of Kalyani invites bids from competent organizations for Setting up Technical, Academic and Support Infrastructure for the Development, Launch, and Management of Online Programs to be offered by the DODL, KU with ZERO CAPITAL EXPENDITURE (No Upfront Cost) by the University of Kalyani.**

For and on behalf of  
Directorate of Distance Education  
University of Kalyani

**Director**

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**EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU**

## Bidding Data Sheet

S No	Particulars	Details
1.	<b>Bid inviting authority</b>	University of Kalyani, Nadia, West Bengal
2.	<b>Availability of the document</b>	For View & Download: Click on <a href="http://www.klyuniv.ac.in">www.klyuniv.ac.in</a> For View, Download and Submission: Click on <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>  All subsequent Addenda / Corrigenda / Extension of Dates shall only be posted on the above website. No separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep them updated in this connection.
3.	<b>Date of issue</b>	<b>24/05/2023</b>
4.	<b>Last Date and Time for Submission of Proposals in response to this request for EOI</b>	03/06/2023 Up to 3.00 p.m
5.	<b>Date for Opening of Proposals in response to this request for EOI</b>	05/06/2023 from 3.00 p.m
6.	<b>Date of Pre-Bid Meeting / Presentation (The Vendors Short-listed for Pre-Bidding/ Presentation will be communicated separately.) (if required)</b>	To be intimated later
7.	<b>Contact Persons</b>	<b>Deputy Director (E-learning &amp; Technical) Directorate of Open and Distance Learning University of Kalyani, Kalyani, Nadia-741235</b>
8.	<b>Email Address</b>	The prospective Bidder requiring any clarification to the EOI shall contact DODL through email <b>Email ID: <a href="mailto:adminonline@klyuniv.ac.in">adminonline@klyuniv.ac.in</a></b>
9.	<b>Last date of Submission of Queries seeking clarification through E-mail</b>	<b>01/06/2023 up to 5.00 p.m</b>
10.	<b>Duration of the project</b>	Minimum 3 Years and further extendable on performance basis
11.	<b>Method of Selection</b>	QCBS (70:30)
12.	<b>Earnest Money Deposit (EMD)</b>	<b>INR 50,000.00 (Fifty thousand only) to be paid</b>

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EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU

		online through e- Procurement portal. <b>(Mandatory Submission)</b>
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## **1. INTRODUCTION**

The University is a State-aided University established in 1960 by the Act of the State Legislature of West Bengal & is empowered to award degrees as specified by UGC under section 22 of the UGC Act, 1956. The name of the University is also included in the list of Universities under section 12-B of the UGC Act, 1956, to be eligible to receive central assistance.

The University of Kalyani has been accredited 'A' grade by the National Assessment and Accreditation Council (NAAC). It has been ranked at 89th position among the Universities by the National Institutional Ranking Framework (NIRF) 2020, Government of India. It is a dual-mode teaching and affiliating University with the explicit objective for facilitating and promoting studies, research, and extension work in emerging areas of higher education with a focus on professional education, for example, engineering, technology, management studies, social sciences, basic science commerce, education, etc. and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto.

In compliance with the modified rules and regulations to offer Open and Distance Learning programs by Open universities or Dual Mode Universities vide the Gazette notification, "UGC-DEB (Open and Distance Learning (ODL) and Online learning (OL)) Regulations, 2020, issued on 4<sup>th</sup> September 2020, the DODL, University of Kalyani is presently approved for running eight (8) PG courses in open and distance learning (ODL) mode. As an entitled Higher Educational Institute (HEI), from the next academic session, DODL is planning to commence several undergraduate and postgraduate programs in online (OL) mode.

In this context, the University of Kalyani has decided to invite online bids from competent vendors for Setting up Technical, Academic and end to end Support Infrastructure for the Development, Launch and Management of Online Programs to be offered by the DODL on

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**EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU**

**revenue sharing basis** with ZERO CAPITAL EXPENDITURE (No Upfront Cost) by the University.

## **2. Definition of Terms**

**“Agreement”** means the Agreement to be signed between the **selected** Bidder and the University of Kalyani, including all attachments, appendices, documents incorporated by reference, and any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.

**“Bidder”** means any firm offering the solution(s), service(s) and /or materials required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the Vendor with whom University of Kalyani signs the Agreement for providing its services.

**“Contract”** is used synonymously with Agreement.

**“Contract Value”** means, the tentative amount collected by tuition fees as per the sample calculation based on assumed number of admissions as given in Section 5.1. Contract Value as calculated in Section 5.1 shall be treated as minimum value of contract. Actual value of the contract may decrease also.

**“Document”** means any embodiment of any text or image however recorded and includes any data, text, images, sound, voice, codes, databases or any other electronic documents as per IT Act 2000.



“**Program**” means all the academic degree/diploma/certificate etc as and when offered by the Centre for Distance and Online Education, University of Kalyani and for which approvals have been received from UGC or any other competent authority.

“**Effective Date**” means the date on which this Contract is signed

“**Intellectual Property Rights**” means any patent, copyright, trademark, trade name, service marks, brands, proprietary information whether arising before or after the execution of this Contract and the right to ownership and registration of these rights.

“**University of Kalyani’s representative**” means the person or the persons appointed by the designated authority from time to time to act on its behalf for overall coordination, supervision and project management.

“**Vendor**” means A Firm/Company/Commercial Establishment/Vendor which has to provide services to DODL, University of Kalyani, West Bengal for Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs as per the scope of work of this EOI.

“**Scope of Work**” means all Goods and Services, and any other deliverables as required to be provided by the **Vendor** under this EOI.

“**Vendor’s Team**” means Vendor’s team, who has to provide Goods & Services to the designated authority under the scope of this Contract. This definition shall also include any and/or all of the employees of Consortium Members, authorized service providers and partners and representatives or other personnel employed or engaged either directly or indirectly by the Vendor for the purposes of this Contract.

**‘Service Level(s)’** means the service level parameters and targets and other performance criteria which will apply to all the Goods, Services and Deliverables as described in the EOI.

**“Service Provider”** same as Vendor

**‘Service Specifications’** means and includes detailed description, statements to technical data, performance characteristics, and standards (Indian as well as International) as applicable and as specified in the RFP and the Contract, as well as those specifications relating to Regulations of DEB and UGC applicable to the performance of work, work performance quality and specifications affecting the work or any additional specifications required to be produced by the Vendor to meet the desired criteria.

**“Purchase Order”** means the purchase order(s) issued from time to time by the designated authority (University of Kalyani) to the Vendor to provide Goods and Services as per the terms and conditions of this Contract.

**“Sub-Contractor”** shall mean the entity named in the contract for any part of the work or any person to whom any part of the contract has been sublet with the consent in writing of the designated authority and the heirs, legal representatives, successors and assignees of such person.

**“Services”** means the work to be performed by the Vendor pursuant to the RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the designated authority. In addition to this, the definition would also include other related / ancillary services that may be required to execute the Scope of Work under the RFP.

‘**Timelines**’ means the project milestones for performance of the Scope of Work and delivery of the Services as described in the RFP.

“**Revenue Sharing**” means that University of Kalyani will not invest on any of the services as mentioned in Scope of Work and the Vendor will offer the services and goods by sharing the fees collected from the students getting enrolled in Online Programs being offered by DODL. There will be No capital cost to University of Kalyani, West Bengal and only per student usage charges (As percentage of fee) will be given to the Vendor.

“**Fees**” means only tuition fees as approved for the running academic session by the competent authority of the University of Kalyani; semester or year wise; depending on Online Programs being offered by DODL, KU.

“**All fees**” means all fees paid by students throughout the tenure of the student at the DODL, KU for all Semesters and years.

“**Examination Fees**” means fees charged by the University of Kalyani for examination, evaluation and result processing purposes as approved for the running academic session by the competent authority of the University of Kalyani; semester wise, year wise or subject wise; depending on Online Programs being offered by DODL, KU.

### **3. SCOPE OF WORK**

The selected Vendor is expected to provide the services to the DODL, KU of the University of Kalyani for running Online Programs smoothly and effectively as per the prevailing UGC-DEB Regulations.

#### **3.1. Overview of Technological Infrastructure required**

The project envisages a centralized cloud-hosted core application consisting of an Online Admission Management System, Learning Management System and Student Information System. The hosting Infrastructure should include necessary servers as required in the data centre together with other network infrastructure, including firewalls, switches, and storage. The Infrastructure should consist of UPS and Power Generators to ensure uninterrupted power. The service provider should select the IT infrastructure and hosting environment that is best suitable for the proposed solution. The Infrastructure and hosting should ensure the highest level of security for the data and the reliability of the services offered to students. The service provider will also be required to set up a recording studio along with any infrastructure that is required by the team that will operate in the University Premises. The University will not be providing any IT infrastructure or software.

### **3.2. Software Requirement**

The broad software requirements are listed below. The service provider will however be required to provide all software that is necessary for provisioning the services envisaged in the proposal.

1. The automation should be web-based solution (having web-based front-end for users and as well as for system administrative functions) having centralized database, web and application server
2. Should support interoperable, portable, and scalable applications, services, interfaces, data formats and protocols.
3. The system should work on the latest version of the proposed RDBMS based database systems.
4. Integration of the core application with a payment gateway and messaging gateways.
5. Implementation of a Learning management system for the students.
6. Document management integrated with the admission management system
7. Development of web portal for online enquiry, admissions, fees payment
8. Mobile application for android/iOS to access the LMS

9. Offline content viewing facility for the students.

### 3.3. Details of SOW

IN ADDITION TO THE REQUIREMENTS AS IN SECTIONS ABOVE AND DETAILS OF SCOPE OF WORK ARE AS BELOW:

S. No.	Activities
1	<p><b>Infrastructure Set-up</b></p> <ul style="list-style-type: none"> <li>● Set-up &amp; Maintenance of Cloud based Hosting &amp; Data Services</li> <li>● Setting up the Admissions Management System, Student Management System integrated with Learning Management System and Managing it on day-to-day basis</li> <li>● Setting up the University web site for Online programs and maintaining it</li> <li>● Setting up the Mobile learning platform and maintaining/upgrading it</li> <li>● Setting up the admission and fees payment gateway and managing it on day-to-day basis</li> <li>● Setting up the messaging platform (SMS/Email/ Whatsapp like messaging app) for the University's Online Programs</li> <li>● Setting up/Integrating virtual learning environment for synchronous delivery of the University's Online Programs</li> </ul>
2	<p><b>Content Creation &amp; Set-up</b></p> <ul style="list-style-type: none"> <li>● Setting up the content development &amp; recording studio in the University and maintenance/management of its operations on day-to-day basis</li> <li>● Providing access to digital content through LMS and Mobile App [Features minimum as per the Annexure IX of UGC Regulation 2020 (ODL and OL)]</li> <li>● Recording, editing, finishing, uploading and managing of video content using university faculty.</li> <li>● Digitization of raw content provided by university faculty</li> <li>● Making the existing video content available to all students</li> <li>● Customizing the video content as per University's syllabi</li> <li>● Creation of self-assessment quizzes, practice tests as per video content/lectures and integrating them along with online/video lectures as guided by the faculty</li> <li>● Creation of facility for discussion forums among students</li> </ul>

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	<ul style="list-style-type: none"> <li>● Creation of tracking mechanism of learning by the students</li> <li>● Providing facility for virtual classes/live lectures by university professors</li> <li>● Upon completion of the contract, the University shall have the copyright of the 60% of the content produced by the service provider for the Online Programs of the University</li> <li>● Medium of teaching may be English, Hindi and/or Bengali</li> </ul>
3	<b>Admission Management Set-up</b> <ul style="list-style-type: none"> <li>● Automation of the admission management system for Online Programs for National (Govt ID based Verification) and International students (Passport based verification) as per the norms of the University of Kalyani and/or UGC-DEB Regulation 2020 (ODL and OL)</li> <li>● Setting up of the Online Fees Management System</li> <li>● Setting up of the Payment Gateway</li> <li>● Online scrutiny of admissions, report generation and fee reconciliation.</li> <li>● Setting up the entrance exam process for the courses</li> </ul>
4	<b>Online Examination Management</b> <ul style="list-style-type: none"> <li>● Setting up online examination platform for Online programs</li> <li>● Digitization of question bank provided by University</li> <li>● Consolidation of the students list (Regular/ Supplementary / Back log)</li> <li>● Examination notification through website /email/SMS/ Whatsapp like messaging app</li> <li>● Self-enrolment for examinations</li> <li>● Examination fees payment and reconciliation</li> <li>● Post Exam Management</li> <li>● Result consolidation</li> <li>● Provision to enable the student to download consolidated marks list (CML)</li> <li>● Proctored Examination as per the prevailing UGC Regulations</li> </ul>
5	<b>Reporting Support</b> <ul style="list-style-type: none"> <li>● Software should provide various reports about the admissions, fees collected, backlogs etc as and when required by the University or any other regulatory authorities like DEB-UGC, WB Higher Education Department etc.</li> <li>● Support for registration and data sharing for Academic Bank of Credit of UGC</li> </ul>

6	<p><b>Student Support</b></p> <ul style="list-style-type: none"> <li>● Setting up dedicated call centre-based support infrastructure, phone numbers, email IDs, online ticketing/grievance handling system, support team</li> <li>● Providing continuous call centre-based support to students through call, email, online ticketing/grievance handling system</li> <li>● Provision for Student and Professor communities through chat/discussion forums.</li> <li>● Students should be able to raise the ticket for any issues or concerns.</li> </ul>
7	<p><b>Counselling Facility to Support Admissions</b></p> <ul style="list-style-type: none"> <li>● Setting up online/telephonic counselling and program advising services for interested students.</li> <li>● Result Oriented Program Promotions and Professional Counselling Services using trained counsellors.</li> <li>● Helping the University promote its programs internationally</li> </ul>
8	<p><b>Apprenticeship and Placement Assistance</b></p> <ul style="list-style-type: none"> <li>● Facilitating apprenticeship/internship opportunities for all enrolled and interested students from the date of start of the program</li> <li>● Offering placement assistance to all graduating students</li> <li>● Tie up with job/OJT/apprenticeship aggregators as well as employers for providing apprenticeship to all students and placements to successful candidates</li> <li>● Arrange job fairs for facilitating apprenticeships and placements to the enrolled students.</li> <li>● Ensuring the payment of monthly stipends to all apprentices as per minimum wages set by the government</li> <li>● Reporting on the government portal for all statutory purposes</li> <li>● Monitoring of the progress of the students for their On-job learning</li> </ul>

Also,

- Vendor will assist DODL, University of Kalyani in marketing of the Programs.
- Vendor will provide technology support services to DODL, University of Kalyani in all pre-admission and post-admission services to all the students enrolling for Programs from India or abroad as per the norms.

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- Vendor shall provide adequate technology support services, through internet marketing, search engine, social media, through offline information offices, and other means, as per agreed guidelines, to DODL, University of Kalyani to promote the programs and solicit students to pursue Programs.
- All admissions shall be only done through the Online Portal of the University. Vendor will collect the admission form, documents, fees from prospective students and submit the same to DODL, University of Kalyani for processing the admission.
- Vendor will provide e-learning materials with technology to study for all of the Programs in association and approval from DODL, University of Kalyani.
- Vendor will fulfil and will deliver services and goods as given in the RFP irrespective of the number of students enrolled for the Program.
- Vendor will offer technology support in collating and scrutiny of each student admission form for further confirmation of admission to the student of DODL, University of Kalyani.
- Vendor will provide technology support to DODL, University of Kalyani for inclusion in the Academic Bank of Credit System of UGC.
- All technological Infrastructure, software, LMS, contents, admission process, examination, assessment etc must be **at least** in conformation with UGC-DEB Regulation 2020 (ODL and OL) and its amendments.

#### 4. INSTRUCTION TO BIDDERS

This section specifies the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidder carefully reads and examines all the terms and condition of this EOI.

##### 4.1 General



**4.1.1.** From the time of bid advertisement to the time of Contract award, if any Bidder wishes to contact the DODL, University of Kalyani (or designated officer) on any matter related to the bid, it should do so in writing at the address mentioned in the bidding data sheet. Intending bidder may download the EOI documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website [www.klyuniv.ac.in](http://www.klyuniv.ac.in).

4.1.2. Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

4.1.3. Tenders are to be submitted online through the website <http://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

- 4.1.4. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the DODL, University of Kalyani shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.1.5. Each Bidder should submit only one Bid.
- 4.1.6. The bids shall remain valid for the period of 30 days after the bid submission deadline date prescribed by the University of Kalyani.
- 4.1.7. Bidder has to submit duly notarized “Power of Attorney” as per the format provided
- 4.1.8. Any bid not accompanied by an enforceable and compliant bid security (EMD) may be rejected by the University of Kalyani as non-responsive.
- 4.1.9. Bidder must take note of such latest documents including addendum/corrigendum, if published till the bid submission ends
- 4.1.10. Bidder must submit their documents through the appropriate folders. Submission of document not through proper folder(s) may be considered as non-submission. If University fails to identify the document because of such wrong submission or due to submission of documents not readable visibly or for any technical issue like not opening the files etc., it would be deemed that the bidder did not submit that particular document(s).
- 4.1.11. The EMD of the Bidders shall be returned once the successful Bidder has signed the Contract. No interest will be payable by the University of Kalyani on the amount of the EMD.
- 4.1.12. The EMD will be forfeited by University of Kalyani on account of one or more the following reasons:
- If a bidder withdraws its bid during the period of bid validity
  - If the successful Bidder fails to sign the contract in accordance with terms and conditions of this EOI
  - If the successful bidder after signing the Contract violates the terms and conditions of the Contract within the contract period.

- If the University faces any consequence of loss of money and/or reputation due to the improper/faulty/deceitful work of the successful vender after signing of contract

After opening the financial bid, Letter of Intent (LOI) will be given to the selected Vendor at the earliest.

## **4.2 Submission and Opening of Bids**

- 4.2.1 The prices should NOT be indicated in the Technical Proposal. The failure to comply shall lead to rejection of bids.
- 4.2.2 Conditional bids are liable to be rejected.
- 4.2.3 The bids submitted by physical submission/fax/email shall not be entertained.
- 4.2.4 University of Kalyani shall not be responsible for delay or non-receipt of the documents/bids.
- 4.2.5 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the University of Kalyani may, at its discretion, seek any clarification from bidders.
- 4.2.6 If the Bidder does not provide clarifications about its bid by the date and time set in the University of Kalyani's request for clarification, the bids shall be evaluated on the basis of the information available with the University of Kalyani.
- 4.2.7 University of Kalyani reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

## **4.3 Selection Process**

### **4.3.1 Opening of Bids**

There will be four bid-opening events

- Technical Bid Opening (TBO)

- Technical Bid Evaluation (TBE)
- Financial Bid Opening (FBO)
- Financial Bid Evaluation (FBE)

#### **4.3.2 Preliminary Examination of Bids**

Evaluation Committee shall examine the bids to determine whether they are complete, documents have been properly signed and bids are generally in order. Any bid found to be unresponsive for any reason or not meeting any criteria specified in the EOI, shall be rejected and shall not be included for further consideration.

**Initial Bid scrutiny shall be held and bids will be treated as non-responsive, if bids are:**

- A. Not submitted in format as specified in the EOI document
- B. Non-submission of EMD
- C. Received without the Letter of Authorization (Power of Attorney)
- D. Found with suppression of details
- E. With incomplete information, subjective, conditional offers and partial offers submitted
- F. Submitted without the documents requested
- G. Non-compliant to any of the clauses mentioned in the EOI
- H. With lesser validity period

## **5 QUALIFICATION AND EVALUATION METHODOLOGY**

### **5.1 Pre-Qualification Criteria**

Following criteria prescribed as the Pre-Qualification criteria for bidders interested in undertaking the project. The Bidder shall fulfil the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

S.No.	Parameter	Eligibility Criteria	Supporting documents required	Where to upload and submit document in <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>
1.	Legal Entity	i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto/ Firm/LLP ii. Should have GST Number iii. Should have a valid PAN Number iv. Should have valid Trade Licence/Business Licence issued by the Local Authority or by the State Government	i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA) ii. GST Registration Copy iii. PAN Card iv. Trade/Business Licence	v. “Company Details” Folder
2.	Financial Strength	Bidders should have positive Net Worth for the three financial years i.e. 2019-2020, 2020- 2021 and 2021-2022.	Certificate from the Chartered Accountant for Positive Net Worth	“Accounts” Folder
3.	Financial Strength	The Bidder should have minimum annual turnover of Rs. 10 crores for the three financial years i.e. 2019-2020, 2020- 2021 and 2021-2022. (Group turnover for subsidiary companies will be accepted, No consortium)	Certificate from the Chartered Accountant along with the copy of audited Balance sheet and P&L Statement	“Accounts” Folder

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4.	Infrastructure	The Bidder should have already established an operational setup as desired for running OL Programs as per the norms in any Indian University.	Certificate from the University or a copy of the Service Agreement	“ <b>Credential</b> ” Folder
5.	Experience	Experience of working with at least 01 NIRF Ranked or NAAC Grade equal or above "A" Govt. Universities offering DEB-UGC Approved OL Programs and giving services as desired in Scope of Work of this EOI	Agreement Copy of any university along with the list of implemented courses <b>(Subcontracted Purchase Orders/Work Orders shall not be allowed)</b>	“ <b>Credential</b> ” Folder
6.	Experience	Experience of handling >5000 students at a time into various programs offered under OL Mode	Certificate from the University(ies)/HEI(s)	“ <b>Credential</b> ” Folder
7.	Technology	The Bidder must - be OEM for the LMS platform necessary for delivery of the Online Courses. No subcontract or sub-letting of work or consortium of companies for Online Platform is permitted	Self-declaration of being the OEM	“ <b>Technical Details</b> ” Folders
8.	Setup Time	Setup time required by the Vendor once the purchase order is released and contract signed	Undertaking by the Vendor on letterhead	“ <b>Annexure</b> ” folder
9.	Certification	ISO 9001, ISO 27000 and other industry standard	Copy of Certificates	“ <b>Certificates</b> ” folder

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**EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU**

		certifications		
10.	Non-Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central or State), Semi-Govt. & PSU in India in last five years (from the date of submission of bid)	Self-Declaration Letter duly signed by authorized signatory on company letter head as per format given in this EOI	<b>“Annexure”</b> folder
11	Experience	Experience of providing Apprenticeship and Placement Assistance (Paid On-Job training) to at least 1000 students studying under ODL or OL mode in Universities	Copy of the Letter from the Appointing Agencies/HEIs in support of providing Apprenticeship and Placement Assistance	<b>“Credential”</b> Folder
12	Tax Return Information	Documents in support of Updated Tax Return Information	Income Tax Returns submitted for the Assessment year 2020-21 Income Tax Returns submitted for the Assessment year 2021-22 Income Tax Returns submitted for the Assessment year 2022-23 GST Return for October-2022, November-2022 & December-2022	<b>“Payment Certificate”</b> Folder

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EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU

## 5.2 Technical Eligibility Criteria

5.2.1 Technical Proposal for only those Bidders will be opened who have found to be in

compliance with the Pre-Qualification Criteria.

5.2.2 Conditional bids are liable to be rejected.

5.2.3 The evaluation committee shall check technical eligibility of the Bidder based on

criteria given in table below:

### TECHNICAL BID EVALUATION CRITERIA (POINT ALLOCATION) WILL BE AS FOLLOWS

Parameter	Eligibility criteria	Threshold	Marks
Financial Strength	Turn over for the three financial years i.e. 2019-2020, 2020- 2021 and 2021-2022.	10 - 50 Crore	05
		>50Crore	10
Infrastructure	Already established and operational setup to conduct online programs and online proctored based examinations	No	0
		Yes	5
Experience	Experience of handling 5,000 or more students at a time into various programs offered under OL Mode	5000-50000	05
		>50000	10
Experience	Experience of providing LMS and other solutions to at least 01 NIRF Ranked or NAAC Grade equal or above "A" Public Universities offering DEB-UGC Approved OL Programs	No experience	0
		01-03 Public Universities	5
		> 03 Public Universities	10
Experience	Experience of working in	0 - 01 Year	00

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EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU



	years with reputed Universities for Online Programs	01 - 05 Year	<b>05</b>
		> 05 Years	<b>10</b>
Setup Time	Setup time required by the Vendor once the purchase order is released and contract signed	> 06 Weeks	<b>05</b>
		<= 06 Weeks	<b>10</b>
Certifications	ISO 9001, ISO 27000 and other industry standard certifications	Less than 02	0
		02 or above	<b>05</b>
Experience	Experience of providing Apprenticeship and Placement Assistance (Paid On-Job training) to at least 1000 students studying under ODL or OL mode in HEIs	1000-25000	5
		>25000	10
	Demonstration of the capabilities as per Scope of Work (SOW) given in EOI, Technical Presentation and answer to the queries of the bid evaluation committee	Evaluation as per Scope of Work	<b>30</b>
Total Maximum Marks			<b>100</b>
Minimum Qualifying Marks			<b>60</b>

**Note: Any bidder securing marks below 60 will be considered as Technically Not Qualified**

### 5.3 Evaluation Process

The Evaluation Committee shall evaluate the responses to the EOI and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence by bidders may lead to rejection of their bids.

**Evaluation will be done on Quality and Cost Based Selection (QCBS) method with the following weightage:**

**Technical: 70%**

**Financial: 30%**

The decision of the Evaluation Committee of the University of Kalyani in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Evaluation Committee may ask for meetings or presentations with the Bidders to seek clarifications or conformations on their bids.

The Evaluation Committee reserves the right to reject any or all bids. Each of the responses shall be evaluated as per the criteria and requirements specified in this EOI.

#### **5.4 The steps for evaluation are as follows:**

##### **5.4.1 Stage 1: Pre-Qualification**

- A. Evaluation Committee shall verify the deposition of “Earnest Money Deposit (EMD)”.
- B. Evaluation Committee shall also verify the documents that are mandatory for submission of bid and that are beyond the criteria for allowing score for Technical Bid Evaluation. Bidders not submitted such basic documents are not to be considered fit for allowing score for Technical Bid Evaluation.
- C. After verification, the University of Kalyani (Authorized Person/Persons) shall open the “Pre-Qualification Bid”. **Each of the Pre-Qualification conditions mentioned in Section 5.1 is MANDATORY.** In case, the Bidder does not meet any one of the conditions, the Bidder shall be disqualified. Bidders would be informed of their qualification/disqualification based on the Pre-Qualification criteria through Email and subsequently, the Bid Security/EMD amount shall be returned to the respective disqualified Bidders.
- D. Financial bids for those bidders who don't pre-qualify will not be opened.

#### **5.4.2 Stage 2: Technical Evaluation**

- A. Evaluation Committee will review the technical proposals of the short-listed bidders to determine whether the technical proposals are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at University of Kalyani's discretion.
- B. Each Technical proposal will be assigned a technical score out of 100.
- C. Technical proposals of the bidders qualifying in the Pre-Qualification criteria will be opened and bidders may also be invited for any clarifications, if required.

#### **5.4.3 Stage 3: Financial Evaluation**

- A. All the qualified bidders will be notified to participate in the Financial Bid opening process.
- B. The Financial bids for the qualified bidders shall then be opened and reviewed to determine whether the financial bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at University of Kalyani's discretion.
- C. Financial Bids that are not as per the format provided in the EOI shall be liable for rejection.
- D. The Normalized Financial score of the technically qualified bidders will be calculated, while considering the Total Cost of bid given by each of the Bidders in the Financial Bid as follows:

**Financial Score of a Bidder = {100\* Lowest Share Percentage/ Bidder's Share Percentage} (Adjusted to 2 decimals).**

#### **5.4.4 Stage 4: Final score calculation through QCBS**

The final score will be calculated through Quality and Cost selection method based with the following weight-age:

**Technical: 70%**

**Financial: 30%**

**Final Score = (0.70\* Technical Score) + (0.30\* Financial Score)**

#### **5.4.5 Award Criteria**

- A. The Bidder having substantive technical and financial bid with the highest final score shall be treated as the successful Bidder.
- B. In the event the Final scores are 'tied', the bidders whose score is tied securing the lowest (among all the tied bidders) financial score will be considered as the Best Value Bidder for award of the Contract.

#### **5.4.6 Contract Signing**

- A. After opening the financial bid and entire Bid Evaluation, Letter of Intent (LOI) will be issued to the selected Vendor at the earliest.
- B. In case the Bidder does not acknowledge the receipt of LOI within 3 days, University of Kalyani will have all rights to select another bidder who has scored second highest overall score and issue them LOI.
- C. Within two weeks of the LOI, a contract agreement will be signed between University of Kalyani and the selected Bidder.

#### **5.4.7 Duration of the project work**

Duration of the project and contract agreement to be signed with the selected Bidder will be initially for 3 years that can be further extendable for 3 more years. Extension will be solely on the discretion of University of Kalyani based on the performance of the Vendor. Performance will be measured on the basis of various indicators mentioned in this EOI. The percentage for revenue sharing quoted in the price bid will be valid throughout the validity of the contract agreement.

#### **5.4.8 Implementation Schedule**

The project must be implemented and launched in 6 weeks' time from the date of signing the contract ensuring that the system will be operational before the next admission cycle commences.

The Vendor should be able to provide services in respect of all the courses decided by the University and the new mode will be implemented to the new admissions as and when the University decides to notify the same.

The Vendor has to provide a detailed implementation schedule including Infrastructure and content development in his response.

#### **5.4.9 Commercial terms and payment schedule**

- University of Kalyani will collect the fees in its designated account through an online payment gateway set up by the service provider in concurrence with the appropriate University authority. Revenue will be shared with the selected service provider as per the agreement and as per the procedure of the University. Taxes, as applicable, will be deducted/ paid as per the prevalent rules and regulations.
- As mentioned in the EOI, for setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs currently offered and for future programs there will be No Upfront Cost borne by the University of Kalyani.
- Schedule of payment will be decided on mutually agreeable basis.
- All direct, indirect, recurring expenses, for running online programs, towards social media and other media promotion, content creation, call centre, admission counselling, software including LMS, hardware, furniture, furnishing, audio video recording, storage media, power backup, network devices, maintenance and up gradation of hardware and software, software licenses, stationaries, man power, honorarium to subject matter experts for counselling sessions, online classes, content creation in 4 quadrants, lecture recording, question paper setting, evaluation,

invigilation, remote proctoring examination etc. and the cost of all activities as per the

Scope of Work (Section 3) shall be borne only by the selected vendor.

- Vendor would collect the admission forms, documents from students.
- Honorarium to Program Coordinators, Course Coordinators and to the Course Mentors as approved by Hon'ble Vice Chancellor of the University of Kalyani shall be borne by the selected vendor.
- Salary; insurance, provident fund and other expenses, honorarium, allowances of Vendor's Manpower deputed at University shall be borne only by the vendor only.
- Vendor has to provide full and equal service to those students also who are getting Scholarship or any type of fees waiver.
- Vendor will not ask for the compensation from the University in the case of the students if they are availing any type of Fees Waiver or Scholarship.
- If some students drop out the course midway, payment of remaining fee for the following terms for those drop outs will not be made.
- University will charge rent for the premises given to the selected vendor for setting up infrastructure which may be useable for 3<sup>rd</sup> parties and there will be separate rent agreement between the parties.

## 6. BIDDING FORMAT

### 6.1. CHECKLIST FOR PRE-QUALIFICATION PROPOSAL (REFER CLAUSE NO. 5.1 OF EOI)

**[Filled-up Form is to be submitted to “Annexure” Folder]**

S.No.	Name of the Folder where to be uploaded	Description of Documents To Be Uploaded	Y/N
1.	Company Details	Incorporation Certificate	
		Copy of MOA	
		Copy of AOA	
2.	Company Details	GSTN Certificate	
		PAN	
		Trade/Business License	
3.	Payment Certificate	Income Tax Return & GST Return for the period as required	
4.	Accounts	Audited Turn over Certificate	
		Audited Balance Sheet	
		Audited P&L Statement	
5.	Credential	Infrastructure - Certificate from a University where already working	
6.	Credential	Evidence of experience of working with at least 01 NIRF Ranked or NAAC Grade equal or above "A" public Universities offering DEB-UGC Approved Online Programs and giving services as desired in Scope of Work of this EOI:	
		Infrastructural Set-up	
		Content Creation & Set-up	

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EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU

		Student Acquisition Support	
		Admission Management Set-up	
		Online Examination Management	
		ReportingSupport	
		Student Support	
		CounselingFacility to Support Admissions	
		Apprenticeship and Placement Assistance	
7.	Credential	Experience certificate of years of providing Services for Online Programs and number of students handled at Pan India level	
		Certificate of experience in Years	
		Certificate of number of Students engaged for Apprenticeship or for Placement Assistance(Paid On-Job training)	
8.	Credential	Certificate for being OEM for LMS platform necessary for delivery of the Online Courses.	
9	Annexure	Undertaking for Setting up the services within the time offered by the vendor once the work order is released and contract signed	
10.	Certificate	ISO9001,ISO27000andotherindustrystandardcertification	
11.	Annexure	Self-Declaration of Non-blacklisting on company letter head duly signed the authorized signatory.	
12.	Annexure	Power of Attorney	

Date: \_\_\_\_\_ Seal & Signature of Authorized Representative of Agency

Name of Authorized Representative of Agency:

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**EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU**



FullAddress with Email:

MobileNo.:

## 6.2. Format for Particulars of the Bidder

**[Filled-up Form is to be submitted to “Annexure” Folder]**

Details of the Bidder (Vendor)		
A.	Name of the Bidder	
B.	Address of the Bidder	
C.	Year of Incorporation	
D.	Registration Number & Registration Authority	
E.	Legal Status (Public/Private/LLP etc.)	
F.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
G.	Telephone No. (with STD Code)	
H.	E-Mail of the Contact person:	
I.	Fax No. (with STD Code)	
J.	Website	
K.	Financial Detail (Organization’s turnover of last two financial years)	FY 21-22:
		FY 20-21:
		FY 19-20:
L.	GSTIN Number	
M.	PAN	
N.	EMD Details( <b>To Be uploaded in “EMD” Folder</b> )	

Date: \_\_\_\_\_ Seal & Signature of Authorized Representative of Agency

Name of Authorized Representative of Agency:

Full Address with Email:

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EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU

Mobile No.:

**6.3. Format for Certificate for having minimum annual turnover of Rs. 10crores  
[Filled-up Form is to be submitted to “Annexure” Folder]**

This is to certify that M/s. \_\_\_\_\_ has annual average turnover of Rs.....from type of business/ Providing Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs or other similar services including apprenticeships and other employability solutions to the Universities.

The details of annual turnover for the last three financial years are as follows:

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Details of Annual Turnover from similar services as desired in EOI</b>
1	FY 21-22	
2	FY 20-21	
3	FY 19-20	

Note: This certificate should be certified by Chartered Accountant (Audit or of the Agency).

**6.4. Experience certificate of providing similar services as desired in EOI at Pan India level [ To be Submitted to “Annexure” Folder]**

**(To be issued on letterhead of the University and certified by the competent authority of the University. Alternatively, a copy of the services agreement with the university must be annexed that should clearly show the services being taken by the University)**

This is to certify that M/s..... has worked with \_\_\_\_\_ (Name of Universities) in the \_\_\_\_\_ (Year) for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of our Online Programs. The details of services provided by M/s. are as follows:

<b>Sr. No.</b>	<b>Year</b>	<b>Details of services provided</b>
1		
2		
3		
4		
5		

**6.5. Format for Self-declaration by Bidder for not being blacklisted**

**[Filled-up Form is to be submitted to “Annexure” Folder]**

[ON BIDDER’S LETTERHEAD]

To,  
The Director  
Directorate of Distance Education  
University of Kalyani,  
Kalyani, Nadia  
West Bengal

**Date:**

**Sub:** Declaration of Non-Black listing for corrupt or fraudulent practices with any of the Government (Central or State), Semi-Govt. & PSU in India in last five years (from the date of submission of bid)

**Ref:** Selection of Vendor for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs, offered by DODL, University of Kalyani West Bengal

(Bidding Document No: \_\_\_\_\_)

Dated: \_\_\_/\_\_\_/\_\_\_)

Sir/Madam,

In response to the above mentioned RFP I, \_\_\_\_\_, as \_\_\_\_<Designation>\_\_\_\_ of M/s \_\_\_\_\_, hereby declare that our Vendor/ Company/ Firm \_\_\_\_\_ is having unblemished past record and is not currently declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Date: \_\_\_\_\_ Seal & Signature of Authorized Representative of Agency

Name of Authorized Representative of Agency:

Full Address with Email:

Mobile No.:

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**EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU**

## 6.6. Checklist for Technical Proposal

[Filled-up Form is to be submitted to “Annexure” Folder]

S. No.	Description of Documents To Be Uploaded	Name of the Folder where to be uploaded	Y/N
1.	Turnover Certificate from <b>Chartered</b> Accountant (Auditor)	Accounts	
2.	Certificate of already established and operational setup to conduct online programs and online examinations	Credential	
3.	Certificate of working with 01 NIRF Ranked or NAAC Grade equal or above "A" Universities offering DEB-UGC Approved Online Programs	Credential	
4.	Experience of handling <b>5,000</b> students or more at a time into various programs offered under on line Mode	Credential	
5.	Experience of working in years with reputed Universities for Online Programs	Credential	
6.	Self-Certificate for Setup time required by the Vendor once the purchase order is released and contract signed	Credential	
7.	ISO 9001, ISO 27000 and other industry standard certifications	Certificates	
8.	Detailed Project Plan	Technical Details	

Date: \_\_\_\_\_ Seal & Signature of Authorized Representative of Agency

Name of Authorized Representative of Agency:

Full Address with Email:

Mobile No.:

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EOI for the selection of organisation for Setting up Technical, Academic and Support Infrastructure for Development, Launch and Management of Online Programs under DODL, KU

## 6.7. Format for Tender Application

**[Filled-up Form is to be submitted to “Annexure” Folder]**

[ON BIDDERS LETTERHEAD]

To,  
The Director  
Directorate of Distance Education  
University of Kalyani,  
Kalyani, Nadia  
West Bengal

**Date:**

EOI No: -.....

Dear Sir,

Having examined the Statutory, Non statutory & EOI documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per EOI above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

**6.8.1 Format for Declaration against Common Interest**

**[Filled-up Form is to be submitted to “Annexure” Folder]**

**Declaration against Common Interest**

*(To be typed in company letter pad, scanned and uploaded)*

I/We, Sri/Smt., the authorized signatory on behalf of..... Do hereby affirm that I/We/any of the member of .....bidding against NIT No. .... do not have any common interest either as a partner on any partnership firm/consortium as a Proprietor/ Owner of any other firm in the same serial for the work I/We want to participate.

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

Signature of bidder with seal

## 7. EMD (Earnest Money Deposit)

### 7.1 Payment of EMD

#### (a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:-

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc. maintained with the Focal Point Branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

#### (b) Payment through RTGS/NEFT:-

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.



v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.

vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

#### 7.2 Refund **of EMD of all unsuccessful bidder(s): -**

Details guidelines of the same have been obtained from **Finance Department G.O. No. 3975- F(Y) Dated 28th July, 2016.**

#### **Refund / Settlement Process:-**

i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the procurement portal through web services.

ii) On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv) If the bidder accept the LOI and the same is processed electronically in the e-procurement portal EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.

v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal EMD of the L1 bidder for tenders of the State PSUs/ Autonomous

Bodies/LocalBodies/ PRIs etc. will automatically get transferred from the polling account to their respective linked bank account along with the bank particulars of the L1bidders.

vi) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the polling account to the respective linked bank accounts for State PSU/Autonomous Body/ Local Body/ PRIs, etc. tenders.

vii) All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

viii) Under no circumstances, University of Kalyani is accountable for refund of EMD of the unsuccessful bidders(both technically and commercially) because their EMD are not credited to the University Account. For any sorts of query, such unsuccessful bidders may contact ICICI Bank Help Line Number: 033-4026-7512/7513.

\*\*\*\*\* END OF THE DOCUMENT \*\*\*\*\*

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## Item Rate BoQ

Tender Inviting Authority: Director,DODL, University of Kalyani

Name of Work: SETTING UP TECHNICAL, ACADEMIC AND SUPPORT INFRASTRUCTURE FOR DEVELOPMENT, LAUNCH AND MANAGEMENT OF ONLINE PROGRAMS FOR University of Kalyani. (2nd Call of EOI/KU/DODL/2023-24/01)

Contract No: EOI/KU/DODL/2023-24/02

Name of the Bidder/ Bidding				
<b>PRICE SCHEDULE</b>				
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #
Sl. No.	Item Description	Quantity	Units	Percentage Share In Percentage (%) only
1	2	4	5	13
1	SETTING UP TECHNICAL, ACADEMIC AND SUPPORT INFRASTRUCTURE FOR DEVELOPMENT, LAUNCH AND MANAGEMENT OF ONLINE PROGRAMS FOR University of Kalyani <b>(** INR in the BOQ Comparative Chart will be treated as Percentage % only)</b>			

1.01	Share of Vendor for students directly admitted to OL Programme of the University : i) UG programme ( 3-4 Years)	1.000	Job	
1.02	ii) PG Programme (1-2 Years)	1.000	Job	
2	<b>Share of Vendor for making Marketing efforts towards admission of students to OL Programme of the University :</b>			
2.01	i) UG programme ( 3-4 Years)	1.000	Job	
2.02	ii) PG Programme (1-2 Years)	1.000	Job	