

PUNJABI UNIVERSITY PATIALA

NOTICE INVITING SHORT TERM-TENDER

Quotations on item-rate basis through tendering process are invited by the undersigned from Registered Firms for conduct of **MBA Entrance Test at Patiala centre** only fulfilling the eligibility criteria mentioned herein which shall be uploaded on www.punjabiuniversity.ac.in & www.smspup.ac.in.

1. Last date and Time for receipt of Tender by hand : **04-06-2019 (04:00 PM)**
2. Time and date of opening Technical bids : **05-06-2019 (12:00 PM)**
3. Time and date of opening Financial bids : **06-06-2019 (12:00 PM)**

Following services are required:-

1.	Conduct of test (Centre Hiring Charges)
2.	Use of Server (Local Server Installation)
3.	Evaluation of test
4.	Preparation of Result
5.	Uploading the keys
6.	Declaration of result
7.	IT & Technical Support (Includes travelling costs/Operations)

All other details are available in the bidding document.

Terms and conditions:

1. The Tender documents should be handed in 2 folders (sealed).
- (i) **Folder-A:** Should contain pre-qualification documents such as Registration of the firm, PAN No., EPF, ESI, GST No. & Labour Registration Certificate, Turnover, No-Black list certificate, Non- prosecution certificate, Establishment and Experience etc. need to be submitted in physical form, duly signed by the Firms/Tenderers on each page on or before 04-06-2019 up to 4:00 P.M. in the office of School of Management Studies, Punjabi University, Patiala.
- (ii) **Folder-B:** shall contain the financial bid in physical form.
2. The folder-B of only those contractors shall be opened that will be found technically qualified for the work.
3. Corrigendum /Addendum/Corrections, if any, will be published on the website only. The Firms should continue to check the Website www.punjabiuniversity.ac.in & www.smspup.ac.in.
4. The tender will be opened in the office of School of Management Studies at Punjabi University Patiala.

PRE-QUALIFICATION REQUIREMENTS:

1. The firm will certify that their Establishment is more than 5 years old and has a work experience of 2 years in the State of Punjab. Also provide the certified list of the previously conducted online tests by the tenderer.
2. Status of the Organization (whether Private/ Public Sector Undertaking/ Sole Proprietor/ Partnership/ Cooperative Society etc.) has to be certified. If so, copy of the constitution/ partnership deed of the firm duly registered with Registrar of firms/ companies has to be attached.

3. An Affidavit on Non- Judicial Stamp paper, duly attested by the Executive Magistrate or Notary Public, regarding Non- Black listing/ Non prosecution of the tenderers / firms has to be attached.
4. The firm will certify that its establishment is registered with EPF, ESI, GST & Labour department.
5. The firm will certify that the annual turnover is more than Rs. 3 Crore (Proof to be attached duly attested, and signed by registered Chartered Accountant/ Bank)
6. The agency has to provide certificate of Registration duly issued by the competent authority.
7. Kindly mention the maximum number of Candidates be adjusted at Patiala Centre in one batch.

Other Terms and Conditions:

1. The Firms/ Tenderers will obey all such services, acts, matters and things connected with the administration, supervision and conduct of Entrance Test as per directions issued from time to time, by the University.
2. The Firms/ Tenderers and its staff shall take proper and reasonable precautions to preserve Secrecy, confidentiality pertaining to the areas of responsibility assigned to them by the University.
3. In case the University suffers any loss or damage on account of any negligence or default on the part of any of the personnel employed by the Firms/ Tenderers, the said firm/tenderers shall be liable to reimburse the University with the same and shall further keep the University fully indemnified against any such loss or damage.
4. Any party can terminate the contract after serving a 48 hours notice to the other party along with the penalty on the tenderer.
5. The quoted rates shall be valid for full duration of the contract till the declaration of result and firm/ Tenderer should quote the rate only for conduct of Entrance test on component basis (per student).
6. The Convener reserves the right to reject the tender without assigning any reason before/after opening of the tenders and the tenderers shall have no right or any claim, whatsoever, for the same, on this account.
7. In any case the Firms/ Tenderers is not able to serve the University for any reason then before leaving the contract the Firms/ Tenderers will have to pay a penalty of Rs. 50,000/- (Rs. Fifty thousand only).
8. In case of any dispute or difference arising out or under this agreement, the matter would be referred to the Vice Chancellor of Punjabi University, Patiala whose decision will be final and shall not be called in question.
9. The firm who would quote lowest total amount of all components for one student for the tender would be given the contract.
10. In case of settlement of any dispute in court, the Jurisdiction would be Patiala only.
11. In case of any clarification regarding the tender please contact Phone No. 0175-3046206, 0175-3046207.


Convener
(MBA Entrance Test-2019)