

**EXPRESSION OF INTEREST (EOI) FOR
DESIGN/DEVELOPMENT OF RECRUITMENT AND RESEARCH ADMISSION
PORTALS FOR IIT PALAKKAD**

**EOI NO : IITPKD/ADMN/029/2019-20,
Opening date/time: 10.07.2019, 1500 hrs
Closing date /time : 31.07.2019, 1500 hrs**



IIT PALAKKAD

**INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD
AHALIA INTEGRATED CAMPUS
KOZHIPARA, PALAKKAD – 678 557**

DOCUMENT CONTROL SHEET

Sl. No.	Particulars	Details
1	Document Reference Number	EOI No. IITPKD/ADMN/029/2019-20
2	Start Date/Time of issue of Tender Documents	10.07.2019 at 1500 hrs
3	Last Date/Time of issue of Tender Documents	31.07.2019 at 1500 hrs
4	Last Date/Time for submission of Bids	31.07.2019 at 1500 hrs
5	Date and Time of Opening of Bids	31.07.2019 at 1530 hrs
6	Earnest Money Deposit	Rs. 20,000/-
7	Official Address	Indian Institute of Technology Palakkad, Ahalia Integrated Campus, Kozhipara PO, Palakkad – 678 557.
8	Contact Details	Email Address: purchase@iitpkd.ac.in Contact No.: 04923-226 586/521
9	Websites	https://iitpkd.ac.in/tenders https://eprocure.gov.in/cppp/

Note:

1. This document is not transferable.
2. All Bidders are advised to check for any further clarifications and corrigendum related to this project at the institute's website <https://iitpkd.ac.in/tenders>
3. In case a Central/State Holiday is declared on any day, the event will be held on the next working day at same time and same venue.

1. Invitation for Proposal

- 1.1 Through this Expression of Interest (EOI), it is intended to invite Proposals for selecting interested agencies/firms who have a good track record with sound financial and technical capabilities for Designing and Development Web Portals for Recruitments, PG Admissions and Research Admission at Indian Institute of Technology Palakkad (hereinafter called as “IITPKD”), as per the terms and conditions detailed out in the following paragraphs, initially for a period of two years, extendable further subject to satisfactory compliance of terms and conditions of Contract and on mutual agreement.
- 1.2 Bidders are advised to study the EOI carefully. Submission of bids shall be deemed to have done after the careful study and examination of the EOI Document with understanding of its implications.
- 1.3 The Department may, at its own discretion, extend the date for submission of proposals. In such a case all rights and obligations of the department and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1. Indicative Scope of Work

- 2.1 Design, develop and host configurable web portal to manage the various recruitments (staff, faculty, project assistants, etc) and student admissions (M.Tech, M.Sc., Ph.D. etc) for IIT Palakkad.
- 2.2 The online application forms, instructions, information brochure etc for various posts/vacancies will be made available to the public through this portal. Interested candidates should be able to apply online including fee payment through payment gateways. The portal should also enable the authorised people to scrutinize and shortlist the applications. Various configurable options will be needed for the same. It should also support auto-generation of admit cards for shortlisted candidates. The portal should also support various CRM facilities like contacting all/shortlisted candidates through Email/SMS etc.
- 2.3 Provide login to all the applicants to monitor the status of their application. Each application should get a unique auto-generated application number which the candidates can use for future reference.
- 2.4 The portal should have an interface to configure various posts and vacancies available for recruitment from time to time. Each post/vacancy may have different eligibility criteria and the structure of the application form may hence be different.
- 2.5 The application fee will have to be automatically calculated using a formula which involves the type of the post, category, gender etc. Candidates applying for more than one post should be able to make a combined single payment.
- 2.6 Provide the following interface in the Administrator’s login to manage various recruitment process:
 - 2.6.1 Portal Configuration or Application Form configuration. The application forms will have to auto validate certain eligibility requirements (age, experience, marks etc).
 - 2.6.2 Post Publishing.
 - 2.6.3 Portal Management.
 - 2.6.4 Candidate Scrutiny (multiple options).
 - 2.6.4.1 Various filters and sorting options on the data entered will be needed
 - 2.6.4.2 Export of all/selected/shortlisted candidates in csv format.
 - 2.6.4.3 Individual and bulk actions to shortlist a subset of candidates (Multiple rounds of short listing should be supported for the

same post). System should also support bulk shortlisting by importing a list of application numbers (when the shortlisting process is done outside of the system).

2.6.4.4 Portal should support multiple scrutinizers per post (the scrutinizers may be different for different posts). Each scrutinizer should be able to add a score and comments against each applicant. This comment and score should be viewable by other scrutinizers of the same post.

2.6.5 Interview Management functionality as given below (with multiple levels):

2.6.5.1 Interview/Test shortlisting.

2.6.5.2 Interview/Test letters generation.

2.6.5.3 SMS and Email Notification to Eligible Candidates.

2.6.5.4 Send Interview letters over candidate Email ID and also provide utility to download the same in candidate login.

2.6.6 Appointment Management below functionality

2.6.6.1 Appointment Recommendation.

2.6.6.2 Appointment letters generation.

2.6.6.3 SMS and Email Notification to Eligible Candidates.

2.6.6.4 Send Appointment letters over candidate Email ID and also provide utility to download the same in candidate login.

2.6.7 Joining Formalities.

2.6.8 Generation of Various Reports.

3 Instructions to Bidders

3.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this EOI have the following meanings:

3.1.1 **“Bidder”** means firm/agency/company who submits bids/proposals in response to this EOI.

3.1.2 **“Committee”** means committee constituted for evaluation of bids/proposals.

3.1.3 **“Agency”** means the firm/company, selected through competitive tendering in pursuance of this EOI, for the design and development recruitment and research admission portals.

3.1.4 **“Contract”** means the Contract entered into by the parties for providing the said services along with the entire documentation specified in the EOI.

3.1.5 **“Proposals”** means proposal submitted by the bidders in response to the EOI issued by IITPKD.

3.1.6 **“Services”** means the work to be performed by the Agency pursuant to this EOI and to the contract to be signed by the parties in pursuance of any specific assignment awarded by IITPKD.

3.1.7 **“IITPKD”** means Indian Institute of Technology Palakkad.

3.2 Conflict of Interest

The agency should provide professional, objective and impartial advice and at all times hold the interests of IITPKD paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

3.3 Validity of Proposals

- 3.3.1 Proposals shall remain valid for a period of 180 (One Hundred and Eighty) days from the date of opening of Proposal. IITPKD reserves right to reject a proposal valid for a shorter period as non-responsive.
- 3.3.2 In exceptional circumstances, IITPKD may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. A bidder granting the request will not be permitted to modify its Proposal.

3.4 Right to Accept or Reject Proposal(s)

IITPKD reserves the right to annul the EOI process, or to accept or reject any or all Proposals in whole or part at any time without assigning any reason and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such a decision.

3.5 Fraud and Corruption

It is required that the Bidders submitting Proposal and the agency selected through this EOI must observe the highest standards of ethics during the process of selection of agency and during the performance and execution of contract.

- 3.5.1 For this purpose, definitions of the terms are set forth as follows:
 - 3.5.1.1 **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of IITPKD or its personnel in contract executions.
 - 3.5.1.2 **“Fraudulent practice”** means a misrepresentation of facts, in order to influence a selection process or the execution of a contract and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the Institute of the benefits of free and open competition.
 - 3.5.1.3 **“Unfair trade practice”** means supply of services different from what is ordered on or change in the Indicative Scope of Work/Broad Scope of Work.
 - 3.5.1.4 **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.
- 3.5.2 IITPKD will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to be having been engaged in corrupt, fraudulent or unfair trade practices.
- 3.5.3 IITPKD will declare an agency ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the agency has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

3.6 Clarifications and Amendments of EOI

- 3.6.1 During process of evaluation of the Proposals, IITPKD may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time frame.
- 3.6.2 IITPKD may for any reason, within the deadline, modify the EOI from time to time. The amendment(s) to the EOI would be clearly spelt out

and the bidders may be asked to amend their proposal due to such amendments.

3.7 Earnest Money Deposit (EMD)

- 3.7.1 The bidder shall furnish, an EMD amounting to Rs. 20,000/- in the form of an Account Payee DD/Fixed Deposit Receipt/Bank Guarantee from a nationalised bank in an appropriate format, in favour of INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD PAYABLE AT PALAKKAD along with the EOI. EMD shall be put in a separate sealed cover and duly superscribed.**
- 3.7.2 The EMD will be forfeited on account of one or more of the following reasons:
 - 3.7.2.1 Bidder withdraws its Proposal during the validity period specified in the EOI.
 - 3.7.2.2 Bidder does not respond to requests for clarification of its Proposal.
 - 3.7.2.3 Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
 - 3.7.2.4 In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee.
- 3.7.3 **Refund of EMD:** The earnest money of bidders not shortlisted will be refunded after issue of Tender Documents to the shortlisted bidders.
- 3.7.4 The EMD lying with IITPKD in respect of other tender/EOI awaiting approval or rejected or on account of contracts being completed will not be adjusted towards EMD for this EOI. The EMD may however, be taken into consideration in case EOI/Tender is re-invited.
- 3.7.5 The EMD of the successful bidder participating in the Tender process will be released only after the bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG). For other bidders participating in the Tender process, the EMD will be refunded on final award of contract to the successful bidder.

3.8 Process and Stages of Shortlisting

- 3.8.1 Preliminary scrutiny of the EOI for eligibility will be done to determine whether the bidders are qualifying the criteria specified in the document.
- 3.8.2 The eligible bidders, would be required to give a detailed presentation about their Proposal, which should focus on past relevant experience, delivery, methodology for the said works/services, operational investment capability, business model to include organization structure of project team highlighting their profiles and qualification, timelines, payment terms etc. The onus of demonstrating the firms' competence, capability and promise rests with the respective firm.
- 3.8.3 Bidders will be shortlisted by the evaluation committee on the basis of the demonstrated capability, competence and other important evaluation parameters. All the shortlisted bidders will be issued with the Tender Document.
- 3.8.4 Tender Document will be issued to short listed bidders after EOI Stage. Detailed techno-commercial evaluation of the responses to Tender Document will be carried out based on the criteria and terms listed in it.

3.9 Eligibility Qualifications

3.9.1 This invitation to submit Proposals to the EOI is open to those bidders who meet the following pre-qualification criteria:

3.9.1.1 The bidder should have been in existence for at least Five years. The bidder should have a minimum experience of Three Years in providing satisfactory services. The experience of providing services to a few Govt. Departments/Centrally Funded Technical Institutions/Statutory Bodies or Public-Sector Undertaking, would be desirable.

3.9.1.2 The bidder should have at least 50 employees on its payroll on the date of submitting the tender. The bidder should have an Annual Turnover of not less than Rs.5 Lakh during the each of the previous three financial years i.e. 2015-16, 2016-17 and 2017-18 and should have filed Income Tax Returns with the Income Tax Department for the previous five years. The relevant documents signed by the competent authority shall be enclosed along with the bid submitted against this EOI.

3.9.1.3 The bidder should not have been black-listed by any State or Central Govt. Department or PSU or any other bodies in the past and shall provide necessary undertaking to this effect along with the bid submitted against this EOI.

3.9.2 The client reserves the right to carry out the capability assessment of the bidders and the client's decision shall be final in this regard.

3.9.3 The individual signing the tender or other document, in connection with the tender must certify as to whether he or she has signed as:

3.9.3.1 A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.

3.9.3.2 A partner of the firm, if be partnership, in which case he/she must have authority to refer to arbitration, disputes concerning the business partnership, either by the virtue of partnership agreement or a power of attorney. In the alternative all the partners should sign the tender.

3.9.3.3 Constituted attorney of the firm, if it is a company.

3.9.4 Bidders failing to meet these criteria or not submitting requisite supporting proof as stated in the EOI are liable to be rejected during pre-qualification evaluation.

DECLARATION

We, the undersigned Bidders, having read and examined in detail the specifications and all bidding in respect of the specifications in the EOI, do hereby propose to provide the services as specified in the bidding document.

We declare that all the services shall be performed strictly in accordance with the technical specifications in the EOI. Further we agree that additional conditions, if any, found in the Tender Document, will be strictly adhered to.

We confirm, having submitted in qualifying data as required in the EOI. In case any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this EOI.

We are not black-listed by any Central/State Governments/Public Sector Undertaking.

We have enclosed the following:

(i) Annexure-1: Minimum Eligibility/Correspondence Details

(ii) Annexure-2: Prior experience

(iii) Earnest Money Deposit

Thanking you,

Yours faithfully,

(Signature with Name)

Designation:

Business Address:

Seal:

Date:

Place:

Annexure-1

MINIMUM ELIGIBILITY/CORRESPONDENCE DETAILS

Sl. No.	Particulars	Details
1	Name of the Company/Agency	
2	Postal Address	
3	Year of Registration / Incorporation	
4	Name/Designation/Address/Email/Mobile Number/Landline Number of the contact person to whom all references shall be made regarding this EOI	
5	Number of Clients as on March 31, 2018	
6	Annual Turnover (Attach certified copy of the documents as required)	
7	PAN (Attach attested copy)	
8	GST Number (Attach attested copy)	
9	Service Tax Registration No. (Attach attested copy)	
10	Sales Tax Registration No. (Attach attested copy)	
11	Details of ISO 9000 or Internal Quality System	

Annexure-2

PRIOR EXPERIENCE

Sl. No.	Details of client along with address, telephone and Fax number	Order Value (INR)
1		
2		
3		
4		
5		

(Signature of the Authorized Person)

Date:

Name:

Place:

Designation:

Business Address:

Seal: