

**FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF DELHI
DELHI - 110007**



Online bids are invited from the interested Banks to provide online Payment Gateway facility for collection of Entrance Test fee for the admission to MBA (Full-Time), MBA – Executive, MBA- Executive (HCA) and Ph.D. Programme for the academic session 2018-19 of Faculty of Management Studies, University of Delhi.

e-TENDER DOCUMENT

**FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF DELHI
DELHI - 110007**

Room No: 1, Ground Floor, Faculty of Management Studies, University of Delhi,
Delhi-110007
Tel-Fax: 011-27666382
Email:admissions@fms.edu

Reference: FMS/ Payment Gateway/2018-2019

E-PROCUREMENT TENDER NOTICE

Faculty of Management Studies, University of Delhi invites online tender through e-procurement to provide online payment gateway facility for collection of Entrance Test Fee for the admission to MBA (Full-Time), MBA – Executive MBA – Executive (Health Care) and Ph.D. Programme. The admission process of the above Programmes has already been initiated. Faculty of Management Studies is opting for CAT – 2017 conducted by IIM, Lucknow. A bank is to be identified for online payment gateway facility for collection of Entrance Test fee.

Critical Date Sheet

	Details / Date
Bid Document Download /Starts Date	23/8/2017, 5:00 PM
Bid Submission Start Date	23/8/2017, 5:00 PM
Bid Submission End Date	13/9/2017, 05:00 PM
Bid Opening Date	15/9/2017, 04:00 PM

Notes:

1. All details regarding the subject tender are available on websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.
3. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
4. Clarifications/ queries, if any, can be addressed to the Section officer, Accounts Section on telephone no. 011-27666382 and email: admissions@fms.edu

Registrar

INDEX

Sr. No.	Content	Page No.
1.	Information and Instructions for Bidder	4
2.	Tender Document (Including technical requirements)	5
3.	Performa for Financial Bid	6
4.	Financial Bid Undertaking	7
5.	Tender Acceptance Letter	8
6.	Check List	9

INFORMATION & INSTRUCTIONS FOR BIDDERS

Issue of Tender Document	Tender Document may be accessed from the University website www.du.ac.in , and CPP portal https://eprocure.gov.in/eprocure/app as per the schedule.
Bid Document Download Start Date	23/08/2017 (5:00 PM)
Bid Submission Start Date and Time	23/08/2017 (5:00 PM)
Bid Submission End Date and Time	13/09/2017 (5:00 PM)
Bid Opening Date and Time	15/9/2017 (4:00 PM)

UNIVERSITY OF DELHI
FACULTY OF MANAGEMENT STUDIES (FMS)

Reference: FMS/ Payment Gateway/2018-2019

Dated: August 23, 2017

TENDER DOCUMENT (Including technical requirements)

Sealed quotations are invited from the interested Banks to provide online payment gateway facility for collection of Entrance Test Fee for the admissions to MBA (Full Time), MBA – Executive, MBA – Executive (HCA) and Ph. D. Programmes of Faculty of Management Studies, University of Delhi. The admission process of the above Programmes has already been initiated. Faculty of Management Studies is opting for CAT – 2017 conducted by IIM, Lucknow. A bank is to be identified for online payment gateway facility for collection of Entrance Test Fee. It is expected that around 40,000 candidates will apply online in response to our advertisement which is likely to appear in the mid of September, 2017.

Technical Capability Requirement:

1. The bank will have to coordinate with the agency selected for conduct of online registration by the University.
2. The bank is expected to do all query resolution and timely refunds, if any, coordinating with the agency dealing with the admission work.
3. The bank is expected to provide the minimum service level of 99% during the operations of its Payment Gateway and pendency of all admission related work.

The interested banks may quote their rate online on the portal <https://eprocure.gov.in/eprocure/app> citing only “one value” of credit/debit card/Online Banking transaction charges including taxes per candidate (however, actual payment would depend on the exact number of candidates registered) For any queries, please contact **Section Officer, Accounts Section, Room No: 1, Ground Floor, Faculty of Management Studies, University of Delhi, Delhi-110007**, from 23th August, 2017 to 13th September, 2017 between 10.00 a.m. to 05.00 p.m , failing which offer will be liable for rejection.

Dean
Faculty of Management Studies
University of Delhi

Performa for Financial Bid

The financial bid should be uploaded in following format:

Price Bid to be given in **BoQ_XXXX.xls** format

Sl. No.	Job Description	NUMBERS (Expected)	"see value" of credit/debit card/Online Banking transaction charges including taxes per candidate	TOTAL AMOUNT with Taxes	TOTAL AMOUNT In Words
1	Online payment gateway facility for collection of Entrance Test Fee for the admissions to MBA (Full Time), MBA - Executive, MBA- Executive (NCA) and Ph.D. Programmes of Faculty of Management Studies, University of Delhi.	40000.000		8.00	INR Zero Only
Total in Figures				0.00	INR Zero Only

The above mentioned Financial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Faculty of Management Studies, University of Delhi.

Note:

The total amount payable based on the quoted per candidate rate would depend on the 'actual' number of candidates who register to avail the bank's services. The number of candidates given in this document is only an estimated one.

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

Dear Sir/Madam,

I submit the Price Bid for_____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the tender document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure I inclusive of all applicable taxes.
4. The total amount payable based on the quoted per candidate rate would depend on the 'actual' number of candidates who register to avail the bank's services

Yours Faithfully,

Signature of
authorized
Representative:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit, if any.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

CHECK LIST

S. No.	Description	Page No.	Remarks, if any
1	Tender Document (Including technical requirements)	5	
2	Annexure – I (Performa for Financial Bid)	6	
3	Financial Bid Undertaking	7	
4	Annexure – II (Tender Acceptance Letter)	8	