

Reference: FMS/e-Tender/07/2019

**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 Application fee for the admissions to MBA (Full-Time), MBA – Executive, MBA-Executive (HCA) and Ph.D. Programmes starting from the academic session 2020-21 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/e-Tender/07/2019**

**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 Application Fee for the admissions to MBA (Full-Time), MBA – Executive, MBA – Executive (Health Care) and Ph.D. Programmes. The admission process of the above Programmes has already been initiated. Faculty of Management Studies is opting for CAT – 2019 conducted by IIM, Kozhikode. A bank is to be identified for online payment gateway facility for collection of Application fee.

**Critical Date Sheet**

	Details / Date
Bid Document Download /Starts Date	02/09/2019, 05:00 PM
Bid Submission Start Date	02/09/2019, 05:00 PM
Bid Submission End Date	23/09/2019, 05:00 PM
Bid Opening Date	25/09/2019, 02:00 PM

Notes:

1. All details regarding the subject tender are available on websites [www.du.ac.in](http://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](mailto:admissions@fms.edu)

**Registrar**

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# FACULTY OF MANAGEMENT STUDIES (FMS) UNIVERSITY OF DELHI

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**Reference: FMS/e-Tender/07/2019**

**Dated: September 02, 2019**

## **TENDER DOCUMENT (Including technical requirements)**

Sealed quotations are invited from the interested Banks to provide online payment gateway facility for collection of Application 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 – 2019 conducted by IIM, Kozhikode. A bank is to be identified for online payment gateway facility for collection of Application Fee. It is expected that around 35,000 candidates will apply online in response to our advertisement which is likely to appear in the mid of September 2019.

Technical Capability Requirement:

1. The bank will have to coordinate with the agency selected for the 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.
4. The bank has to provide the service on a no-cost basis i.e. no payment gateway service charges are to be levied on the University nor to the applicants.
5. The bank can offer interest on the amount collected from applicants. The bank that offers the highest interest rate (H1) would be selected, if it satisfies all eligibility criteria.
6. The bank needs to transfer 40% of the total amount collected within 90 days of the last date for submission of applications. It needs to transfer the remaining amount within 270 days of last date for submission of applications.

The interested banks may quote their rate online on the portal <https://eprocure.gov.in/eprocure/app> citing only “one value” of interest rate offered by the bank on the application amount collected from the applicants (however, actual payment would depend on the exact number of candidates registered), failing which offer will be liable for rejection. For any queries, please contact **Section Officer, Accounts Section, Room No: 1, Ground Floor, Faculty of Management Studies, University of Delhi, Delhi-110007**, from 2<sup>nd</sup> September, 2019 to 26<sup>th</sup> September, 2019 between 10.00 a.m. to 05.00 p.m.

**ANNEXURE-I**

**Performa for Financial Bid**

The financial bid should be uploaded in the following format:

Price Bid to be given in **BoQ\_XXXX.pdf** format

**Item rate BoQ**

Tender inviting Authority: The Dean, Faculty of Management Studies, Delhi-110007

Name of Work: 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 2019-20 of Faculty of Management Studies, University of Delhi.

Contract No: FMS/e-Tender/07/2019

Bidder Name: \_\_\_\_\_

Sl. No	Job Description	Number of Student Registration (Expected)	INTEREST RATE (%) OFFERED with all applicable taxes	INTEREST RATE (%) OFFERED with all applicable taxes in words
1	Providing 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. <u>Programmes</u> of Faculty of Management Studies, University of Delhi.	35000.00		

(Signature of the Authorised Person on behalf of Bank)

(Name of the Authorised Person on behalf of Bank, with Official Seal)

The above mentioned Financial bid format is provided as BoQ\_XXXX.pdf and a checklist is excel format along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.pdf as it is and quote their offer/rates in the permitted column manually 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, the 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 interest 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, address and contact Number of the Bidder)

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To,

Dear Sir/Madam,

1. 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.

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: **FMS/e-Tender/07/2019**

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 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 thereof, 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)