

Date: 03/10/2023

E-Tender for

**“Online Admission Process for Post Graduate and Doctoral
courses in four Agricultural Universities in Maharashtra”**



MCAER

कृषि परिषद

**Maharashtra Council of Agricultural Education
and Research (MCAER),
132/B, Bhamburda, Bhoslenagar, Pune- 411107**



Maharashtra Council of Agricultural Education & Research,

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No./MCAER/EDN-1/3023/2802/2023

Date: 26/09/2023

Notice for Inviting E-Tender

Maharashtra Council of Agricultural Education & Research, Pune invites e-tenders for the “Tender for Online Admission Process for Post Graduate and Doctoral courses in four Agricultural Universities in Maharashtra” through the website <https://mahatenders.gov.in/nicgep/app> from reputed firms as per schedule given below:

Time Table of E-tender of Online Admission Process for academic year 2023-24

SN	Tender Details			Envelop
1	Tender Publish	03.10.2023 11.00 Hrs.	03.10.2023 13.00 Hrs.	-
2	Start of issue e-tender (Download and preparation)	03.10.2023 13.00 Hrs.	17.10.2023 18.00 Hrs.	Envelop 1 & Envelop 2
3	Pre Bid Meeting at MCAER, Pune	09.10.2023 11.00 Hrs.	-	-
4	Bid Submission	03.10.2023 13:01 Hrs.	17.10.2023 18:00 Hrs.	-
5	Opening of Technical Bid	18.10.2023 10:00 Hrs.	18.10.2023 18:00 Hrs.	Envelop 1
6	Opening of Financial Bid	20.10.2023 10:00 Hrs	20.10.2013 18:00 Hrs	Envelop 2
7	Tender fee (In Rupees)	Rs.5,000/- (Nonrefundable) only		
8	EMD Deposited (In Rupees)	Rs. 50,000 /- only		
9	Tender Value (Approximately)	Rs. 15,00,000 /- only		
10	Security Deposit	10% (Tender Value)		
11	Address for correspondence	Director(Education), MCAER,132/B, Bhamburda, Bhoslenagar, Pune-411 007		

Chairman, Tender Committee/
Director (Education)
MCAER, Pune

Important Notes

1. Tender Document can be downloaded from MCAER website www.mcaer.org or from State Public Procurement Portal <https://mahatenders.gov.in/nicgep/app>. Bidders should enroll / register in the e- procurement module of State Public Procurement Portal through the website: <https://mahatenders.gov.in/nicgep/app> Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids only received on e-tendering portal <https://mahatenders.gov.in/nicgep/app> will be considered.
3. The Director General, MCAER, Pune reserves the rights to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. MCAER will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website <https://mahatenders.gov.in/nicgep/app> and enroll their DSC and upload their quotation well in advance.
5. Any changes, corrigendum etc. in respect of this tender shall be issued only through state Public Procurement portal <https://mahatenders.gov.in/nicgep/app> bidders are therefore requested to regularly visit website www.mcaer.org / <https://mahatenders.gov.in/nicgep/app> for updates.
6. **Tender Fees:** The non refundable tender fees of Rs. 5000/-(Five Thousand only) should be submitted by bidder through online payment gateway. (SBI Bank Acc. No. 10198663784, IFSC Code SBIN0007339, Branch -University Road, Shivajinagar, Pune). Tender fee is mandatory even if you have exemption certificate of like MSME, NSIC etc.
7. **Earnest Money Deposit (EMD):** An amount of EMD Rs. 50,000/-(Rupees Fifty Thousand Only) should be submitted by bidder through online payment gateway (SBI Bank Account No. 10198663784, IFSC Code SBIN0007339, Branch- University Road, Shivajinagar, Pune). As per the letter of MSME office F. No. 22(1)2012-MA dated 24/12/2016, the MSME certificate holder tenderer are exempted from payment of earnest money deposit.
8. Admission process of different categories can be minimized or reduced or cancelled by state Agriculture Council; without assigning any reason thereof.

Note: The completed application (response document), (printed, signed and bound copy) should be submitted in a sealed cover super scribed with the title "Tender for Online Admission Process for Agricultural courses in Agricultural Universities in Maharashtra" at the address The Director (Education), Maharashtra Agricultural Education and Research, 132/B, Bhamburda, BhosleNagar, Pune-411 007.

Introduction

The Maharashtra Council of Agricultural Education and Research (Agriculture council), Pune is a statutory body which has been constituted under Section 12 of the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983. Agriculture council helps to make effective coordination in the education, research and extension education under four agricultural universities of the State. This Agriculture council is conducting online admission process since 2013 for admissions to all diploma, degree, post graduate and doctorate courses in four agricultural universities in Maharashtra.

Online Admission portal and scope of work related to admission process

1. **Development of online application form:** Development of online application form according to prospectus of previous academic year (2022-23) for post graduation and Ph.D. in four state agricultural universities. Necessary corrections in online form may also be made as per the requirements of council from time to time.
2. **Online scrutiny of documents:** Online scrutiny of documents should be done from trainee and experience person after information received through online application form and accordingly publish the provisional merit list, list of rejected application forms along with reason and detailed list of discrepancies in documents claimed by candidate. Also those persons who scrutinized online documents these person list should provide to Director, Education (MCAER, Pune) for information.
3. **Information of discrepancies:** Make necessary arrangements for clearing of discrepancies in documents of student's login on website during grievances period.
4. **Publication of Merit list:** Scrutiny of documents should be done by Agency which are uploaded by students during grievance period. If found correct clearing of discrepancies and accordingly publish final merit list for university level as well as state level.
5. **Allotment Rounds:** Round wise allotment of admissions to the students from the final merit list as per rules and regulations given in prospectus /Circulars and GR issued by Government from time to time. Vacant seats should be displayed on website dynamically from first online admission allotment round to the completion of admission process.

6. The number and duration of online admission allotment rounds may be changed by MCAER from time to time as per requirements. It is compulsory to publish all the list related to admission process according to time table decided by MCAER, Pune.
7. Separate login should be given to admission processing center for the conduction of admission round to fill seats remained vacant after online admission allotment rounds. During the process merit list excluding admitted students should be provided to each admission processing center and also control the admission process at such centers. Vacant seats should be displayed on website dynamically during the process.
8. During each online allotment round display college and caste wise cutoff of last student on website.
9. Separate login should be provided for filling application form to the candidates. Similarly separate login will be given to each college, university and Agriculture council with dash board and application form.
10. Candidate's login should contain facilities viz. personal information of candidate, educational information, payment gateway and documents (Minimum 600 kb size /document), to clear discrepancies, allotment letter generation with photograph if admission is allotted, facility to reject/Refuse admission etc. Also other facilities should make available as directed by state Agriculture Council from time to time.
11. SMS facility should be made available for students / Nodal Officers of each college about information regarding admission process.
12. College login should contain application forms of round wise admitted students (along with all uploaded documents), List of candidates, Allotment letters along with facility to confirm/cancel/Reject/Refuse admission of candidate.
13. University login should contain all colleges in under jurisdiction of university, list of students admitted in college, College wise list of admitted/cancelled/rejected/refused candidates, Category wise/ Admission round wise / total statistical information of candidates.
14. State Agriculture Council, Pune login should contain university and college wise list of all admitted students, college wise list of admitted, cancelled and rejected candidates also caste wise list of candidates, admission allotment

- round wise and total statistics of admitted students. The above information should be provided time to time to MCAER, Pune.
15. Besides above, modifications in login should be made available as per directives of Agriculture Council from time to time.
 16. The fees received from candidates through online process should be directly deposited to bank account of MCAER, Pune.(SBI Bank Account No. 10198663784, IFSC Code No. SBIN007339 Branch Code No. 07339).
 17. The information received during admission process viz. application form, category of candidate, allotted Category, marks, allotment letters etc information of admitted candidates and the soft copy of information asked by agriculture council from time to time in various formats should be submitted within stipulated period and confidentiality be maintained about all information.
 18. All above work should be carried out on website of bidder. The website of MCAER will not be available for the same.
 19. The website should be elegant and specific and user friendly in its layout and content.

The Other Points related to Online Admission Process

1. Seat distribution table of each college will be provided by Agricultural Council (Including roster for post graduate and Doctorate degree).
2. During period of admission process (start date of filling application to till last admission), one full time technical person be made available in office of MCAER, Pune to resolve the queries of students regarding online admission process.
3. To resolve the queries of students regarding online admission process call center of at least 5 phone lines should made available at Bidders office.
4. All rights are reserved with Agriculture council regarding information received during admission process. Bidder should not share this information to third party without prior permission of MCAER, Pune. If such information provided to third party, then as per rule legal action shall reserve with MCAER, Pune.
5. The software shall be started live in 20 days of issuing work order.

6. All intellectual property rights (IPR) for the software will remain with MCAER.
7. The selected agency has to work completion of admission process till academic year 2025-26. If work of agency were found unsatisfactory then the MOU can be terminated at any stage without any reason. However, on satisfactorily completion of work the duration for MOU may be increased with permission of MCAER, Pune for next three academic years.
8. Tenderer should appoint independent contact officer compulsory for all work related to admission process.
9. All rights reserved by MCAER, Pune in next every year for any change or reduce in number of courses related to agriculture admission process.
10. Tenderer should read carefully English as well as Marathi e-tender documents before submitting bid.

Tender document

Sealed tenders are invited online from bonafide firms having experience of designing and developing websites for reputed academic institutions. The tender document containing the terms and conditions can be downloaded from <https://mahatenders.gov.in/nicgep/app>

Clarification of Tender Document (Pre-Bid Meeting)

Prospective applicants requiring any clarification on the tender documents can be obtained /discuss during pre-bid meeting.

Approximate No. of applications received during Admission process

SN	Course	Average No. of applications
1	PG	2941
2	Ph. D.	303

Envelope - 1 (Super scribing Technical Proposal)


The Technical Proposal shall contain the technical specifications of the proposed solution, compliance to the specifications of various modules detailed in the tender, implementation plan, post implementation warranty and support plan along with the Checklist for Technical Bid Supporting documents such as registration certificates (Income tax PAN no, GST certificate etc.), bidders profile. Any other relevant paper which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the Bidder.

Pre bid qualification requirements

Sr. No.	Criteria	Valid Supporting Document / Information to be submitted as criteria validation with Technical Proposal
1	The bidder should be an Information Technology service-based company /society/firm registered in India since last 05 (Five) years under suitable ACT	Incorporation/Registration Certificate/Shop Act Certificate GST Registration Certificate / GSTIN PAN CARD of Prop righter/Firm should be furnished as document proof
2	The bidder should have Annual Average Turnover of minimum Rs. 25.00 Lakh (Rupees Twenty five Lakh only) in past three financial years from IT/ITeS services or business.	Auditors certificate (Certified by Chattered Accountant) with registration number / seal/documents clearly showing annual turnover of 03 years i.e. FY 2020-21, 2021-22, 2022-23.
3	Bidder must have prior experience of handling at least one similar project like Online Admission Management System used for at least twenty thousand students during last five years i.e. from academic year 2018-19.	1) Project Experience Certificate issued by the institute where worked. 2)Work Order of handled projects (Self declared project experience certificate will not be considered)
4	The Bidder shall not be black listed by any state /central/Government/UT/Semi Govt. / PSU in India during last five years. i.e. since academic year 2018-19 to till date.	Declaration regarding not black listed should be attached.
5	The Bidder should have demonstrated capacity of doing online scrutiny of documents related to student's admission process.	-

Envelope - 2 (Super scribing Financial Bid)

The Financial Proposal should represent detailed breakup of price of various modules, rate analysis and associated price of implementation in the Proforma in Annexure – 1 enclosed. Agriculture Council will not be liable for any cost incurred by the respondents in preparing responses to this tender or negotiations associated with award of a contract.


Chairman,
Tender Committee/Director (Edu.)
MCAER, Pune

Annexure-I
Financial Bid Proforma

SN	Activity	Rate (in Rs.) / Candidate
1	Facility of Filling of Online Application form, facility for document upload along with college Options and Merit List generation as per tender document	
2	Online scrutiny of Documents	
3	Facility of Filling of Option form during admission rounds/Additional round	
4	* Per Allotment Round	
5	Total (in Rs.)	

* Charges Per Allotment round will be charged on the basis of total number of applications processed during admission round. However, during spot round the charges will be finalized on the basis of number of admitted students.

Note: 1. The quoted rates should be inclusive of GST and other charges

2. The minimum rates of quoted by firm for total of above four items including GST will be considered for approval of e-tender.


Chairman,

Tender Committee/Director (Edu.)
MCAER, Pune