



OFFICE OF THE DEAN ACADEMIC AFFAIRS UNIVERSITY OF JAMMU, Jammu

NAAC Accredited 'A+' University
Website: www.jammuuniversity.ac.in Phone: 0191-2456892

e-TENDER

Conduct of Jammu University Entrance Test (JUET-2022)

For and on behalf of the University of Jammu, Jammu the Dean Academic Affairs invite the e-tenders as per applicant basis from the approved & eligible Agencies/Firms registered with the authority concerned for the following work: -

S.No.	Name of the work	Estimated Cost	Earnest Money (Refundable)	Cost of Tender Document (Non-Refundable)	Contract period	Date and time for opening of Technical Bid
1.	a) To conduct Jammu University Entrance Test (JUET-2022) for admission to the various programmes in the University of Jammu/ Offsite Campuses & Affiliated Colleges. b) Post Conduct Online Admissions to various programmes in the Main Campus of University of Jammu/ Offsite Campuses & Affiliated Colleges.	To be quoted by the bidder as per BOQ	Rs. 30,000/- in shape of CDR/ FDR pledged to Dean Academic Affairs, University of Jammu	Rs. 1000/-	One Year	05/07/2022 at 13:00 hours

NOTE:-

INITIALLY THE CONTRACT SHALL BE AWARDED IN FAVOUR OF THE LOWEST BIDDER (L1) FOR A PERIOD OF 01 YEAR. HOWEVER, THE SAME MAY BE EXTENDED FOR 02 to 03 YEARS SUBJECT TO THE SATISFACTORY SERVICE PROVIDED BY THE AGENCY/FIRM.

Relevant information

Position of Funds:	Available
No of Applicants (Approx.):	Around 15000: 12,500 (Twelve thousand five hundred) for PG Programmes & 2500 (Two thousand five hundred) for UG Programmes (Note: The payment shall be made as per actual number of applicants)

Jammu University Entrance Test (JUET-2022) shall be conducted for admission to the following programmes offered in the University of Jammu, Offsite Campuses & Affiliated Colleges for the Academic Session 2022-23:

- Post Graduate (PG) PROGRAMMES:** Buddhist Studies, Dogri, English, Hindi, Punjabi, Sanskrit, Urdu, Arabic, Kashmiri (Kishtwar Campus only), Journalism & Media Studies, Commerce (M.Com), Education (M.A), Education (M.Ed), Physical Education (B.P.Ed), Physical Education (M.P.Ed), LL.B Professional (3 Years), Biotechnology, Microbiology, Biochemistry, Environment Sciences, Botany, Zoology, Sericulture (Poonch Campus only), Human Genetics, MCA (Computer Science & IT), M.Sc -IT (Kishtwar Campus only), Statistics, Mathematics, Chemistry, Geography, Home Science, Applied Geology, Remote Sensing & GIS, Physics, Electronics, History, Economics, Library Sciences (B.Lib.I.Sc), Library Sciences (M.Lib.I.Sc), Rural Development, Political Science, Sociology, Psychology & Philosophy.
- Post Graduate (PG) DIPLOMA PROGRAMMES:** PG Diploma in Business Management (PGDBM), PG Diploma in Computer Applications (PGDCA) (Kishtwar Campus only), PG Diploma in Human Rights & Duties Education, PG Diploma in Bioinformatics, PG Diploma in Composite Culture Management, PG Diploma in Yoga & PG Diploma in Museology.
- Under Graduate (UG) PROGRAMMES:** B.Com. Honours (Bhaderwah & Udhampur Campus), B.B.A. (Hotel Management), Law (B.A.LLB - 5 years), B.A English Honours (Kathua Campus only).

TERMS AND CONDITIONS:

1. The rate quoted must be inclusive of all charges e.g. packing, forwarding, freight, transit insurance, taxes etc.
2. The rates submitted by the bidder shall be valid for one year initially and extendable for one / two years.
3. The Tenders shall be opened by the Committee constituted for the purpose **on 05/07/2022** or on any other notified date in the Office of the Dean Academic Affairs, University of Jammu, Jammu.
4. All Bidders/ Firms/ Agencies are required to submit the e-tenders under TWO BID SYSTEM i.e **Technical Bid and Financial Bid**. Technical Bid shall be opened first and only successful shortlisted Bidders/ Firms/ Agencies shall be taken up in the Financial/Commercial Bid.
5. The Bidders/ Firms/ Agencies who qualify the technical bid have to make a presentation in the University of Jammu before the JUET Sub Committee. The JUET Sub Committee can recommend for acceptance/ rejection of the firm/s on the basis of presentation and the technical expertise.
6. After the presentation the financial bids of only those Bidders/ Firms/ Agencies shall be opened, who are found technically qualified by the JUET Sub-Committee.
7. The work/contract shall be extended for two/three years subject to the satisfactory performance of the firm/agency.
8. **Sub-letting of the task/ contract to any other Agency/ Firm is not permissible.**

GENERAL INFORMATION

1. Date of Publishing from 17/06/2022 (16:00 hours)
2. The Bidding documents can be downloaded from the website **www.jktenders.gov.in** from 18/06/2022 10:00 hours to 02/07/2022 15:00 hours.
 - i. The Bids shall be submitted in Electronic Format only through the website **www.jktenders.gov.in** from 18/06/2022 10:00 hours to 02/07/2022 upto 17:00 hours.
 - ii. Technical Bids of bidders shall be opened online on 05/07/2022 at 13:00 hours.
3. Bid documents are available which can be downloaded from the website **www.jktenders.gov.in** Bid documents contain qualifying criteria for bidder, bill of quantities, conditions and other details.
4. **All the participating bidders must get prepare bid security/EMD in shape of CDR/FDR duly pledged in favour of the Dean Academic Affairs, University of Jammu and upload the same on website while submitting the bid through e-tendering mode. Only lowest bidder shall require to submit the Security Bid in shape of CDR/FDR pledged in favour of the Dean Academic Affairs, University of Jammu within 07 days in the office of the Dean Academic Affairs, University of Jammu after being declared successful failing which the tender shall be straightway rejected**
 - i. **The cost of tenders shall be deposited/remitted into Jammu & Kashmir Bank Ltd, New University Campus Branch bearing A/c No. 0345040100005320, IFSC Code JAK0CANAAL favoring Dean Academic Affairs, University of Jammu under proper receipt and the same should be scanned online while submitting the tender failing which the tender shall be straightway rejected.**
 - ii. **Financial Bids will have opened after opening of technical bid on any convenient date and time (dates notified lateron). If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day.**



5. CDR/FDR of the non qualifying Firms/ Agencies will be returned.
6. In case the work is not started within the prescribed time, the work will automatically be treated as cancelled and no correspondence shall be made for the same and CDR will be forfeited without any information.
7. **Instructions to bidders regarding e-tendering process.**
 - i. The interested bidder can download the NIT/bidding document from the website www.jktenders.gov.in
 - ii. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in the online bidding.
 - iii. The bidders have to submit their bids online in electronic format with Digital Signature. No Proposal shall be accepted in physical form.
 - iv. Bids shall be opened online as per schedule mentioned in General Information 2 (ii)
 - v. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with the bid.
 - vi. The Department will not be responsible for any delay in online submission of bids whatsoever reasons may be.
 - vii. All the required information for the bid must be filled carefully.
 - viii. The Firms/ Agencies should submit the actual EMD to the Office of the Dean Academic Affairs, University of Jammu personally or through post well before the last date of the submission of the tenders, failing which their bid will not be entertained.
8. The guidelines for submission of online bid can be downloaded from the website www.jktenders.gov.in

A. GENERAL INSTRUCTIONS FOR THE BIDDER

1. Qualification of the bidder

The participating bidder should have the following documents which shall **require to be scanned online while submitting the bid:-**

- i. Registration Card duly renewed for the current financial year.
 - ii. Cost of tender documents in shape of Bank Receipts of Specified Bank A/c drawn in favour of the Dean Academic Affairs, University of Jammu, University of Jammu, Jammu.
 - iii. GST No. issued from the Sales Tax Department.
 - iv. Pan Card.
 - v. Earnest Money in shape of CDR/FDR to the amount of Rs.30,000/- duly pledged in favour of the **Dean Academic Affairs, University of Jammu** issued by any Nationalized / Scheduled Bank (in original).
 - vi. Affidavit stating the name of work and declaration regarding correctness of information provided which shall be duly attested by the 1st Class Magistrate/ Notary, failing which the tender shall be straightway rejected.
2. Disqualification of the bidder (s), even though the bidder(s) meet (s) the above qualifying criteria, if they have
 - i. Made misleading or false information in the forms, statements, affidavits duly attested by magistrate and proof of the qualification requirements; and/or
 - ii. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

B. BIDDING DOCUMENTS

i. Content of bidding Documents

The set of bidding documents shall be: -

- a) Notice Inviting Tender.
- b) Bill of Quantities.

ii. Amendment of Bidding Documents

Before the deadline for submission of bid the Employer may modify the bidding documents by issuing corrigendum. To give prospective bidders a reasonable time to take a corrigendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids.

iii. Preparing of Bids

Language of the Bid is English only.

C. DOCUMENTS COMPRISING THE BID

The bid submitted by the Bidder(s) in electronic format shall be in two separate parts: -

PART I- The first part shall be named as **Technical Bid** which shall comprise of scanned Copies of following documents: -

- i. EMD in the form of CDR/FDR.
- ii. Tender cost in shape of Bank Receipts of J&K Bank, New University Campus, Jammu bearing A/c No. 0345040100005320, **IFSC Code: JAKAOCANAAL** (Note: Demand Draft is not acceptable)
- iii. Registration Card.
- iv. GST No.
- v. PAN Card.
- vi. Profile and Track Record of the Firm.
- vii. Documentary proof with regard to eligibility criteria specified at General Conditions (1) below.
- viii. Audited Financial Statements for the last 3 financial years.
- ix. Detail of job of similar nature undertaken with samples.
- x. Firm/Agency should not have been black-listed for the similar job and there should be nothing against the Firm/Agency. An undertaking to this effect has to be furnished by the Firm/Agency in an Affidavit along with stating the name of work and declaration regarding correctness of information provided which shall be duly attested by the 1st Class Magistrate/Notary failing which the tender shall be straightway rejected.

PART II- The second part shall be named as (BOQ) Financial Bid and will be in electronic format comprising of:

Bill of Quantities (Each part shall be submitted online separately)

D. GENERAL CONDITIONS: -

1. Only reputed firms with an annual turnover of at least Rs.1.00 (One) Crores with at least 05 (five) years of experience in conducting such test for the leading educational Institutions can participate in the bidding process attaching documentary proof for the same. A complete demo will be required to be displayed for qualifying.
2. The Firm must ensure complete confidentiality in the entire process of conduct/ declaration of JUET result, the breach of which shall be dealt strictly in accordance with law and appropriate penalty be imposed to the erring agency / firm .
3. In case of any dispute relating to the interpretation of the agreement or any clause thereof, the same shall be referred to the Vice-Chancellor, University of Jammu, who shall be the sole arbitrator and his decision in the matter shall be final and binding on both the parties. The arbitration proceedings shall be conducted in accordance with the Law prevalent at the time.
4. All disputes shall be subject to the jurisdiction of the Jammu Courts only.
5. The tender opening committee reserves the right to reject any/all the tenders without assigning any reason thereof.
6. In case of Firm/Agency fails to start the work within the stipulated time, a registered notice or notices sent through special messenger to the Firm/Agency for not start of the work that amounts to breach of the contract and will be sufficient to windup or cancel his contract.

7. The University may execute the work left by the Firm/Agency at the risk and cost of the Firm/ Agency. Any additional amount involved for execution of work shall be recovered from the Firm/Agency dues lying with the University.
8. The Firm/Agency shall be personally liable for civil and criminal prosecution under law, if specification of the work/materials used are found in contravention to the specifications prescribed during execution of work and even after completion and finalization of contract i.e. at any stage.
9. In case of delay in execution of work, a penalty up to 10% of the value of the work shall be imposed @ ½ % per week or part thereof and the same shall be recovered from the agency/firm from any money due or which becomes due to him from the University.
10. The bad and defective work shall not be accepted and will be rejected and got done through some other agency at the risk and cost of the concerned agency/firm.
11. No escalation in prices during the execution of work till completion of the work
12. The material used for question papers etc. by the Firm/Agency should be of approved brand/quality/specifications and any lapse in this regard shall be the responsibility of the agency/firm.

E. TERMINATION OF CONTRACT: -

The Employer may terminate the contract, if the Firm/Agency causes a fundamental breach of the contract. Fundamental breach of contract will include: -

- i. Continuous stoppage of Work for a period of 02 days without authorization.
- ii. Firm/Agency is declared bankrupt
- iii. Any evidence of involvement of Firm/Agency in corrupt practices.
- iv. Firm/Agency delays the completion of work beyond stipulated time of completion.
- v. Pursuant to the process of termination of contract, the University reserves the right to invite fresh tender for the balance work at the risk and cost of the defaulter Firm/Agency.
- vi. In case Firm/Agency failed to start/complete the work, within the stipulated time period, his Earnest Money shall be forfeited without any further notices, besides, the defaulter shall be debarred to participate in tendering process at least for one year.

DETAILED SPECIFICATIONS OF THE WORK TO BE EXECUTED BY THE AGENCY:

1. The Firm / Agency shall be responsible for:

A. Pre-Conduct of work for the Jammu University Entrance Test (JUET-2022):

- 1) Designing /Creating a dedicated Website Portal specifically for the JUET-2022;
- 2) Designing online JUET-2022 APPLICATION FORM, as per the specific eligibility and laid down norms/required by the University of Jammu with auto generated Application Number as per the requirement of JUET 2022 and as per the directions of the Office of the Dean Academic Affairs, University of Jammu;
- 3) Acceptance of online Application Forms of the applicants as designed and required by the University and provision for Acceptance of fee through Online Payment Gateway/Debit & Credit Cards/ Net banking etc;
- 4) The online Application Form would require uploading of the photograph, signatures, qualification certificates and other biometric features (wherever required) by the applicant;
- 5) Confirmation of acceptance of application forms and fee to each applicant through SMS / Email etc.
- 6) Allotment of Examination Centres as per the directions of the University and Generation of Online Admit Cards / Roll No. Slips for the applicants;

- 7) Supply of two sets of the hardcopy of the Centre-wise Attendance Sheets and packing slips to the University as per the list of the Centres provided by the University;
- 8) Setting up of separate Question Papers for the UG and the PG programmes on different colour sheets;
- 9) Preparation of two sets of question papers, each for the PG and UG courses (without any repetition of questions);
- 10) Out of two sets of question papers, one each shall be selected at random for printing while the other shall remain sealed for re-examination, if the need so arises;
- 11) The level of Questions for other components shall be 12th standard in case of candidates appearing after the 12th Class and Graduation for the candidates appearing after Graduation;
- 12) The paper shall comprise 150 objective type questions of one mark each and the duration for the entrance test shall be 2 ½ hours. The contents of the paper and component wise weightage shall be as under:

i) General English	40 questions	iii) Reasoning	40 questions
ii) General Knowledge	40 questions	iv) Numerical Ability	30 questions
- 13) For every wrong answer there shall be a negative marking of 0.25 mark;
- 14) Each set of question paper has to be shuffled into four series i.e A, B, C and D;
- 15) Out of the two question papers for JUET-2022, one paper shall be for the candidates appearing after 12th Class and the other for the candidates appearing after Graduation;
- 16) The level of Numerical Ability shall be 10th standard for both the question papers;
- 17) The medium of JUET-2022 shall be English;
- 18) The following weightage shall be given for admission to the various courses:

Academic Merit of the qualifying examination:	75%
Entrance Test:	25%
- 19) Provide duly numbered carbon-less OMR Answer Sheets (Response Sheets) (two parts) duly inserted in the Question Booklet itself.
- 20) Generation of reports as per the requirements of the University for the conduct of Examination and for effecting admission after the declaration of JUET result.
- 21) Any other related work regarding technical changes etc. as per the requirement of the University.

B. Post Conduct Admission Process for the Jammu University Entrance Test (JUET-2022)

- 1) The tenderer will develop, maintain and make the customized software as per the requirements of the University of Jammu for Online Admissions. The actual execution shall be done after the successful trial.
- 2) A dedicated helpline shall be required to be created to make arrangements for answering the online queries to different stakeholders during the period of the Admission.
- 3) Designing of online ADMISSION FORM for admission to various courses/ programmes offered by the University of Jammu and Offsite Campuses/ Affiliated Colleges, as per the directions / requirements of the University of Jammu.
- 4) Uploading of the JUET Answer Key **on the next day** of the conduct of the JUET-2022. The applicants shall be given two days time to submit their complaints, online, if any. After the submission of the complaints, the Agency shall make available the revised key and upload the same on the JUET Portal within two days, if applicable;

- 5) Declaration of result and generation of online Marks/Score Card for each applicant.
- 6) After the declaration of the JUET-2022 result, the students should be able to download the Score Card from the Web Portal and the facility to select the choice of the Department(s) / Course(s) in which they desire to be considered for admission and the detailed marks of each course/programme;
- 7) Generation of the following merit lists as per the specific eligibility conditions of the Programme and Statutes of the University:
 - i) Open Category list;
 - ii) Reserved Category Lists after the completion of the admission of the candidates in the Open Category (*student having reserved category and not admitted in any course/ programme should be included in the list even if his/her name has figured in the Open Category List and who has not sought admission under the Open Category*);
 - iii) Achievement Category wise merit list shall be prepared, as per Statutes, and uploaded in the respective departmental panel of the admission portal for downloading by the concerned Department / Nodal Department/ Centre and this list shall be made available within **One/Two days** after the submission of the Achievement Category score/marks by the University to the Agency.
 - iv) Self Finance Category List (*student who has applied for the self finance category seat and has not been admitted in any course/ programme shall be included in the list even if his/her name has figured in the Open Category List/Reserved Category list and who has not sought admission under the said Category/ies*);

C. Generation of Report/s (hard & softcopies) for JUET-2022 as required:

- 1) List of the applicants who have applied for the UG/ PG Courses/ Programmes;
- 2) List of the applicants who have deposited the JUET fee through Online Payment Gateway/ Net banking etc. sorted date wise & name wise;
- 3) Examination Centre wise detail of the applicants both for the UG/ PG Courses/ Programmes and Examination Hall allotment details;
- 4) Detail of User ID and Password allotted to each Department/ Nodal Department/ Centre;
- 5) Over all JUET-2022 Merit list – UG/ PG Course/Programme wise;
- 6) Allotment of Department Wise /Course wise /Programme wise list for UG / PG on the basis of i) merit ii) eligibility and iii) category/ Achievement Category/ Self Finance/ Supernumerary etc.;
- 7) List of the candidates admitted - Department Wise / Course Wise/ Programme wise both for the UG and the PG under each category i.e. Open/ Reserved Categories/ Achievement Categories/ Self Finance Category/ Supernumerary etc.;
- 8) List of the candidates transferred from one Department/ Course / Programme to another Department/ Course / Programme both for the UG / PG;
- 9) Details of the leftover seats for counseling- Department Wise / Course Wise/ Programme wise both for the UG and the PG under each category i.e. Open/ Reserved Categories/ Achievement Categories/ Self Finance Category/ Supernumerary etc.
- 10) List of students whose admission stands cancelled, Programme-wise / Date-wise;
- 11) Any other report as required by the University for the completion of the admission process.

D. Interfaces required for Additions/ Editing/ Deletions/ Verifications etc:

i) For the Student:

- a) Uploading and editing of particulars as required by the students & the University in duly filled in application form;
- b) Dashboard with Facility to change/retrieve the password;
- c) Downloading of the JUET Score Card with details of the Department(s)/ Course(s)/ Programme(s) where applied during the Admission process;
- d) Online Complaint Redressal Mechanism;
- e) Any other as required.

ii) For the Department/ Nodal Department / Centre:

(Departments/ Nodal Departments/ Centres should be able to access / view the list of the students who have opted for that Department/ Course/ Programme only)

- a) For accessing the Reports / Enrollment of students. The Department should be able to get the details of the students who have opted for that department during the admission process;
- b) For displaying / printing of reports as per the parameters specified in the Master Form and the facility of sorting - Rank-wise/Alphabetical/ Application No. wise and Category wise etc.;
- c) List of students who have been admitted by the Department/ Nodal Department / Centre/School;
- d) List of students who have not reported for admission within the stipulated time to that Department/ Nodal Department/Centre/School;
- e) List of waitlisted students to be admitted as per different sorting criteria;
- f) Transfer of students from one Department to another;
- g) Cancellation of the admission of student in a particular course/programme in which he/she has sought admission;
- h) History of the students who have been transferred;
- i) The procedure to issue Allotment Letter/s to the student;
- j) Facility to change and retrieve the password;
- k) Any other as required.

iii) For the Office of the Dean Academic Affairs:

- a) All the reports should be displayed/printed as per the different sorting criteria as specified above;
- b) All the reports that are required at the level of the Department/ Student should be accessible for the users of the Office of the Dean Academic Affairs by clicking on the parameters;
- c) Dashboard for the Current Status with facility to change and retrieve the password;
- d) Any other as required.

Further, the Agency shall also undertake the following:

- i) Double scan of all the OMR Response Sheets;
- ii) Provide Three copies of the lists of all the applicants in the alphabetical order, in hard bound as well as the soft form also;



- iii) The approximate number of students expected to appear in the JUET-2022 shall be around 15000 (fifteen thousand), out of which about 12,500 candidates are likely to appear for the PG Programmes/ courses and about 2500 candidates are likely to appear for the UG Programme(s)/Course(s).
- iv) The question booklet should be colour coded i.e., the colour of the Question Booklets for the PG Courses should be different from the colour of the Question Booklets for the UG courses;
- v) Each question booklet should be superscribed in bold letters individually both for the PG as well as the UG courses as the case may be;
- vi) The Question Booklets should be in 4 Series (A, B, C, D). The progress report in this matter should reach the Office of the Dean Academic Affairs as may be required from time to time during the entire process of admission;
- vii) The Question Booklets should have three sticker seals, one in front and other two at the top and the bottom, to be packed in a packet carrying only 25 (twenty-five) Booklets each; and
- viii) Each booklet should have a sticker seal to be opened at the start of the Entrance Examination;

Apart from the above Terms and Conditions, any other incidental job as may be required by the Office of Dean Academic Affairs, University of Jammu to complete the exercise of JUET-2022 Examinations and admissions shall also form part of the Work Order/ Agreement.

FINANCIAL BID

BOQ Items

S.No.	Item description
1.	a) Conduct of Jammu University Entrance Test (JUET-2022) for admission to the various programmes in the University of Jammu/ Offsite Campuses & Affiliated Colleges. b) Post conduct Online Admissions to the various programmes in the University of Jammu/ Offsite Campuses & Affiliated Colleges.
2.	Unit cost of providing services as per the tender document

Note: Rates must be quoted exclusive of all taxes and inclusive of all other incidental charges including data scanning, capturing/ verification, checking, cost of input media, toner, attendance sheet, OMR sheet, computer time and development of required software.


Dean Academic Affairs

No. DAA/22/951
Dated: 17/06/2022

