

(ANNEXURE – I)

TERMS AND CONDITIONS

DEVELOPING, HOSTING AND PROCESSING OF ONLINE APPLICATION FORMS FOR ADMISSIONS INTO DIPLOMA, UG, PG & Ph.D COURSES OF PJTSAU INCLUDING UG COURSES OF PVNRTVU & SKLTSHU FOR THE AY 2020-21.

- Professor Jayashankar Telangana State Agricultural University (PJTSAU), Hyderabad has nine constituent Colleges offering undergraduate courses with six of those devoted to faculty of Agriculture located at Rajendranagar, Aswaraopet, Jagtial, Palem, Warangal and Sircilla; two of faculty of Agricultural Engineering and Technology located at Sangareddy and Rudrur and one of faculty of Community Science at Saifabad, Hyderabad. In addition, there are Eleven constituent polytechnics (Nine in Agriculture, one each in Seed Technology and Agricultural Engineering) and twelve private polytechnics (Seven in Agriculture, one each in Seed Technology & Organic Agriculture and three in Agricultural Engineering) located at different places across the Telangana State. Apart from these, the University also offers postgraduate courses in Agriculture, Community Science and Agricultural Engineering & Technology and allied fields at its constituent Colleges in Hyderabad, Aswaraopet, Jagtial and College of Agricultural Engineering, Sangareddy.
- PJTSAU conducts admissions into Diploma, UG, PG and Ph.D. courses of PJTSAU including UG courses of PVNRTVU & SKLTSHU every year.
- The tender application forms and other details will be available from **20-06-2020 to 30-06-2020** on the University website **www.pjtsau.edu.in**
- Filled in tender form and technical bid should be enclosed with two demand drafts, 1) for Rs.10,000/- towards application and Registration fee (Non-Refundable), 2) for Rs. 25,000/- towards EMD (Refundable) drawn in favour of the **“The Comptroller, PJTSAU, Hyderabad” payable at Hyderabad**. The Technical Bid form (Annexure – II) and Financial Bid form (Annexure – III) shall be kept in two separate sealed covers and later both should be kept in a single cover and drop in the **Tender Box** kept at the Examination Centre, Beside College of Agriculture, Rajendranagar, Hyderabad – 500 030 on any of the working days from **22-06-2020 to 30-06-2020 between 10.00 AM and 3.30 PM**.
- The bids will be opened on **01-07-2020 at 11.30 AM** for which the bidders may also attend.
- The firm shall be responsible for developing, hosting and processing of online application forms for admission into Diploma, UG, PG & Ph.D courses of PJTSAU including UG Courses of PVNRTVU & SKLTSHU for AY 2019-20 with 24x7 technical support assistance till the completion of admission process for the academic year 2020-21.
- The University is expected to receive approximately 30,000 applications. Hence, the firm are requested to quote for each individual application form.
- The application form shall be hosted on the University website and the safety and security of the database should be ensured.

- During the entire application period, necessary support shall be provided to help students 24x7 at all stages of their form submission and payment of fees. The support staff must be fluent in Telugu and English.
- Suitable resource persons shall be identified for liaison between PJTSAU and the agency 24 x 7 till the completion of the admissions process and should be available in the Examination Centre.
- Final generation of application forms shall be done for all the courses in PDF format easily downloadable by the applicant.
- The firm must provide competent tech-support to enable the PJTSAU authorities to use the Online Application portal and the University may advise the changes to the firm as and when necessary.
- The firm will be responsible for all RTI and legal issues related to the process of ONLINE submission of applications and database/report management.
- The successful bidder will be responsible for hosting application forms on cloud-based server and ensuring back up of filled in applications.
- The firm is responsible to examine each applicant whether the candidate has uploaded the relevant documents.
- Dedicated support post Go-live for possible & required changes in the form structure or work flow for smooth and efficient execution shall be provided by the firm.
- Dedicated quality check process to ensure that the uploaded documents are in the proper readable format shall be provided by the firm.
- The bidders will be required to be ready to implement the software as per the requirements of the University within **seven days** from the date of issuing the work order.
- **In case of a single bid, the profile of the bidder will be examined by the tender committee and the University reserves the right to accept or reject the bid.** In case of a tie between two or more bidders quoting the same rates, which happens to be the lowest among all the bidders, then the tie break shall be as decided by the tender committee based on the past experience and performance of the firms in similar fields and the decision of the tender committee will be final.
- The University reserves right to cancel the agreement at any point of time without assigning any reason thereof, if the firm fails to comply the terms and conditions.
- The successful bidder shall to provide day wise reports in respect of number of candidates applied, fee collected towards the application and registration, category wise reports (OC, BC-A, B, C, D, E, SC, ST and special categories viz: PH, CAP, SPORTS & NCC) in the .csv, .xlsx & .accdb format and also provide a hard copy as and when necessary.
- The successful bidder has to provide all the information in the .csv, .xlsx & .accdb format (soft copy) related to the data immediately after the closure of application period.
- The price quoted in the financial bid (Annexure-III) shall not be corrected. Any correction will amount to rejection of the bid summarily.
- All the fees received towards online applications shall be credited directly into the bank account indicated by the University on daily basis without fail.

- The processing fee will be reimbursed to the selected bidder after the completion of the admission period.
- On the last dates of applications, more number of online submission are expected. Hence the bidder shall ensure that no hindrance is faced by any applicant either in submission of forms or payment of fees.
- In the event of being successful, the bidder will have to enter into an agreement with PJTSAU for implementation of the software. The bidder should give an undertaking to the University stating that the firm shall abide by all the terms and conditions without any deviation.
- The software shall provide the details as per the model application annexed which shall be subject to changes as per the requirement of the University.
- **The successful bidder shall deposit an amount of Rs. 5 Lakhs (Rupees Five Lakhs only) towards security deposit with the University during the period of agreement.** The security deposit shall be refunded within one month after the completion of the process. The above amount shall not attract any interest.
- Failure on the part of the firm to comply with the terms and conditions of the agreement will result in forfeit one of security deposit amount.

* * * * *