

Government of Rajasthan  
Office of RPET-2009, RMAT-2009 and RMCAAT-2009  
Board of Technical Education, W-6, Residency Road, Jodhpur-342032

Notice Inviting Tenders (financial and technical bids) for online counseling  
based on the entrance examinations.

Open tenders (financial and technical bids) are invited from reputed software companies for online counseling of candidates, based on the merit of various entrance examinations viz. Rajasthan Pre-Engineering Test, Rajasthan Management Admission Test, Rajasthan MCA Admission Test. The consultants/companies having experience of conducting online counseling need to apply only. The interested consultants / companies are requested to provide information, in the technical bid, indicating that they are qualified to perform the above mentioned services (brochures, description of similar assignments, experience in similar field / assignments, responsiveness to our Terms of Reference and availability of appropriate skills along with staff etc.). The financial bid is to be offered on turnkey basis for above mentioned services. Other details including the Request for proposals and Terms of Reference for online counseling are available on our website <http://techedu.rajasthan.gov.in>

The interested parties may submit their proposals in a sealed cover containing the sealed envelopes of technical and financial bids latest by 4-6-2009 (up to 6.00 P.M.) to the undersigned.

Coordinator,  
RPET-2009, RMAT-2009 and RMCAAT-2009

## **Request for Proposals**

The Request for Proposals for inviting technical and financial bids for conducting online counseling of the candidates appearing in common entrance tests such as RPET-2009, RMAT-2009 and RMCAAT-2009 is comprised of the followings :-

Schedule I : Letter of Invitation to Consultants

Schedule II : Terms of Reference (TOR)

Schedule III : Information to Consultants

Schedule IV : Format of the Technical Bid

Schedule V : Format of the Financial Bid (Price Quotation)

Schedule VI : Guidance to Consultants

Schedule VII : Draft of the contract

### **Letter of Invitation**

The State Government has assigned the responsibility of conducting entrance examinations including counseling for admission to professional courses (such as B.E., M.B.A. and M.C.A.) to the Board of Technical Education for the session 2009-10. Accordingly, the Board has initiated the process for holding the entrance tests by issuing notifications for inviting applications from eligible candidates. It has been estimated that approximately 66,000 candidates will appear in written test (RPET-2009) for admission to B.E. course and the estimated number of candidates for MBA and MCA courses is 12,000 and 2500 respectively. The entrance tests for these courses are commonly known as RMAT-2009 and RMCAAT-2009 respectively.

It is proposed to hire the services of consultants/software companies to conduct online counseling of eligible candidates of aforesaid entrance tests. The online counseling, broadly, consists of taking online options from the candidates and making mock allotments to enable the candidates to change their choices, if they so desire, before the locking period. Thereafter, final allotment will be made on the merit-cum-choice basis.

The services of consultants/software companies are being hired for taking online options from the candidates. The consultant/service provider will provide the database relating to online options to the Board on the notified date and time. The allotment part of the online counseling will be done by the Board it self.

Administrative and financial sanction has been obtained from the competent authority and sufficient funds are available with the Board for this purpose.

Interested consultants/software companies are requested to submit their technical and financial bids in the office of the undersigned latest by 4-6-2009 up to 6.00 P.M.

Coordinator,  
RPET-2009, RMAT-2009 and RMCAAT-2009

**Government of Rajasthan**  
Board of Technical Education, Rajasthan  
Office of Coordinator, RPET-2009, RMAT-2009 and RMCAAT-2009  
W-6, Residency Road, Jodhpur-342032

**The Terms of Reference**

The following Terms of Reference are decided for conducting online counseling of eligible candidates appeared in RPET-2009, RMAT-2009 and RMCAAT-2009 :-

1. Approximately 66,000 candidates of RPET-2009, 12,000 candidates of RMAT-2009 and 2,500 candidates of RMCAAT-2009 will participate in the online counseling. The Coordinator will notify the dates and duration of counseling (i.e. submission of online option by the eligible candidates) to the Consultant / Service Provider for aforesaid entrance examinations.
2. The Consultant / Service Provider will ensure uninterrupted access of the server to the participating candidates during the period of online counseling and will carry out the assignment in the best interest of the department.
3. The date and time of commencement of counseling will be intimated to the Consultant / Service Provider by the Coordinator on a notice of 15 days and it is enjoined upon the Consultant / Service Provider to start online counseling on the notified date and time. Any delay in this regard will be treated as breach of contract.
4. The online counseling will be carried out on the mutually agreed methodology. The web portal of the online counseling will contain the write up of the procedure and general instructions for submitting college wise and branch wise choices.
5. The Consultant / Service Provider will also provide a training module on the web portal so as to facilitate the candidates in exercising their online options.
6. The Coordinator will finalize the contents of the web portal.
7. The Coordinator will prepare a database of initial options of each eligible candidate, which will be exercised by him/her through OMR option form up to a notified date. The same will be transmitted/supplied to the Consultant / Service Provider for further uploading on the web portal specified for online counseling. The registered candidates may check their options, online, that have been exercised, earlier, through OMR option form and may change the options online, if they desire so.

8. The Consultant / Service Provider will be entrusted with the responsibility of taking online options from the candidates and providing the related database to the Coordinator for mock counseling and making final allotment on choice-cum-merit basis.
9. The Consultant / Service Provider will also arrange for online registration of interested candidates for upward movement and will provide the database to the Coordinator for allotment.
10. The Coordinator will provide seat matrix and soft database of the candidates for the purpose of taking online options from the candidates.
11. The Consultant / Service Provider will ensure that congestion do not occur during the process of online counseling, especially in the peak days of counseling.
12. The Consultant / Service Provider will provide all time access of the database of online counseling to the Coordinator or his authorized representative(s).
13. The Consultant / Service Provider will provide the information related to database as per directions of the Coordinator in soft as well as in hard copy and will also maintain the back up of the database on regular basis.
14. The Consultant/Service Provider will also submit the curricula vitae, duly signed by the authorized official of the Consultant / Service Provider, of key staff that will be engaged in the aforesaid project. This would also be a part of technical bid.
15. The Consultants/Service Providers will specifically mention in their technical bids about the experience of conducting online counseling of such entrance examinations as mentioned in term no. 1. They should also mention as to how many times they have conducted such counseling and for how many candidates and in how much duration. This aspect will be assigned adequate weightage during assessment of technical bids and will be a part of the technical bid.
16. The Consultants/Service Providers will not allow uploading and display of any kind of advertisement or name of any agency including the company of Consultant/Service Provider so selected or person or institution, whatsoever it may be, on the web portal.
17. The Consultant / Service Provider will not disclose any information related with online counseling to any other agency or person or institution under any circumstances and will maintain utmost secrecy of the assigned service / work.
18. The Consultant / Service Provider will submit a certificate to the Coordinator after completion of counseling process, stating that all the database relating to the counseling process has not been retained by him in any form and the same has been destroyed.

## INFORMATION TO CONSULTANTS

### **Background :**

The State Government has assigned the responsibility of conducting entrance examinations including counseling for admission to professional courses (such as B.E., M.B.A. and M.C.A.) to the Board of Technical Education for the session 2009-10. Accordingly, the Board has initiated the process for holding the entrance tests by issuing notifications for inviting applications from eligible candidates. It has been estimated that approximately 66,000 candidates will appear in written test (RPET-2009) for admission to B.E. course and the estimated number of candidates for MBA and MCA courses is 12,000 and 2500 respectively. The entrance tests for these courses are commonly known as RMAT-2009 and RMCAAT-2009 respectively.

In order to make convenient, interactive and to ensure complete fairness, transparency in the counseling process, it has been decided to conduct online counseling of the candidates for making allotments on choice-cum-merit basis. The concept of online process consists of two major parts. Under the **first part**, the candidates will interact with the web portal for exercising their options, accessing various information regarding counseling etc. The candidates will exercise their options in order of their preferences for Colleges and Branches through the interactive web portal. Under the **second part**, allotment process will be carried out. The allotment will be made as per the merit and choices filled by the candidate.

In this process, the mock counseling is also carried out in 3-4 rounds so as to enable the candidates to know their standing in the mock allotment. In case, if any candidate intends to change his / her option consequent to the out come of mock counseling, he/she can do so by submitting fresh options. Thereafter, the candidates are notified to lock their final options for final allotment and final allotment is made with the help of especially developed software.

Since, the Board of Technical Education has in house expertise in making allotments on choice-cum-merit basis, therefore, technical and financial bids are invited for the first part of online counseling process.

### **Evaluation of technical bids :**

The technical bids so received will be assessed on the basis of key parameters, each parameter has been assigned weightage as under :-

S.N.	Key parameters	Weightage (Max.Score)	Minimum score
1.	Technical assessment of offered counseling procedure. (Including experience of conducting such events, no. of candidates counseled, level of skill and qualification and experience of key staff)	30	60%

2.	Quality of Methodology proposed for the counseling procedure including the details of technical configuration proposed for the online counseling.	30	60%
3.	Reliability (Include uninterrupted access to user and skill level of key staff)	10	60%
4.	Degree of being userø friendly.	10	60%
5.	Speed level of main server and bandwidth	10	60%
6.	Probability of errors.	05	60%
7.	Capability of detecting any illegal entrant.	05	60%

### **Technical bid :**

The interested Consultants/Service Providers are requested to submit their technical bids keeping the aforesaid parameters in view. The technical bid should also comprised of brochures, description of similar assignments, experience in similar field / assignments, responsiveness to our Terms of Reference and availability of appropriate skills along with staff etc. While furnishing the details regarding experience, it should be clearly mentioned that for how many times such events have been conducted and for how many students and for how much duration in each case (Proof to be attached). The details of earlier clients and nature of services provided should also be furnished so as to evaluate the quality of experience of the Consultants/Service providers. This aspect will be assigned adequate weightage while assessing the technical bids. The curricula vitae, duly signed by the authorized official of the Consultant / Service Provider, of key staff that will be engaged in the aforesaid project should also be enclosed. Other relevant details/documents can also be submitted that are useful in technical evaluation. Since the quality of service proposed to be hired will largely depend on the technical soundness of the methodology proposed for the online counseling, therefore, details relating to technical configuration of the system proposed to be offered should also be furnished in the technical bid. It is clarified that the Consultant/ Service Provider will arrange for all necessary hardware and software facilities as required in accordance with TOR. The format of technical bid is given in schedule- IV.

### **Financial bid :**

The interested Consultants/Service Providers are requested to submit their financial bids on turnkey basis. The offered price should also include the tax component, if any. The date and time of public opening of financial bids will be communicated to such bidders who are selected on the basis of evaluation of technical bids. The format of financial bid is given in schedule ó V.

### **Evaluation of technical bid :**

The technical bids will be evaluated in the following manner :-

S.N.	Parameter	Max. Score	Min. Score	Criteria of evaluation
1.	Technical assessment of offered counseling procedure. (Including experience of conducting such events, no. of candidates counseled, level of skill and qualification and experience of key staff)	30	60% i.e.18	<ul style="list-style-type: none"> <li>• .Experience of conducting online counseling of more than 20,000 candidates ó 15 marks.</li> <li>• Qualification of key staff ó 5 marks.</li> <li>• Experience of conducting online counseling by key staff ó 5 marks</li> <li>• Experience of conducting online counseling by key staff on more occasions ó 5 marks</li> </ul>
2.	Quality of Methodology proposed for the counseling procedure including the details of technical configuration proposed for the online counseling.	30	60% i.e. 18	<ul style="list-style-type: none"> <li>• Quality of design of the web portal ó 5 marks.</li> <li>• Contents of the web portal ó 10 marks.</li> <li>• Quality of training module ó 5 marks.</li> <li>• Technical configuration of server ó 10 marks</li> </ul>
3.	Reliability (Include uninterrupted access to user and skill level of key staff)	10	60% i.e. 6	<ul style="list-style-type: none"> <li>• Provision of uninterrupted access to user ó 5 marks.</li> <li>• Skill level of key staff ó 5 marks.</li> </ul>
4.	Degree of being userø friendly.	10	60% i.e. 6	<ul style="list-style-type: none"> <li>• Number /Types of functions offered to exercise the online options ó 10 marks</li> </ul>
5.	Speed level of main server and bandwidth	10	60% i.e. 6	<ul style="list-style-type: none"> <li>• Speed level of main server - 5 marks</li> <li>• Bandwidth offered for online counseling ó 5 marks</li> </ul>
6.	Probability of errors.	05	60% i.e. 3	<ul style="list-style-type: none"> <li>• Zero error model ó 5 marks</li> </ul>
7.	Capability of detecting any illegal entrant.	05	60% i.e. 3	<ul style="list-style-type: none"> <li>• 5 marks will be assigned for this feature.</li> </ul>

**Contact person :-** The consultants/ service providers may contact the Registrar, Board of Technical Education for any clarification or information relating to this offer.

**Proposal validity period** - 90 days from commencement of online counseling.

**Expected date of commencement of services : In the month of July 2009**

**FORMAT OF TECHNICAL BID**  
(To be sealed in a separate envelope)

## 1. Addressed to :

Name of the bid inviting authority	Coordinator, RPET-2009, RMAT-2009 and RMCAAT-2009
Address	W-6, Residency Road, Jodhpur-342042
Telephone/Fax	0141- 2434395 (O) 0141 6 2430398 (F)

## II. Other related details:-

1.	Name of bidder				
2.	Name & Designation of Authorized Signatory				
3.	Registered Office Address				
	Telephone Nos.		Fax:		
	Mobile		Email:		
	Website				
4.	Rajasthan Center ( If any)	Address			
		Phone		Fax:	
		Contract Person			
5.	Jaipur Center ( If any)	Address			
		Phone		Fax:	
		Contract Person			
6.	Year of Establishment				
		Company			Firm
7.	Nature of Firm Put Tick (✓) mark	Government	Public	Private	Partnership
8.	Previous Experience	(Attach sheet containing details of work carried out)			
9.	Infrastructure	(Attach sheet containing details of equipments etc.)			
10.	Any other details in support of your offer	(Attach proper justifications)			

Note: Please attach list of offices & centres situated in Rajasthan along with address and phone & Fax numbers. Pls. attach proof in support of details stated above.

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Signature & Seal of the Bidder

III. Annual Turnover during last five years (attach proof):

2004-05	2005-06	2006-07	2007-08	2008-09

IV. Details of 5 years experience in implementation & delivering (attach successful completion certificates of projects as stated above over a period of 5 years as a proof).

Details of projects relating to online counseling (attach proof):

S.No	Name of hiring agency	No. of candidates participated.	Duration of the Project	Project Value (in Rs. lacs)	Current Status	Documentary Proof at page no(s).
1	2	3	4	5	6	7

(Append details mentioning nature and scope of project(s) in separate sheet if necessary)

V. Details of Methodology offered for online counseling :

VI. Responsiveness to Terms of Reference :

Signature & Seal of the Bidder

**FORMAT OF FINANCIAL BID**  
(To be sealed in a separate envelope)

**PRICE QUOTATION FOR ONLINE COUNSELING OF RPET 6 2009, RMAT-2009 AND  
RMCAAT-2009.**

Name of the Bidder (Company / Firm)-----

Address for Correspondence -----  
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I/we hereby submit the financial bid for online counseling of RPET-2009, RMAT-2009 and RMCAAT-2009. The price quotation is on turnkey basis for scope of work given in Terms of Reference and Information to Consultants.

Consolidated Rate in Indian Ruppes	
In Figures	In Words

**Note :**

1. The rate should not be provided as a percentage figure.
2. The consolidated rate should include all govt. and any other levies (e.g. Service Tax etc.)
3. The bidder is advised to quote rate in absolute Indian Rupees.
4. The rate quoted will be valid for 90 days. The period can be extended with mutual agreement.
5. No Condition will be entertained and conditional bid will be liable to be rejected.

(Signature with seal/stamp of the company)

Name :

Designation :

### **Guidance to Consultants**

- (i) When consultants receive the RFP, and if they can meet the requirements of the TOR and the commercial and contractual conditions, they should make the arrangements necessary to prepare a responsive proposal (for example, visiting the State and Department of the assignment, seeking associations, collecting documentation, setting up the preparation team). If the consultants find in the RFP documents-especially in the selection procedure and evaluation criteria-any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from the department in writing, within the period specified in the RFP for seeking clarifications.
- (ii) In this connection, it should be emphasized that the specific RFP issued by the department governs each selection. If consultants feel that any of the provisions of the RFP are inconsistent with the Guidelines, they should also raise this issue with the department.
- (iii) Consultants should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP. It is essential to ensure accuracy in the curricula vitae of key staff submitted with the proposals. The curricula Vitae shall be signed by the consultants and the individuals and dated. Non-compliance with important requirements will result in rejection of the proposal. Once technical proposals are received and opened, consultants shall not be required nor permitted to change the substance, the key staff, and so forth. Similarly, once financial proposals are received, consultants shall not be required or permitted to change the quoted fee and so forth; except at the time of negotiations carried out in accordance with the provisions of the RFP.

**Draft of the Contract**

**To be up loaded after opening of technical bids.**



