



OFFICE OF THE DEAN ACADEMIC AFFAIRS

UNIVERSITY OF JAMMU, JAMMU

NAAC Accredited 'A+' Grade University

Website: jammuuniversity.in Phone: 0191-2456892

TENDER NOTICE

Conduct of Jammu University Entrance Test (JUET-2020)

For and on behalf of the University of Jammu, sealed Tenders affixed with revenue stamp of Rs.10/- (along with a CDR of Rs 20,000/- (Rs twenty thousand only) pledged to the Registrar, University of Jammu) and addressed to the Dean Academic Affairs, University of Jammu, Baba Sahib Ambedkar Road, New Campus, University of Jammu, Jammu-180006 are invited from the eligible registered Firms/ Agencies for conduct of the Jammu University Entrance Test (JUET-2020) for admission to the various programmes in the University of Jammu for the Academic Session 2020-21 as per the following specifications, terms and conditions:

- a) **Post Graduate (PG) PROGRAMMES:** Biochemistry (Self-Financing), Biotechnology (NRI/Self-Financing), Botany, Buddhist Studies, Chemistry, Commerce (M.Com), Computer Science & IT (MCA), Dogri, Economics, Education, Electronics, English, Environmental Sciences, Geography, Applied Geology, Hindi, History, Home Science (Human Dev.), Human Genetics (Self-Financing Course), Information Technology (M.Sc IT), Kashmiri, Law (LL.B - 3 Year Professional), M.Ed., B.Lib.I.Sc., M.Lib.I.Sc., B.P.Ed, M.P.Ed, Mathematics, Microbiology (Self-Financing), Physics, Political Science, Psychology, Punjabi, Remote Sensing & GIS (Self-Financing), Rural Development, Sanskrit, Sericulture, Sociology, Statistics, Urdu, Zoology.
- b) **Post Graduate (PG) DIPLOMA PROGRAMMES:** PG Diploma in Business Management (PGDBM), PG Diploma in Computer Applications (PGDCA), PG Diploma in Human Rights & Duties Education, PG Diploma in Bioinformatics, PG Diploma in Composite Culture Management, PG Diploma in Yoga.
- c) **Under Graduate (UG) PROGRAMMES:** B.Com. Honours (Bhaderwah Campus Only), B.B.A. (Hotel Management), Law (B.A.LLB - 5 years).

SPECIFICATIONS:

1. The Firm / Agency shall be responsible for:

A. Pre-Conduct of work for the Jammu University Entrance Test (JUET-2020):

- i) Designing /Creating a dedicated Website Portal specifically for the JUET-2020;
- ii) Designing online JUET-2020 APPLICATION FORM, as required by the University of Jammu with auto generated Application Number as per the requirement of JUET 2020 and as per the directions of the Office of the Dean Academic Affairs, University of Jammu;
- iii) 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/ Offline Bank Challan;
- iv) The online Application Form would require uploading of the photograph, signatures, qualification certificates and other biometric features (wherever required) by the applicant;
- v) Confirmation of acceptance of application forms and fee to each applicant through SMS / Email etc.
- vi) Allotment of Examination Centres as per the directions of the University;
- vii) Generation of Online Admit Cards / Roll No. Slips for the applicants;
- viii) 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;

- ix) Setting up of separate Question Papers for the UG and the PG programmes on different colour sheets;
- x) Preparation of two sets of question papers, one for the PG and the other for the UG courses (without any repetition of questions);
- xi) 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;
- xii) 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 |
| ii. General Knowledge | 40 questions |
| iii. Reasoning | 40 questions |
| iv. Numerical Ability | 30 questions |
- xiii) Each set of question paper has to be shuffled into four series i.e A, B, C and D;
- xiv) Out of the two question papers for JUET-2020, one paper shall be for the candidates appearing after 12th Class and the other for the candidates appearing after Graduation;
- xv) The level of Numerical Ability shall be 10th standard for both the question papers;
- xvi) 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;
- xvii) The medium of JUET-2020 shall be English;
- xviii) For every wrong answer there shall be a negative marking of 0.25 mark;
- xix) The following weightage shall be given for admission to the various courses:

| | |
|---|---------|
| a) Academic Merit of the qualifying examination | 75% and |
| b) Entrance Test | 25% |
- xx) Provide duly numbered carbon-less OMR Answer Sheets (Response Sheets) (two parts) duly inserted in the Question Booklet itself.
- xxi) 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.
- xxii) Any other related work regarding technical changes etc. as per the requirement of the University.

B. Admission Process:- Post Conduct work for the Jammu University Entrance Test (JUET-2020)

- i) 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.
- ii) A dedicated helpline required to be created to make arrangements for answering the online queries to different stakeholders during the period of the Admission.
- iii) Designing of online ADMISSION FORM for admission to various courses/ programmes offered by the University of Jammu and Offsite Campuses/ Private affiliated Colleges, as per the directions / requirements of the University of Jammu.
- iv) Uploading of the JUET Answer Key **on the next day** of the conduct of the JUET-2020. 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;
- v) Declaration of result and generation of online Marks/Score Card for each applicant.

- vi) After the declaration of the JUET-2020 result, the students should be able to download the JUET Score Card from the JUET Web Portal and the facility to elect 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;
- vii) Generation of the following merit lists as per the Statutes of the University:
 1. Open Category list;
 2. 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*);
 3. 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*);
- viii) The Category wise and Achievement Category wise merit list shall be made available by the Agency 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.

C. Generation of Report/s (hard & softcopies) for JUET-2020 as required:

- i) List of the applicants who have applied for the UG/ PG Courses/ Programmes;
- ii) List of the applicants who have deposited the JUET fee through Bank Challan/ Online Payment Gateway, sorted date wise & name wise;
- iii) Examination Centre wise detail of the applicants both for the UG/ PG Courses/ Programmes and Examination Hall allotment details ;
- iv) Detail of User ID and Password allotted to each Department/ Nodal Department/ Centre;
- v) Over all JUET-2020 Merit list – UG/ PG Course/Programme wise;
- vi) 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.;
- vii) List of the candidates issued allotment letters - 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.;
- viii) 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.;
- ix) List of the candidates transferred from one Department/ Course / Programme to another Department/ Course / Programme both for the UG / PG;
- x) Details of the left over 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.
- xi) List of students whose admission stands cancelled sorted, Programme-wise / Date-wise;
- xii) Any other report as required by the University for the completion of the admission process.

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

i) For the Student:

- a) Uploading and editing of particulars as required by the students & the University;
- b) Checking of the Current Status/ Dashboard;
- c) Downloading of the JUET Score Card, ranking in the Department(s)/ Course(s)/ Programme(s) where applied during the Admission process;
- d) Allotment Letter/s;
- e) Online Complaint Redressal Mechanism;
- f) Facility to change and retrieve the password;
- g) 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;
- b) Should be able to get the details of the students who have opted for that department during the admission process;
- c) 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.;
- d) List of students who have been admitted by the Department/ Nodal Department / Centre;
- e) List of students who have not reported for admission within the stipulated time to that Department/ Nodal Department/Centre;
- f) List of waitlisted students to be admitted as per different sorting criteria;
- g) Transfer of students from one Department to another;
- h) Cancellation of the admission of student in a particular course/programme in which he/she has sought admission;
- i) History of the students who have been transferred;
- j) The procedure to allow a student for downloading of Allotment Letter/s;
- k) Facility to change and retrieve the password;
- l) 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;
- d) Facility to change and retrieve the password;
- e) 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-2020 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-2020 Examinations and admissions shall also form part of the Work Order/ Agreement.

TERMS AND CONDITIONS:

1. Sealed Tenders should reach the office of the Dean Academic Affairs, University of Jammu through **Registered Post/ Speed Post** only **on or before February 06, 2020 (Thursday) upto 03:00 pm** which shall be opened by the Committee on the same day at 03:00 pm or on any other notified date in the Office of the Dean Academic Affairs, University of Jammu, Jammu.
2. The Tenders should be sent in two separate envelopes marked as **“Technical Bid”** and **“Commercial Bid.”** The Technical Bid shall be opened first and only successful shortlisted Agencies shall be taken up in the Commercial Bid. Both Packets, containing required documents, should be sealed separately and put in another cover sealed and subscribed prominently with all the details of the notice as **“TECHNICAL AND FINANCIAL BID FOR JUET-2020”** and the outer cover should carry the Name, Address, Telephone / Mobile No. and e-mail address of the Agency / Firm.
3. The work/contract shall be extended for one/two years subject to the satisfactory performance of the firm/agency.

Technical Bid should contain the following documents:

- i. CDR of Rs.20,000/-
- ii. Profile and Track Record of the Firm.
- iii. Documentary proof with regard to eligibility criteria specified at (4) below.
- iv. Audited Financial Statements for the last 3 financial years.
- v. Photocopy of PAN Card issued by the Income Tax Department.
- vi. Photocopy of Service Tax Registration.
- vii. Detail of job of similar nature undertaken with samples.
- viii. 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.

4. Only reputed firms with an annual turnover of at least Rs. 2.00 (two) Crore 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.
5. The Firm must ensure complete confidentiality in the entire process of conduct/ declaration of JUET result, the breach of which shall be dealt with strictly in accordance with law.
6. 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 provisions of the Jammu & Kashmir Arbitration and Conciliation Act, 1997.
7. The rates quoted shall be F.O.R., University of Jammu, Jammu, inclusive of the taxes as applicable. (At present the University deducts Service Tax as applicable in the Union Territory of Jammu & Kashmir and Income Tax at the time of payment. Any other tax ie. Entry Tax etc are to be paid by the firm at the time of accrual).
8. In case of any lapse/delay on the part of the Agency/Firm in doing the needful within the stipulated period, the University reserves the right to impose any penalty which the University deems fit or to cancel the contract without assigning any reason thereof.
9. All disputes shall be subject to the jurisdiction of the Jammu Courts only.
10. The University reserves the right to accept or reject any Tender in full or part without assigning any reason/s thereof.

Sd/-
DEAN ACADEMIC AFFAIRS

No. DAA/20/4970
Dated: 22-01-2020