

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA  
DIST. SAMBALPUR – 768 018, ODISHA**

No.VSSUT/F&P-16(03)/ 704

Dated,25.03.2014

**EXPRESSION OF INTEREST**

*The Veer Surendra Sai University of Technology, Burla interested to engage a consultant for the NBA accreditation of its eligible UG, PG and MCA programmes of the University including the liaisoning with the NBA-AICTE for result oriented accreditation by NBA-AICTE. The firms having similar work experience may submit their expression of interest. The last date of submission of sealed quotation is **21st April, 2014 (4.00 P.M.)**. For details please visit our website [www.vssut.ac.in](http://www.vssut.ac.in). The authority reserves the right to accept or reject any or all the quotations without assigning any reason thereof.*

**COMPTROLLER OF FINANCE**



# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

*(A State Govt. University under Section 2(f) & 12B of UGC Act)*

PO. Engineering College, Burla, Dist. Sambalpur - 768018, Odisha.

Website : <http://www.vssut.ac.in>

Phone : 0663-2430211

## **ENGAGEMENT OF CONSULTANT FOR NBA ACCREDITATION**

# **BID DOCUMENT**

EMD of Rs. 15,000/-

Cost of the Tender form (Non refundable) Rs. 500/

Please send your quotation to:

**To**  
**The Comptroller of Finance**  
**Veer Surendra Sai University of Technology,**  
**Burla, Sambalpur, Odisha, India**  
**PO.Burla Engg. College**  
**Dist. SAMBALPUR – 768018, ODISHA**  
**Phone- 0663 -2430211**

## Instructions for the Bidders

Veer Surendra Sai University of Technology (VSSUT) intends to engage a consultant for the NBA accreditation for its UG and PG programmes (including MCA) of VSSUT from established consultants who have undertaken similar works successfully for various and Govt. and Private technical Universities and institutions.

### **Important Dates**

Start date of the availability of bid document In the University Website <a href="http://www.vssut.ac.in">www.vssut.ac.in</a>	<b>26.03.2014</b>
Last date of the submission of the bid	<b>21.04.2014</b>
Date of presentation before opening of price bid	<b>28.04.2014</b>
Opening of price bid who successfully qualified in the presentation	<b>29.04.2014</b>

### **Eligibility Criteria**

The consultant eligible for taking part in the bid must satisfy following criteria:

1. The bidder should be a registered firm.
2. The bidder should have a minimum two years experience in accreditation work in different technical institutions.
3. The bidder should submit the copies of proof for the similar works already executed.
4. The bidder should have valid Service Tax Registration and Income Tax Registration (PAN)
5. The bidder should submit EMD of Rs. 15,000/- along with application and Rs.500/- towards cost of tender.
6. The bidder should not be black listed by any State/Central Govt. Organizations.

### **Evaluation**

The bidders will be scrutinized on the basis of eligibility criteria, past work experience and successful presentation. The price bid will be opened only for that bidder who has successfully qualified the evaluation criteria.

## **Terms & Conditions**

- The work shall be completed in all respects within 6-10 months (NBA report submission, NBA Team Visit and NBA Results) from the date of issue of work order.
- The consultant will carry out all the works including the liaisoning with NBA-AICTE
- The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.
- Any bid received after the deadline for submission of bids prescribed, will be rejected.
- Bids cannot be withdrawn during the interval between its submission of bids and expiry of Bid's validity period.

## **Objectives**

- i. To accord NBA accreditation to all eligible UG, PG & MCA programmes of the University.
- ii. To ensure quality technical education at National and International levels.

## **Scope of the Work**

1. Tier-I NBA Accreditation : Pre-audit & discussion, training on Cos/Pos/PEOs, Assessments, Orientation on nine criteria, data collection.
2. Tier-I SAR Preparation, Discussion with teams and draft SAR preparation, Criteria I to IX. Discussion with Teams and SAR finalization and uploading the same in e-NBA.
3. Assessments & Documentation Preparation I, II & III.
4. Liaisoning with NBA-AICTE for result oriented accreditation of UG & PG programmes.

## **Other Information :-**

### **1. Authorized Signatory**

All the documents submitted must be duly signed by the authorized signatory. The applicant should be the duly Authorized Representative, for which a certificate of authority is required to be submitted. All certificates and documents received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

### **2. EMD & Submission of Bids**

The applicant should submit their proposal along with a Demand Draft of Rs. 15,000/- towards Earnest Money Deposit in favour of "The Comptroller of Finance, VSSUT, Burla". The bids shall be submitted in two separate sealed envelopes. The envelopes must be

super scribed as “General Information of the NBA Consultant” and “Price Bid for NBA accreditation” respectively bearing the name of the bidder. The General Information shall contain all relevant papers/details. The price bid should be inclusive of service taxes and should clearly state the bid amount and taxes etc.

### **3. Documents to accompany with the bid**

a. The applications shall be complete with the following documents:

- i. Copy of Registration Certificate as a firm.
- ii. Copies of proof for the similar work executed for Govt. & private technical institutions.
- iii. Copies of valid Service Tax Registration and Income Tax Registration (PAN)
- iv. Demand Draft of Rs. 15,000/- against EMD.
- v. Demand Draft of Rs.500/- against Tender Document. (Non-refundable)  
In favour of “The Comptroller of Finance, VSSUT, Burla”.

b. Every sheet complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant’s rubber stamp. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

### **4. Presentation**

A presentation before the committee so constituted for the purpose will be given by the parties in the VSSUT premises as per the date specified above. It is one of the evaluation criteria before opening the price bid. The price bid will be opened only for the successful bidder who qualified in the presentation.

### **5. Rejection of Bid**

The application is liable to be rejected if:

- i. The application is not received in proper sealed cover with superscription as indicated.
- ii. Not in prescribed form and not containing all required details.
- iii. Not properly signed.
- iv. Received after the expiry of due date and time.
- v. Offer is received by telex, fax, telegram or e-mail.

- vi. Bid received without cost of bid document if downloaded from website.
- vii. Demand Draft for the EMD of Rs. 15,000/- & Rs.500/- for cost of tender paper are not enclosed with the bid.

## **6. Refund of EMD**

The EMD of the successful bidder will be retained in VSSUT and that of others will be returned. No interest will be allowed on such money.

## **7. MOU & Security Deposit**

The successful bidder is required to sign an MOU with VSSUT for the proposed work. A security deposit of 5% on the total bid price will be deducted from the progressive bill. The EMD of the successful bidder will be adjusted in the Security Deposit.

## **8. Payment Terms**

Payment will be made on the completion of each stage of work related to accreditation against submission of bill. 20% payment will be released after completion of Stage-I, 20% after the completion of Stage-II and the balance 60% payment will be released after completion of Stage-III and successful result of accreditation. The Stage-IV will be released on production of bill along with each stage of completion subject to maximum limit quoted by bidder and approved by the VSSUT authority. Service tax will be paid as per the prevailing rate.

## **9. Disclaimer**

- a. VSSUT shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b. VSSUT reserves the right
  - i. To reject any / all applications without assigning any reasons thereof.
  - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of VSSUT without assigning any reasons thereof.

## 10. Pricing Information

Pricing Information should follow following format.

Stage	Description of Activities	Duration	Amount*	Remarks
I	Tier-I NBA Accreditation - Pre-Audit & Discussion - Training on Cos/Pos/PEOs, Assessments - Orientation on 9 Criteria, Data Collection			
II	Tier-I SAR Preparation Discussion with Teams and Draft SAR Preparation Criteria I, II & III Criteria IV Criteria V Criteria VI Criteria VII Criteria VIII Criteria IX			
	Tier-I SAR Preparation Discussion with Teams and SAR Finalization & Uploading the same at e-NBA			
III	Assessments& Documentation –I			
	Assessments, Documentation, Presentation-II			
	Finalization of Presentation, Documentation- III			
IV	Cost of Accommodation, Travelling & Conveyance for result oriented accreditation of UG & PG programmes.			
	Total Bid Price			

N.B. :- The statutory fees of NBA-AICTE will be borne by the University. \*Service tax should be shown separately

**Sd/- Comptroller of Finance, VSSUT, Burla**

