

Request for Empanelment

Of

Companies/Agencies for providing handholding support to Government colleges and state universities of Haryana

For

Getting/Improving Accreditation and Ratings Scores

Department of Higher Education, Haryana

Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India)

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Data Sheet

Sr. No	Particulars	Details
1	Document Reference Number	
2	Start date of issue of RFP	14-08-2019
3	Pre-Bid Meet	21-08-2019
4	Last date /time for receipt of Proposals	04-09-2019
5	Date and time for opening of:- (i) Eligibility bids (ii) Technical bids (only for bidders who qualify eligibility criteria)	09-09-2019
6	Date and time for presentation on technical bids	To be shared later
7	Date and time for opening of Financial bid	To be shared later
8	Venue for opening of bids	Conference Hall, Shiksha Sadan
9	Cost of RFP	Rs 1,000
10	Earnest Money Deposit (EMD)	Rs 10,000
11	Office and Correspondence Address	Director Higher Education, Ground Floor, Shiksha Sadan, Sector 5, Panchkula

1. Introduction:

The Department of Higher Education, Haryana is committed towards improving the overall performance of the Higher Education Institutes (HEIs) of the state and bring in a culture of excellence in the present set of activities by strict and continuous audit of the performance of the Institutes. Accordingly department has taken various initiatives in this direction to overhaul higher education scenario in Haryana.

These initiatives will benefit colleges and universities in long term. But as per the latest UGC mandate, each institute need to have at least 2.5 grade in NAAC accreditation without which institutes will not be eligible for the central grants. Not only that HEIs will only be eligible if they have required NAAC grade, there are certain other benefits of NAAC such as :

1. Helps the institutions to know strengths, weaknesses, opportunities through an informed review.
2. Identifies internal areas of planning and resource allocations.
3. Enhances Collegiality on the campus.
4. The outcome of the process provides the funding agencies with objectives and systematic database for performance funding.
5. Initiates institution into innovative and modern methods of pedagogy.
6. Given the institution a new sense of direction and identity.
7. Provides the society with reliable information on the quality of education offered by the institution.
8. Employers have access to information on standards in recruitment.
9. Promotes intra-institutional and inter-institutional interactions.

Presently, 32 Govt colleges (out of 149 Govt Colleges) and 4 universities (out of 17 state universities) has NAAC accreditation. Also, only one university of Haryana (i.e KUK) universities falls under the top 100 ratings of NIRF. Accordingly department has devised PRaYAAS framework "Performance Rating Yardstick for Academic Audit Standards (PRaYAAS) - A framework for Quality Improvement in Higher Education Institutes" aims to assess and identify the strengths and weaknesses of the HEIs in the State, and help them improve on their deficiencies. But it is felt that handholding support is required at the colleges/universities level to address these deficiencies. Presently HEIs in Haryana, especially colleges neither have internal capability nor bandwidth to prepare themselves for accreditations and ratings. It has been observed even if college has required infrastructure to be eligible for accreditations, colleges fail to get good grade in NAAC due to incorrect data and presentation. Therefore department intends to onboard agency which can handhold HEIs in various areas and will further enable HEIs in getting NAAC accrediting and improving score in various ratings (i.e NIRF, QS, THE etc).

1.2 Invitation

- Through this RFP, Department of Higher Education, Haryana invites responses from eligible and reputed Companies/Agencies for providing handholding support to Government colleges and state universities of Haryana for getting/improving accreditation and ratings scores.
- This invitation to bid is open to all bidders meeting the eligibility criteria as mentioned in this RFP Document.
- Proposals must be received not later than time and date mentioned in the Data Sheet. Proposals will not be accepted by the system after due date/ time.
- The Department of Higher Education may, at its discretion, extend the date for submission of bids.
- Cover bids are not permitted.

2 Action Plan for NAAC

Department aims to get all its government colleges and state universities (*those which are eligible and existing over 5 years*) NAAC accredited by 2020. Also to improve NIRF ratings, state eyes to have at least 3 state universities in top 100 rating of NIRF.

Parameter		Present Scenario	Target 2018-19	Target 2019-20
1. Academic Quality	Improving accreditation of Colleges	142 (74 Government/Aided) colleges with valid NAAC accreditation	170 (Government and aided colleges)	246 (ALL Government and aided colleges)
	Improving ranking of Private Universities at the National level	No Universities in NIRF top 100 (overall) ranking	2 Universities in NIRF top 100 (overall) ranking	1 Universities in NIRF top 50 (overall) ranking and 2 Universities in top 100 (overall) ranking
	Improving ranking of State Universities at the National Level	1 University in NIRF top 100 (overall) ranking	1 Universities in NIRF top 50 (overall) ranking and 2 Universities in top 100 (overall) ranking	2 Universities in NIRF top 50 (overall) ranking and 3 Universities in top 100 (overall) ranking

Overall impact of this initiative will further strengthen the Higher Education ecosystem in the State that will result in quality education, better employment opportunities for students, reducing unemployment, increasing the income generating capacity and making Haryana –a higher education hub in North India.

3 Scope of Work

Department of Higher Education intends to provide handholding support to government colleges and state universities for NAAC/NBA accreditations, improving grades and scores in various rating framework (NIRF, QS, THE etc)

Proposals are solicited from the expert agencies, for rating of all government colleges and state universities in Haryana State on year on year basis for a period of 05 years. The details of the support required in following areas (not limited to)

#	Areas
1	Academic Quality
2	Teaching and Learning Quality
3	Research Quality and Impact
4	Employability
5	Infrastructure (Buildings/ IT/ Digital)
6	Inclusivity, Representation and Diversity
7	Collaborations/ Strategic Alliances
8	Outreach activities and Social Impact
9	Startup and Innovation
10	Student Support and Progression
11	Governance, Leadership and Management
12	Institutional Values and Best Practices

Following shall be the activities (not limited to) for the Agency.

- i Awareness to colleges about NAAC and NIRF.
- ii Review on progress by colleges on NAAC/NIRF
- iii Guidance and training to colleges to collate data, registration and preparation of IQA,SSR, Student Satisfaction Survey and various other processes of NAAC or Ratings framework
- iv To provide sensitize and handholding support regarding NAAC and NIRF framework to colleges
- v Updating directorate regarding infrastructure support required in order to improve NAAC and NIRF ratings
- vi Conducting training workshops on NAAC/NIRF

4 Eligibility Criteria:

4.1 Pre-Qualification Criteria

As part of eligibility criteria of RFP, only those bidders who meet the following Eligibility criteria are eligible to participate in the next round of bidding (RFP). Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting prequalification criteria are liable to be rejected summarily and will not be invited for next round.

- i The bidder should be a registered as private company incorporated in India under the (Indian) Companies Act 1956 / 2013 or Limited Liability Partnership (LLP) incorporated under Limited Liability Partnership Act 2008
- ii The Bidder/s must have minimum average annual turnover of Rs. 1 crores per annum in last 3 financial years and Rs. 50 lac. per annum through related business in last 3 financial years. (as per Annexure- A)
- iii The bidder must have executed at least one similar project in last 3 years (as per Annexure- B)
- iv The bidder should have at least 10 faculty/experts of NAAC/ NIRF/SIRF on its payroll. (as per Annexure- C)
- v The Bidder (should not have been blacklisted by State/Central Government in the last 3 years. (as per Annexure- E)

4.2 Technical Criteria

The technical bids of all the bidders who qualify the Prequalification criteria shall be evaluated. The Selection Committee shall evaluate the technical bid with reference to the information provided and their supporting documents. Total score for technical evaluation will be 100. Minimum qualifying marks for this stage is 70, bidders fail to get 70 marks in this stage will be dis-qualified and there commercial bid will not be opened.

#	Criteria	Marks
1	Similar past work done by agency relating to NAAC, NIRF or SIRF- (Please enclose work order as per annexure B)	30

2	Profile of people employed by agency 5 experts -15 marks 10 or more experts -50 marks (as per Annexure- C)	30
6	Methodology and applications used for Ranking- Technical Presentation (submit Approach and Methodology as per Tech Form-III)	40
	Total	100

5 INFORMATION AND INSTRUCTIONS TO THE BIDDERS

5.2 Important Information

- a. **Name of the department:** Directorate of Higher Education Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula, Haryana (India)
- b. **Name of the assignment:** Companies/Agencies for providing handholding support to Government colleges and state universities of Haryana for Improving Accreditation and Ratings
- c. **Method of Finalization:** Pre-Qualification and Technical criteria and Presentation.
- d. **Last Date for submission of proposal:** latest by 04-09-2019
- e. **Proposal submission address:**
Directorate of Higher Education,
Plot No. 1/B, Shiksha Sadan
Sector-5, Panchkula, Haryana
- f. Proposals received after the stated time and date would not be considered and would be returned unopened
- g. Opening of pre-qualification proposals: Date and time of opening of pre- qualification proposals: 09-09-2019
- h. Presentation of Agency will be on – To be announced later

5.2 Process and Stages for Selection

- a. There will be a three-stage selection process (collectively the “Selection Process”) in evaluating the Proposals.
- b. In the first stage, a preliminary scrutiny based on the ‘Pre-qualification Criteria’ (Section 4.1) shall be done. All bidders who successfully meet the ‘Pre-qualification Criteria’ shall be deemed qualified to move to the ‘Technical Evaluation’ round.
- c. In the second stage ‘Technical Evaluation’ mentioned in and technical evaluation criteria will be carried out as specified in Section 4.2
- d. Based on the technical evaluation, a list of short-listed Agencies shall be prepared which clears the technical round. In the final stage, financial evaluation of such short-listed Agencies will be carried out. The agency shall be selected on the basis of L1.

6 Commercial Bid Evaluations

The least rates quoted amongst all the qualified bidder shall be adjudged as L1. In order to create a panel, the other technically qualified bidders shall be offered to match the rates of L1. All the technically qualified bidders, who match the L1 shall be declared as qualified for empanelment. Upon completion of the RFE process, department will publish the rates of all the empanelled agencies. These rates will then be circulated among all government colleges and state universities. These institutes may then engage such agencies for the scope mentioned in this RFE.

7 Penalty:

In case the work is not completed by the specified date or any extension thereof, Penalty of 2% of the order value per week will be deducted. The same will be increased by 2% for each calendar week of delay. In case the penalty exceeds 20%, the order/contract will be liable to be cancelled along with forfeiture of bank guarantee and recovery of liquidated damages.

8 Performance Guarantee with Security Deposit:

The selected bidder have to deposit a security deposit of Rs. 3,50,000/- within 07 (seven days) of receiving the work order. The bidder may give Security Deposit in the form of Bank draft/Bank Guarantee drawn from any Nationalized Bank

9 Termination of the Contract:

The DHE will have the right to cancel the contract if the agency commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:

- a) It is found that the services provided by the agency are irregular and/or unsatisfactory.
- b) The agency stops providing services and such stoppage have not been authorized by the DHE.
- c) The agency may become bankrupt or goes in liquidation other than for the said project.
- d) The DHE gives notice to correct a particular irregularity/defect and the agency fails to correct such irregularity/defects within a reasonable period of time determined by the DHE.
- e) If the agency fails to prove the quality work or competence and ability in work completion and fails to complete the assigned work within time limit

FORMS

Pre-Qual Form-1: Pre-Qualification Proposal Submission Form (To be submitted on the letter head of the bidder)

To
The Director Higher Education
Department of Higher Education, Haryana
Shiksha Sadan, Panchkula

Subject: Submission of Pre-qualification Proposal for empanelment with department Higher Education for providing handholding support to Government colleges and state universities of Haryana

Dear Sir,

We, the undersigned, offer to provide handholding support to Colleges/Universities in Haryana for getting/improving NAAC/NBA accreditation or score in various ratings in accordance with your Request for Empanelment dated _____.

We are hereby submitting our Proposal which includes this Pre-Qualification Proposal, a Technical Bid and the Commercial bid sealed in separate envelopes inclusive of the services that would be provided by us as part of this empanelment.

We hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of the RFE document. We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

PRE-QUALIFICATION

ANNEXURE A

FINANCIAL CAPACITY OF BIDDER - ANNUAL TURNOVER DETAILS

Certificate from the Statutory Auditor regarding Annual Turnover of the Organization over last three Financial Years immediately preceding the Bid Due Date.

Financial year	Total Turnover (in Crore)	Turnover from related business

Name of the audit firm/ Chartered Accountant:

Seal and membership number of the audit firm/ Chartered Accountant

Please provide certified copies of Audited Financial Statements of the firm as well over last three Financial Years immediately preceding the Bid Due Date. **In the case of Printed annual reports certification is not required.**

PRE-QUALIFICATION/TECHNICAL

ANNEXURE B

Number of project executed in the past 3 financial years,

SN	Name of the Project	Assigning Authority	Work Date	Order	Final Submission of work date

PRE-QUALIFICATION/TECHNICAL

ANNEXURE C

Number of Faculty members on the roles of company

Sr.No	Name of Faculty	Joining Date	Education and Total Experience	EPF/ Salary Statement

Technical Forms

Tech Form I-Technical Bid submission form
ON COMPANY'S LETTER HEAD

To
The Director Higher Education
Department of Higher Education, Haryana
Shiksha Sadan, Panchkula

Subject: Submission of Pre-qualification Proposal for empanelment with department Higher Education for providing handholding support to Government colleges and state universities of Haryana

Dear Sir,

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Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

Tech Form II- Details of Bidders

1. Name of Agency : _____

2. Registered Address : _____

3. Address of the Branch if

any : A.

B.

4. GST Registration No. : _____

5. Total Experience in Years: _____

6. Details of Work orders:

7. Total turnover (as per audited Income & Expenditure Account & Balance sheet to be attached):-

Year	Turnover (in Rs.)	Profit (in Rs.)
2015-16		
2016-17		
2017-18		

8. Profile of the Staff: (Documentary Evidences to be attached):

SN	Name	Designation	Qualification	Age	Date of Joining

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date

Signature

Seal of office/partner

Name & Designation

TECH FORM III

Approach and Methodology

Approach should contain (not limited to):

- a. Deep understanding of project,
- b. methodology for the execution,
- c. methodology of data collection
- d. use of any tool
- e. any other aspect, which bidder wants to submit

NOTE: Technical Committee may ask bidder to submit or present the approach and methodology in person.

FINANCIAL FORM-1

Dated:

To

.....
.....
.....

Tel:

Fax:

Sub: Selection of Companies/Agencies for providing handholding support to Government colleges and state universities of Haryana for Getting/Improving Accreditation and Ratings Scores

Dear Sir,

With reference to your RFE document dated XXX, I/we, having examined the Bidding Documents and understood their contents, and pursuant thereto, hereby submit my/our Financial Bid for the aforesaid mentioned services as per Schedule of Requirements and other terms of the RFE. The Bid is unconditional and unqualified.

SN	Details	Rate (Excluding GST and other applied Taxes)
1	Providing handholding support for colleges for getting/improving NAAC accreditation or improving scores in various rating system (NIRF, THE, QS etc)- per college, per year	
2	Providing handholding support for state universities for getting/improving NAAC accreditation or improving scores in various rating system (NIRF, THE, QS etc)- per university, per year	

Note

- 1 For consideration of bids, bidder to provide rates for colleges and universities for a cycle for which assignment is given to bidder.
- 2 Department/Departmental committee shall have the sole prerogative to interview and select the candidates during award of work. Any candidate not found to be performing to meet job requirements shall be replaced by the agency free of cost with an alternative individual meeting the qualification and experience requirement and the agency shall ensure a minimum overlap period of two (2) weeks between such resources at their cost.

- 3 Rates quoted above should be inclusive of all costs, however travel expenses, if any, will be reimbursed by colleges/universities as per their specific rules
- 4 These rates will final for the duration of empanelment i.e for Five years from the award of contract.
- 5 I/We agree to keep this offer valid for 120 (One Hundred and Twenty) days from the Bid Due Date specified in the RFQ cum RFP.
- 6 I/We agree and undertake to abide by all the terms and conditions of the Bidding Documents. By filling this Form online, we hereby irrevocably consent and agree to be bound by all the terms and conditions set out hereunder.

Note:-

The Bidder shall not quote in decimal or fraction and shall provide the quote both in figures and words. Further the quote in words shall take precedence over figures and shall be deemed as final.

Any conditional Bid shall be summarily rejected.

Date:

Signature:

Seal of office/partner

Name & Designation