



चौधरी बंसी लाल विश्वविद्यालय

Chaudhary Bansi Lal University

(A State University established under Govt. of Haryana Act No. 25 of 2014)
Hansi Road, Prem Nagar, Bhiwani



No. CBLU/Colleges/2026/_____

Dated : ____/____/____

To

Subject: Notice for Inviting quotation for hiring of agency for online counselling for Admission of B.Ed./B.Ed.(Spl.)/M.Ed./M.Ed.(Spl.)/PGDRP/M.A. SWDS Courses in University Education Colleges for the session 2026-27.

Quotations are for the undermentioned work in a sealed cover. The quotation floating date is **28/07/2026**. The sealed quotation should reach **in the office of Registrar** on or before **11/08/2026 up to 05:00 PM**. The quotation will be opened on **14/08/2026 at 12:00 Noon** (if not otherwise communicated) in the office of the **Dean of Colleges, CBLU, Bhiwani**. Quotation received after due date will not be considered.

You are invited to submit your most competitive rates for the following items: -

Sr. No.	Brief Description of Items	Specifications
1.	To hire the agency	Online Counselling for admission of B.Ed./B.Ed.(Spl.) /M.Ed./M.Ed.(Spl.)/PGDRP/M.A. SWDS in Education Colleges

The Terms & Conditions are as under:

- The Service provider shall be responsible for the following: -
 - Design and development of Registration form with a provision of its online filling and submission through controlled data access system.
 - Design and development of Choice filling form with a provision upto 38 choices and its online filling and submission through controlled data access system.
 - Online display of List of Colleges/Institutes offering B.Ed./B.Ed. (Spl), M.Ed./M.Ed. (Spl), MA SWDS & PGDRP regular program.
 - Display an overall merit lists.
 - Online display particulars of candidates participating in counselling/admission process.
 - Online desk board for University Officers and Colleges for maintaining and control e.g. Number of Candidates who have opted a particular College as 1st, 2nd and 3rd Choices
 - Provision for online change of choices till the last date of Choice filling in each phase.
 - Processing of allotment of Colleges Institute till the last counselling.

- I) Issue of online Admission Advice (Allotment Letter) to the candidates as per their choice category and merit through e-mail & mobile number.
 - J) Online availability of admission data (list of selected candidates) to the Colleges and Institutes login.
 - K) University administrative panel with dashboard for status of applications and colleges
 - L) Collection of feedback (online) on admission data from the Colleges/Institutes (vacant/filled seats etc.) as per schedule before and after auto-upgradation in college panel.
 - M) The use interface should be browser-based and user friendly. There should be sufficient checks in the system for editing and validation of data. The system should provide safeguards to prevent damage to data due to operator's mistake, simultaneous updating, module unavailability or system failures.
 - N) Submission of all related MIS report to Chaudhary Bansi Lal University and Colleges/Institutes in excel format with photo & signature.
 - O) Monitoring of discrepancies, if any, and immediate correction thereof.
 - P) Supply of three hard copies of the list of admitted candidates College-wise as well as category wise (Art/Science/General/Reserve/Male/Female) alongwith soft copies thereof.
2. The service provider shall be liable to pay penalty @ 1% of the cost of the contract per day maximum upto 10% of the project cost, if there is a written complaint from the Officer-in-Charge of the Admission. The amount of penalty shall be deducted from the Service Provider's bill. The contract shall be terminated at any hour's notice in case of non-performance of the Service Provider.
 3. The Service Provider shall indemnify/compensate the university for all losses caused by its action, demand, proceedings, prosecutions, attachments, non-payment of taxes, non-clearance of liabilities etc. if any, arising due to its fault.
 4. In case the firm selected for the purpose fails to execute the order on the rates terms and conditions to be contained in the order, culminating into termination of contract, the firm shall be liable to such action as blacklisting, debarring from having any business with the University, forfeiture of earnest money/security, recovery of loss that might be caused to the University.
 5. The University shall not be responsible for payment of any claim whatsoever made by the employees engaged by the contractor.
 6. The University shall not be liable for discharging any financial, judicial and or administrative commitments made by the contractor to any entity whatsoever.
 7. The Service Provider shall be responsible for the design, development and maintenance of the dynamic website/portal.
 8. The firm selected for the purpose shall not use any pirated software. The University shall not be responsible for any liability arising out of use of pirated software. The University shall not be responsible for any suit for demands on account of infringement of copyright or any other laws by the firm selected for the purpose.
 9. The Service Provider shall arrange Internet connectivity at their own level.
 10. The Service Provider shall submit the details of applicants on daily basis so that the accounts may be reconciled daily.
 11. The Service Provider shall demonstrate the complete counselling process before the date of start of the online admission/counselling.
 12. The failed multiple transactions and charge back issues have to be handled and resolved by the Service Provider.
 13. The Service Provider shall provide the services of a Call centre with adequate Call Attendants at Bhiwani at their own cost to handle queries from the admission seekers from across the country.

14. The Service Provider shall be responsible to address all kinds of Grievances of all the admission seekers and stakeholders by facilitating interaction.
15. The Service Provider shall make arrangements to support admission seekers and Colleges/Institutes through SMS/E-mail.
16. The Service Provider must depute adequate manpower to handle the online counselling/admission process.
17. The counselling process shall continue until all the seats are filled or the University decides to call off the process.
18. Collection of registration/counselling fee shall be made through online mode using credit/debit cards, net banking, UPI, payment gateway, etc., by integrating the University account. The Service Provider shall tie up with the bank/payment gateway and shall be responsible for submission of a reconciled statement of collections to the University. The fee collected from the applicants shall be remitted/deposited into the University account within three working days from the date of receipt/collection of the fee from the students.
19. If the outstanding amount is not deposited in the University account within one month from the last date of registration of the students, the Service Provider shall be liable to deposit the outstanding amount. Further, a penalty @ 18% per annum (P.A.), as calculated by the Accounts Branch of the University, shall be levied only on the outstanding amount for the period during which such amount remains unpaid or short-deposited, without prejudice to any other action that may be taken by the University in accordance with the terms and conditions of the Agreement.
20. C.B.L. University, Bhiwani shall not pay for transportation of equipment, manpower etc. from the location of the Service Provider to CBLU campus.
21. The successful bidder must have deputed one expert official during whole admission process.
22. The payments terms shall be as under:
 - A) No advance payment shall be made. The Service Provider shall raise the bills after the counselling/admissions are over. The University shall make the payment on successful completion of the job, if the bill(s) is/are found in order.
 - B) Payment will be made in following stage i.e.
 - i) Stage-I: 20% of total payment will be made after successful completion of the 1st phase of counselling.
 - ii) Stage-II: 40% of total payment will be made after successful completion of the 2nd phase of counselling.
 - iii) Stage-III: Balance payment will be made after successful completion of job and handling over of data to the University.
 - C) GST or any other statutory tax/cess/levy shall be deducted at source as per rules prevalent at the time.
 - D) Costs/charges not mentioned in the tender shall not be paid.

Other terms and conditions are as under :-

1. The Service Provider appointed for online admission/counselling shall enter into a binding agreement with the University for the execution of work/project wherein all the obligations of both the parties shall be spelt out.
2. Final payment will be made after completion of on-line counselling for admission to B.Ed./B.Ed. (Spl). M.Ed./M.Ed (Spl)/MA SWDS & PGDRP regular program for the session 2026-27.
3. In case of defaulting in abiding by the terms and conditions of the contract by the agency, in addition to forfeiture of EMD (if any), the Vice-Chancellor may impose any penalty as deemed fit by him/her.

4. The agency will ensure the confidentiality of all the dealings, which the University has with it in connection with the conduct of counselling work.
5. It will ensure the adherence of time schedule provided by the University for counselling work.
6. It will ensure 100% correction of the database with respect to the students and colleges to which student is admitted.
7. The agency will ensure safe custody of the data of the said work until these are finally returned to the University.
- 8. The University reserves the rights to cancel the contract at any time without prior notice.**
9. All disparities/ disputes are subject to the jurisdiction of courts at Bhiwani. Any other jurisdiction mentioned in the invoices or any other document shall have no legal sanctity.
10. Terms & conditions of the firm, if any, shall not be binding on the University, except those mentioned specifically on the work order and acceptance of the work order shall be construed as the firm complete agreement to all the terms & conditions contained in the work order.
- 11. The tender will be applicable for one year as well as subject to renewable for next one year if services found satisfactory as well as requirement of university.**
12. TDS as per Govt. rules.

Deputy Registrar (Colleges)
for Dean of Colleges