

**ADMISSION COMMITTEE FOR PROFESSIONAL COURSES,  
L. D. College of Engineering Campus,  
Navrangpura, Ahmedabad-380015**

**Invitation for Expression of Interest (EOI) for banking services in the  
admission process of various professional courses in the State of Gujarat**

Admission Committee for Professional courses (ACPC), Gujarat State and Admission Committee for Professional Diploma Courses (ACPDC), Gujarat State seeks expressions of interest from suitably qualified and experienced Nationalized and Private (RBI & State Government approval for holding Government related Business) bank who are interested in executing activities related to banking for the forthcoming admission year i.e. 2017-18.

Details can be obtained from the ACPC website: [www.jacpcldce.ac.in](http://www.jacpcldce.ac.in). Interested banks can send their proposal in the requisite format along with other details. Last date for receipt of EOI is **18.02.2017 at 5.00 p.m.**

## **Invitation of Expression of Interest for ACPC & ACPDC**

ACPC and ACPDC (herein after referred as 'Authority') invites applications in sealed envelope super scribed as **"EOI for banking services in the admission process of various professional courses, Year 2017-18"** from reputed nationalized and private (RBI & State Government approval for holding Government related Business) for executing various banking operations during the admission process for the year 2017-18. In this regard, an application for Expression of Interest (EOI) is invited from banks and suitable bank would be selected for the award of the work.

1. The application form for Expression of Interest is given in **Annexure – A**. Interested bank can submit the duly filled in application form along with all relevant supporting documents and **letter for submission of EOI** in person to the committee's office as per above address.
2. The Last date for receipt of EOI is **18th February 2017**.
3. At any time before the submission of EOI, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by the service provider, carry out amendment(s) to this EOI document. The amendment, if any, will be made available on our website ([www.jacpldce.ac.in](http://www.jacpldce.ac.in)) and will be binding to all concerned. The Authority may, at its discretion, extend the deadline for the submission of proposals.
4. The Authority has a process to shortlist the interested and eligible banks and only the short-listed banks will be called for negotiation and the banks will be required to make a presentation before the Technical Committee of the Authority.
5. A meeting of all the banks interested for the intended work will be convened at the ACPC office on **10.02.2017**. The purpose of this meeting will be to clarify the requirements as envisaged by the Authority and also to address the queries, if any, from the bankers.
6. An overview of the various banking operations intended from banks has been made available in this document. Any other additional banking operations found value addition will be encouraged from all interested banks.
7. The chronological events for the entire process would be as follows:
  - Meeting for clarifications: **10th February, 2017** at office of Admission Committee L D College of Engg Ahmedabad
  - Last date for submission of EOI (as per Annexure – A) : **18th February, 2017**.

8. The Authority reserves the right to accept or reject any or all applications without assigning any reason there of.
9. EOI that are incomplete in any respect or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondences will be entertained with such parties.
10. Canvassing in any form would disqualify the applicant.
11. The Authority will select the suitable bank found to be more competitive for the execution of banking operations for the admission related work.
12. The selected Bank has to commence the assignment on the date specified in the Work Order.
13. It is mandatory for selected bank to fulfill all the conditions laid down in the said EOI document.

**Chairman  
ACPC & ACPDC**

# **TERMS OF REFERENCE**

## **1. ABOUT ADMISSION COMMITTEE**

Admission Committee for Professional courses (ACPC), Gujarat State and Admission Committee for Professional Diploma Courses (ACPDC), Gujarat State constituted by the State Government to carry out admission to various professional technical and management courses in the State of Gujarat. The Authority deals with admission of;

- (a) Degree Engineering,
- (b) Degree/Diploma Pharmacy
- (c) Degree Architecture,
- (d) Degree Hotel & Tourism Management,
- (e) Diploma to Degree Engineering & Pharmacy,
- (f) Master of Engineering/Technology & Master of Pharmacy,
- (g) Master of Business Administration (MBA) and Master of Computer Applications (MCA) courses.
- (h) Diploma in Engineering
- (i) Any other admission as instructed by ACPC/ACPDC

As both Admission Committees are constituted by the State Government and ACPC is conducting more number of different admissions, the process of inviting this EOI is done by the ACPC. The selected bank has to undertake the work of banking operations of admission to Diploma Engineering course also which is under the purview of ACPDC.

From the year 2011-12, the State Government has implemented online (web based) admission process for all professional courses like Degree/Diploma Engineering, Degree/Diploma Pharmacy, M.E/M.Tech, M.Pharm, MBA and MCA and Diploma to Degree Engineering/Pharmacy, B. Arch in association with National Informatics Centre (NIC), New Delhi. Thus in majority of programs, admissions will be carried out by online process. Few programs, where number of admissions is less, will be processed in offline manner at ACPC. Please visit the website [www.jacpcldce.ac.in](http://www.jacpcldce.ac.in) for more information about the ACPC.

The authorities is under consideration for making elaborate arrangement to the applicants for distribution of application forms, collection of tuition fees and its related work through the reputed bank, which has wide network of branches having core banking facilities across the State.

## 2. DETAILS OF INSTITUTIONS & FEE STRUCTURE

Three types of institutions across the state are covered under the admission process for various professional courses, namely:

- a. Government institutions
- b. Grant-in-aid institutions (GIA)
- c. Self financed institutions (SFI)

Authorities' conducts admission process for all seats of government and grant-in-aid institutions and 75% seats of self financed institutions. Remaining 25% seats of the self financed institutions are filled by the institutes directly.

The fee structure for the govt. and grant-in aid institutions is same and in the range of Rs. 500/- to 2100/- per annum, whereas for self financed institutions it is different for each institute and in the range of Rs. 25000/- to 200000/- per annum. But Bank has to collect the partial tuition fees of self financed institutions, which is Rs. 20000/- for graduate as well as post-graduate courses and Rs. 10000/- for diploma courses, at the time of admission.

The details of institutions participated in the admission process during last year (i.e 2016-17) and total seats are as under:

Sr. No.	Type of courses	No. of Institutions (seats) Approximate	
		Govt./GIA	SFI
1	Degree Engineering	19 (10164)	116 (57783)
2	Degree Pharmacy	4 (235)	67 (4620)
3	Diploma Pharmacy	8 (530)	----
4	Diploma Engineering	35 (21765)	100 (46270)
5	MBA	9 (480)	97 (9660)
6	MCA	9 (310)	64 (5580)
7	Degree Architecture	3 (128)	29(1580)
8	Diploma to Degree Engg.	19 (2947)	114 (39769)
9	Diploma to Degree Pharmacy	4 (47)	66(1486)
10	M.E/M.Tech	11 (1055)	64 (5633)
11	M. Pharm.	4 (178)	56 (4021)

The admission to the above courses starts immediately after declaration of results of qualifying examinations and continued for a period of about two/three months.

Last year, authorities has decided to collect the fees per student admitted in Govt./GIA institutions in the range of Rs. 500/- to 2100/- depending upon the course and partial fees (Rs. 20000/- for graduate courses & Rs. 10000/- for diploma courses) for the SFI. Thus there was a total approximate turnover/transaction of about Rs. 100 crores, which is expected to be same or even more during this year due to likely increase in number of institutes/seats.

### **3. ADMISSION PROCESS**

#### **(a) For online admission process**

For smooth conduction of online admission process, help centers will be established by Admission Committee at various places across the State. Last year around 100 such help centers created for degree engineering admissions, almost same number of help centers for diploma engineering admission and about 25 help centers created for MBA and MCA admissions. Majority of these help centers are institutes imparting professional education. At help centers, internet facilities and other related facilities are provided to the candidate for registration and subsequent activities at free of cost. Various types of activities to be performed during the admission process are listed as follows:

1. The student will get the information booklet and **Personal Identification Number (PIN)** from the designated branches of the selected bank/ from the help centers by paying the amount as may be decided by the authorities. The time limit for issuing the PIN from Bank/Help Centre will be declared by the Admission Committee.  
Alternatively, candidate may get the E-PIN, by utilization of online payment gateway through the designated third party aggregator as decided by Admission Committee.
2. After getting the PIN, candidate can access the online application form on the web portal of the authorities using internet facility. The internet facilities are provided to the candidates at all the help centers across the

state. This activity continues for about 10 to 15 days after the result is declared for respective admissions.

3. After filling of online application forms by the students, allotment process starts as per the schedule. Candidate, who gets admission, will have to pay the full/part tuition fees as decided by the authorities at various branches of selected bank during time limit as declared by the Admission Committee.

Alternatively, candidate may pay the fees online, by utilization of online payment gateway through the designated third party aggregator as decided by Admission Committee.

4. Two/three successive rounds of admission allotment process may be carried out by Admission Committee depending upon the vacancies arising during the admission process. The candidate gets new admission or transfer from one institution/course to other institution/course in the successive round of admission has to pay the fees/difference of fees at designated branches of the selected bank.
5. After completing number of rounds of admission process decided by the Admission Committee, reconciliation process starts. The selected bank has to provide the refund in the form of Cheque/demand draft/PO to all candidates who are eligible for refund along with forwarding letter and envelop of appropriate size.

The tentative schedule for various banking operation to be executed during the online admission process for admission to different courses are given in **Annexure - B**.

#### **(b) For offline admission process**

Offline admission process is conducted at Admission Committee premises, where in students are called on scheduled date & time and admission will be granted on the spot based on the merit. Once the admission is granted, students have to pay the fees and confirm their admission at Admission Committee.

### **4. ROLE OF BANK IN THE ADMISSION PROCESS**

- (a) Separate bank accounts for respective admissions have to be opened, so as to reconcile and maintain for PIN amount collection including E-PIN transaction.**

**(b) Separate bank accounts for respective admissions have to be opened, so as to reconcile and maintain for fee amount collection including online payment of fees transaction.**

**(c) For online admission process**

1. The Bank has to distribute information booklet and/or **P**ersonal **I**dentification **N**umber (PIN) from the designated branches as decided by Admission Committee to the candidates, by collecting such amount and during the time frame as may be decided by the authorities for different admission.
2. After allotment of the admission, candidate, who gets admission, will have to pay the full/part tuition fees as decided by the authorities. Bank has to make adequate arrangement to collect the full/part tuition fees through their designated branches.
3. Generally two reshuffling round will be carried out at about 10/15 days interval depending upon the vacancies arising during the admission process. Bank has to make necessary arrangement to collect the fee or difference of fees from the students who get new admission or change from one institute/course to other, through their designated branches.
4. Once all rounds of the admission are over, bank has to start the process of remittance of fees to each institution as per the direction of ACPC/ACPDC in the form of Cheque/demand draft/ fund transfer or through net banking facilities as per the directions from the ACPC/ACPDC.
5. Bank has also to reconcile and provide daily report as well as such other reports as may be asked by ACPC/ACPDC regarding fees collections to the designated officer of the ACPC/ACPDC for each admission.
6. Bank has to open their counter at the help centre especially where their branch is not available near the help centre (within the distance of 5 km), to facilitate the candidate not to travel far away to pay the fees.
7. Selected bank has to update the fee collection data online through bank counter module of the Admission software provided by our agency NIC and work in coordination with them for other issues which may arise from time to time.



**(d) For offline admission process**

For offline admission process, selected bank has to open their counter at the ACPC/ACPDC during the period of selling of application form and counseling process for collection of registration fees and tuition fees respectively. After completing admission process, refund to the students and remittance of fees to the institutions will have to be provided as mentioned in para 4 & 5 of Section 4(c).

**(e) Reconciliation of above account on day to day basis.**

**(f) Selected bank shall depute dedicated nodal officer not below the rank of branch manager along with complete team comprising of clerk, accountant, computer operator, System manager, system analyst and other supporting staff as required and feel deemed fit to execute the assigned job smoothly.**

**(g) Selected bank shall communicate name, designation, contact number, email and other details of all officer concern.**

**(h) These committees being a government bodies formed under state government act, thus not liable for deduction of TDS from interest credited in any account of these committees.**

**(i) The bank shall not share/furnish any data/information with any individual/institute/organization without prior written permission of member secretary.**

**(j) Bank shall not permit any institutes/organization associated with admission activities for publicity/distribution of booklet PIN or other related activities during the entire admission process nor banking official/personal should not involved in publicity of institute/organizations.**

**5. SERVICES ENVISAGED FROM BANK**

The ACPC/ACPDC wants services from the bank at various stages as listed below.

**(a) Online admission process**

1. Collection of Information booklets and Personal Identification Number (PIN) from ACPC/ACPDC and distribute to various designated braches of the bank for sale as time schedule decided by ACPC/ACPDC.

2. Sale of Information booklet and Personal Identification Number (PIN) to the candidates from various branches of the bank as per the schedule and collection of amount decided by ACPC/ACPDC.
3. Collection of Tuition fees from the candidate who gets admission in the professional courses at various branches of the bank as per the schedule decided by ACPC/ACPDC.
4. Refund of the fees to the candidates who cancel their admission, in the form of Cheque/Demand draft/PO after completion of admission process as per directives of ACPC/ACPDC along with forwarding letter and envelop.
5. Remittance of the fees to the Institutions in the form of demand draft or fund transfer or through Net banking facilities after completion of admission process.
6. Daily report of the fees collected from the candidates and amount disbursed.
7. Online connectivity of fee details with the NIC software.
8. Deposition of Pin fees/Tuition fees in respective admission through third party aggregator.
9. Payment gateway facility.

**(b) Offline Admission Process**

1. Sale of application form from the bank counter at ACPC/ACPDC as per the schedule and collection of amount decided by ACPC/ACPDC.
2. Collection of Tuition fees through the bank counter from the candidates who get admission at ACPC/ACPDC as per the schedule decided by government.
3. Refund of the fees to the candidates who cancel their admission, in the form of Cheque/Demand draft/PO after completion of admission process.
4. Remittance of the fees to the Institutions in the form of Cheque/Demand draft or fund transfer or through Net banking facilities after completion of admission process.

5. Daily report of the fees collected from the students and amount disbursed.

### **(c) Banking Period**

1. **Timing for banking activities at designated bank branches of selected bank shall remain morning 9.00 am to evening 5.00 pm during fees collection schedule and admission committee shall not be liable for any extra cost/cause encored by the selected bank for the same.**
2. **After completion of fees collection every day selected bank shall update the data on web portal provided for the same.**

## **6. SCOPE OF WORK**

The selected bank will have to commence the work immediately after getting work order. The tentative schedule of the online admission process is given in **Annexure B**, where as for other courses it will be placed on the web site of the ACPC/ACPDC well in advance and will be communicated to the selected bank well before the schedule. The detailed schedule for each courses as and when finalized, will be informed to the selected bank. The bank has to conduct different activities in liaison with ACPC/ACPDC. There should be a single contact person from the selected bank and similarly from ACPC/ACPDC to ensure smooth conduct of entire admission process.

## **7. Penalty Clause**

1. **Any breach of contract and/or clause or condition shall lead to penalty action against selected bank, as decided and feel deem fit by the Chairman, admission committee.**
2. **Penalty so imposed may be in terms of monitory penalty to the selected bank or authorities may terminate contract with immediate effect and remaining portion of job shall be assigned to other bankers at the risk and cost of originally selected bank.**

## ANNEXURE-A

### Application Form

- | Sr. No | Particulars   |
|--------|---|
| 1      | Name of the Bank and Branch<br>Address :<br>email :<br>Telephone No. & Fax:<br>Website:   |
| 2      | Name of the contact person:                      1.                      2.<br>Designation:<br>Telephone:<br>Mobile :<br>Email ID :   |
| 3      | Type of the Organization<br>(a) (nationalized):<br>(b) Those private bank holding RBI<br>an and Govt of Gujarat to<br>conduct Govt related business.<br>(attach copy of approval) |
| 4      | Details of Branch Manager<br>Name:<br>Telephone:<br>Mobile :<br>Email ID:   |
| 5      | Chief of the Bank:<br><br>Telephone:<br>Email ID  |
| 6      | Number of branches of the bank<br>having core banking facility in the<br>state of Gujarat<br>(enclose list of branches having core<br>banking facility district wise)             |

7. Number of ATM counters of the banks in the state of Gujarat  
(Give number of ATMs district wise)
8. Timing of the bank and branches for banking operations:  
Regular day (Monday to Friday) :  
On Saturday :
9. Type of account to be offered and rate of interest to be given on such account:
10. Is there any facility for auto swap fixed deposit? If yes, Give short details:
11. Charges/ Offers, if any, for various services envisaged from the bank as mentioned in para 5 and other related services offered by the bank.

Sr. No.	Type of services	Offers/Charges
1	Sale of Application form and PIN	
2	Collection of tuition fees	
3	Issue of Demand draft	
4	fund Transfer	
5	Other services (specify)	

12. Will you be ready to open the bank counter at help centers during tuition fees collection period?

If yes, charges for the same =

13. List of similar type of works handled in the past with ACPC or any other such agency (provide the details in the following format) during the last 5 years:

- (i) Name of the client:
- (ii) Contact person:
- (iii) Address and telephone no.:
- (iv) Title of the project:
- (v) Turnover Total Amount collected:
- (vi) Type of services provided to the client:
- (vii) Technology used:
- (viii) Brief statement about how their requirements are similar to those in this proposal

14. Any other information the applicant wants to furnish. :

**Declaration**

I hereby declare that the above information is true to the best of my knowledge.

Signature with Name & Seal

Place

Date:

## ANNEXURE-B

### Tentative schedule for online admissions to different courses for the year 2017-18

Sr.	Activities	Proposed schedule				
		Degree Engg. and Degree/ Diploma Pharmacy	Diploma Engg.	MBA and MCA	D to D Engineering	P.G. Engineering / Pharmacy
1.	Online Registration process: Distribution of Information booklet and PIN from designated branches of the banks	Around 10 <sup>th</sup> May and continue for 10 days	Around 10 <sup>th</sup> June and continue for 10 days	Around 25 <sup>th</sup> May and continue for 10 days	Around 1 <sup>st</sup> July and continue for 10 days	Around 20 <sup>th</sup> June and continue for 10 days
2.	1 <sup>st</sup> allotment process and pay tuition fees in the bank.	Around 5 <sup>th</sup> July and continue for 5 days	Around 15 <sup>th</sup> July and continue for 5 days	Around 25 <sup>th</sup> July and continue for 5 days	Around 4 <sup>th</sup> August and continue for 5 days	Around 20 <sup>th</sup> July and continue for 5 days
3.	2 <sup>nd</sup> allotment process and pay tuition fees in the bank	Around 10 <sup>th</sup> July and continue for 5 days	----	Around 3 <sup>rd</sup> August and continue for 5 days	Around 18 <sup>th</sup> August and continue for 5 days	Around 4 <sup>th</sup> August and continue for 5 days
4.	Allotment of Manual round and pay tuition fees in the bank (only at the place of admission committee)	Around 20 <sup>th</sup> July and continue for 3/4 days	Around 28 <sup>th</sup> July and continue for 3/4 days	Around 10 <sup>th</sup> August and continue for 3/4 days	----	----

5.	Remittance of fees to the Institutions.	<ul style="list-style-type: none"> <li>•80% fees 31/08/2017</li> <li>•20% fees 30/09/2017</li> </ul>	Up to mid of Sep . 2017	Up to end of Sep. 2017	Up to end of Sep. 2017	Up to end of Sep. 2017
6.	Refund of the fees to the students who are eligible for refund	Up to end of Sep. 2017	Up to end of Sep. 2017	Up to end of Sep. 2017	Up to end of Sep. 2017	Up to end of Sep. 2017

**Note :** Detailed schedule of each admission will be given before one week of start of admission.



**Letter for submission of EOI**

Date:

Place:

The Member Secretary,  
ACPC,  
1<sup>st</sup> floor, Admission building,  
L. D. College of Engineering Campus,  
Navarangpura,  
Ahmedabad -380015

**Sub: Banking services in the admission process of various professional courses in the State of Gujarat for the year 2017-18**

Dear Sir,

We express our interest to work with this project and we hereby confirm the following:

1. The EOI – Application is being submitted by *(name of the Bank)* for selection as the banker for the various banking operations related to admission work in accordance with the requirements stipulated in the EOI Document.
2. We have examined in detail and have understood, and abide by all the terms and conditions stipulated in the EOI Document issued by the ACPC. Our application is consistent with all the requirements stated in the EOI Document.
3. The information submitted in our Application is complete, strictly as per the requirements as stipulated in the EOI Document and correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misrepresentations in our application.

**Signature with Name & Seal**  
**Place**  
**Date:**