

HIMACHAL PRADESH UNIVERSITY
NAAC Accredited "A" Grade University
"Entrance Tests Section"
Summer Hill, Shimla - 171 005

Ref. No. No. (MBBS/ BDS)ET/2020

Dated: 17.09.2020

To

1. M/s Profices Technologies Pvt. Ltd., SCS-260, Motor Market, Mani-Majra, Chandigarh (e-mail: dsingla2308@gmail.com)
2. M/s CSCe.governance Service India Ltd. (CSC SPV), Ministry of Electronic & Information Technology(Meity) 6 CGO Complex, Lodhi Road, New Delhi. (e-mail: cscinfo@csc.gov.in)
3. M/s Charu Mind Works (India) Pvt. Ltd., IT-4, EPIP, RIICO, Industrial Area, Sitapura, Jaipur-302022 (Rajasthan) (e-mail: irshad@indiaresults.com)
4. M/s DigiPii Digital Services Pvt. Ltd.,1001 E, Westend Mall, Janakpuri, West, New Delhi-110 058. (e-mail: anand.bhupinder@gmail.com)
5. M/s RJD Software Services Pvt. Ltd, Shop No. 7, Model Colony, Yamuna Nagar, Haryana. (e-mail: bhupinder@rjdservice.com)
6. M/s. Vasiprime Tech Pvt. Ltd., 1001-A, Westend Mall, Janakpuri, West, New Delhi-110 058. (email: sales@vasiprime.com)

Sub: Short Term Notice Inviting Quotations under Limited Tender System.

Sir/Madam

The undersigned intends to invite quotations for Design, development, installation, configuration and commissioning of Software for inviting applications and conducting the ONLINE Centralized Counseling for admission to MBBS/ BDS courses through the Limited Tender System for the academic session 2020-21.

You are, therefore, requested to submit technical bid (Clause-IV page No. 9 & 10 of Annexure-A) and financial bid (Clause-V page No.-10 of Annexure-A) in a separate sealed envelopes to the Assistant Registrar, Entrance Tests Cell, Room No. 10, Administrative Block, H.P. University, Summer Hill, Shimla-5 on or before 23.09.2020 at 3:00 pm positively, which shall be opened at 3:30 pm on the same date in the office of undersigned in the presence of representatives of the parties/firms, if they wish to attend the same. The detailed information of the project (NIQ) document is attached as (Annexure-A) which may be downloaded from the University website. www.hpuniv.ac.in

Yours faithfully

-sd/-
(Dr. J.S. Negi)
Controller of Examinations

HIMACHAL PRADESH UNIVERSITY
NAAC Accredited "A" Grade University

"Entrance Tests Section"
Summer Hill, Shimla - 171 005



NOTICE INVITING QUOTATION (NIQ)

Name of Work

Design, Development and Commissioning of Software
for Inviting applications & Conducting the
ONLINE Centralized Counseling for MBBS/ BDS Course
Session 2020-21

HIMACHAL PRADESH UNIVERSITY
NAAC Accredited "A" Grade University
"Entrance Tests Section"
Summer Hill, Shimla - 171 005
Phone: (0177) -2830891, 2833588

SHORT TERM NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited through Limited Tender System from reputed and financial sound agencies having capacities to execute the following work:-

S. No.	Name of Work	Period of Completion	EMD
1	Design, development, installation, configuration and commissioning of Software for inviting applications and conducting the ONLINE Centralized Counseling of MBBS/ BDS courses for Entrance Tests Cell, H.P. University, Summer Hill, Shimla-171 005. Approx. 5500 Candidates (For Complete details and generation of reports in aforesaid work, please refer to Flow Chart at Annexure-B)	12 Days	20,000/-

Tentative Schedule for online Centralized Counseling of MBBS & BDS Courses-2020		
1.	Process of Admission/Counseling will be started from the 1 st October 2020 onwards which includes the following process:- <ul style="list-style-type: none"> • Schedule for submission/inviting of online application forms with successful transaction of fee. • Time for corrections in errors, if any, committed by the candidates while filling online application form (except correction in category) • Document verification of various categories • Date of displaying the category-wise provisional merit list on the University website www.hpuniv.ac.in of qualified candidates of NEET-UG-2020 who applied online with successful transaction of fee within prescribed date to the University and obtained the print out of confirmation copy of ONLINE application form. • Ist Round of ONLINE Counseling • IInd Round of ONLINE Counseling • Mop-up Rounds of Counseling 	From 1 st October 2020 onwards to till the last closing date of admission notified by the Medical Council of India/ Govt. of India

Quotations will be received up to 23rd September, 2020 up to 3:00 pm and will be opened on the same day at 3:30 pm in presence of intending quotationeres or their authorized representatives. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification and quotation cannot be received or opened, the quotations shall be opened on the next working day at 3:30 pm for which no separate communications will be made. Other terms and conditions enclosed at Annexure-A.

Date of Issue of Quotation:	17-09.2020 to 23.09.2020
Last Date & Time for submission:	Up to 3:00 pm on 23.09.2020
Date and Time for Opening:	At 3:30 pm on 23.09.2020

Sealed application for Quotation document must be accompanied by the attested copies of the qualifying documents as stated above along with PAN No. (Income Tax), GST No. Application for Quotation documents will be received on any working day during office hours within the last date of application on payment of (non-refundable) demand draft/ banker's Cheque of Rs. 1000/- in favour of "Finance Officer, H.P. University" towards the cost of quotation document.

H.P. University, does not bind itself to accept the lowest quotation and reserve to itself the right to reject any or all the quotations received without assigning any reason thereof.

-sd/-
Controller of Examinations

I. Terms and Conditions:-

1. Intending bidder may download the Quotation document from the University website <http://www.hpuniv.ac.in> directly. Quotation documents may be downloaded from University website & submission of bids is to follow the stipulated date & time schedule mention in this NIQ. The documents submitted by the Bidders should be properly indexed & sealed.
2. **Location of Works:** Himachal Pradesh University, Summer Hill, Shimla – 171 005.
3. **Time of Completion:** Time of Completion of work i.e. for developing the software for ONLINE Counseling process is **12 DAYS** and the remaining work as per the Flow Chart (**Annexure-B**) will continue till last date or closing date prescribed by the Medical Council of India or Govt. of India.
4. **Approximately Strength of the Candidates for admission:** The approximately strength of the candidates to be applied for admission will be 5500.
5. **Cost of Tender:** A sum of fixed amount of Rs. 1000/- as Cost of Quotation document by Bank Draft in favour of Finance Officer, H.P. University, Summer hill, Shimla and payable at Summer Hill, must be submitted along with the Technical Bid. Cost of Quotation document will not be refunded under any circumstances or if the quotation is cancelled or re-invited. Quotations received without or with inadequate Cost of Quotation shall be rejected.
6. **Earnest Money Deposit (EMD):** Bidders shall furnish, Earnest Money Deposit (EMD) Rs. 20000/- as Bid security in the form of Bank Demand Draft from a scheduled nationalized Bank drawn in favour of Finance Officer, H.P. University, Summer Hill, Shimla – 171 005 and payable at SBI, Summerhill. The earnest money will be refunded to unsuccessful bidders after the Quotations are finalized and in the event of any firm backing out from their offer, the Earnest money is liable to be forfeited and will not be refunded. No interest shall be claimed on EMD. Quotations received without or with inadequate EMD shall be rejected. Original bank draft for EMD should be submitted to the University along with the ink-signed copies of the Technical Bid documents. The bank draft for EMD should be submitted in a separate envelope superscribing “Earnest Money Deposit”. The Earnest money of the selected bidder will be adjusted with the Security Deposit.
7. **Performance Bank Guarantee:** The successful bidder has to deposit the 10% of the total amount quoted in the quotation by the firm has to be deposited as Performance Bank Guarantee with the Himachal Pradesh University, Shimla-5.
8. **Forfeiture of EMD:** The EMD will be forfeited if the bidder
 - a. Withdraws the bid during the period of bid validity.
 - b. Does not accept the correction of errors.
 - c. If the successful Bidder fails to sign the Contract within the time stipulated by Himachal Pradesh University, Shimla.
 - d. Adopts unfair practices to influence the outcome of the bid process.
 - e. Any other condition regarding forfeiture of EMD mentioned in this NIQ's.
9. **Bid preparation and submission Costs:** The bidder shall bear all costs associated with the preparation and submission of the bid and Himachal Pradesh University, Shimla will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
10. **Language of Proposals:** The bids and all correspondence and documents shall be written in English.
11. **Approximately Cost of the Project:** The estimated cost of the Project was determined as Rs. 4.00 lacs approximately.
12. **Amendment of Bidding Documents:** At any time before the deadline for submission of bids, Himachal Pradesh University, Shimla for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through the University website (www.hpuniv.ac.in) and all such amendments shall be binding on

- them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, Himachal Pradesh University, Shimla reserved the rights to extend the deadline for the submission of bids and the same shall be notified on the University website.
13. **Disqualification:** Himachal Pradesh University, Shimla reserves the right to reject bids in the following cases:
- a. The Bids which are received after due date and time.
 - b. Bids not accompanied by all requisite documents along with the Quotation Fees and Earnest Money Deposit (EMD), if any, by Demand Draft / Pay Order.
 - c. If the Bid Documents are not signed by the authorized signatory of the bidder on each page and submitted.
 - d. Information submitted by the Bidder is found to be mis-represented, incorrect or false.
 - e. Bids not substantially responsive and not submitted in accordance with the required formats.
 - f. If the bidder increases the quoted prices during the validity of the bid or its extended period, if any.
 - g. If the bidder submits the bid specifying its own terms and conditions.
 - h. Bidder fails to deposit the Security Deposit (SD) or fails to enter into a contract within the stipulated period from the date of notice of award of contract or within such extended period, as may be, specified by Himachal Pradesh University, Shimla.
14. **Eligibility for participating in the Quotation:** Permission of participating in the quotation will be given only to those fulfilling the following eligibility criteria:
- a. Only reputed companies dealing in the business of software development will be allowed to participate in the Quotation process. Relevant documents (like Trade license, etc.) in support of the same must be furnished. No Intermediate General Supplier will be allowed.
 - b. Bidder has to comply fully with the Technical Specification as provided in the Quotation Document. Conditional bid will be summarily rejected.
 - c. The organizations which are blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed in this tender are strictly forbidden from participating in this quotation process. Bids submitted by any such blacklisted organization, if found at any point of time in this quotation process, will be summarily rejected. If any such blacklisted organization is found after award of purchase order, then the purchase order will be cancelled and the earnest money deposit and/or security deposit and/or the bank guarantee will be forfeited to HIMACHAL PRADESH UNIVERSITY. An ink-signed declaration letter regarding this in the bidder's letter head should be submitted with the Bid.
 - d. Bidder should be in business of design, development, installation, configuration and commissioning of web-based software in India for last FIVE YEARS.
 - e. The bidder should have at least FIVE YEARS experience in design, development, installation, configuration and commissioning of web-based software in renowned Indian organizations preferably universities and government organizations. Supporting documents in claim of experience be enclosed.
 - f. No Joint Venture shall be allowed.
 - g. The bidder should be a registered company / firm.
 - h. The Bidder should have a valid Trade License, Professional Tax Challan, PAN Card, W.B. VAT Registration Certificate, Service Tax & TIN documents.
 - i. Moreover, the quotation inviting authority reserves the right to relax the eligibility criteria of the applicant if it is deemed to be necessary for fair & competitive quotation without assigning any reason whatsoever.
15. Prices should be quoted in Indian Rupee inclusive of all taxes, packing, freight charges, delivery & installation at the university campuses.
16. It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the university will be final in this regard.

17. **Installation & Commissioning:** Installation and commissioning of the entire project is to be executed by the bidder within the stipulated time, as mentioned in the Terms and Conditions under direct supervision of Himachal Pradesh University representative.
18. **Guarantee/Warranty:** Period of validity of performance guarantee. The bidder shall warrant that all software and services etc. developed, supplied and rendered by the bidder shall conform to the University's requirements and specifications. Bidder will give Guarantee/Warranty of minimum 1 YEAR from the date of completion and handover of the project. Bidder will provide free support, fix bugs, troubleshooting and do all the necessary additions / modifications in configuration required by the university during the Guarantee/Warranty period without any extra cost to the university.
19. **Payment:**
 - a. No advance payments shall be made.
 - b. **Design, Development & Commissioning of Software:** 50% Payment shall be made on submission of four copies of bills along with completion certificate from respective departments, after delivery, successful installation, testing and completion of 1st Round of Counselling session.
 - c. **Remaining 50% payment** will be made after completion of the admission/ Counseling schedule as notified by the authorities time to time. Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government and/or university rules.
 - d. **Annual Maintenance Contract of Software:** Payment shall be made on Annual basis on submission of bills in triplicate along with Satisfactory Service Reports from respective departments, after completion of each quarter. Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government and/or university rules.
20. **Penalty:** A penalty of Rs. 25000/- per day will be deducted out of the payment of the successful bidder in the event of not adhering the any part of the admission/counseling schedule as prescribed by the MCI/DCI/ GOI. Moreover, if the firm fails to complete the task the Performance Bank Guarantee will also be forfeited.
21. **Delivery & Installation:** Delivery, installation and testing should be completed within 12 DAYS in the first instance.
22. The University Authority reserves the right to ask for clarifications and the decision of the University Authority shall be final and binding.
23. The University reserves all rights to reject any or all offer without assigning any reason whatsoever.
24. The University reserves all rights to cancel this quotation at any point of time without assigning any reason whatsoever.
25. **Jurisdiction:** The court at Shimla only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.
26. If the work of the aforesaid courses has been accomplished successfully with the entire satisfaction of the University, then the same can be extended to other courses like Nursing and Ayurveda etc.

II. Scope of Work:-

1. **Information Collection:** The bidder will have to depute persons for collection of information and data from the Entrance Tests Cell of the University initially. The information and data provided by the university shall be as verbal, hardcopy or softcopy, as per the availability with the section. The bidder should not demand or provide any clause/condition asking for information and data to be provided in softcopy only. Once the project is commissioned, the section of the university will have the authorization to update the data of the respective section.
2. **Compatibility:** The web-based software design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for at least three platforms:

Desktop, Notebook and Tablet/Mobile form factors will be required. The software must be designed on responsive website technology.

3. **Functionalities Required:**

- Facility to update content by multiple users from anywhere through browser based administrative module.
- Separation of Design and Content: The content will be stored in the database and designed to be controlled by the use of cascading style-sheet (CSS). Separate CSS for use with Internet Browsers, Mobile Browsers and Printers.
- The software shall be able to include plug-ins or modules that can be easily installed to extend the functionality of the software.

4. **Licensing and Upgrades:** All software must be installed with full perpetual license and should not require any license renewal after its acquisition and installation. The cost of the software should not be based on the number of users utilizing the application. The Software should be enterprise level software allowing any number of users to use it without extra costs. Any update if needed must be done using the Internet and must be free of charge. The software should prove to have a full software development life cycle and have regular upgrades and a strong technical support.

5. The Bidder will provide an operational guarantee on the software designed and also provide support for at least 1 year (1 year support and 1 year AMC) after the successful installation and hand-over of the software so that modification can be made by bidder, if University finds that software is not fulfilling our needs or if further improvements are required. All troubleshooting required would be the responsibility of the Bidder and within the scope of work. No extra payment shall be made by the University for such Jobs.

6. **Email and SMS Features:** The system should have provision to send emails and SMS automatically or manually as per user settings. Provision for creating Groups, Aliases, Lists etc. for sending alerts and notices to users. The Groups, Aliases, Lists etc. will have both Emails and Mobile Numbers of the users. The software should have provision so that the departments may send notifications (Canned or Custom) to the users as and when required in the form of Email or SMS or both. It should have facility to manage notifications write-up/contents by multiple users from anywhere through browser based administrative module using a WYSIWYG editor.

- **MS Office Compatibility:** The WYSIWYG editor should be completely compatible with MS Office contents. The user should be able to copy the content composed in MS Word or other MS Office product and paste it into the WYSIWYG editor without breaking any format.
- **Schedulers:** The software should provide schedulers to automate regular scheduled tasks without user intervention. An email alert must be sent to the department before and after executing the scheduled task or if any error is encountered.
- **Errors:** The software should trap all the errors (known and unknown). All error messages must be trapped and handled elegantly with custom Error Messages and returning the user back to the software without abruptly exiting the software.
- **Security:** The web-based software should allow Secured Socket Layer. The web-based software shall be security audited according to OWASP (Open Web application Security Project) application security verification standard.
- **Maintenance of the Web-based Software and Debugging:** Bidder has to maintain the web-based software, at no extra cost, for a period of one year from the date of Commissioning of the software. The scope of work during this one year Maintenance period shall be same as mentioned in Section "Scope of Work under Annual Maintenance Contract for Software". This maintenance will be considered part of the implementation process. On successful completion of the one year period, the bidder may be awarded the Annual Maintenance Contract for the web-based software on payment basis, for which, the bidder must quote the rates separately in the Bid.
- **Annual Maintenance Contract (AMC) for Web-based Software:** Annual Maintenance Contract for the web-based software on payment basis may be awarded to the bidder on successful completion of the one year period from the date of Commissioning of the software. The Agreement for Annual Maintenance will be made for One year. The contract

will be awarded initially for a period of one year. However, the same shall be extended on a year-to-year basis for the maximum additional period of four years at the same price, terms and conditions, provided the university finds the services of the bidder satisfactory. Please refer to Section "Scope of Work under Annual Maintenance Contract for Software" for details.

- **Scalability:** The web-based software should be capable of incorporating the data generated from other software applications through scaling / expansion.
 - **Online Help:** The software should have online help with step-by-step usage for each module. The online help should have index and search options on help topics.
 - **Training:** Extensive and multiple trainings should be undertaken for users at RBU to handle software modules related to their Faculty/Department/Section, etc. Additionally a separate training should be done for the software administrators.
 - **Hand holding:** Hand holding training period shall be for 1 year after the successful installation and hand-over of the software.
 - **Vendor Independent:** The complete system must be designed and implemented such that there will be no vendor dependency for maintenance, extension or enhancement of the site in future.
 - **Ownership and Source Codes:** Complete source codes with comprehensive documentation - User Manual and Technical Manual has to be provided by the bidder to RBU on completion of the project. The entire software along with all the programs, contents and databases developed to achieve the desired functionality mentioned in the scope of work or any subsequent communication in this regard will be the sole property of RBU and RBU will have the Intellectual Property right of the same and no content of the same will be produced or used by the bidder for purposes other than RBU's in-house software development without the prior permission of RBU.
 - **Copyright:** The bidder must not propose any technology which has an existing copyright not owned by the bidder. The designs, contents, procedures, workflows provided by RBU to the bidder during the development of the software will be the confidential documents, data and information of RBU and should not be reused or shared by the bidder for any other purposes except the development of the software for RBU only.
 - **Confidentiality:** The bidder will maintain the confidentiality of data, information supplied, method of operation, procedures, etc. of the university. The bidder will be required to take appropriate actions in respect to its personnel to ensure the obligations of non-use and non-disclosure of confidential information.
7. Apart from above, any item, software or services required for the completion of the project as per the requirement of the university shall be within the scope of work of this tender.

III. Scope of Work under Annual Maintenance Contract

The Scope of work includes but not limited to:

1. Maintenance of the web-based software.
2. The bidder shall maintain the software and upgrade it, which includes design, development and content updating as and when required (available in English) based on latest technology as per the specific requirement of RBU. The updating would include up gradation of relevant modules as and when required by the university.
3. The Software Maintenance would include all the modules, reports, APIs, interfaces, pages, databases, etc. designed and developed under this project, during the support period of one year after commissioning of the website and during the AMC period.
4. The bidder shall maintain the software so as to ensure its effective day to day operational usage.
5. Implementation of new changes in the application software as and when any new business rules and deployment, logic processes etc. comes into effect.
6. Development of new forms & reports of various modules as needed from time to time as required by the University.

7. The Bidder shall generate additional reports and modify existing reports and queries, as per user's requirement.
8. The Bidder shall debug and fix the operational problems, perform error handling while running the Software on-site to the satisfaction of the university users.
9. The Bidder shall provide hands-on assistance to the users to resolve any operational doubts as and when needed while the Software is in operation.
10. The Bidder shall designate one Team Lead who will be single point contact for day-to-day maintenance and management of the applications.
11. The Bidder will be responsible for data integrity. The successful bidder will also identify the type & nature of data error and reports will be handed over to concerned users for correction and resubmission. Data to be corrected upon confirmation from the user(s).
12. Any Interface or Software routines by which data is populated to this Software from any thirdparty/external software, the bidder shall provide the support maintenance to the Interface so as to make the Interface software compatible with both the database structure of this Software and the third-party/external software.
13. Fine tune the interfaces to be responsive and independent of device, form factor, OS, etc.
14. Tuning and code changes for optimal performance.
15. Module Version Control of the Software.
16. Debugging & fixing of problems arising in the running software.
17. System and user documentation of the software.
18. Hand holding training to the end-users and systems personnel.
19. Development of Software/MIS software/Application program as per the requirement of RBU for the purpose of workflow and process automation
20. Developing of payment gateway interface for online payment transactions (as and when required).
21. Coordination with the Server Hosting Company (if university hires cloud server) for server related problems/issues.
22. Any other connected work depending upon the requirement of the university
23. Backend, Integration & Database Services:
 - a. Programming (Code Repair, New Codes, Repairing Broken Links)
 - b. Database Maintenance & Integration
24. The bidder shall be required to depute technical support staff namely - two qualified software programmer, at Himachal Pradesh University Campuses from 10.00 hours to 18.00 hrs whenever the university considers that the exigencies of work so required during holidays, extra hours.

IV. Technical Bid Documents to be Submitted shall consist of the following documents maintaining the same serial and should be in separate sealed envelope:

1. Company's registered address, address, functional contact email address, phone number(s) and Fax number(s), etc.
2. Supporting documents that the organization is in business of design, development, installation, configuration and commissioning of web-based software in India for last FIVE YEARS.
3. Evidence of payment of tax for the last three years as and when due.
4. Attested copies of IT and ST clearance certificates.
5. Attested copies of PAN card and VAT registration certificates.
6. Comprehensive company profile with Proposed Management Team and Organizational Chart.
7. Company's method for providing support service during the maintenance contract period.
8. Escalation matrix for support service.
9. Original tender as published online, duly filled, signed and stamped, is to be submitted, along with Bid documents.
10. Datasheets & Reference Documents of proposed products must be submitted along with the Bid.

11. Annexure-I: Bidder's Information, duly filled, signed and stamped, is to be submitted with the Bid.
12. Annexure-II: Application for tender.
13. Annexure-III: Letter of authorization in respect of the person authorized to interact with the university.
14. Annexure IV: An ink-signed declaration letter that the organization is not blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed.
15. Annexure V: An ink-signed declaration letter for Confidentiality and Data Security.

V. Financial Bid (FB): Quotations must be submitted in the following format in the separated sealed envelope.

Quotations must be submitted in the following format:-

S. No.	Description	Quantity (Q)	Rate/Unit (in Rs.) (R)	Service Tax (in %)	Service Tax Amount (in Rs.) (T)	Amount (in Rs.) [A= Q X (R+T)]
1	Software Development, Commissioning and Training for Approx. strength of 5500 candidates.	1				
2	Annual Maintenance of Software (per year)	1				
3	Other Charges, if any	1				

Note: The quantities mentioned above are for evaluation of bids. The ordered quantities of one or more items mentioned above may be increased or decreased or may not be ordered.

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Annexure- I: Bidder's Information Format

S. No.	Required Information	Bidder Response
1	Name of the Firm/ Company	
2.	Year of Establishment	
3.	Type of Company (Govt./PSU/Public Ltd./ Partnership/Proprietary)	
4.	Contact Details:	
A	Address of registered Office/ Head Quarter	
B	Contact Person's Name	
C	Designation	
D	Phone Number(s)	
E	Fax	
F	E-mail	
5.	PAN & TAN numbers and related details	
6.	Service Tax Number & related details	
7.	Number of years' experience (Organization's) in supply, installation and support of similar items.	
8.	Total Manpower in Customer support	
	Details of Technical Support/ Helpdesk	
	Phone Number	
	E-mail	
	Contract Person Name	
	Contact Person's Mobile Number	

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Annexure- II: Format for Application for Quotation

To

**The Controller of Examinations,
Himachal Pradesh University,
Administrative Block.
Summer Hill, Shimla - 171 005.**

Sub: Submission of bid for Design, development and Commissioning of Software for Online inviting applications and Counseling of MBBS/ BDS Course.

Sir,

Having examined the NIQ, I/we , the undersigned, offer to undertake the job of "Design, development and commissioning of Software for Online inviting applications and Counseling of MBBS/ BDS Course as per Quotation Ref. No._____.

I/We have read and understood the terms and conditions laid in the above mentioned quotation and agree to abide by them and it shall remain binding upon me/us for acceptance at any time before the expiry of the bid validity period mentioned in the above quotation.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)
<Name>
<Designation>
(Company Name>

Note: *Annexure-II* should be signed and submitted in bidder's letterhead alongwith the bid.

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Annexure- III: Format for Authorisation Letter of Contract Person

To

**The Controller of Examinations,
Himachal Pradesh University,
Administrative Block.
Summer Hill, Shimla - 171 005.**

Sub: Letter of authorization in respect of the person authorized to interact with the University.

Sir,

We hereby authorize <Name>, <Designation>, of <Bidder's Company name> to represent our company and sign the bid document, submit necessary documents, conduct negotiations etc. with respect to the above mentioned quotation.

All the declarations given by him/ her will be binding on the company.

The signature <Name>, <Designation> is attested here below.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)
<Name>
<Designation>
(Company Name>

Note: *Annexure-III* should be signed and submitted in bidder's letterhead alongwith the bid.

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Annexure- IV: Declaration Letter that the Organization is not Blacklisted.

To

**The Controller of Examinations,
Himachal Pradesh University,
Administrative Block.
Summer Hill, Shimla - 171 005.**

Sub: Declaration Letter that the organization is not blacklisted.

Sir,

With respect to the above quotation, I/ We hereby declare that our organization has never been blacklisted by any reputed organization, PSU, University or Government organization or by any OEM of the products proposed in this tender and our bid. I/We understand and agree that if this declaration is not found to be true at any point of time in this quotation process then our bid will be summarily rejected. I/ We also understand and agree that If this declaration is not found to be true at any point of time after the award of purchase order, then the purchase order will be cancelled and the earnest money deposit and/ or security deposit and/ or the bank guarantee will be forfeited to Himachal Pradesh University.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)
<Name>
<Designation>
(Company Name>

Note: *Annexure-IV* should be signed and submitted in bidder's letterhead alongwith the bid.

HIMACHAL PRADESH UNIVERSITY
NAAC Accredited "A" Grade University
"Entrance Tests Section"
Summer Hill, Shimla - 171 005

Ref. No. No. (MBBS/ BDS)ET/2020

Annexure- V: Declaration Letter for maintaining confidentiality, privacy and security of University Complete data and information.

To

**The Controller of Examinations,
Himachal Pradesh University,
Administrative Block.
Summer Hill, Shimla - 171 005.**

Sub: Declaration Letter for maintaining confidentiality, privacy and security of University data and information.

Sir,

With respect to the above quotation, I/ We hereby affirm that our organization and our personnel will maintain the confidentiality of Complete data, information supplied, method of operation, procedures, etc. of the University. I/We will take appropriate actions in respect to its personnel to ensure the obligations of non-use and non-disclosure of confidential information.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)
<Name>
<Designation>
(Company Name>

Note: *Annexure-V* should be signed and submitted in bidder's letterhead alongwith the bid.

HIMACHAL PRADESH UNIVERSITY
NAAC Accredited "A" Grade University
"Entrance Tests Section"
Summer Hill, Shimla - 171 005

Ref. No. No. (MBBS/ BDS)ET/2020

Annexure- VI: **Format for Unconditional Acceptance letter** *(To be submitted by successful bidder after receiving P.O.).*

To

**The Controller of Examinations,
Himachal Pradesh University,
Administrative Block.
Summer Hill, Shimla - 171 005.**

Sub: Unconditional letter of acceptance against your Purchase Order for Design, development and commissioning of Software for Online inviting applications and Counseling of MBBS/ BDS Course .

Sir,

With respect to the above quotation, I/ We hereby unconditionally accept the purchase order and its terms and conditions in its entirety for Design, development and commissioning of Software for Online inviting applications and Counseling of MBBS/ BDS Course.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)
<Name>
<Designation>
(Company Name>

Note: *Annexure-VI* should be signed and submitted by successful bidder's letterhead after receiving the purchase order.

**Flow –Chart of Works to be executed in the Software by the final successful bidder/firm
(Final Counseling & Admission Schedule will be provide alongwith the Supply Order)**

First Round of Counseling

1. Inviting of ONLINE applications for Counseling of MBBS/ BDS Course on the form prescribed by the Himachal Pradesh University (Sample will be provided for designing the web page).
2. Preparation of Combined & Categorywise Merit lists on the basis of applications invited ONLINE on H.P. University website with the NEET-UG Result-2020 (Specimen of Merit list will be provided for preparing the merit list).
3. Thereafter, the portal will be opened for the candidates in Merit for applying options/ choices of Colleges.
4. Allocation of Seats will be made on the basis of Choices opted by the Candidates and as per the Seat distribution Chart.
5. As per the allocation of seats College-wise/ Category-wise, admission letters will be generated online to the Candidates for taking admission in the concerned college.
6. Excess to the Colleges Principals for confirmation of Seats of allotted Candidates.
7. In case of non-report of candidates vacancy position should be generated category-wise as well as college-wise.
8. College-wise/Category-wise final allocation report will be generated.

Second Round of Counseling

1. Again the ONLINE portal will be opened for taking revised options from the Waitlisted Candidates and for the Candidates who want to shift/ upgrade to the College against vacant seats.
2. During Second Round of Counseling waitlisted candidates who will be allotted seats as per Merit have to deposit the token amount as decided by the University authority.
3. Allocation of Seats will be made on the basis of Choices opted by the Candidates and as per the Seat distribution Chart.
4. Then, the admission letters will be generated to all the candidates who have been allotted seats and shifted/ upgraded to next College.
5. Excess to the Colleges Principals for confirmation of Seats of allotted Candidates.
6. In case of non-report of candidates vacancy position should be generated category-wise as well as college-wise.
7. College-wise/Category-wise final allocation report will be generated.

Mop-Up Round of Counseling

1. Inviting of fresh ONLINE applications for Counseling of MBBS/ BDS Courses if seats remains vacant after exhausting the merit list on the form prescribed by the Himachal Pradesh University (Sample will be provided for designing the web page).
2. Preparation of Combined & Categorywise Merit lists on the basis of applications invited ONLINE on H.P. University website and NEET-UG Result-2020 (Specimen of Merit list will be provided for preparing the merit list).
3. Allocation of Seats will be made on the basis of Choices opted by the Candidates and as per the Seat distribution Chart.
4. Fresh candidates who will be allotted seats as per Merit have to deposit the token amount as decided by the University authority.
5. Then, the admission letters will be generated to all the candidates who have been allotted seats and shifted/ upgraded to next College.
6. Excess to the Colleges Principals for confirmation of Seats of allotted Candidates.
7. In case of non-report of candidates vacancy position should be generated category-wise as well as college-wise.
8. College-wise/Category-wise final allocation report will be generated.