

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

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

Dated: 25.09.2020

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 RJD Software Services Pvt. Ltd, Shop No. 7, Model Colony, Yamuna Nagar, Haryana. (e-mail: bhupinder@rjdservice.com)
5. M/s VASMAX: F-13, Shankar Market, Saharanpur, UP (e-mail: rajeev.goyal@vasmax.com)
6. M/s Teleelite: SCO No. 20, Preet Colongy, Zirakpur, PG(email:-nitin@teleelite.in).

Sub: Short Term Tender Notice under Limited Tender System.

Sir/Madam

The undersigned intends to invite tender 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 Short Term Tender under Limited Tender System for the academic session 2020-21.

You are, therefore, requested to submit technical bid (Clause-III page No. 7 & 8 of Annexure-A) and financial bid (Clause-IV page No.-9 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 03.10.2020 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 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



SHORT TERM TENDER UNDER LIMITED TENDER SYSTEM

Name of Work

Design, Development and Commissioning of Software
for Inviting ONLINE 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 TENDER

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

S. No.	Name of Work	Period of Completion	EMD in Rs.
1	Design, development, installation, configuration and commissioning of Software for inviting online applications and conducting the ONLINE Centralized Counseling of MBBS/ BDS courses for Entrance Tests Cell, H.P. University, Summer Hill, Shimla-171 005. <i>(Approximately strength of the candidates:- 5000).</i> (For Complete details and generation of reports in aforesaid work, please refer to Flow Chart at Annexure-B)	7 Days	20,000/-

Tentative Schedule for online Centralized Counseling of MBBS & BDS Courses-2020		
1.	Process of Admission/Counseling will be expected to 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 	Expected from 1 st October 2020 onwards to till the last closing date of admission notified by the Medical Council of India/ Govt. of India

Sealed Tenders as specified in the document shall be received up to 3rd October, 2020 up to 3:00 pm and the same shall be opened on the same day at 3:30 pm in presence of interested parties or their authorized representatives. In case, the day of submission of the Tender happens to be a holiday on account of Govt. notification and Tender cannot be received or opened, the Tenders 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 Tender:	25-09.2020 to 03.10.2020
Last Date & Time for submission:	Up to 3:00 pm on 03.10.2020
Date and Time for Opening:	At 3:30 pm on 03.10.2020

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

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

-sd/-
Controller of Examinations

I. Terms and Conditions:-

1. Intending bidder may download the Tender document from the University website <http://www.hpuniv.ac.in> directly. Tender documents may be downloaded from University website & submission of bids is to follow the stipulated date & time schedule mentioned in this Tender document. 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 **7 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 5000.
5. **Cost of Tender:** A sum of fixed amount of Rs. 1000/- as Cost of Tender 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 Tender document will not be refunded under any circumstances or if the Tender is cancelled or re-invited. Tenders received without or with inadequate Cost of Tender 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 any scheduled Bank drawn in favour of Finance Officer, H.P. University, Summer Hill, Shimla – 171 005 and payable at Shimla. The earnest money will be refunded to unsuccessful bidders after the Tenders 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. Tenders 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 Tender 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. 6.00 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 Tender 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 Tender:** Permission of participating in the Tender 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 Tender process subject to fulfillment of conditions of Technical Bid. No Intermediate General Supplier will be allowed.
 - b. Bidder has to comply fully with the Technical Specification as provided in the Tender 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 Tender process. Bids submitted by any such blacklisted organization, if found at any point of time in this Tender 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. Supporting documents that the organization should have an experience of at least 2 years in business of design, development, installation, configuration, commissioning of web-based software and having an experience in conducting the ONLINE Counseling of Medical courses.
 - e. No Joint Venture shall be allowed.
 - f. The bidder should be a registered company / firm.
 - g. The Bidder should have a valid PAN Card, GST Registration Certificate document.
 - h. Moreover, the Tender inviting authority reserves the right to relax the eligibility criteria of the applicant, if it is deemed to be necessary for finalizing the allotment of assignment/work to firm, if deemed to be found suitable for the execution of the assignment without assigning any reason whatsoever.
15. Prices should be quoted in Indian Rupee inclusive of all taxes.
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. **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 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.
19. **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 by the firm even after giving proper approval from the HPU. Moreover, if the firm fails to complete the task the Performance Bank Guarantee will also be forfeited.
20. **Installation:** Installation and testing should be completed within 7 DAYS in the first instance.
21. The University Authority reserves the right to ask for clarifications and the decision of the University Authority shall be final and binding.
22. The University reserves all rights to reject any or all offer without assigning any reason whatsoever.
23. The University reserves all rights to cancel this Tender at any point of time without assigning any reason whatsoever.
24. **Jurisdiction:** The court at Shimla only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.
25. 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 person 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. 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. **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.
 - **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 HPU to handle software modules related to their Faculty/Department/Section, etc. Additionally a separate training should be done for the software administrators.
 - **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 HPU to the bidder during the development of the software will be the confidential documents, data and information of HPU and should not be reused or shared by the bidder for any other purposes except the development of the software for HPU 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 of the candidates.
5. 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.
 6. The bidder shall maintain the software so as to ensure its effective day to day operational usage.
 7. Implementation of new changes in the application software as and when any new business rules and deployment, logic processes etc. comes into effect.
 8. Development of new forms & reports of various modules as needed from time to time as required by the University.
 9. The Bidder shall generate additional reports and modify existing reports and queries, as per user's requirement.
 10. 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.
 11. The Bidder will be responsible for data integrity of the candidates. 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 third party/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. The bidder shall be required to depute technical support staff namely - One 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. However for any query, a helpline number or Toll free number may be provided by the Agency during the complete process of admission.

III. 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, functional contact email address and phone number(s).

2. Supporting documents that the organization should have an experience of atleast 2 years in business of design, development, installation, configuration, commissioning of web-based software and having an experience in conducting the ONLINE Counseling of Medical courses.
3. Evidence of payment of tax for the last two years as and when due.
4. Attested copies of IT clearance certificates.
5. Attested copies of PAN card and GST registration certificates.
6. Comprehensive company profile with Proposed Management Team and Organizational Chart.
7. Company's method for providing support service during the contract period of assignment.
8. Original bid document as uploaded online, duly filled, signed and stamped, is to be submitted, along with Bid documents.
9. Annexure-I: Bidder's Information, duly filled, signed and stamped, is to be submitted with the Bid.
10. Annexure-II: Application for Tender.
11. Annexure-III: Letter of authorization in respect of the person authorized to interact with the university.
12. Annexure IV: An ink-signed self-declaration letter that the organization is not blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed.
13. Annexure V: An ink-signed self-declaration letter for Confidentiality and Data Security.

Note: *The Tender inviting authority reserves the right to relax the eligibility criteria of the applicant if it is deemed to be necessary for finalizing the allotment of assignment to firm, if deemed to be found suitable for the execution of the assignment without assigning any reason whatsoever.*

IV. Bid (FB): Tenders must be submitted in the following format in the separated sealed envelope.

Tenders must be submitted in the following format:-

S. No.	Description	Quantity (Q)	Rate/Unit (in Rs.) (R)	GST (in %)	GST Amount (in Rs.) (T)	Amount (in Rs.) [A= Q X (R+T)]
1	Design, development, installation, configuration and commissioning of Software for inviting online applications and conducting the ONLINE Centralized Counseling of MBBS/ BDS courses for Entrance Tests Cell, H.P. University, Summer Hill, Shimla-171 005 (Approximately strength of Candidates: - 5000).	1				
3	Other Charges, if any	1				
4.	Details of EARNEST MONEY DEPOSIT Bank Draft No. Date: Amount: Issuing Bank:					

Note: The strength of the candidates mentioned above is for evaluation of bids which can be increased or decreased.

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

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

Dated: _____

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	E-mail	
5.	PAN number and related details	
6.	Goods & 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 Suport/ Helpdesk	
	Phone Number	
	E-mail	
	Contract Person Name	
	Contact Person's Mobile Number	

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

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

Dated: _____

Annexure- II: Format for Application for Tender

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 ONLINE Centralized 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 Online Centralized Counseling of MBBS/ BDS Course for the academic session 2020-21 as per Tender Ref. No._____.

I/We have read and understood the terms and conditions laid in the above mentioned Tender 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 Tender.

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.

HIMACHAL PRADESH UNIVERSITY
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Dated: _____

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 Tender.

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.

HIMACHAL PRADESH UNIVERSITY
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Dated: _____

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

Dated: _____

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 Tender, I/ We hereby affirm that our organization and our personnel will maintain the confidentiality of Complete data, information supplied by the candidates and 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.

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Dated _____

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 Online Centralized Counseling of MBBS/ BDS Course session 2020-21 .**

Sir,

With respect to the above Tender, 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.

Annexure- B

**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.
9. Any Other process as per requirement of admission procedure.

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.
8. Any Other process as per requirement of admission procedure.

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.