



# Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) – 177001

Phone : (01972) 226902, Fax: (01972) 226901,

E-mail ID: [purchaseofficerhptu@gmail.com](mailto:purchaseofficerhptu@gmail.com), website: [www.himtu.ac.in](http://www.himtu.ac.in)

## TENDER DOCUMENT FOR

Design,, Development, Execution, Maintenance of Web based Application i.e. online Examination, Re-Evaluation and convocation form for all students enrolled in the Himachal Pradesh Technical University Hamirpur

Tender No:- HPTU / Purchase /Tender/Online Form 2023 - 6

Dated :- 13.03.2023

Himachal Pradesh Technical University Hamirpur (H.P)

Tender Fees: - Rs. 500/-Only

EMD: - Rs. 10000/- Only

Purchase Officer

Himachal Pradesh Technical University Hamirpur



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**TENDER FOR DESIGN, DEVELOPMENT, EXECUTION, MAINTENANCE OF WEB BASED APPLICATION I.E. ONLINE EXAMINATION, RE-EVALUATION AND CONVOCATION FORM FOR ALL STUDENTS ENROLLED IN THE HIMACHAL PRADESH TECHNICAL UNIVERSITY, HAMIRPUR (H.P).**

## Schedule of Tender

Tender No.	HPTU / Purchase /Tender/Online Form 2023
Date of Publication /Issue of Tender	13-03-2023
Last Date for Receipt of Tender Document	03.04-2023 up to 11.00 AM
Date of Opening of Tender	03.04-2023 at 2.30PM


**Tender Fees Rs. 500/- (Five Hundred only)**

**Earnest Money Deposit: Rs.10000/- (Ten thousand only)**

H.P. Technical University Hamirpur invites tender from individuals/firms to Design, Execution, Development, Maintenance of Web based/online Application form i.e. Examination, Re-Evaluation and convocation form for all students enrolled in the Himachal Pradesh Technical University, Hamirpur (H.P).

The contract will be governed by the term and condition laid down in the tender document. The tender must be submitted with an cost of tender form i.e. D.D. Rs. 500/-in favour of **Finance Officer H.P. Technical University Hamirpur payable at Hamirpur & earnest money deposit of Rs.10000/- only in the shape of a demand draft in favour of Finance Officer H.P. Technical University Hamirpur (H.P) 177001** and should be put in the envelope containing the bid. Incomplete tenders will not be entertained and rejected straightway .The undersigned, however, reserves the right to accept, reject, or cancel any or all quotations/ tender without assigning any reason.

All the received sealed tenders shall be opened on the date and time mentioned in the tender document /notice, if the date fixed for the opening of the tender happens to be a holiday, the tender shall be opened on the next working day at the same venue as fixed for the original date for this purpose.

  
Purchase Officer  
H. P. Technical University, Hamirpur

## **SECTION-I**

### **Instructions to Bidders**

#### **1. Description of Works**

Design, Development, Execution Maintenance of Web based Application i.e. online Examination, Re-Evaluation and convocation form for all students enrolled ( ongoing and pass out students ) in various courses of the Affiliated Colleges of Engineering, Pharmacy ,Management, Computer Application ,Off campuses and various school of HPTU Campus whose detail of work is given in **Section-III**.

#### **2. Initial Eligibility Criteria.**

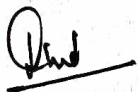
- 2.1. The organization/agency/Proprietor should be registered as per the relevant Act (Companies Act or Partnership Act or Sole Proprietorship, any other relevant Act) in India.
- 2.2. The organization/agency/proprietor should have been working (satisfactory) for the last minimum 3 Years in web and mobile based Software design, development and maintenance along with hosting of web-based applications. (Government of India / State Government /PSU / Universities / Boards & Govt. / Private Organization / Educational institute).
- 2.3. The organization/agency/proprietor should have all financial turnover of Rs. Fifteen Lakhs for at last three financial years (FY 2019-20, 2020-21 and 2021-22). (Attached CA Certificate certifying turnover).
- 2.4. The organization/agency/proprietor should neither be blacklisted by any State Govt. or Central Govt. department/organization as on date of submission of this tender.
- 2.5. The bidder shall be registered with the Central Excise/ Custom Department for the purpose of GST.
- 2.6. The firm must have certification as per detail given below:
  - ISO 27001:2013 (Important for Data Secrecy)
  - Date of issuance
  - Issuing authority.
  - Validity of Certificate.

#### **3. Earnest Money**

Tender shall be accompanied by an earnest money of ₹10,000/- without which tenders will not be considered. The amount should be deposited in the form of demand draft in favour of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.). The earnest money of unsuccessful tenderer shall be refunded after finalization of tender without any interest.

#### **4. Submission of Bid**

Sealed Tender envelope should be super scribed "Design, Execution, Development, Maintenance of Web based Application i.e. online Examination, Re-Evaluation and convocation form for all students enrolled in the Himachal Pradesh Technical University "containing two separate sealed envelopes Technical Bid (Cover A) &





Financial Bid (Cover B) should be submitted to the **Purchase Officer, H.P. Technical University, V.P.O. Daruhi, Distt. Hamirpur, Himachal Pradesh, India, Pin 177001** up to prescribed time. Any delay, in receipt of Bids after due date and time would be considered as late submission of Bid and such Bids shall be summarily rejected. The Bid submitted by the Bidder shall be in two separate parts.

#### **Cover-A: Technical Bid:**

To be opened on the date & time as specified in the Bidding Schedule. The Qualification and eligibility criteria of the bidder shall be established as per Technical Performa. Technical Bids shall be opened in the presence of the Bidders or their authorized representatives, who may wish to be present.

#### **5.1. Cover-B: Financial Bid:**

- 5.1.1.** The rate as per scope of work in Section III (both in figures and words) is to be submitted as per Financial Performa. The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account.
- 5.1.2.** Bid submitted with an adjustable price shall be treated as non-responsive and rejected. The Financial Bid of only technical qualified tenderers shall be opened.
- 5.1.3.** Purchase Officer, H. P. Technical University Daruhi Hamirpur reserves the right to cancel/reject any or all tenders without assigning any reasons.

#### **6. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of the bid. H. P. Technical University shall in no case be responsible for these costs.

#### **7. Bid Document**

##### **7.1. Bid document includes:**

- 7.1.1.** Notice Inviting Tender.
- 7.1.2.** Instructions to bidders.
- 7.1.3.** General, commercial & special conditions of Contract.
- 7.1.4.** Details of Scope of Work.
- 7.1.5.** Technical Bid Performa.
- 7.1.6.** Financial Bid Performa.
- 7.1.7.** Bid Form.
- 7.1.8.** Letter of Authorization to attend bid opening.
- 7.1.9.** Declaration regarding near relationship with H.P. Technical University employees.
- 7.1.10.** Declaration regarding the firm is not blacklisted/debarred.

##### **7.2. The bidder must have registered software company facilitating online software development, online reports generation, image capturing, mobile application, real time monitoring and handling bulk data in web application under one roof and a secured environment as per the volume of work specified in scope of work Section III. The bidders must have following resources:**

- 7.2.1.** Minimum of 5 permanent well qualified software developer/ professionals on Rolls of the firm.
- 7.2.2.** Dedicated security enabled servers in cloud computing environment in India with

software firewall/antivirus/unified threat management software to protect against hacking attacks and threats.

- 7.2.3. Back up of data facility and disaster recovery management system should be incorporated in the proposed system automatically.
- 7.2.4. Hardware and software infrastructure facility relevant to the scope of work as mentioned section-IV.
- 7.3. Apart from above the bidder must be competent enough to undertake the following activities for smooth Mobile and Web-based Application.
  - 7.3.1. Development of Mobile and Web based applications, and maintenance of such applications.
  - 7.3.2. Incorporation of bulk SMS and Email support in web and mobile based applications.
  - 7.3.3. Administrative rights (C-Panel) for analyzing the updated data and generation of customized reports dynamically.
- 7.4. The bidder is requested to examine all Instructions, Forms, Terms and conditions in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bid not substantially responsive to the Bid Document in every respect shall be at the bidder's risk and may result in rejection of the Bid.
- 7.5. The bidder shall have adequate infrastructure, manpower and other resources to accomplish the entire end to end task as per the quantum of work mentioned in the bid document as well as the time frame specified by the H.P. Technical University.

## **8. Amendment to Tender Document**

- 8.1. In case any clarification is required, the tenderer may seek it from **Purchase Officer, H.P. Technical University Hamirpur** before submitting the tender. The decision of the Purchase Officer, H.P. Technical University Hamirpur shall be final and binding on the tenderer.
- 8.2. The H.P. Technical University may, at its discretion, extend the deadline for the submission of Bids.

## **9. Signing of Bid**

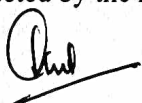
- 9.1. The Bidder shall submit only one Bid.
- 9.2. The Bid shall be signed by the Bidder or a person(s) duly authorized to sign the Bid to the contract.
- 9.3. Failure to Bid by any of the instructions shall make the Bid liable to be rejected.

## **10. Bid opening**

The Committee of the H.P. Technical University headed by the Purchase Officer shall open the Bids received, in presence of Bidders or their representatives, who may wish to be present at the time, date and place specified in the Bidding Schedule.

## **11. Evaluation**

- 11.1 In all cases, the amount of EMD and validity shall be announced. Thereafter, the Bidder's names and such other details as the H.P. Technical University may consider appropriate, shall be announced by the H.P. Technical University. Any Bid from a Bidder, without EMD and Tender Cost shall be rejected by the H.P. Technical University.





- 11.2 Technical Bid shall be evaluated by the Committee.
- 11.3 The evaluation of Technical Bids shall commence after its opening and evaluation shall be made with respect of Bid security, Eligibility criteria and other information furnished in Technical Performa of the Bid. On the basis of such evaluation a list of the responsive Bids shall be drawn up. The Financial Bids of only those Bidders, who qualify in the evaluation of the Technical Bids, shall be considered.
- 11.4 Financial Bids of only those bidders shall be opened who are found suitable and eligible as per technical bids. Bidders or their duly authorized representatives whose Technical Bids are found technically responsive may attend the meeting of opening of financial Bids.
- 11.5 At the time of opening of Financial Bids, the names of the Bidders, whose Technical Bids were found responsive, shall be announced.
- 11.6 H.P. Technical University shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered as indicated in the Financial Bid in Section V of the bid document.
- 11.7 If the H.P. Technical University desires, the committee of H.P. Technical University's officers may visit /inspect the firm to ensure competency and capability without disclosing the date of visit.
- 11.8 During the award of contract H.P. Technical University can ask for analysis of rate form the successful bidder.

## **12 Award of Contract**

H. P. Technical University shall consider placement of letter of intent to the lowest evaluated bidder whose offers have been found technically and financially acceptable.

The bidder shall give his acceptance along with performance security in conformity immediately after the issue of letter of intent.

## **13 Right to vary quantities**

H.P. Technical University shall have the right to increase or decrease the required services specified in the schedule of requirement without any change in charges of the offered quantity and in other terms and conditions at the time of award of contract and will have to made changes in the applications as per the functionality /requirements, as per the needs and regulation notified by the H.P. Technical University/Govt. time to time throughout the contract period.

## **14 Security Deposit/Performance Security & Agreement**

- 14.1 Firm whose offer is accepted will have to deposit a security deposit/performance security equal to 10% of awarded amount within seven days from the issue of letter in the form of an account payee Demand Draft or duly pledged Fixed Deposit or Bank Guarantee from a commercial Bank in favour of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.). EMD shall be refunded to the successful bidder on receipt of security deposit/performance security.
- 14.2 Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Registrar, H.P. Technical University Hamirpur and deposit security/performance security money within 7 days from the award of work, failing which the Tender will be rejected straightway. The performance security will be refunded after six months from the date of expiry of the contract. The H.P. Technical University will pay no interest on security/Earnest Money Deposit.
- 14.3 Successful tenderer will have to start the work within seven days after the award of contract.
- 14.4 In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit/performance security can be forfeited by the H.P. Technical University and decision of the H.P. Technical University shall be final and binding on the tenderer.

The expenses of completing and stamping the agreement shall be borne by the tenderer.

**15 Allotment Criteria**

15.1 Before allotment of work order, the H.P. Technical University shall evaluate the Bids.

15.2 The H.P. Technical University may in its discretion redistribute allotment to eligible Bidder/keeping in view the capacity/prior performance of the Bidders, provided the Bidders are agreed to match the lowest evaluated substantial responsive Bid.

15.3 If there are two or more lowest successful Bidders quoting equal rates, then the H.P. Technical University may award the work to any one, keeping in view the Performance Certificates submitted or/and as desired in the best interest of H.P. Technical University.

**16 H.P. Technical University reserves the right to accept or reject any Bid or all the Bids without assigning any reason.**

**17 Corrupt or Fraudulent Practices**

17.1 The H.P. Technical University requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, Prevention of Corruption Act, 1988.

17.2 "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in agreement execution.

17.3 "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or the execution of an agreement which is detrimental to the H.P. Technical University and include collusion practice among Bidders (prior to or after Bid submission) designed to establish Bid price at artificial, noncompetitive levels and to deprive the H.P. Technical University of the benefits of free and fair competition.

17.4 If at any stage, it is found that a particular firm has misrepresented/concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.

17.5 Any firm found involved in above cases may be blacklisted by the H.P. Technical University.

**18 Any point not covered under the Terms & Conditions of the Tender**

For any point not covered under the provisions of the Tender, the Purchase Officer H.P. Technical University shall be the final competent authority, whose orders in this regard shall be final and binding upon the Bidders.

**19 Duration of work**

The allotment of work shall be initially made for one year only "(Till completion of work as per scope of work section -III)" and may be renewed on yearly basis subject to the satisfactory performance and mutual consent with same term and conditions of tender document.





## **SECTION-II**

### **Commercial and Special conditions of Tender & Contract**

#### **A. Commercial conditions**

##### **1. Application**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in Notice Inviting Tender unless otherwise agreed by H.P. Technical University.

##### **2. Performance Security**

- 2.1. The successful bidder shall be required to deposit an amount equal to 10% of the tendered value of the assigned work within 7 days of conveying H.P. Technical University's intention for accepting the bid as Performance Security.
- 2.2. Performance Security shall be submitted in the form of DD/FDs/Bank Guarantee by a scheduled Bank.
- 2.3. Performance Security shall be discharged after completion of contractor's performance obligations under the contract.
- 2.4. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for HPTU to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

##### **3. Execution Time Limit**

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

##### **3.1. Tentative time line for execution of work**

###### **3.1.1. Issue of work order**

H.P. Technical University shall consider placement of letter of intent after evaluation of financial bids, date of issue of work order is considered for deposit of security money, agreement, development, testing and making alive of applications on web.

###### **3.1.2. Deposit of security money and preparation of Agreement**

The firm whose Bid is accepted, shall Deposit Performance security and an agreement within seven days after issuing of work order.

###### **3.1.3. Proto type development for applications**

The firm shall have to develop and demonstrate the proto type of Examination, Re-Evaluation, and Convocation application as per the need of the H. P. Technical University within 15 days after issuing of work order. Further, the firm shall have to develop the all applications i.e. Examination, Re-



Evaluation, convocation form in all respect as per the scope of work (Section-III) and as per the requirement/need of the H.P. Technical University within 30 days after issuing of work order to make it alive on the web for the usage of end user. The term and conditions will remain same for the all applications.

#### 4. Payment Schedule.

Payment for development and execution of all application shall be made to the vendor in accordance with the term & conditions:-

- 4.1. No Payment will be made in advance to the company.
- 4.2. 50% payment shall be released by the University after successful development & execution of Re-Evaluation form ( Dec,22) & Examination form (May-23) and remaining 50% payment shall be made after completion of all work / job after deductions of penalties/errors/server downtime etc. (if any) subject to the satisfactory work report issued by the H.P. Technical University.

#### 5. Penalty Terms

Without prejudice to the work, the penalty clauses applicable for the contract towards time delay in restoration of system components against the request submitted.

- 5.1. The errors observed after completion of work, the firm/company shall have to pay charges as under:
  - 5.1.1. The firm/company provides admin/access to generate server status report.
  - 5.1.2. For Server Breakdown more than one hour and up to three hours Rs- 10,000/-
  - 5.1.3. For Server Breakdown more than three hours and up to eight hours Rs- 15,000/-
  - 5.1.4. For Server Breakdown more than eight hours up to 24 hours Rs. 20,000/-
- 5.2. Failure on the part of the tenderer to complete the job as per "Time Schedule" shall render him liable to imposition of "Penalty" as per the following Schedule:
  - 5.2.1. For delay from 1 to 2 days 0.5% per day of total contract value.
  - 5.2.2. For delay from 3 to 4 days 1% per day of total contract value.
  - 5.2.3. For delay from 5 to 6 days 3% per day of total contract value.
- 5.3. In case the delay is more than 6 days the tenderer shall be liable to be blacklisted, in addition to the penalties levied as per terms and conditions of the contract. However, the decision of the Registrar of the H.P. Technical University in this regard shall be final and binding.
- 5.4. If the firm fails to run the project at any stage they shall be mutually bound as follows:
  - 5.4.1. If the failure is on part of the Tenderer, they shall be liable to return whole amount paid till date along with the interest @ 12% per annum for the period the amount remained with them together with penalty of amount equal to 50% of the total cost of the project allotted.
  - 5.4.2. If the failure / deficiency is on the part of the office, it shall be liable to compensate suitably for the loss incurred by the Tenderer.

#### 6. Rates

- 6.1. Rates inclusive of all duties, taxes and other levies all the activities as per scope of work in

section III.

6.2. The rates quoted shall remain firm throughout the period of contract and this contract shall remain valid up to the date of completion of the job by the tenderer and shall not be subject to any upward modification whatsoever. Mutual amendments in the scope of work can be made.

6.3. The job shall be allocated on the basis of lowest total rate i.e. on the basis (as per Financial Performa Section-V).

6.4. Payment shall be made in Indian Rupees only.

#### **7. Taxes and Duties**

The tenderer shall be solely responsible for the payment of all taxes, duties, license fees, etc. incurred. Income Tax and all other statutory taxes, etc. shall be deducted at source as per prevalent rates announced by the competent authority from time to time.

#### **8. Insurance**

The H.P. Technical University's office shall not pay for any insurance charges against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery etc.

#### **9. Termination of Contract**

9.1. H.P. Technical University May without Prejudice to Any Other Remedy for Breach of Contract may terminate the contract in whole or in parts.

9.2. If the contractor fails, to execute the job within stipulated time frame or to provide Data/reports accuracy as desired or to the entire satisfaction of H.P. Technical University.

9.3. If the contractor fails to perform any other obligation (s) under the contract.

9.4. H.P. Technical University may without prejudice, to other rights under law or the contract provided get the services of other agencies at the risk and cost of the contractor, and in above circumstances and the contractor shall be liable for any loss or damages which the H.P. Technical University may sustain by reason of such failure on the part of the contractor.

9.5. If any application(s) is running at the time of termination/breach of agreement, the firm will complete such application(s) in all respect required during the period.

#### **10. Termination for insolvency**

H.P. Technical University may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

#### **11. Force Majeure**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by



reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of H.P. Technical University as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

#### **12. Arbitration**

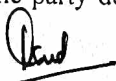
In the event of a dispute or difference of any nature whatsoever the company and Himachal Pradesh Technical University during the course of the assignment arising as a result of this proposal, the same will be resolved with mutual understanding. If there is no solution / outcome at own level, then the matter will be carried out Hon'ble Court of Hamirpur (H.P.).

#### **13. Set Off**

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by H.P. Technical University and set off the same against any claim of H.P. Technical University for payment of a sum of money arising out of this contract or under any other contract made by contractor with H.P. Technical University.

#### **B. Special Condition of Contract**

1. The tenderer (s) shall give a certificate (in format as Section-VIII) to the effect that none of his/her relative is working in H.P. Technical University as defined above. In case of proprietorship firm the certificate shall be given by the proprietor, for partnership firm certificate shall be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work shall be cancelled and Bid Security/security deposit shall be forfeited at any stage whenever it is noticed. The H.P. Technical University shall not pay any damages to the company or firm or concerned person. The company or firm or the person shall also be debarred for further participation in the concerned unit.
2. The time schedule may be required to be adjusted as per requirements of the H.P. Technical University from time to time as the urgency of work and priority. The confidentiality and integrity of data shall be maintained by the firm and no part of it shall be erased or modified without permission or divulged to anyone without the permission of competent authority/H. P. Technical University.
3. The firm shall provide server space (unlimited) in state-of -the-art with a guaranteed-up time of 99.9% service level agreement.
4. The company shall deploy two dedicated qualified persons (one onsite and one remote/online support) during the execution of entire application to resolve all queries related of the application. Further ,the company will also to provide the authentic mail id & contact number/ customer care number to handle all queries related of the entire applications ( on 24\*7).
5. At any stage if any of the party desire to quit the contract same will be applicable after giving 3



months' notice in advance.

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## **SECTION-III**

### **Scope of Work**

#### **Objective.**

Design, Development, Execution Maintenance of Web based Application i.e. online Examination, Re-Evaluation and convocation form to facilitate all the students enrolled ( ongoing and pass out) in various courses of the Affiliated Colleges of Engineering, Pharmacy, Management, Computer Application, Off campuses and various school of HPTU Campus for fill-up all Pre & Post examination related forms through online mode. The details of upcoming applications which are to be live/executed in this year are as follows.

- I. Re-Evaluation form for session Dec, 22 (Approx. 2000 Students Regular & Reappear)
- II. Examination form for session May, 23. (Approx. 25,000 students Regular & Reappear)
- III. Re-Evaluation form for Session May, 23. (Approx. 2000 Students Regular & Reappear)
- IV. Examination form for session Dec, 23.(Approx. 25,000 students Regular & Reappear)
- V. Re-Evaluation form session Dec, 23. ( Approx. 2000 Students Regular & Reappear)
- VI. Online convocation form for session 2022 & 2023.( Approx. 500 students)

#### **a. Online examination form.**

- a) Development of online examination form for all courses (Regular & Reappear).
- b) The pre - examination work is processing of examination form in order to prepare student admit cards/ cut lists/attendance sheet etc. and it will be executed/carried out by the firm.
- c) The successful bidder will be provided the online mechanism to all affiliated colleges for addition ,delete , verify the students examination form and download the cultist, attendance chart etc.
- d) To make the Provision of display Examination Centre to students as per requirement of university.
- e) Creating the individual login id of all students.
- f) The Database of the students will be provided to the firm by the concerned branch/Colleges in excel format and the syllabus of all courses/schemes will be provided in pdf format. The firm will be responsible for the preparation of the master database of all the enrolled students for the development of Examination form.
- g) Uploading of photo and signature, editing of form during online filling by the students generation of PDF form on the format as devised by the University.
- h) The firm will provide the SMS /OTP service to all student during entire the application.
- i) Provision for making payments through online (bank gateways) and real time response must be integrated by the firm.
- j) Customization of reports as per the requirement of the University from time to time.
- k) Editable facility at any level of application form.
- l) Uploading/Publish/Downloading of Admit card of regular/Reappear student in their portal.
- m) Summarized/confirmation report of fee deposit of individual /all students.
- n) After completion of application, the company will provide the reports as per the requirement of the University (Excel/pdf format) as and when ever required.

**b. Online Re-evaluation form.**

- a) The process of online re-evaluation form will be started after declaration of result and it will be executed / carried out by the firm.
- b) The University will provide the data base of appeared students for re-evaluation and the firm will be developed / upload all concerned students record on the specific portal.
- c) After completion of application, the company will provide the report as per the requirement of the University (Excel/pdf format) as and when required.
- d) Provision for making payments through online (bank gateways) and real time response must be integrated by the firm.
- e) Customization of reports as per the requirement of the University form time to time.
- f) Editable facility at any level of application form.
- g) Summarized/confirmation report of fee deposit of individual/all candidates.
- h) Generation of PDF(Re-evaluation)

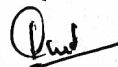
**c. Online Convocation form.**

- a) The University will provide the data base of eligible students for convocation and the firm will upload all concerned student's data base on the specific portal.
- b) Uploading of photo and signature, editing of form during online filling by the applicants, generation of PDF form on the format as devised by the University.
- c) The firm will be provided the mechanism to the students who have registered for convocation to download the Hall ticket and also firm will provide data base as per requirement of the university.
- d) Provision for making payments through online (bank gateways) and real time response must be integrated by the firm.
- e) The company will intimate to all eligible students through mobile SMS/ email to attend the convocation.

d. An online link for upcoming results will be developed and published on Website/Portal

**e. Other required works / :-**

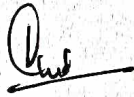
- a) The company shall provide all the services require for successful and uninterrupted operation, maintenance, amendments, updation and upgrade etc. of the application.
- b) The company shall have to modify/change the scope /functionalities during the execution phase as per requirements, expectations, observation raised by the concerned stakeholders of the university.
- c) The applications with updated supplied, delivered and installed in line with the specification and scope of the university shall be sole property of the University and the data, contents ,and record stored in the database of application shall also be the property of the university.
- d) If the owner needs to integrate a new system, the company have to facilitate the same with the necessary APIs with no extra charges.
- e) System analysis, design and testing shall be responsibility of the firm and the firm shall perform acceptance testing for each of the functionalities in each application.
- f) The successful bidder shall have deploy two dedicated qualified persons (one onsite & one remote/online support) during the execution of entire application to resolve all queries related of the application. Further





,the company will also provide the authentic mail id & contact number/ customer care number to handle all queries related of the entire applications of the students /colleges/stakeholders ( on 24\*7).

- g) The successful bidder shall have to provide the admin panel for Himachal Pradesh Technical University, Hamirpur for cross checking and monitor the progress of the company.
- h) All applications will be developed /executed and hosted by firm own server.
- i) The successful bidder shall have to provide the user friendly/smooth, secure applications and will also display of instructions to students /colleges/stakeholders to fill up the online forms. The candidate must be able to retrieve instructions at any time during the entire application as well.
- j) Multi-tier security mechanism for data loss and recovery.
- k) Session Management – user log details with security enabled features.
- l) Confidentiality and security of data shall be full responsibility of the firm.
- m) No data/information shall be shared/divulged without due approval of the authority.
- n) Mobile and web-based application shall be able to handle around 50,000 simultaneous hits by users with all browsers.
- o) Back up of data shall be maintained and recovered automatically.
- p) The training for usage of all applications shall be imparted students /colleges.
- q) The incorporation of latest technology shall be the responsibility of the firm.



#### **SECTION-IV**

**H.P. Technical University Hamirpur (H.P.)-177001**

**Technical Bid Performa (Cover-A)**

**(To be submitted separately in sealed envelope)**

Name of Company with Complete Address	Attachment(Y/N)	Page No.
Year of establishment (Registration No. as per Act)		
Address		
Phone with STD Code		
Mobile		
Email id		
Name of Proprietor of the firm		
Turn Over for all last three (3) financial years in lakhs i.e. 2019-20, 2020-21, 2021-22 (please attach CA certified)		
Blacklisted/debarred? (Attach Affidavit)		
Declaration about relationship with HPTU Employee		
Total work Experience (Board/University/ Govt / Private Organization/Educational institute)		
Hardware and Software (as Details of Infrastructure attached)		
GST registration number (Attach copy)		
PAN Card and Latest two Income Tax Returns		
ISO 27001 OR CMMI Date of issuance. Issuing authority. Validity of Certificate.		

**Note: Self attested attach documentary proof of all the above.**





### Details of Last Three Year Satisfactory Performance Certificates

Name of Application/Project	Name of Client	Contact person	Contact Number	Volume of Work	Duration of Work

### Details of Infrastructure:

Item Name	Description/Model/Company	Nos.	Specification
No. of Employees Permanent well qualified Software developer/ professionals on Rolls of the firm.			
Cloud Server/Firewall/antivirus/ unified threat management system			
Disaster recovery management system to recover within 24 hours			
Separate backup server shall be maintained for database backup			
To provide the authentic mail-ID & Customer care No. to handle all quires of the students during the execution period (24*7)			
Two Dedicated qualified person (one onsite & one remote / online support during the execution of entire application			
Other infrastructure facility relevant to the scope of work as mentioned Section-III			
Number of license software set			
Technical deviation, if any			

Certified that all the terms and conditions of this TENDER, in view of scope of work, are accepted by us.

Dated ..... Signature of the Owner with rubber seal of the firm



## **SECTION-V**

### **Financial Bid (Cover-B)**

(To be submitted separately in the sealed envelope)

### **RATE FOR THE WORKS INDICATED IN THE BID DOCUMENTS**

Certified that after going through the above terms & conditions with scope of work attached, I/We submit our rates inclusive of taxes as applicable:

1. Name of the firm : \_\_\_\_\_
2. Address of the firm : \_\_\_\_\_
3. Contact No : \_\_\_\_\_

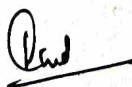
Please read general term & conditions. Quoted rates must be inclusive of all duties, taxes and other levies all the activities as per scope of work and shall remain fixed throughout the contract period.

#### **Work**

<b>Work description</b>	<b>Rate in figure inclusive GST and any other taxes and charges. (In Indian Rupees)</b>	<b>Rate in words inclusive GST and any other taxes and charges. (In Indian Rupees)</b>
<b>Design, Development, Execution, Maintenance of Web based Application i.e. online Examination, Re-Evaluation and convocation form for all students enrolled in the Himachal Pradesh Technical University (as per scope of work Section III) "</b>		

Dated .....

Signature of the Owner with rubber seal of the firm





## SECTION-VI

### **BID FORM**

Tender No.....

Dated at.....

**A: (Name & Address of the Purchaser)**

Dear Sir,

Having read the conditions of contract and services, we undersigned, offer to provide Design and Development of Web based Application i.e. online **Examination, Re-Evaluation and Convocation form including** hosting of the Web based Application of the Pre and Post examination system of H. P. Technical University mentioned in the scope of work (**Section-III**) with the conditions of contract and specifications for the sum shown in the schedule of prices and made part of this Bid.

- We undertake, to enter into agreement within **seven days** of being called upon to do so and bear all expenses including charges for stamps etc. and agreement shall be binding on us.
- If our Bid is accepted, we shall Deposit Performance security equal to 10% of awarded amount in the form of Bank Demand Draft/FD/Bank Guarantee of scheduled bank.
- We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
- Until an agreement is signed and executed, this Bid together with written acceptance thereof in your notification of award shall constitute a binding contract between us.
- We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated

Signature of in capacity of duly  
authorized to sign the bid for and on  
behalf of Witness

Address.....  
...

Signature



## SECTION-VII

### Letter of Authorization for Attending Bid Opening

To

Purchase Officer,  
H. P. Technical University Hamirpur (H.P.)-177001

**Subject:**

Authorization for attending bid opening in the Tender Design and Development of Web based Application i.e. online **Examination, Re-Evaluation and Convocation form including** hosting of the Web based Application of the Pre and Post examination system of H. P. Technical University mentioned in the scope of work (Section-III).

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below:

Sr. No.	Name	Specimen Signature
1		
2		

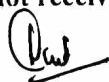
Alternate Representative  
Signature of bidder

Or

Officer authorized to sign  
the bid Documents on  
behalf of the bidder

**Note:**

1. Maximum of two representatives shall be permitted to attend bid opening. In cases where it is restricted to one, first preference shall be allowed. Alternate representative shall be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.





## **SECTION-VIII**

### **Declaration Regarding Near Relationship with H.P. Technical University Employee**

S/o \_\_\_\_\_

R/o \_\_\_\_\_

Hereby certify that none of my relative(s) as defined in the Tender/Bid document is employed in H.P. Technical University. In case at any stage, it is found that the information given by me is false/incorrect, H.P. Technical University shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

**Signature**

**:Name:**

**Signed in capacity**

**of:Date:**

A handwritten signature in black ink, appearing to be 'Law', with a horizontal line underneath.

**SECTION-IX**

**Declaration**

I \_\_\_\_\_ Designation, \_\_\_\_\_ do  
hereby declare \_\_\_\_\_ (Name of the firm) that our firm is  
not blacklisted/ debarred/prohibited by Government of India/ Government of Himachal  
Pradesh or by any other State Government or Board/University nor any case including  
criminal, civil or any enquiries pending against the firm.

Signature of M.D.

(Or)

Authorized person

**Note: This Declaration must be attested by Ist Class magistrate/Notary on the Stamp Paper of Rs. 100.**

