



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, website: www.himtu.ac.in

TENDER DOCUMENT

FOR

Web-Based Solution/Application for Online admission cum Counselling and Examination modules including hosting for Himachal Pradesh Technical University Hamirpur.

Tender No:- HPTU / Purchase /Tender/Online Admission & Exam Modules 2023 - 6671

Dated :- 31.10.2023

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

- 1) Web-Based Solution/Application and hosting of online admission cum Counselling process for Himachal Pradesh Technical University Hamirpur.
- 2) Examination module including hosting for Himachal Pradesh Technical University Hamirpur.

Schedule of Tender

Tender No.	HPTU / Purchase /Tender/Online Form 2023
Date of Publication /Issue of Tender	01.11.2023
Pre Bid Meeting (at HPTU office)	08-11-2023 at 11.00 AM
Last Date for Receipt of Tender Document	21.11-2023 up to 02.00 PM
Date of Opening of Tender (Technical Bid)	21.11-2023 at 3.30PM

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 for Web-Based Solution/Application of (1) Online admission cum Counselling process and (2) Examination modules including hosting for Himachal Pradesh Technical University, Hamirpur.

The contract will be governed by the term and condition laid down in the tender document. The tender must be submitted with cost of tender form in the shape of Demand Draft amounting Rs. 500/- (Five Hundred only) in favour of **Finance Officer H.P. Technical University Hamirpur payable at Hamirpur** and earnest money deposit of Rs.10,000/- (Ten Thousand only) in the shape of a demand draft/FDR of Scheduled Commercial Bank pledged in favour of **Finance Officer H.P. Technical University Hamirpur (H.P) 177001** and should be put in the envelope containing the technical bid. Incomplete tenders or tenders without tender fee and earnest money in the prescribed manner 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.

-Sd-

Purchase Officer

H. P. Technical University, Hamirpur

SECTION-I

Instructions to Bidders

1. Description of Works:

Development, Design, Customization, Configuration, Maintenance, Execution and hosting of Web based solution/Application to facilitate the Admission & Examination related activity *i.e.* **HPCET/Admission form, Online admission cum Counselling including execution of 200 roaster points, Registration, Collection of online Internal Assessment & External Assessment, Preparation/Declaration of Result, Preparation of DMC's/ Degree's/, Academic Transcript/Provisional Degree, Online verification of certificates/degrees, migration of the students, and all examination related online form's etc.** of the all candidates taking admission and enrolled students approx. 22,000 (Regular & Reappear) in various courses of the Affiliated Colleges of Engineering, Pharmacy, Management, Computer Application, Off campuses and various school Campus of the Himachal Pradesh Technical University Hamirpur whose detail of works given in **Section-III (A & B)**, however if any other requirement arises during implementation phase, the firm must develop it within the defined time frame.

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 or any other relevant Act) in India.
- 2.2.** The organization/agency/proprietor should have been working for the minimum last three years in the field of web based ERP solution/Application (Government of India/ State Government/ PSU/ Universities/ Boards & Govt./Private Organization/ Educational institute/ College/ School (Govt. & Private)).
- 2.3.** The organization/agency/proprietor should have average annual financial turnover of Rs. Twenty Five lakhs for last three financial years *i.e.* FY 2020-21, 2021-22 and 2022-23 (Attach 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 / FDR of scheduled commercial bank pledged 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 “**Web-Based Solution/Application of Online admission cum counselling and Examination modules including hosting for Himachal Pradesh Technical University Hamirpur**” containing two separate sealed envelopes Technical Bid (Cover A), Financial Bid (Cover B) and 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:

Will 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 Financial Bid of only technical qualified tenderers shall be opened.
- 5.1.2.** The rate as per scope of work in Section III (A&B) (both in figures and words) is to be submitted as per Financial Bid Performa. The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account.
- 5.1.3.** Bid submitted with an adjustable price shall be treated as non-responsive and rejected.
- 5.1.4.** 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 three 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 in pre-bid meeting or 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 abide 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 and uploaded on the website of HPTU. 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 evaluation. Bidders or their duly authorized representatives whose Technical Bids are found technically responsive may attend the meeting of opening of financial Bids.

11.5 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.

11.6 If the H.P. Technical University desires, the firm may be asked to make the presentation/demonstration regarding their proposal. A committee of H.P. Technical

University's officers may visit /inspect the firm to ensure competency and capability without disclosing the date of visit.

- 11.7 Before the award of contract, H.P. Technical University can ask for analysis of rates from 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. The firm will have to make changes in the applications as per the functionality /requirements, as per the needs and regulation notified by the H.P. Technical University/Govt. from 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 15 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

and the work will be allotted to the technically qualified overall lowest bidder.

15.2 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 (A & B)**) .

The bidder will have to provide Annual Maintenance and upgrade the module (onsite/remote site) including cloud hosting for the period of next two years after the completion of work for which separate cost of Modules (to be quoted in Financial bid format) shall be paid per annum. However, the renewal of the AMC shall be subject to the condition that the performance of the bidder is found satisfactory. The University may renew the AMC after second year if the performance is found satisfactory and with the mutual consent on the same term and conditions.

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 commercial 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** Deployment of resources/manpower at H.P. Technical University campus within 7 (seven) working days from the issuance of work order.
- 3.1.2** Completion of System Study within 3 (three) weeks from the issuance of work order and submission of solution report along with presentation.
- 3.1.3** System Design and Development within 7 (seven) weeks from the issuance of work order.
- 3.1.4** System testing and evaluation by the firm within 6-8 weeks.
- 3.1.5** Hands on training on the developed software/solution to the concerned officials.

4. Payment Schedule

a) Payment for development and execution of admission cum Counselling Module 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 HPCET Process (online application form,

assign roll number and examination centres to the candidates, declaration of HPCET results) & Counselling-cum-Admission form 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.

b) Payment for development and execution of Examination Module shall be made to the vendor in accordance with the term & conditions:-

4.3. No Payment will be made in advance to the company/firm.

4.4. 50% payment shall be released by the University after successful result preparation and declaration of NEP-2020/PCI odd semester result for Session Dec-2023 and remaining 50% payment shall be made after completion of all examination related work (Section-IIIb) after deductions of penalties/errors/server downtime etc. (if any) subject to the satisfactory work report issued by the H.P. Technical University.

c) Payment for AMC shall be made to the firm on the post annual basis and subject to the satisfactory work & submission of separate invoices pertaining to AMC at the end of the respective annum.

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. For Server Breakdown more than one hour and up to three hours
Rs- 10,000/-

5.1.2. For Server Breakdown more than three hours and up to eight hours
Rs- 15,000/-

5.1.3. 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 (A&B).

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 awarded to the bidder quoting lowest total amount 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 details of the system designing & development and programs shall have to be provided to the H.P. Technical University. All Application software modules/applications including source code shall be the property of H.P. Technical University Hamirpur. The Firm shall provide a current copy of all software Modules/applications (Source Code) with training to the employees of the H.P. Technical University.
3. The time schedule may be required to be adjusted as per requirements of the H.P. Technical University from time to time as per 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.
4. The firm shall provide server space (unlimited) in state-of-the-art with a guaranteed-up time of 99.9% service level agreement.
5. The company shall deploy two dedicated qualified persons for each module (one onsite and one remote/online support) during the execution of entire module to resolve all queries related to the module. Further, the company will also provide the authentic mail id & contact number/ customer care number to handle all queries related of the entire applications (on 24*7).
6. At any stage if any of the party desires to quit the contract same will be applicable after giving 3 months' notice in advance.

SECTION-III (A)

Scope of Work

Name of work: Web-Based Solution/Application and hosting of online admission cum Counselling process for Himachal Pradesh Technical University Hamirpur.

Objective.

Design, Development, Execution Maintenance of **Web-Based Solution/Application for Digitization of admission programme including hosting of Himachal Pradesh Technical University Hamirpur** for admission to Various Departments of University Schools of Studies, Off Campuses and Affiliated Colleges of Himachal Pradesh Technical University.

Basic features of online application form process

1. Provision for on line submission of Application Forms, and preparation of database for the eligible candidates for admission at under graduation and post-graduation level.
2. Ability to integrate applicant data captured from various sources / other databases etc.
3. Configurable application form with Support for Data Validation, Multiple Languages (if required) and other attributes required by the University from time to time.
4. Provision to capture scanned image copies of: Photographs, Signatures, Thumb Impressions, Mark sheet, Certificates etc. Uploading PDF documents /images also to be supported.
5. Support for Online payment. Seamless integration with all major payment gateways.
6. Ability to generate unique login ID, Password and application ID as per the University's naming nomenclature, for an applicant.
7. Ability to log-in to any submitted application for viewing/printing the summary of details filled in and to manage password (if required)/provision for correction by applicant after proper authentication. User-friendly interfaces to view and print the filled in applications and related uploaded documents.
8. Provision of an interface for Administrative office that allows making any correction in the application form already filled by the applicant.
9. Powerful search engine for searching and listing of application using basic and advanced search criteria. Option to download such selected data in bulk.
10. Provision to configure/customize Admit Card for the applicants.
11. Provision to manage applicant information and track their closure cycle.
12. Ability to identify and download reason for transaction failure, payment failure records, along with the corresponding cause and provision to process further accordingly.

Functional and Operative Features of online Application forms

1. Ability to send scheduled and spontaneous notifications (SMS, E-mail) to applicants based on their stage in the application process

2. Ability to Scrutinize and identify an appropriate photographs and certificates
3. Ability to let the applicant fill up the application form in single as well as multiple sessions.
4. Scrutinize applications and perform actions to change the status of the application after correction including Updated / Rejected with the reasons to be included.
5. View Audit log of actions performed by the Candidates or Administrator on a submitted application.
6. Ability to set Start dates and End dates for online applications for Candidates on Application Submit, Edit and Login actions.
7. Ability to configure dynamic tab and tab content (HTML and/or PDF Formats and/or Form Listing) to be displayed on Application summary.
8. View details of payment failure applications. Update / Re-activate payment failure application.
9. Provision to generate customized analytics in graphical format. Example: Applicant Count based on City, Category, etc.
10. Provision to download Images/Signature/Payment reconciliation details in Bulk of the applicants
11. Provision to validate the email ID/SMS number of the applicants using One time Password(OTP) Verification link
12. Should have integrated with some of the top payment gateways like Tech Pro, Bill Desk, EBS, Easy2Pay, PayU, Citrus, Axis Bank, HDFC Bank, SBI Bank etc.
13. Provision to view application forms on mobile platform in a seamless manner.

Basic Features for online Admission Counseling Process (Including issuing online generated Registration cards to finally Admitted Students)

1. Support for generating criteria based merit/raking for students. e.g. Merit/Ranking based on Admission category, Sub Category , Admission Quota, Overall Merit etc. Option of creating a custom Rank Logic to formulate & generate a merit list /rank list based on parameters like entrance exam marks, past academic records, weightages etc.
2. Configuring Admission Quotas as per reservation policy: Ability to define sanctioned intake as per admission quota including multiplication factor notified by State Govt. for a course of academic year and admit students accordingly as per 200 point roster.
3. Ability to configure the Admission Procedure / process as per university's requirement.
4. Automated generation and dispatch of Admission letters to the applicants depending on the stage in admission process.
5. Provision to collect admission fees, counseling etc.
6. Provision to configure and set up Payment challan / fees receipts as per university norms/requirements.

7. Real Time Analytics for Admissions Team & Management: Admission Dashboards, Analytical Charts for daily admission trend, admission step wise status reports, Summary analysis as of date etc.
8. Provision for generating Fee receipts instantly for the students after any submission of form, also supported by Bulk receipt & duplicate Fees receipts generation.
9. Provision of Entering the Students detail/record at the Institution Level with editable facility.
10. Provision for generating the list of Admitted Students through online counseling and Spot rounds at Institution level and University level.

Functional and Operative features for online Admission Counseling Process (Including issuing online generated Registration cards to finally Admitted Students)

1. Ability to conduct online counseling and allocating seats (course wise), issuance of confirmation slip mentioning all particulars of the intending candidates, Download/supply of detail list in excel sheet/PDF format stating all particulars of the selected candidates (course wise and institution wise) .
2. Display of Seats allocated Institution wise as per 200 point Roaster.
3. Display of Seats stream wise i.e. Engineering, Pharmacy, Management, Computer applications, applied sciences, Yoga etc. implementing 200 point roaster.
4. Provision for conducting decentralized admission process as per opted course and allocated college.
5. In the online counseling process a configurable option for the applicants to lock the course/college offered to them/ apply for course & college with option to change/withdraw / Surrender seat.
6. Support for multiple rounds of online counseling based on the acceptance of the offer by the candidates, the withdrawal count and seat change requests by candidates.
7. Admission counseling display board with real-time seat allocation trends and vacancy details available for large pool of audiences of Applicants waiting for their turn, as well as for the admission team & management of the respective institution.
8. Provision for students to see their allocated college / course in their dashboards.
9. SMS and e-mail communication capability to connect to student and allocated institution.
10. Provision of Submission of all the students detail along with their supporting documents at the institution level for conducting spot rounds.
11. Provision to authenticate the list of Admitted Students along with supporting documents required for the claim of the seat at institution, University school studies and University level for forwarding to the next level for authentication facility or as applicable.
12. Provision of auto generation and allocation of course wise registration numbers to finally admitted students in all the affiliated Institution in the respective courses for the applicable Academic Session.

13. Provision to upload the signature of the officials to be printed on the registration card of the admitted students.
14. Provision to print the registration card of admitted students in the dashboard of students, concerned institution and the University.

Functional and Operative features for Spot Round of Counseling Process

H.P. Technical University will display the course wise and institution wise detail of vacant seats on the official website of H.P. Technical University as well as in the counseling display/interface of the University, institutions and candidate. All applicants who fulfill the minimum admission criteria prescribed in the Admission Brochure Part-II are eligible to participate in the spot round of Admission at the institution level. In case the candidates get the admissions in the respective institutions; an interface will be provided to each affiliated colleges to enter the details of such admit candidates and same may be reflected in the institution as well as in the University's admission display on real time basis.

Understanding of existing system /applications and their requirements

H.P. Technical University will provide the complete knowledge of existing processes implemented presently and in future required to be developed for online applications. H.P. Technical University's respective Departments/Branches will provide all the documents/any codal formalities to the technical support team required to make the processes simpler through online mode. The selected firm shall deploy sufficient team from day 1 to get complete knowledge of all the applications required to be developed.

Annual Maintenance contract

1. The services of AMC will be mandatory for the successful bidder.
2. The selected bidder shall have to maintain and upgrade the module (onsite/remote site) for the period of next two years. Under the First AMC (including cloud hosting) from the date of completion of work for which separate cost of Modules (to be quoted in Financial bid format) shall be paid per annum .
3. The Second AMC of Module shall be started after completion of first AMC.
4. The University will renew the AMC contract subject to the satisfactory performance of the bidder.
5. The University may renew the AMC after second year subject to the satisfactory performance and mutual consent with the same term and conditions of tender document.
6. If the Successful bidder is not willing to provide Maintenance services for the second AMC period, the source code of the Modules shall be handed over to the University for the maintenance and up gradation of Modules. Further, the University will hire another agency with a new term & condition.

SECTION-III (B)

Scope of work

Name of Work: - Examination modules including hosting for Himachal Pradesh Technical University Hamirpur

Overview

At present, HPTU is serving a student strength of Approx., 22,000 (Regular& Reappear) in all over the state and more than 55 Colleges are affiliated to this University which include both Engineering and Non-Engineering streams. The Module of Student Life Cycle on portal will facilitate Pre and Post Examination *i.e. Collection of online Internal Assessment & External Assessment, degree, transcript, online verification of certificates/degrees and migration of the students, result preparation/declaration, preparation of DMC's etc.* Therefore, in view of the future expansion and complexities of the process, the Examination Branch of the University intends to develop /design web-based Solution for examination branch. The firm must complete the work within the stipulated period without any errors and the firm will provide the mechanism to the end user/colleges/stakeholders for smooth execution of web- based solution.

Scope of Work (Examination Branch)

- **Result Section: -**
 - a) Those students who have filled examination form the same data will display in the college portal. Further, the college shall verify all eligible students and send the same to university through portal.
 - b) Provide mechanism to all colleges, to upload internal assessment/external assessment of all registered students by using portal and send the same to university through portal.
 - c) Provide mechanism to all end user of the result section, to upload the theory marks of the appeared students by using portal.
 - d) The result prepared ought to be analyzed by calculating the maximum marks, minimum marks and average marks awarded by each examiner, all subject Theory & Practical. College and university averages also to be computed. Number of candidates passed/failed college-wise, semester-wise, paper-wise also to be displayed. Provision to add grace marks in each paper and its effect in the result is also to be displayed. A report ought to be generated for each result.
 - e) The firm will be responsible for correctness of work, completion of the project as well as security of data and timely declaration of the results. The result declared must be 100% correct.

- f) The result of Pharmacy (Allopathy) PCI from Academic session 2021 onward & other all other course results will be prepared from Academic Session 2023 and the same will be prepared as per PCI/HPTU norms through this portal.
- g) The firm have to provide the mechanism, to generate the course wise /college wise branch wise merit list/percentage of all those results have declared through portal.
- h) After declaration of results, internet mark sheets must be made available on the student portal and SMS ought to be sent to all students informing them of their result.
- i) The mechanism to generate the gazette notification of declared result will be displayed on end users/ college portal. The provision to upload the signature of official /officer of this university on the portal.
- j) To provide the mechanism for preparation of DMC, s as per format / ordinance provided by the HPTU, Hamirpur.
- k) To provide the mechanism to print the declared result sheet as per requirement of the result section.
- l) A mechanism will also have to be developed, to declare the result through online mode, whose result would have been prepared through the portal. The separate identity should be display on the portal, those students have pass & fail in end semester examination (Regular/ Reappear) and re-valuation.
- m) The Incharge (s)/end user /DA's shall send the all result (except NEP) to the company for development /preparation the web link , after declaration of result the same link will be displayed on portal so that student can able to check their result
- n) The firm will prepare the draft/report as per UGC-NAD/ABC format with the detail of students and the same shall be uploaded by University official on the UGC portal.

• **Degree Section: -**

- a) The firm will provide the mechanism to preparation of merit list/history sheet of all pass out students as per University Norms.
- b) To Preparation of Degree & academic transcript as per University Norms
- c) The firm will provide the mechanism to the student will be able to online apply for Migration/ Provisional certificate, backlog /Bonafide /verification of result/Degree.Further, the fees for the above certificates will be collected by portal through online mode.
- d) Detail History of already passed out students.

• **Re-Evaluation/Evaluation Section:**

- a) The firm will provide the mechanism; the student will be able to online apply for Photocopy, Re-checking form as per requirement of the university.

- b) The company shall provide mechanism to the concerned section, to download the applied subject data of each examination session as per requirement of HPTU, Hamirpur.
 - c) UMC report must be auto generated.
- **Conduct Section:**
 - a) The company shall provide mechanism to the conduct section, to download the applied subject data of each examination session as per requirement of the section.
 - b) The firm will provide the mechanism to the conduct section, to preparation of date sheet through portal of every examination cycle as per requirement of HPTU, Hamirpur.
 - c) The firm will provide the mechanism to all examination centres of their students, who have present/absent/UMC/NA in the theory examination (day wise). Further, detail of same will be displayed on the portal at university end.
- **Secrecy Section.**
 - a) The company shall provide mechanism to the Secrecy section, to download the applied subject data of each examination session as per requirement of the section i.e. Subject wise detail (Common subjects should be displayed in one Column/Row)
 - b) To provide mechanism to the Secrecy section, to prepare question bank of all theory subjects.
- **Online examination form (From Examination Session-May-24)**
 - 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 applicants, generation of PDF form on the format as devised by the University.

- h) The firm will provide the SMS /OTP service to all students 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 candidates.
- 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.

- **Online Re-evaluation form. (From Examination Session-May-24)**

- 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.

- **Online Convocation form. (From Examination Session-May-24)**

- 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.

• **Development of Examination web base page: -**

The firm will develop the examination web base page for the Himachal Pradesh Technical University Hamirpur as per the requirement of the examination branch, which should have the mechanism to upload all the results and all other examination branch related information.

• **Other required works :**

- a) 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.
- b) The company shall provide all the services required for successful and uninterrupted operation, maintenance, amendments, updation, customize and upgrade etc. of the module.
- c) The Company shall customize this module as per the requirement of the University. Further, if any change in the ordinance by University Govt. the firm will be customized/developed the same without any extra charge.
- d) 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 data, contents, and record stored in the database of application shall also be the property of the university.
- e) If the owner needs to integrate a new system, the company has to facilitate the same with the necessary APIs with no extra charges.
- f) System analysis, design and testing shall be the responsibility of the firm and the firm shall perform acceptance testing for each of the functionalities in each application.
- g) The successful bidder shall have to deploy two dedicated qualified persons (one onsite & one remote/online support) during the execution of module, 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). Furthermore, the firm will provide online grievances registration facility to the students, through which students will be able to register their following examination related grievances online.
- All examination related online forms.
 - Admit Card.
 - Date Sheet.
 - Attendance sheet.
 - Examination.
 - Results related information.
 - Mark sheets.
 - Re-evaluation.

- Supplementary Exam.
- Degree.
- Provisional/ Migration certificate

Note: - All grievances submitted by the student will be solved by the firm on the same day.

- h) The successful bidder shall have to provide the admin panel for Himachal Pradesh Technical University, Hamirpur for cross checking and monitoring the progress of the company. Further, all the right will be given to end user of concerned branch.
- i) The web-based application will be developed /executed and hosted by firms own server no delay or waiting times even at peak load.
- j) The successful bidder shall have to provide the user friendly/smooth, secure portal and will also display instructions to students /colleges/stakeholders to execute the portal. The students /colleges/stakeholders must be able to retrieve instructions at any time during the entire application as well.
- k) All logs of activities must be maintained by the firm for managing and security purpose if University exigency of the log then firm will be provide the same without any extra charge.
- l) Multi-tier security mechanism for data loss and recovery.
- m) Session Management–user log details with security enabled features.
- n) Confidential and security of data shall be full responsibility of the firm.
- o) Nodata/informationshallbeshared/disclosedwithoutdueapprovaloftheauthority.
- p) Mobile and web-based applications shall be able to handle around 50,000 simultaneous hits by users.
- q) Back up of data shall be maintained and recovered automatically.
- r) The training for usage of all applications shall be imparted to end users, students /colleges.
- s) The incorporation of the latest technology shall be the responsibility of the firm.
- t) The firm will be responsible for any failure in providing the services. Extra care must be taken to avoid slow response by the server in the event of heavy load on the server.
- u) The firm will be provided super admin panel to separate each module.

Annual Maintenance contract

1. The services of AMC will be mandatory for the successful bidder.
2. The selected bidder shall have to maintain and upgrade the module (onsite/remote site) for the period of next two years. Under the First AMC (including cloud hosting) from the date of completion of work for which separate cost of Modules (to be quoted in Financial bid format) shall be paid per annum .

3. The Second AMC of Module shall be started after completion of first AMC.
4. The University will renew the AMC contract subject to the satisfactory performance of the bidder.
5. The University may renew the AMC after second year subject to the satisfactory performance and mutual consent with the same term and conditions of tender document.
6. If the Successful bidder is not willing to provide Maintenance services for the second AMC period, the source code of the Modules solution shall be handed over to the University for the maintenance and up gradation of Modules. Further, the University will hire another agency with a new term & condition.

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 the last three (3) financial years in lakhs i.e. 2020-21, 2021-22, 2022-23 (please attach CA certified balance sheet)		
Blacklisted/debarred? (Attach Affidavit) (as per format Section –IX)		
Declaration about relationship with HPTU Employee (Section VIII)		
Total work Experience		
Performance Certificate (issued by the concerned user department / institute)		
Hardware and Software (as Details of Infrastructure be 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 work Performance Certificates

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

(Attach Client's performance certificate)

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			
Number of license software set			
Other infrastructure facility relevant to the scope of work as mentioned Section-III(A&B)			

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

Work description	Rate in figure inclusive GST and any other taxes and charges. (In Indian Rupees)	Rate in words inclusive GST and any other taxes and charges. (In Indian Rupees)
Online admission cum counseling Module		
Examination Module		
Annual maintenance Charges including hosting for first year (after completion of work)		
Annual maintenance charges including hosting for second year (after completion of first AMC)		
Total		

Note: - The firm will have to indicate the rate for both the modules/AMC separately. However, the overall total amount of both modules including hosting and AMC (two years) will be considered final.

Dated

Signature of the Owner with rubber seal of the firm

SECTION-VI

BID FORM

Tender No.....

Dated

To

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

Dear Sir,

Having read the conditions of contract and services, we undersigned, offer to provide Design and Development of **Web-Based Solution/Application of Online admission cum Counselling and Examination modules including hosting for Himachal Pradesh Technical University Hamirpur** 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 15 **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

The 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 Solution/Application of Online admission cum Counselling and Examination modules including hosting for Himachal Pradesh Technical University Hamirpur 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

It is hereby certified 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:

SECTION-IX

Declaration

I _____ Designation, _____ do
hereby declare that our firm _____
(Name of the 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.