PT.B.D.SHARMA PGIMS ROHTAK

No. UHSR/Gen/2020/3092

Dt.23.10.2020

PUBLIC NOTICE / TENDER NOTICE

Sr.	Name of Deptt./Board/Corpn.	Name of work/Notice/Tender	Opening Date Closing Date (Time)	Amount/ EMD (approx. in Rs.)	Website of the Deptt.	Nodal Officer /Contract Details / email	Tender Ref. No./ Tender No.
1.	PT.B.D.SHARMA UHS ROHTAK	SHORT TERM e-TENDER NOTICE NO.UHSR/Gen/2020/02 Dt.23.10.2020 for creation of admission Web portal for the admission to MBBS/MDS.	OPENING 24.10.2020 CLOSING 29.10.2020 UPTO 4.00 PM	Rs.25000/-	www.uhsr.ac.in www.etenders. hry.nic.in All instructions are available on these websites	General Branch Contact No. 281300,281301,281302,2813 03EXTENSION : 2938, 2954 Email: general@uhsr.ac.in	No.UHSR/Gen/ 2020/3092 Dt.23.10.2020

Superintendent Gen. Branch

NOTE:

1. Corrigendum, if any, will not be advertised/published in the news papers but will be available on the website www.etenders.hry.nic.in.

PT. B.D.SHARMA PGIMS/UHS ROHTAK

Sr. No of tenderer:

SHORT TERM e-TENDER GROUP NO._____

DUE ON _____UPTO 4.00 PM AND WILL BE OPENED ON _____AT 4:10PM

Name and address of the party in whose Favour the Tender form has been issued:

_____

_____

_____

_____

1. I/We hereby submit our tender for the_____.

2. **I/We now enclose herewith proof of online payment in the Bank Account No. 39004947732 Registrar, UHS Rohtak.**

3. I/We have gone through all terms and conditions of the tender documents before submitting the same.

4. I/We hereby agree to all the terms and conditions, stipulated by the institution, in this connection including delivery, warranty, penalty etc. Quotations for each schedule are being submitted under separate covers, and sheets and shall be considered on their face value.

5. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialed/signed.

6. Tenders are duly signed (No thumb impression should be affixed).

7. I/We undertake to sign the contract/agreement, if required, one day from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at **PT. B.D. SHARMA PGIMS/UHS ROHTAK.**

NOTE: ALL TAXES SUCH AS VAT ETC. HAVE BEEN INCLUDED IN THE PRICE QUOTED, FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

1. WITNESS_____

2. WITNESS_____

Signature of tenderer Tender(s) full Address

PT. B.D.SHARMA PGIMS / UNIVERSITY OF HEALTH SCIENCES ROHTAK (HARYANA)

The Superintendent, Gen. Br., for and on behalf of Registrar , Pt.B.D.Sharma University of Health Sciences, Rohtak (Haryana) invites Online Bids for e-tenders (Two Bid System) through e-tendering Portal: www.etenders.hry.nic.in, from Reputed Manufacturers/Authorized Distributors & Eligible Bidders for the following items, for use in Pt.B.D Sharma University of Health Sciences, Rohtak (Haryana) India:-

TENDER GROUP NO.	PARTICULARS OF TENDERS	DOWNLOAD OF DOCUMENTS TO BE STARTED FROM	LAST DATE OF SUBMISSION OF TENDER	LAST DATE OF OPENING OF TECHNICAL & Price BID
UHSR/Gen./ 2020/02 (GROUP NO.01)	For creation of admission Web portal for the admission to MBBS/MDS	24.10.2020	29.10.2020 upto4.00 PM	29.10.2020 at 4:10 PM

Detailed tender documents are available on the Haryana Govt. PORTAL: www.etenders.hry.nic.in.

1. UPLOADING the proof of Tender Fees Rs.2000/- in the Bank Account No. 39004947732 Registrar, UHS Rohtak and e-service fee Rs. 1000/- + 18% GST (non-refundable) are required. Earnest money (refundable) for each group @ 2% of the estimated value of the tender, subject to a ceiling of maximum 25 Thousand of Tender Cost Submitted in the Account No. 39004947732 Registrar, Pt. B.D. Sharma, University of Health Sciences, Rohtak.
2. If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.
3. Quantity may be increased / decreased.
4. Only online bids will be accepted and no manual bids will be accepted.
5. Any CORRIGENDUM regarding above mentioned e-tenders will be uploaded on Haryana Govt. e-tender portal www.etenders.hry.nic.in. No separate advertisement for any Corrigendum in Newspapers shall be given.
6. **The Authority of the Institute reserves the right to cancel/reject/withdraw in full or any part of this e-tender without assigning any reason thereof.**

Superintendent Gen. Branch

The Bidders can submit their e-tender documents (online) as per the dates mentioned in the key dates:-

Key Dates:

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Closing date and time
1.		**Tender Document Download and Bid Preparation/Submission**	24.10.2020	29.10.2020 Upto4:00 PM
2.	**Technical & Price Bid Opening**		29.10.2020 Upto 4:10PM	

IMPORTANT NOTE:

1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.

2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

4) **Technical Bid / Price Bid shall be submitted ONLINE.**
5) **The Technical and Price Bid will be opened on 29.10.2020 at 4:10 PM.**

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM:

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on Portal:-**

   All the bidders intending to participate in the tenders process online are required to get registered on the centralized on Portal www.etenders.hry.nic.in.Please visit the website for more details

2. **Obtaining a Digital Certificate:**

   2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

   2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a Digital Certificate can be issued. For more details please visit the Portal www.etenders.hry.nic.in.

   2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

   2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal www.etenders.hry.nic.infor Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

   2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

   2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

   2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

   2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Opening of an Electronic Payment Account:**

   For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the Portal: www.etenders.hry.nic.inand also mentioned under Tender Document.

4. **Pre-requisites for online bidding:**

   In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd.

or downloaded from the home page of the website www.etenders.hry.nic.in.The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5   Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal on the Home Page at www.etenders.hry.nic.in.

6   Download of Tender Documents:

The tender documents can be downloaded free of cost from the portal www.etenders.hry.nic.in.

7   Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8.2   PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

(i) Detailed Tender documents may be downloaded from Portal www.etenders.hry.nic.inand tender mandatorily be submitted online following the instructions appearing on the screen.

(ii) **Scan copy of documents to be submitted / uploaded for Pre-qualification or Technical Bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that **file size is not exceed more than 10 MB** and uploaded during the on-line submission of PQQ or Technical Envelope.

A.   Only Electronic Form (Refer Tender document).

FINANCIAL or PRICE BID PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually.

IMPORTANT NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal www.etenders.hry.nic.in.

(B) For help manual please refer to the „Home Page" of the Portal www.etenders.hry.nic.in, *and click on the available link „How to...?" to download the file.*

In the first instance, the online payment details of tender document fees and EMD & Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above. The bids shall be submitted online in two separate envelopes:

☐   **Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

☐   **Envelope 2: Commercial Bid**

The bidders shall **quote** the prices in price bid format under Commercial Bid and upload online.

Guidelines for online payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. on the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for e-service fee & EMD.

A. Debit Card

B. Net Banking

C. RTGS/NEFT

Operative Procedures for Bidder Payments

A. Debit Card

The procedure for paying through Debit Card will be as follows:

(i)   Bidder selects Debit Card option in e-procurement portal.

(ii)   The e-procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.

(iii)   Bidder clinks on "Continue" button

(iv)   The e-procurement portal takes the bidder to Debit Card payment gateway screen

(v)   Bidder enters card credentials and confirms payment

(vi)   The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-procurement portal.

(vii)   The page is automatically routed back to e-procurement portal.

(viii) The status of the payment is displayed as "successful" in e-procurement portal. The e-procurement portal also generates a receipt for all successful transactions. The bidder can take a printout of the same.

(ix)   The e-procurement portal allows bidder to process another payment attempt in case payments are not successful for previous attempt.

B. Net Banking

The procedures for paying through Net Banking will be as follows:

(i)   Bidder selects Net Banking option in e-procurement portal.

(ii)   The e-procurement portal displays the amount to be paid by bidder.

(iii)   Bidder clicks on "Continue" button

(iv)   The e-procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks.

(v)   Bidder chooses his/her bank

(vi)   The Net Banking gateway redirects bidder to the Net Banking page of the selected Bank

(vii)   Bidder enters his account credentials and confirms payment.

(viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-procurement portal.

(ix) The page is automatically routed back to e-procurement portal.

(x) The status of the payment is displayed as "successful" in e-procurement portal.

The e-procurement portal also generates a receipt for all successful transactions. The bidder can take a printout of the same.

(xi) The e-procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C. RTGS/NEFT

The bidder shall have the option to make the EMD payment via RTGS/NEFT. Using this module, bidder would be able to pay from their existing Bank Account through RTGS/NEFT. This would offer a wide reach for more than 90,000 Bank branches and would enable the bidder to make the payment from almost any bank branch across India.

(i) Bidder shall log into the client e-procurement portal using user ID and Password as per existing process and selects the RTGS/NEFT payment option.

(ii) Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS/NEFT payment.

(iii) Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no.: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount :
- Beneficiary Bank Branch :
- Beneficiary Name :

(iv) The bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis on the details printed on the challan.

(v) The bidder would remit the funds at least T + 1 day (Transaction + one Day) in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mentioned in the challan.

(vi) Post making the payment, the bidder would login to the e-tendering portal and go to the payment page. On clicking the RTGS/NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

D. Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is <=Rs. 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

(i) Bidder selects Over-the-Counter remittance option in –procurement portal.

(ii) The e-procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.

(iii) Bidder clicks on "continue" button.

(iv) The e-procurement portal displays the details of payment. Bidders clicks on "Print Challan" and prints the OTC challan.

(v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with cash/Demand Draft/ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)

(vi) ICICI bank verifies the URN (format to be discussed and decided) and amount with e-procurement portal prior to accepting the payment.

(vii) On successful verification from e-procurement portal, ICICI bank accepts the payment. In case of failure, ICICI bank shall return back the OTC challan and payment to the bidder.

(viii) ICICI bank will commit the payment transaction (in case of successful verification from e-procurement portal) and sends the bank transaction number (I-sure reference number) online against the URN and amount.

(ix) ICICI bank will generate receipt for the payment transaction and issues the same to the bidder.

(x) The e-procurement system updates the bank transaction number against the URN and amount based on details sent by ICICI bank online prior to generation of receipt.

(xi) The status of payment will be displayed as "verification successful" in e-procurement portal, when the bidder clicks on verification option in the portal.

(xii) Bidder would be required to upload the scan copy of receipt as received from ICICI bank as part of proof in Nextenders portal before submitting the tender.

S. NO.	Scenario	Do's/Don't's
1.	In the event of making payment through RTGS/NEFT	**Do's** • It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: 1. Beneficiary account no. \<client code\> + \<random number\> 2. Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3. Amount: As mentioned on the challan. It is specific for every tender/transaction 4. Beneficiary Bank branch: ICICI bank ltd, CMS 5. Beneficiary Name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender. • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired. **Don't's**

		• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: 1. Incorrect IFSC code mentioned: Transaction would be rejected and the amount would be refunded back in to the bidders account 2. Incorrect beneficiary account number mentioned (<client code> + <random number>: ➤ In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. 3. Incorrect amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/participate. • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder.
2.	In the event of making payment through OTC	**Do's** • It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no.: <client code> + <random number> Amount : As mentioned on the challan it is specific for every tender/transaction Beneficiary Name : As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the tender. **Don't's** • If the bidding amount is greater than Rs. 49,999/- then bidder should not make payment in cash. In this case, bidder should pay via Demand Draft/ICICI Bank Cheque.

		- It is bidder's responsibility to ensure that Demand Draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favoring third party etc., In the event of Demand draft returned by bidder's bank on account of such discrepancies, ICICI bank shall ensure that such communication is sent to the client within 3 days from the date of rejection by the bidder's bank. - For every tender, details in the challan are different and specific to that tender only, bidder should not make use of challan for making payment for another tenders EMD.

TECHNICAL CHECK- LIST FOR BIDDERS ELIGIBILITY

Sr.	Name of Documents	Copy enclosed (Yes / No)	Page No. from-to
1.	e-Tender fee Proof of online deposition		
2.	Registration of Firm, Certificate of Incorporation (in case of company) / partnership deed (in case of firm), etc.		
3.	Valid Trade License, if applicable (Yes/No)		
4.	GST Registration Certificate		
5.	Copy of the PAN Certificate		
6.	Attested copies of valid manufacturing /import license, Authorised Dealership from the Original Manufacturer		
7.	ISO/ CE / ISI etc. certificate if applicable		
8.	Non conviction/No pending conviction certificate issued by notary.		
9.	Catalogue of the product.		
10	All tender pages must be stamped and signed with seal by authorised signatory of the firm		

SEAL OF THE
TENDERER

Yours Faithfully,

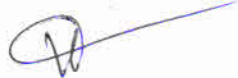Signature and Name of the authorized Signatory

Designation

Name of the company (Tenderer)

FORMAT TO BE FILLED BY THE SERVICE PROIVDER / TENDERER BIDDER:

1. Name of the Tenderer :

2. Status of the Tenderer :
   (Attach relevant documents, if registered company/partnership/ proprietorship)

3. Address (Head Office / Registered Office) with Phone No. and e-mail id :

4. Present Address with Phone No. and email id:

5. Name of Proprietor / Managing partner/ Managing Director / authorized signatory: (Attach details)

6. Income Tax return for the last three years (attach attested copies) :

7. Name and address of at least three largest Customers with value of purchase order :
   (attach copies of documentary evidences)

8. Customers with value of purchase order: (attach copies of documentary evidences)

9. Income Tax Permanent A/c No. (attach copy):

10. GST Registration No.: (attach copy of the certificate)

11. **Bank details for e-payment:**

    a. Bank A/c No.: _____

    b. Bank Name: _____

    c. Branch Name: _____

    d. IFSC Code: _____

    e. Other details: _____

GENERAL TERMS AND CONDITIONS OF THIS e-TENDER, TO ALL GROUPS WHEREVER APPLICABLE:

IMPORTANT CONDITIONS:

1. Terms and conditions

a) **Time Schedule** - Time of Completion of work i.e. for developing the software for ONLINE Counseling process is 5 DAYS of supply order and the remaining work / services as defined above will be continued by the vendor in Section 1 will continue till last date or closing date prescribed by statutory body / Govt. of India / competent authority (NMC/MCI/DCI).

b) Domain name of the portal will be suggested by the University.

c) Selected firm have to give complete demo of the system before starting of service.

d) 24X7 100% uptime of dedicated service of Online System.

e) No content to be posted on the portal without prior permission of the university. Publishing of any advertisement/document will be strictly prohibited.

f) Online system will not share its contents/data to any firm/company etc.

g) All the information / data related to online counseling will be highly confidential and should be kept secured under proper user/college/administrator authorization.

h) Competent authority will provide the page heading, pictures / logo etc. for format of admission web portal.

i) The Firm/agency must have experience of conducting atleast 2 online counseling and allocation in Govt. Educational institutions/University.

j) **Eligibility for participating in the Quotation** - Permission of participating in the quotation will be given only to those fulfilling the following eligibility criteria:

a. Only reputed companies dealing in the business of software development will be allowed to participate in the Quotation process. Relevant documents (like Trade license, etc.) in support of the same must be furnished. No Intermediate General Supplier will be allowed.

b. Bidder has to comply fully with the requirements as mentioned in Section 1.

c. Conditional bid will be summarily rejected.

d. The organizations which are blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed in this tender are strictly forbidden from participating in this quotation process. Bids submitted by any such blacklisted organization, if found at any point of time in this quotation process, will be summarily rejected. If any such blacklisted organization is found after award of purchase order, then the purchase order will be cancelled with immediate effect.

e. An affidavit to the affect that the firm has not been blacklisted by the any Govt./Semi Govt. Department.

f. Bidder should be in business of design, development, installation, configuration and commissioning of web-based software in India for last Three YEARS.

g. No Joint Venture / Outsourcing shall be allowed.

h. The bidder should be a registered company / firm.

i. The Bidder should have a valid Trade License, PAN Card, GST Registration Certificate. The copy of all the certificates to be attached with the tender.

j. The Firm should depute officials/manpower as and when required by the admission committee during the counseling process.

k. Satisfactory user certificates should be supplied.

l. It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the competent authority will be final in this regard.

m. Black listing for firm including penalty will be imposed by the competent authority in case of any serious offence / breach of confidentially.
n. Tentative number or registration likely to be 7,000-8,000.

TECHNICAL BID PROFORMA

1	2	3	4
Sr. No.	Name of the Item with specifications as per e-Tender Group No.	Quantity	Compliance as per NIT of the items quoted. YES or NO

PRICE BID PROFORMA

To

The Registrar,
Pt.B.D. Sharma UHS,
Rohtak (Haryana)

Dear Sir,

1. I / We ....submit the bid for e-Tender Group No. .... for "purchase of _____ " for Pt. B.D.Sharma PGIMS / University Of Health Sciences Rohtak (Hayana).

2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.

1	2	3	4						5
e-Tender Group No.	Brief Description of Goods	Quantity (Nos.)	PRICE PER UNIT (RS.)						Total Price at Consignee Site basis (Rs.)
			Ex - factory/ Ex - warehouse /Ex- showroom /Off - the shelf (a)	Excise Duty (if any) [%age & value] (b)	GST (if any) [%age & value] (c)	Inland Transportation, Insurance for a period including 3 months beyond date of delivery, loading/ unloading and Incidental costs till consignee's site (d)	Incidental Services (including Installation & Commissioning, Supervision, Demonstration and Training) at the Consignee's site (e)	Unit Price (at Consignee Site) basis (f) a+b+c+d+e	(g) 3 x 4

Total Tender price in Rupees: _____

In words: _____

Note: -If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name_____

Business Address_____

Place: _____   **Signature of Tenderer**_____

Date: _____   **Seal of the Tenderer**_____

PT. B.D.SHARMA PGIMS/UHS ROHTAK

List of e-Tender Group

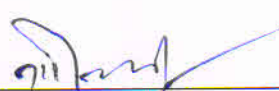| Short Term e-Tender Group NO.	Departments	Description of Items
UHSR/GEN/2020/02 Group NO.1	Academic Affairs	For creation of admission Web portal for the admission to MBBS/MDS.

For creation of admission Web portal for the admission to MBBS/MDS.

Tender Fees Rs. 2,000/- in the bank account no. 39004947732 Registrar, UHS, Rohtak and e-Service Fee Rs. 1,000/- + 18% GST (Non-Refundable) are required. Earnest money (Refundable) Rs. 25,000/- @ Approx. 2% of Tender cost submitted in the bank account no. 39004947732 is also mandatory.

1		SCOPE OF WORK
1.1	**Preparation of base Data**	a) Provision to import and mapping of the NEET data of the candidates. b) Provision to look up the NEET data and to register the candidates into the system.
1.2	**Registration and Application/Preference Submission Online**	a) A secured online application with very good navigation and browser compatibility shall be developed by a team of highly skilled developers / Programmers. Thorough test run shall be conducted before its implementation. b) Provision to accept the online application form with the required fields for meeting all the terms and conditions laid out by the Government of Haryana for admissions to the MBBS and BDS courses. c) Candidate should be able to fill all personal details and able to upload his latest photo and signature. Both will be checked for desired size. d) After completion of application a registration slip with application ID and password will be generated. These will be required to login in future. They will be communicated through SMS and email also. There will be provision for recovery of "Forgot Password." e) Provision to accept all the required documents of the candidate for meeting all the terms and conditions laid out by the Government notification. f) Provision to enable the edit of the application form by the candidates at any time. g) Provision to accept and edit the preferences as per seat matrix as and when required. Candidate can choose to fill the preferences for some or all the colleges. h) Provision to configure the cut off dates for submission of the application form and preferences and change the same on a real time basis. i) Candidate shall be permitted to update his / her choices any number of times before the last date. If at the last date and time, the choices are not locked by the candidate then the last saved choices shall be automatically locked. However a provision of locking choices throughout the process shall also be available.

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		j) A log of all the activities done by the candidate shall be maintained.
		k) Provision for the candidate to change the application data or the preferences even after locking of the form. This provision must be available to enable the same for specific candidates or for all candidates per instructions of competent authority.
		l) Provision to generate the application form of the candidate in a printable format mentioning all the details filled by the candidate including his/her preferences.
		m) Provision to consider either of the saved or submitted applications/preferences for the admission process.
		n) Provision to lock the application form and preference form of the candidate after a particular date and time.
		o) Determine eligibility of candidate for seats/college/courses on the basis of details filled and based on Govt. Notification.
		p) Provision to accept online registration fee, security deposit and tuition fee from candidates as per Notification issued from time to time.
		q) Provision to accept the fresh registrations in Round 2, Mopup round and Stray round as per the instructions.
1.3	**Allocation Logic**	a) Fully automated and accurate allocation logic must be incorporated to allocate the seats as per defined reservation policy and as per preferences submitted by applicant for Round 1, Round 2 and Mop-up round after Logical checks are applied.
		b) System must also allocate the seats accurately to the fresh registrations done in Round 2 particularly considering the scenario that the same can be of higher or lower merit and the candidates already allocated in Round 1 can change / upgrade in the preferences.
		c) Allocation logic for Round 2 must cater to the allocation of upgraded seats to candidates while ensuring that the seat allocated in Round 1 is retained if no seat is allocated as per preferences submitted in Round 2.

		d) Allocation logic for mop up round must cater to the seat conversion process and other conditions as per policies laid out by government. e) Provision to generate Allocation Letters automatically which will be posted in candidates' Login after due approval
1.4	**Online Joining**	a) Provision for the candidates to submit additional documentation online for joining online (if required). b) Vacant seats for Round 2, Mopup round and stray round to be automatically calculated based on the online joining submitted by candidates and the college / University admin. c) Payment gateway integration for receiving of registration fee, security deposit and tuition fee application fees and joining fees. d) Generation of admission letter after successful deposition of tuition fee.
1.5	**Information to candidates**	a) Provision of email and SMS notification mechanisms throughout the counseling process. b) System must have a complete online help desk system incorporated where in the candidates can register their issues/problems online so that the same can be addressed in the most efficient manner. c) Admission Committee must be having access to all the tickets raised, replies sent and the pending tickets.
1.6	**Admin Module**	a) Complete data access of all applications forms including choices/ preferences of candidates during counseling process. b) Complete view/reports of selected /joined/not joined/surrendered seats information during counseling process. c) Document Scrutiny and related workflow covering the below - • Complete workflow provisions for the scrutiny committees to view and review candidate documentation at multiple levels as and when required.

		• Complete workflow which gives provisions to candidates to view the objections' raised and upload revised documentation.
		• Communications detailing out the review findings should be sent automatically to the respective candidates via SMS and E-mail for further necessary action.
		• Based on the document rejections, critical data of candidate must be modified automatically to avoid any manual intervention and errors.
1.7	**College Module**	a) System will provide administration panel to colleges which will include online vacancy update, candidate reporting, joining, selection list, candidate record etc. b) Online selected candidates' administration for each college, so they can check their seat matrix status as well as final selected candidates with full details.
1.8	**Secure File Transfer**	System will provide a safe way of transferring the files from college/agency/university and vice-versa with access to only assigned personnel. Secure encryption and should be de-encryption used for transfer of data.
1.9	**Server**	(a) Frequent backup of data shall be ensured and replication servers are used for disaster management. (b) The complete activities shall be carried out on secured servers and completely secured environment. Access shall be only through secured login id and password. (c) Data shall be kept in encrypted form. Even while transferring files from servers, secure encryption should be used.
1.10	**Data**	a) Thus all activities as mentioned in the tender shall be carried out

	step by step to the entire satisfaction of competent authority, in a completely professional manner and with desired accuracy.
	b) Finally the data shall be handed over to competent authority after competition of work.
	c) The scope of work can be modified as per the requirement during the counseling the process.

2.	**GENERAL TERMS AND CONDITIONS**

a) **Time Schedule** - Time of Completion of work i.e. for developing the software for ONLINE Counseling process is 5 DAYS of supply order and the remaining work / services as defined above will be continued by the vendor in Section 1 will continue till last date or closing date prescribed by statutory body / Govt. of India / competent authority (NMC/MCI/DCI).

b) Domain name of the portal will be suggested by the competent authority.

c) Selected firm have to give complete live demonstration of admission web portal before the commencement of the services.

d) 24X7 100% uptime of dedicated service of Online System without any lag.

e) No content to be posted on the portal without prior permission of the competent authority. Publishing of any advertisement/document will be strictly prohibited.

f) Online system will not share its contents/data with any firm/company etc.

g) All the information / data related to online counseling will be highly confidential and should be kept secured under proper user/college/administrator authorization.

h) Competent authority will provide the page heading, pictures / logo etc. for format of admission web portal.

i) The Firm/agency must have experience of conducting atleast 2 online counseling and allocation in Govt. Educational institutions/University.

j) **Eligibility for participating in the Quotation** - Permission of participating in the quotation will be given only to those fulfilling the following eligibility criteria:

  a) Only reputed companies dealing in the business of software development will be allowed to participate in the Quotation process. Relevant documents (like Trade license, etc.) in support of the same must be furnished. No Intermediate General Supplier will be allowed.

  b) Bidder has to comply fully with the requirements as mentioned in Section 1.

  c) Conditional bid will be summarily rejected.

  d) The organizations which are blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed in this tender are strictly forbidden from participating in this quotation process. Bids submitted by any such blacklisted organization, if found at any point of time in this quotation process, will be summarily rejected. If any such blacklisted organization is found after award of purchase order, then the purchase order will be cancelled with immediate effect.

  e) An affidavit to the effect that the firm has not been blacklisted by the any Government / Semi-Government department.

  f) Bidder should be in business of design, development, installation, configuration and commissioning of web-based software in India for last Three YEARS.

  g) No Joint Venture / out sourcing shall be allowed.

  h) The bidder should be a registered company / firm.

i) The Bidder should have a valid Trade License, PAN Card, GST Registration Certificate. The copy of all the certificates to be attached along with the tender.

j) Satisfactory user certificate should be supplied.

k) The Firm should depute officials/manpower as and when required by the admission committee during the counseling process.

l) It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the competent authority will be final in this regard.

m) Black listing for firm including penalty will be imposed by the competent authority in case of any serious offence / breach of confidentiality.

n) Tentative number or registration likely to be 7,000 – 8,000 (based on previous year data).