



Pt. B.D. Sharma University of Health Sciences, Rohtak

Notice Inviting Tender

For

**“Providing Services for Common Entrance Test-cum-
Online Counselling admission portal”**

Tender No. : UHSR/Gen./2022/02
(Group No.01)

Issue Date : 10.06.2022 (Friday)

Last Date of Submissions of Bid : 24.06.2022 (Friday)

Tender Opening Date (Technical Bid) : 27.06.2022 (Monday)

(2022)



[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Pt. B.D. Sharma University of Health Sciences, Rohtak

Notice Inviting Tender

The Pt. B.D. Sharma University of Health Sciences, Rohtak

invites online bids under (two bid system) through e-tendering website www.etenders.hry.nic.in and www.uhsr.ac.in

Name of Department	Name of Work//Tender	Starting Date Closing Date (Time)	Amount of EMD In Rupees	Tender ^{Fee} Cost + e-service fee + GST (including all taxes applicable)
Pt. B.D. Sharma University of Health Sciences, Rohtak	Providing Services for Common Entrance Test-cum- Online Counselling admission portal	Tender Starting Date from 10.06.2022 Pre-bid on 17.06.2022 at O/o Dean Academic Affairs, Pt. B.D. Sharma UHS, Rohtak E-mail:- daa@uhsr.ac.in Contact No. 01262-282113 Closing Date 24.06.2022 upto 05:00 PM	Rs. 25,000/- (Rs. Twenty Five Thousand)	Rs.2000+Rs.1000 = Rs. 3000/- + 18% GST - (Non-refundable)

1. Detailed tender documents are available on the website www.etenders.hry.nic.in and www.uhsr.ac.in. If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.
2. Earnest money of each tender will be Rs. 25000 (Twenty Five Thousand only) through RTGS/NEFT/ Net Banking, tender fee & E-services charge of each tender will be 2000+ 1000 = Rs. 3000/- (Three thousand only) + 18% GST which is to be deposited online.
3. The Technical bid shall be opened on **27.06.2022 (11:00 AM)**.
4. The financial bids of technically qualified firms will be opened.
5. Any corrigendum, if required regarding above mentioned tender will be uploaded on www.etenders.hry.nic.in and www.uhsr.ac.in

-sd-

Pt. B.D. Sharma University of Health Sciences, Rohtak



Pt. B.D. Sharma University of Health Sciences, Rohtak

Notice Inviting E-Tender

No. _____

Online bids are hereby invited under two bid system (Technical & Financial) from eligible and reputed firms/ Agencies/Companies for developing e-portal for Admission cum Online Counselling through e-tendering on web portal etenders.hry.nic.in and uhsr.ac.in The Bidder must be having its office in the State of Haryana.

The Detail is as under:

Description of work/items	EMD to be deposited by Bidder	Tender Document fee & E-Service + GST Fee(Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission	Pre-bid for any queries
Services for Common Entrance Test-cum-Online Counselling admission portal	Rs.25000	Rs.2000+Rs.1000 = Rs. 3000/- + 18% GST – (Non-refundable)	Dated 10.06.2022 Time 09:00 AM	Dated 24.06.2022 Time 05:00 PM	Dated 17.06.2022 Time 11:00 AM

Note:- **The bids will be opened in the presence of the bidders in the office of Dean Academic Affairs, Pt. B. D. Sharma University of Health Sciences, Rohtak. Bidders are advised to keep checking website www.uhsr.ac.in for details.**

1. If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.
2. Quantity may be increased / decreased.
3. Only online bids will be accepted and no manual bids will be accepted.
4. Any corrigendum regarding above mentioned e-tenders will be uploaded on Haryana Govt. e-tender portal www.etenders.hry.nic.in and www.uhsr.ac.in. No separate advertisement for any Corrigendum in Newspapers shall be given. Interested parties are advised to keep checking the website www.etenders.hry.nic.in and www.uhsr.ac.in for regular updates.
5. The **Financial Bid** of the prospective bidder will be considered only if the bidder is found qualified in the **Technical Bid**. The decision of Pt. B.D. Sharma University of Health Sciences, Rohtak shall be final and binding on the parties.
6. The Authority of the Pt. B.D. Sharma University of Health Sciences, Rohtak reserves the right to cancel/reject/withdraw in full or any part of this e-tender without assigning any reason thereof.
7. For any query in relation to this tender the agencies may contact on email id: academic@uhsr.ac.in. For further details and e-tendering schedule, visit website www.uhsr.ac.in

Eligibility Conditions:-

The Firm/agency must have experience of conducting Common Entrance Examination and atleast 3 Online Counseling Process including Online Allocation of seats at National level/State level based on merit of NEET conducted by NTA/NBE for admissions to MD/MS/MDS or MBBS/BDS courses for Govt. Educational institutions/University out of which at least two such counsellings must be for Haryana State.

8. The bidder should be a corporate body registered in India. The registered bidder should be operating in India for a **minimum of 5 years** in the field of IT solutions.
9. The bidder must be **profitable agency in last 3 years** and must submit CA certified copies of ITRs of last three financial years i.e. 2018-19, 2019-20 and 2020-21.
10. Only reputed companies dealing in the business of software development will be allowed to participate. Relevant documents (like Trade license, etc.) in support of the same must be furnished. No Intermediate General Supplier will be allowed.
11. The bidder must be registered with GSTIN, Trade license, TAN, Income Tax / PAN Number etc.
12. The participating firm must not have been blacklisted/debarred by any State or Central Government or University.
13. Details of servers along with certificate of **99.9% uptime** should be submitted.
14. Bidder should have experience of providing **24x7 technical support** to client via phone, email & SMS. A call center/helpdesk should be created. The Firm should depute officials/manpower as and when required by the University Admission Committee during the counseling process. Bidder should have sufficient employees on rolls for programming and supporting activities.
15. Tentative number or registration likely to be minimum of 6000.
16. Bidder will have to **successfully run a presentation** of Online counseling / Online admissions to prove their capability and understanding of subject. Financial bid of only such successful bidders will be opened.
17. The agency should have satisfactory completion certificate of the work by the competent authority of the agencies to which they have provided the services.

Dean Academic Affairs
Pt. B. D. Sharma University of Health Sciences, Rohtak



INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM:

These instructions will over-rule the instructions 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.in for 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.in and 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.in and 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, the 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 clicks 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 \leq 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.

Sr. No.	Scenario	Do's/Don't's
1.	In the event of making payment through RTGS/NEFT	<p><u>Do's</u></p> <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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. <p><u>Don't's</u></p> <ul style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:

		<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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	<p><u>Do's</u></p> <ul style="list-style-type: none"> • 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




	<p>Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</p> <ul style="list-style-type: none">• 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 Next tender Portal before submitting the tender. <p><u>Don't's</u></p> <ul style="list-style-type: none">• 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.
--	--



PT. B.D.SHARMA PGIMS/UHS ROHTAK



**Sr. No of
Tenderer:**

E-TENDER GROUP NO. _____

DUE ON

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. No. 39004947732, REGISTRAR, PT. B.D. SHARMA, UNIVERSITY OF HEALTH SCIENCES, 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, within 15 (fifteen days) 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

Tenderer(s)full Address



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 Licence, 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. (if applicable)		
7.	ISO/ CE / ISI etc. certificate (if applicable)		
8.	Non conviction/No pending conviction certificate issued by notary.		
9.	Catalogue of the product. (if applicable)		
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 FIRM / OR THEIR AUTHORIZED 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 / authorised 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 E-TENDER, APPLICABLE TO ALL GROUPS

(UNLESS OTHERWISE SPECIFIED IN CONCERNED TENDER GROUP):

IMPORTANT CONDITIONS:

1. Every tenderer will have to furnish a Certificate to the effect that their firm has not been DEBARRED by any Central/State Govt./University for Public Sector Business, at the time of purchase/submission of Tender Form. In case, at a later stage, if the tenderer found debarred, the tender against this Notice will be rejected.
2. This E-tender will be two bid system i.e. technical bid and price bid.
3. Delivery period shall be as mentioned in the respective e-tender group.
4. Only bid submitted online shall be considered and hard copy of technical bid is not required.
5. The tender should accompany the earnest money Rs. 25000/- of Tender Cost deposited in the Account No. 39004947732, REGISTRAR, PT. B.D. SHARMA, UNIVERSITY OF HEALTH SCIENCES, ROHTAK. Earnest money is subject to a ceiling of maximum 2 lacs. In case order is not placed, the earnest money will be refunded.
6. WARRANTY ON 'M&E' ITEMS: MINIMUM TWO YEARS (unless specified otherwise against concerned e-tender group).
7. VALIDITY OF AMC / CMC / CONTRACTS, IF ANY, HAS BEEN SHOWN AGAINST RESPECTIVE E-TENDER GROUP.
8. PERFORMANCE BANK GUARANTEE: Minimum 2% OF QUOTED PRICE FOR RESPECTIVE E-TENDER valid for five years (unless /otherwise specified against e-tender group) AND WILL BE SUBMITTED BY THE SUCCESSFUL TENDERERS ONLY AT THE TIME OF PLACING SUPPLY ORDER.
9. PENALTY CLAUSE FOR NON-SUPPLY OF ORDERED ITEMS: a penalty of 0.25% per day subject to a maximum of 2% of billing amount if the complete goods are not supplied within the stipulated delivery period or not satisfactory.
10. THE TENDERER SHOULD INDICATE (WHEREVER APPLICABLE) THE SHELF LIFE OF THE STORES OFFERED.
11. THE QUANTITY MAY BE INCREASED/DECREASED OR COMPLETELY WITHDRAWN.
12. FOR DRUGS, ATTESTED COPY OF VALID DRUG LICENSE IS MUST TO BE ATTACHED.
13. PLEASE QUOTE THE BASE PRICE AND GST APPLICABLE FOR THE PARTICULAR ITEM SEPARATELY. PLEASE ALSO QUOTE YOUR GST REGISTRATION IN THE OFFER GIVEN. The tenderer must quote their rates NET

i.e. including customs duty (if applicable), %age of GST etc. clearly, in Words and In Figures, alongwith the required documents.

14. ANY E-TENDER NOT ACCOMPANIED WITH THE TENDER PROCESSING FEE OF RS.2,000+1000+18% GST AND EARNEST MONEY (EMD), IF ANY, SHOWN AGAINST

RESPECTIVE GROUP, SHALL BE STRAIGHTWAY REJECTED AND NOCORRESPONDENCE IN THIS REGARD SHALL BE ENTERTAINED.

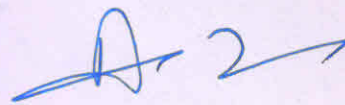
15. THIS E-TENDER MAY BE WITHDRAWN / CANCELLED ANY TIME WITHOUT ASSIGNING ANY REASONS.
16. RATES SHOULD BE QUOTED F.O.R. PT.B.D.SHARMA PGIMS, ROHTAK INCLUSIVE OF PACKING, FORWARDING, OCTROI CHARGES, IF ANY.
17. OTHER TERMS & CONDITIONS AS MENTIONED IN THE SUPPLY ORDER(S) WILL ALSO BE APPLICABLE.
18. IN CASE OF ANY DIFFICULTY, CONTACT THE SR. PROFESSOR I/C PURCHASE.



OTHER TERMS & CONDITIONS (UNLESS OTHERWISE SPECIFIED AGAINST CONCERNED TENDER GROUP):

1. This tender document is non-transferable.
2. The prospective vendors should try to quote only one model of their choice meeting the specifications as laid down by the institute in the tender document.
3. Tenderer must ensure that the rates quoted are as per format. All the quoted rates should be unconditional and FOR destination i.e. Pt. B.D.Sharma Postgraduate Institute of Medical Sciences, Rohtak (Haryana).
4. The institution would not own the responsibility for clearance of consignment from any road, rail, airport or postal terminals.
5. Institution will own responsibility only for issuance of road permit on request, but not for Form C or D or any concessional form.
6. The price quoted by tenderer shall not in any case exceed the controlled price, if any fixed by Central/ State Government and maximum Retail Price (MRP).
7. Clearance of consignment from Customs, if any, shall be arranged by the Vendor. The payment of custom duty and clearance charges shall be paid on actual basis on submission of documentary evidence in original as per following guide lines:
 - a. Payment towards customs etc. paid to Govt. a/c on actual basis.
 - b. No penalty whatsoever paid will be re-imbursed.
 - c. No demurrage whatsoever paid will be re-imbursed.
8. After issuance of Supply Order/Work Order, usually no deviation from any terms and conditions would be accepted, however in the interest of patient care and Institute, Director reserves the right to take decision on the matter.
9. **Institution requires comprehensive warranty & guarantee for the instruments for 02 (two) years (OR AS MENTIONED IN THE CONCERNED e-TENDER GROUP) from the date of supply of Equipments/ Instruments.**
10. Conditional offer may amount to rejection of the tender out rightly.
11. Any action on the part of tenderer to influence any person of the Institute will make their tender liable for rejection.
12. **The Institute reserves the right to cancel the purchase order or any part thereof and shall be entitled to revise the contract wholly or in part by a written notice to the vendor, if:-**
 - a) The vendor fails to comply with the terms and conditions of the purchase order including specifications and other technical requirements.
 - b) The vendor becomes bankrupt or goes into liquidations.
 - c) The vendor fails to deliver the goods in time or does not replace the rejected goods promptly.
 - d) A receiver is appointed for any or the property owned by the vendor.
13. Upon receipt of the said cancellation notice, the vendor shall discontinue all works of the purchase order and matters connected with it.

14. Material conforming to the specifications should be quoted. Original Catalogue, Leaflets, Literatures with full technical details should invariably be attached along with their offer, failing which their offer will be summarily rejected.
15. The Institute may at its option, get the deficiency removed or get repaired such defective materials at the seller's expense.
16. In the event that the materials supplied do not meet the specifications and are not in accordance with the drawing, data sheets or the terms of this order, rectification is required at site, the Institute shall notify to the



GENERAL TERMS AND CONDITIONS OF THIS E-TENDER

1. TERMS AND CONDITIONS

- a) Time of Completion of work i.e. for developing the software for ONLINE Counseling process within 14days of supply order and support services to continue till the final closing of the counselling process as informed by Pt. B. D. Sharma University of Health Sciences, Rohtak.
- b) Domain name of the portal will be suggested by Pt. B. D. Sharma University of Health Sciences, Rohtak with link to be put upon website dmer.haryana.gov.in / uhsr.ac.in
- c) Selected firm have to give complete demonstration of the system at the time of Technical Evaluation 24 x7 100% uptime of dedicated service of Online System.
- d) No content to be posted on the portal without prior permission of the University Admission Committee.
- e) Online system will not share its contents/data to any firm/company unless with the written authorization by the University.
- f) All the information / data related to online counseling will be highly confidential and should be kept secured under proper user/college/administrator authorization. **Data of students/counselling procedure so generated shall be property of University and is not to be shared with anyone unless authorized by University.** After conduct of counselling/finalization of procedure the data has to be given in University both in Hard drive and also shared on cloud storage of University.
- g) Conditional bid will be summarily rejected.
- h) Satisfactory user certificates should be supplied.
- i) No consortium/ Joint venture / Sister concern bidding is allowed and any bid of such nature shall be out rightly rejected.

NOTE : The tender be awarded for one year which can be extended for another one year after satisfactory performance.



PRICE BID PROFORMA

To

The Registrar,
Pt. B. D. Sharma University of Health Sciences,
Rohtak

Dear Sir,

1. I/Wesubmit the bid for e-Tender for **Providing Services for Common Entrance Test-cum- Online Counselling admission portal** for Pt. B. D. Sharma University of Health Sciences, Rohtak.
2. I/We have thoroughly examined and scope of work, terms & conditions of contract given in the tender document and agree to abide by them.

Name of Courses	Cost per candidate in INR	Amount in words
For Nursing (B.Sc. Nursing, Post Basic B.Sc. Nursing, M.Sc. Nursing & Nurse Practitioner Critical Care Programme), Physiotherapy (BPT, MPT), Paramedical Courses. (minimum candidates 6000)		

Note- The number of candidates given are tentative figures which may increase/decrease depending upon the circumstances.

Name _____

Business Address _____

Place: _____

Date: _____

Signature of Tenderer _____

Seal of the Tenderer _____



SCOPE OF WORK

1	The Scope of Work includes providing online services for :- For Nursing (B.Sc. Nursing, Post Basic B.Sc. Nursing, M.Sc. Nursing & Nurse Practitioner Critical Care Programme), Physiotherapy (BPT, MPT), Paramedical Courses. (minimum candidates 6000)	
1.1	Preparation of base Data	a) Provision to import and mapping of the Common Entrance Test data of the candidates. b) Provision to register the candidates into the system as per the Common Entrance Test data. c) For Nursing (B.Sc. Nursing, Post Basic B.Sc. Nursing, M.Sc. Nursing & Nurse Practitioner Critical Care Programme), Physiotherapy (BPT, MPT), Paramedical Courses etc. (minimum candidates 6000)
1.2	Registration and Application	a) A secured online application with navigation and browser compatibility to be developed by a team of 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 Nursing/ Physiotherapy/Paramedical courses etc. c) Candidate should be able to fill all the particulars and able to upload his latest photo, signature and documents. d) After completion of application a registration slip with application ID and password to be generated which would be used for login in future by the candidate. The same shall be communicated through SMS and email also on the registered mobile Number and e-mail ID. There shall be provision for recovery of "Forgot Password". System should be completely secure for preventing any forgery and registration by ineligible candidates. e) Provision to accept all the required documents of the candidate for meeting all the terms and conditions laid out in the Government Notification for admissions. f) Provision to enable the editing of the application form by the candidates as notified. g) Creation of an easy payment gateway for collection of the registration amount, security deposit and tuition fee from candidates as per Notification issued from time to time. 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) The system should be such that eligibility of candidates for seats/college/courses based on Govt. Notification and on the basis of details filled in by the Candidates is determined. j) Provision to accept the Fresh Registrations in 2nd Round, Mop-up Round and Stray round as per the instructions by DMER or Admission Committee on behalf of DMER. 1. Design, development and maintenance of web portal for inviting online applications for admissions to various courses as mentioned above. 2. The format of application form and the various fields that are desirable to be captured according to the application form shall be provided to the

qualified successful bidder by the University.


3. Provision for downloading information and instructions for filling online application form and reservation criteria etc.
4. To prepare a Dashboard for University authority.
5. To verify the reconciliation of payment made by the applicants in consultation with banks from time to time.
6. Providing facility to candidates to upload their photograph, signatures and other documents while filling online application form.
7. Creating facility for integration of application form with the payment gateway that needs to be generated by the bidder with the account details that shall be provided by the University.
8. Providing logical check while filling online application form.
9. Provision of printing of filled application form and 'save PDF file' feature after its online submission.
10. The commencement of the work will be intimated by the University Authorities.
11. Online collection of data of locked applications and generation of status course-wise and category wise.
12. Within two days of the closing date of inviting of applications, all the data thus received related to that filled up on the web portal by the applicants should be handed over to the Office of the Dean Academic Affairs, Pt. B.D. Sharma University of Health Sciences, Rohtak.
13. Handling & reporting of discrepancies pointed out by the University/applicants, if any and corrections thereof.
14. All the applicants who submit their application form through this online portal are to be sent SMSs/Emails periodically, for sending notifications to the candidates appearing in the examination / counselling with updates/instructions.
15. Each candidate who gets registered must be assigned a UID which shall be used for sending text messages/emails concerning examination.
16. Online display of details of particulars of the eligible, provisional eligible and not-eligible applicants separately.
17. The admit cards of the examination must be communicated / uploaded to the examinees at least five days to the prior of the date of examination.
18. Center wise signature chart to be provided to the office of the Controller of Examinations.
19. Design, Development and Maintenance of Online Grievance Redressed System for applicants.


A-2-25


		<p>20. Maintenance of Web Server/Data Security.</p> <p>21. Help Desk Number (only for Technical Queries during office hours on working days) with email id which will displayed on web portal.</p> <p>22. Reconciliation of income generated from fee collected from the applicants with bank's data.</p> <p>23. Any other minor deviation from the above mentioned points as deemed fit by the competent authority of the University.</p> <p><u>Terms & Conditions:</u></p> <p>1. In case the work of the firm is found to be unsatisfactory viz-a-viz the jobs to be done or skip any of the assigned jobs or is found to be violating any of the agreed upon terms & conditions, a penalty of 0.25% per day subject to a maximum of 2% of billing amount.</p> <p>2. Any information required by Govt. of Haryana/office of Dean Academic Affairs, Pt. B.D. Sharma UHS, Rohtak/under RTI Act/ for Court cases should be generated and supplied by the vendor within 24 hours failing which penalty clause will be applicable.</p> <p>3. Complete counselling data at different stages shall be provided in Pen Drive / DVD in Excel readable format.</p> <p>4. Payment to be made after successful completion of counselling process and handover the data to the University.</p> <p>5. To provide MIS reports download facility to University Administrators.</p>
	<p>Preference/ Choice Filling Portal</p>	<p>a) Creation of the portal for Online Choice Filling with provision to accept and edit the preferences as per seat matrix as and when required. Candidate can choose to fill the preferences for only those category of seats as per his/her eligibility and in 'n' number of courses and 'n' number of Institutes.</p> <p>b) 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.</p> <p>c) A log of all the activities done by the candidate to be maintained.</p> <p>d) 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 in view of certain Court orders etc.</p> <p>e) 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. The Candidate should be able to take out print of his/her options/preferences after locking the choice filling form. No Candidate can take print out of options/preferences without locking the choice filling form</p> <p>f) Provision to consider either the last saved data of</p>

		applications/preferences for the admission process.
1.3	Allocation Logic	<ul style="list-style-type: none"> a) There will be different types of Seats eg. Government quota, Management quota, NRI Quota etc. so, the portal should be able to capture information of all and allocate seats accordingly. b) Determine eligibility of candidate for seats/college/courses on the basis of details filled and based on Govt. Notification. c) 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 and based on MERIT. d) System must also allocate the seats accurately to the fresh registrations if allowed 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. e) 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. There shall be automatic seat up gradation system during 2nd online counseling for those candidates who falls under certain criteria of selection/merit. The seat allocated during the First Round shall be reserved and upgraded only if the candidates get a seat of his upgraded choice during second counselling. f) Allocation logic for mop up round must cater to the seat conversion process and other conditions as per policies laid out by government. g) Provision to generate digitally signed Allocation Letters automatically which will be posted in candidates Login after due approval of DMER or Admission Committee on behalf of DMER.
1.4	Online Joining	<ul style="list-style-type: none"> a) Provision for the candidates to submit additional documentation online for joining online (if required). b) Vacant seats for Round 2, Mop-up 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 Allocation and Admission Letter after successful deposition of tuition fee / document verification.
1.5	Refund of Security Amount	<ul style="list-style-type: none"> a) The portal should have the system incorporation for refund of the security deposited during the 2nd round of counseling /any other admissible amount as per Government Notification. The status of refund process and steps should be regularly updated in the login of the candidate and visible for information of the students.
1.5	Information to candidates	<ul style="list-style-type: none"> a) Provision of e-mail 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	<ul style="list-style-type: none"> a) Complete data access of all applications forms including choices/ preferences of candidates during counseling process.

	Module	<p>b) Complete view/reports of selected /joined/not joined/surrendered seats information during counseling process.</p> <p>c) Document Scrutiny and related workflow covering the below -</p> <ul style="list-style-type: none"> • 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	<p>a) System will provide administration panel to colleges which will include online vacancy update, candidate reporting, joining, selection list, candidate record etc.</p> <p>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.</p>
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	<p>(a) Frequent backup of data shall be ensured and replication servers are used for disaster management.</p> <p>(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.</p> <p>(c) Data shall be kept in encrypted form. Even while transferring files from servers, secure encryption should be used.</p>
1.10	Data	<p>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.</p> <p>b) Finally the data shall be handed over to competent authority after completion of work.</p> <p>c) The scope of work can be modified as per the requirement during the counseling the process.</p>


 Dr. Samudra Kumar
 Member Secretary


 Dean Academic Affairs


 Controller of
 Examinations