

SHORT TERM NOTICE INVITING TENDER

TENDER DOCUMENT

M/S _____

Bank Draft No. _____

Date: - _____

FOR

Tender for Design, development, installation, configuration, commissioning and operating Software for inviting online applications and conducting the ONLINE Centralized Counseling of MDS Course at Govt./Private unaided Dental Colleges of the State.

(For complete detail and generation of reports in aforesaid work, please refer to Flow Chart at Annexure-B)

DUE ON 26-02-2021

LAST DATE FOR RECEIPT OF BID

UPTO 3:30 PM ON 26-02-2021

BID OPENING ON 26-02-2021(3:00PM)

AT

**PRINCIPAL, H. P. GOVT. DENTAL COLLEGE AND HOSPITAL
SHIMLA-171001**

COST OF TENDER DOCUMENT

Rs.500/-

1. INSTRUCTIONS TO BIDDERS

- 1.1 The Principal, HP, Govt. Dental College & Hospital, Shimla-1 intends to **Design, development, installation, configuration, commissioning and operating Software for inviting online applications and conducting the ONLINE Centralized Counseling of MDS Course at Govt./Private unaided Dental Colleges of the State** for which duly sealed tenders are hereby invited from the eligible Dealers/Firms.
- 1.2 It is informed that the tenderers have to submit their offer in **Sealed Envelope** indicating **for aforesaid work**. Date of opening of tender must be mentioned on the face of the Envelope bearing stamp of the firm.
- 1.3 Bids are invited, for and on behalf of the Principal, HP, Govt. Dental College & Hospital, Shimla-1 from established, and experienced entities for work as per the Terms and conditions appended herein.
- 1.4 Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 1.5 The bidders will not form a part of the cartel and put in supporting quotations of some other company. This will debar the company for participating in other tenders floated or to be floated in by the purchaser. The authorities can compare the prices of other Bidders L2, L3 etc. also with the prices quoted in other tenders for same task and in case of discrepancy suitable action will be initiated.
- 1.6 **Non Blacklisting Certificate:** All the bidders will give an undertaking that they have not been blacklisted by any State/Central Government Departments/other organizations.
- 1.7 The bidders shall also be required to submit the copies of PAN and income tax returns if any. All the correspondences shall be addressed to the Principal, HP,GDC, Shimla-1.
- 1.8 The Bid Documents are not transferable and the cost of the documents is not refundable under any circumstances.

1.9. FORCE MAJEURE

1 Notwithstanding the provisions contained pertaining to delay in firm performance, liquidated damages and termination or any other relevant clauses of this document, the firm shall not be liable for imposition of any such sanction so long the delay and/or failure of the firm in fulfilling its obligations under the contract is the result of an event of Force Majeure.

2 For purposes of this clause, Force Majeure means an event beyond the control of the firm and not involving the firm fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non

– performance or delay in performance. Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

3 If a Force Majeure situation arises, the firm shall promptly notify the purchaser in writing of such conditions and the cause thereof within seven days of occurrence of such event, specifically mentioning invocation of this clause.

Unless otherwise directed by the purchaser in writing, the firm shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In event of any dispute as to the inclusion of any event within the ambit of force majeure, the interpretation of the Purchaser shall prevail.

4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 3 weeks, either party may at its option terminate the contract without any financial repercussion on either side.

5 In case due to a Force Majeure event the purchaser is unable to fulfill its contractual commitment and responsibility, the purchaser will notify the firm accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

THE ENVELOPE SHOULD CONTAIN TWO SEPARATE ENVELOPES OF TECHNICAL AND FINANCIAL BID.

TECHNICAL BID

1. **Earnest Money Deposits** amounting to Rs.25,000/-(Twenty Thousand only) in the shape of FDR from any scheduled Bank duly pledged in the name of **Principal, HP Govt. Dental College & Hospital Shimla-171001.**
2. Copy of Sales Tax Registration number of HP and copy of PAN number.
3. Affidavit duly attached to the effect that the tenderer/manufacturer have never been blacklisted by any concerned authority established by law.
4. Information regarding other rate contracts entered into with Semi Govt. or Govt. institutions, of the same nature, during last two years may also be provided if any.
5. Authority letter of the Original firm in original and will be returned after technical approval.
6. Annexure-I: Bidders information, duly filled, signed and stamped, is to be submitted with the Bid.
7. Annexure II: Application for Tender.

8. Annexure-III: Letter of authorization in respect of the person authorized to interact with the College.
9. Annexure-IV: An ink-signed self- declaration letter that the organization is not backlisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed.
10. Annexure-V: An ink-signed self -declaration letter for Confidentiality and Data Security.

FINANCIAL BID

1. The rates to be charged of above-mentioned work should be quoted separately in Indian Rupee without quoting any conditional remarks.
2. All type of taxes to be charged should be mentioned specifically otherwise the amount mentioned in the bid will be treated as inclusive of all taxes.
3. For comparison of financial bids rates of above-mentioned work quoted for a period of one year shall be taken into consideration.

I. Terms and Conditions: -

1. Intending bidder may download the Tender document from the College website www.hpgdcshimla.org directly. Tender documents may be downloaded from college website & submission of bids is to follow the stipulated date & time schedule mentioned in this Tender document. The documents submitted by the Bidders should be properly indexed & sealed.
2. **Location of Works:** Himachal Pradesh Government Dental College, Shimla/DME.
3. **Time of Completion:** Time of Completion of work i.e. for developing the software for ONLINE Counseling process is **7 DAYS from the award of work** and the remaining work as per the Flow Chart (**Annexure-B**) will continue till last date or closing date as prescribed by the Dental Council of India or Govt. of India.
4. **Cost of Tender:** A sum of fixed amount of Rs. 5,00/- as Cost of Tender document by Bank Draft in favour of Principal, H.P. Govt. Dental College, Shimla, must be submitted along with the Technical Bid. Cost of Tender document will not be refunded under any circumstances or if the Tender is cancelled or re-invited. Tenders received without or with inadequate Cost of Tender shall be rejected.
5. **Earnest Money Deposit (EMD):** Bidders shall furnish, Earnest Money Deposit (EMD) Rs. 25,000/- as Bid security in the form of Bank Demand Draft from any scheduled Bank drawn in favour of Principal, H.P. Govt. Dental College, Shimla and payable at Shimla. The earnest money will be refunded to unsuccessful bidders after the Tenders are finalized and in the event of any firm backing out from their offer, the Earnest money is liable to be forfeited and will not be refunded. No interest shall be claimed on EMD. Tenders received without or with inadequate EMD shall be rejected. Original bank draft for EMD should be submitted to the College along with the ink-signed copies of the Technical Bid documents. The bank draft for EMD should be submitted in a separate envelope superscribing "Earnest Money Deposit". The Earnest money of the selected bidder will be adjusted with the Security Deposit.
6. **Performance Bank Guarantee:** The successful bidder has to deposit the 10% of total amount quoted in the Tender by the firm as Performance Bank Guarantee with the H.P. Govt. Dental College, Shimla
7. **Forfeiture of EMD:** The EMD will be forfeited if the bidder
 - a. Withdraws the bid during the period of bid validity.
 - b. Does not accept the correction of errors.
 - c. If the successful Bidder fails to sign the Contract within the time stipulated with Principal, H.P. Govt. Dental College, Shimla.
 - d. Adopts unfair practices to influence the outcome of the bid process.
 - e. Any other condition regarding forfeiture of EMD mentioned in this NIQ's.
8. **Bid preparation and submission Costs:** The bidder shall bear all costs associated with the preparation and submission of the bid and H.P. Govt. Dental College, Shimla will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
9. **Language of Proposals:** The bids and all correspondence and documents shall be written in English.

10. **Amendment of Bidding Documents:** At any time before the deadline for submission of bids, H.P. Govt. Dental College, Shimla for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through the College website www.hpgdcshimla.org and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, H.P. Govt. Dental College, Shimla reserves the rights to extend the deadline for the submission of bids and the same shall be notified on the College website.
11. **Disqualification** H.P. Govt. Dental College, Shimla reserves the right to reject bids in the following cases:
- The Bids which are received after due date and time.
 - Bids not accompanied by all requisite documents along with the Tender Fees and Earnest Money Deposit (EMD, by Demand Draft / Pay Order.
 - If the Bid Documents are not signed by the authorized signatory of the bidder on each page and submitted.
 - Information submitted by the Bidder is found to be mis-represented, incorrect or false.
 - Bids not substantially responsive and not submitted in accordance with the required formats.
 - If the bidder increases the quoted prices during the validity of the bid or its extended period, if any.
 - If the bidder submits the bid specifying its own terms and conditions.
 - Bidder fails to deposit the Security Deposit (SD) or fails to enter into a contract within the stipulated period from the date of notice of award of contract or within such extended period, as may be, specified by H.P. Govt. Dental College, Shimla.
12. **Eligibility for participating in the Tender:** Permission of participating in the Tender will be given only to those fulfilling the following eligibility criteria:
- Only reputed companies dealing in the business of software development will be allowed to participate in the Tender process subject to fulfillment of conditions of Technical Bid. No Intermediate General Supplier will be allowed.
 - Bidder has to comply fully with the Technical Specification as provided in the Tender Document. Conditional bid will be summarily rejected.
 - The organizations which are blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed in this tender are strictly forbidden from participating in this Tender process. Bids submitted by any such blacklisted organization, if found at any point of time in this Tender process, will be summarily rejected. If any such organization is found to be blacklisted after award of purchase order, then the purchase order will be cancelled and the earnest money deposit and/or security deposit and/or the bank guarantee will be forfeited to HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE, SHIMLA. An ink-signed declaration letter regarding this in the bidder's letter head should be submitted with the Bid.

- d. Supporting documents certifying that the organization has an experience of at least 2 years in business of design, development, installation, configuration, commissioning of web-based software and having an experience in conducting ONLINE Counseling of Medical/Dental courses.
 - e. No Joint Venture shall be allowed.
 - f. The bidder should be a registered company / firm (with Registrar of Companies).
 - g. The Bidder should have a valid PAN Card, GST Registration Certificate document.
 - h. Moreover, the Tender inviting authority reserves the right to relax the eligibility criteria of the applicant, if it is deemed to be necessary for finalizing the allotment of assignment/work to firm, if deemed to be found suitable for the execution of the assignment without assigning any reason whatsoever.
13. Prices should be quoted in Indian Rupee inclusive of all taxes.
14. It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the Counselling Committee will be final in this regard.
15. **Operating** of the entire project is to be executed by the bidder within the stipulated time, as mentioned in the Terms and Conditions under direct supervision of College representative.
16. **Payment:**
- a. No advance payments shall be made.
 - b. **Design, Development, Commissioning and operating the Software:** 50% Payment shall be made on submission of four copies of bills along with completion certificate from the college/Counselling Committee, after successful installation, testing and completion of 1st Round of Counselling session.
 - c. **Remaining 50% payment** will be made after completion of the admission/ Counseling schedule as notified by the authorities from time to time. Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government rules.
17. **Penalty:** A penalty of 1% of project cost per day will be deducted out of the payment of the successful bidder in the event of not adhering to any part of the admission/counseling schedule as prescribed by the DCI/ GOI by the firm even after giving proper approval from the Counselling Committee. Moreover, if the firm fails to complete the task the Performance Bank Guarantee will also be forfeited.
18. The Counselling Committee reserves the right to ask for clarifications and the decision of the Counselling Committee shall be final and binding.
19. The Counselling Committee reserves all rights to reject any or all offer without assigning any reason whatsoever.
20. The Counselling Committee reserves all rights to cancel this Tender at any point of time without assigning any reason whatsoever.
21. **Jurisdiction:** The court at Shimla only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.
22. The technical bid and the financial bid have to be submitted separately.
23. Domain name of the portal will be suggested by the Counselling Committee.
24. Selected firm have to give complete demo of the system before starting of service.

25. 24X7 100% uptime of dedicated service of Online System.
26. No content to be posted on the portal without prior permission of the Counselling committee.
27. Software/Logic will be developed by the bidder to be compatible with the guidelines of admissions as mentioned in the Prospectus, keeping in view the Reservation Roster etc.
28. The bidder has to conduct counselling and related mentioned procedure for the session from the start to the completion of the counselling irrespective of the number of Rounds of counselling.

II. Scope of Work:-

Tentative schedule for online Centralized Counseling of MDS course -2021		
1.	Process of Admission /Counselling will be expected to be started from the 1st of March,2021 onwards which includes the following process: - i. Schedule for submission/inviting of online application forms with successful transaction of fee to the specified account. ii. Time for corrections in errors, if any, committed by the candidates while filling on line application form (except correction in category) iii. Document verification of various categories. iv. Date of displaying the category-wise provisional merit list on the College Website: hpgdcshimla.org of qualified candidates of NEET -PG-2021 who applied online with successful transaction of fee within prescribed date to the College and obtained the print out confirmation copy of ONLINE application form. v. 1st Round of ONLINE Counselling vi. 2nd Round of ONLINE Counselling. vii. Mop-up Rounds of Counseling & Stray or additional rounds if any.	Expected from 1st March -2021 onwards to till the last closing date of admission notified by the Dental Council of India/Govt. of India/NEET.

1. **Compatibility:** The web-based software design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for at least three platforms: Desktop, Notebook and Tablet/Mobile form factors will be required. The software must be designed on responsive website technology.
2. **Functionalities Required:**
 - Facility to update content by multiple users from anywhere through browser based administrative module.
 - Separation of Design and Content: The content will be stored in the database and designed to be controlled by the use of cascading style-sheet (CSS). Separate CSS for use with Internet Browsers, Mobile Browsers and Printers.
 - The software shall be able to include plug-ins or modules that can be easily installed to extend the functionality of the software.

3. **Email and SMS Features:** The system should have provision to send emails and SMS automatically or manually as per user settings. Provision for creating Groups, Aliases, Lists etc. for sending alerts and notices to users. The Groups, Aliases, Lists etc. will have both Emails and Mobile Numbers of the users. The software should have provision so that the concerned may send notifications (Canned or Custom) to the users as and when required in the form of Email or SMS or both. It should have facility to manage notifications write-up/contents by multiple users from anywhere through browser based administrative module using a WYSIWYG editor.
 - **MS Office Compatibility:** The WYSIWYG editor should be completely compatible with MS Office contents. The user should be able to copy the content composed in MS Word or other MS Office product and paste it into the WYSIWYG editor without breaking any format.
 - **Schedulers:** The software should provide schedulers to automate regular scheduled tasks without user intervention. An email alert must be sent to the required before and after executing the scheduled task or if any error is encountered.
 - **Errors:** The software should trap all the errors (known and unknown). All error messages must be trapped and handled elegantly with custom Error Messages and returning the user back to the software without abruptly exiting the software.
 - **Security:** The web-based software should allow Secured Socket Layer. The web-based software shall be security audited according to OWASP (Open Web application Security Project) application security verification standard.
 - **Scalability:** The web-based software should be capable of incorporating the data generated from other software applications through scaling / expansion.
 - **Online Help:** The software should have online help with step-by-step usage for each module. The online help should have index and search options on help topics.
 - **Copyright:** The bidder must not propose any technology which has an existing copyright not owned by the bidder. The designs, contents, procedures, workflows provided by Counselling Committee to the bidder during the development of the software will be the confidential documents, data and information of Counselling Committee and should not be reused or shared by the bidder for any other purposes except the development of the software for Counselling Committee only.
 - **Confidentiality:** The bidder will maintain the confidentiality of data, information supplied, method of operation, procedures, etc. of the Counselling. The bidder will be required to take appropriate actions in respect to its personnel to ensure the obligations of non-use and non-disclosure of confidential information of the candidates.
4. The bidder shall maintain the software so as to ensure its effective day to day operational usage.
5. Implementation of new changes in the application software as and when any new business rules and deployment, logic processes etc. comes into effect.
6. Development of new forms & reports of various modules as needed from time to time as required by the College.
7. The Bidder shall generate additional reports and modify existing reports and queries, as per user's requirement.

8. The Bidder shall debug and fix the operational problems, perform error handling while running the Software on-site to the satisfaction of the college users.
9. The Bidder will be responsible for data integrity of the candidates. The successful bidder will also identify the type & nature of data error and reports will be handed over to concerned users for correction and resubmission. Data to be corrected upon confirmation from the user(s).
10. Any Interface or Software routines by which data is populated to this Software from any third party/external software, the bidder shall provide the support maintenance to the Interface so as to make the Interface software compatible with both the database structure of this Software and the third-party/external software.
11. Software will be developed by the bidder in accordance with the official Prospectus as approved by the Counselling Committee/Govt. of Himachal Pradesh which will be provided to the bidder by the Member Secretary in hard copy form.

PRE-BID MEETING

1. The **PRINCIPAL, H.P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA-1** shall organize a Pre-Bid meeting with all interested Bidders before the last date of bid submission (the Pre- Bid Meeting) to provide an understanding of the Bidding Process, the project, the terms of the Contract and the services to be provided and to understand any queries, issues or suggestions that the Bidders may put forward.

2. The Pre-Bid Meeting will be convened on **22-02-2021**

3. A Bidder may nominate up to two representatives to participate in a Pre-Bid Meeting, provided that the Bidder has notified the Principal, H.P. Govt. Dental College & Hospital, Shimla-1 of its representatives along with its authority letter to the Principal, H.P. Govt. Dental College & Hospital, Shimla at least two days prior to the Pre- Bid Meeting.

4. The Bidders are requested to submit any query or seek clarifications in writing, to reach the Principal, H.P. Govt. Dental College & Hospital, Shimla-1 not later than the date, so that the Principal, H.P. Govt. Dental College & Hospital, Shimla-1 can address the issues comprehensively at the Pre-Bid Meeting. **No query shall be entertained after the last date of**

PRE-BID MEETING

5. Without prejudice to the foregoing Clauses, the Bidders will be free to make suggestions for consideration of the Principal, H.P. Govt. Dental College & Hospital, Shimla-1 in the course of the Pre-Bid Meeting.

6. The Principal, H.P. Govt. Dental College & Hospital, Shimla-1 may provide text of the questions raised and the responses, along with the minutes of the Pre-Bid Meeting and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process, within the date specified in the Data Sheet.

7. Any oral clarification or information provided by or on behalf of the Principal, H.P. Govt. Dental College & Hospital, Shimla-1 at the Pre-Bid Meeting will not have the effect of modifying the Tender Document in any manner, unless the Principal, H.P. Govt. Dental College & Hospital, Shimla-1 issues an Addendum for the same or the Principal, H.P. Govt. Dental College & Hospital, Shimla issues written interpretations and clarifications in accordance with procedure prescribed as per this tender documents. All such Addendum will be published on the relevant website.

8. Attendance of the Bidders at the Pre-Bid Meeting is not mandatory and failure to attend the Pre-Bid Meeting will not be a ground for disqualification of any Bidder.

12. Post Bid meeting with successful bidder.
13. The bidder has to design, install, configure and operate the software which should have following provisions/features

1.1. For Preparation of base Data

- a) Provision to import the NEET data, Data will be provided in the soft copy/format as available to Counselling Committee from NEET Website
- b) Provision to look up the NEET data and to register the candidates into the system.

1.2. For Registration and Application/Preference Submission Online

- a) Provision to accept the online application form with the required fields for meeting all the terms and conditions laid out by the Government of Himachal Pradesh for admissions to the MDS courses (as per the guidelines laid down in the Prospectus for academic session 2021-2024 for admission to MDS courses).
- b) The Counselling will be carried out for admissions in **Nine** specialties in Four different Dental Colleges, the software has to be developed accordingly.
- c) Provision to accept all the required documents of the candidate for meeting all the terms and conditions laid out by the Government.
- d) Provision to enable or edit the application form by the candidates till cut of time for Registration for respective round.
- e) 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.
- f) Provision to configure the cut off dates for submission of the application form and preferences and change the same on a real time basis.
- g) 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.
- h) Provision to consider submitted applications/preferences for the admission process.
- i) Determine eligibility of candidate for seats/college/courses on the basis of details filled and based on defined government policies as mentioned in the Prospectus.
- j) Provision to accept counseling fee (as per defined policies) from candidates in Bank account as specified to the bidder.
- k) Provision to accept the fresh registrations in Round 2, Mop-up round and Stray round.

1.3. Fully Automated and Accurate 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 both Round 1, Round 2 and subsequent rounds in accordance with the norms as laid -down in the Prospectus.

- b) System must also allocate the seats accurately to the fresh registrations coming in Round 2 particularly considering the scenario that the same can be of higher or lower ranks and the candidates already allocated in Round 1 may wish for change of their preferences in round 2.
- 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 as per policies laid out by government, in accordance with the Prospectus.
- e) Provision to generate Allocation Letters automatically which will be posted in candidates' Login after due approval of the Counselling Committee.

1.4. Communication with candidates

- a) Provision of email and SMS notification mechanisms at every stage of the admission 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) Counselling Committee must be having access to all the tickets raised, replies sent and the pending tickets.

1.5. Counselling Committee (admin) Module

- a) Allow complete data access of all applications forms and choices of candidates during counseling.
- b) Allow complete view/reports of selected /joined/not joined/surrendered seats information during counseling.
- c) Document Scrutiny and related workflow covering the below -
 - Complete workflow with provisions for the scrutiny committees to view and review candidate documentation at multiple levels.
 - Complete workflow which gives provisions to candidates to view the objections' raised on the documents he/she has submitted and upload revised documentation.
 - Communications detailing out the review findings should be sent automatically to the respective candidates
 - Based on the document rejections, critical data of candidate must be modified automatically to avoid any manual intervention and errors.

1.6. College Module

- d) System will provide complete admission panel to colleges which will include Online vacancy update, joining, selection list.
- e) Online selected candidates' admission for each college, so they can check their seat matrix status as well as final selected candidates with full details.

1.7. Secure File Transfer

System will provide a safe way of transferring the files from college/agency/counselling committee and vice-versa with access to only assigned personnel.

III. Technical Bid Documents to be Submitted shall consist of the following documents maintaining the same serial and should be in separate sealed envelope:

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

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

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

Tenders must be submitted in the following format :-

S. No.	Description	Quantity (Q)	Rate/Unit (in Rs.) (R)	GST (in %)	GST Amount (in Rs.) (T)	Amount (in Rs.) [A= Q X (R+T)]
1	Design, development, installation, configuration, commissioning and Operating Software for inviting online	1				

	applications and conducting the ONLINE Centralized Counseling of MDS courses at Himachal Pradesh Govt. Dental College, Shimla and Pvt. Dental Colleges of the State.					
3	Other Charges, if any	1				
4.	Details of EARNEST MONEY DEPOSIT Bank Draft No. Date: Amount: Issuing Bank:					

**HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE AND HOSPITAL,
SHIMLA -171001**

Ref. No. No.MDS/2021

Dated: _____

Annexure- I: Bidder's Information Format

S. No.	Required Information	Bidder Response
1	Name of the Firm/ Company	
2.	Year of Establishment	
3.	Type of Company (Govt./PSU/Public Ltd./ Partnership/Proprietary)	
4.	Contact Details:	
A	Address of registered Office/ Head Quarter	
B	Contact Person's Name	
C	Designation	
D	Phone Number(s)	
E	E-mail	
5.	PAN number and related details	
6.	Goods & Service Tax Number & related details	
7.	Number of years' experience (Organization's) in supply, installation and support of similar items.	
8.	Total Manpower in Customer support	
	Details of Technical Support/ Helpdesk	
	Phone Number	
	E-mail	
	Contact Person Name	
	Contact Person's Mobile Number	

**HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE AND
HOSPITAL,SHIMLA -171001**

Ref. No. MDS/2021

Dated: _____

Annexure- II: Format for Application for Tender

To

**The Principal,
H.P.Govt.Dental College,
Shimla-1**

Sub: Submission of bid for Design, development and Commissioning of Software for inviting Online applications and ONLINE Centralized Counseling of MDS Course.

Sir,

Having examined the NIQ, I/we , the undersigned, offer to undertake the job of “Design, development and commissioning of Software for inviting Online applications and Online Centralized Counseling of MDS Course for the academic session 2021-23 as per Tender Ref. No._____.

I/We have read and understood the terms and conditions laid in the above mentioned Tender and agree to abide by them and it shall remain binding upon me/us for acceptance at any time before the expiry of the bid validity period mentioned in the above Tender.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)

(<Name>)

(<Designation>

(Company Name>

Note: *Annexure-II* should be signed and submitted in bidder’s letterhead alongwith the bid.

**HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE AND
HOSPITAL, SHIMLA -171001**

Ref. No. No. (MDS) /2021

Dated: _____

Annexure- III: Format for Authorisation Letter of Contract Person

To

**The Principal,
H.P.Govt.Dental College,
Shimla-1**

Sub: Letter of authorization in respect of the person authorized to interact with the College.

Sir,

We hereby authorize <Name>, <Designation>, of <Bidder's Company name> to represent our company and sign the bid document, submit necessary documents, conduct negotiations etc. with respect to the above mentioned Tender.

All the declarations given by him/ her will be binding on the company.

The signature <Name>, <Designation> is attested here below.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)

(<Name>)

<Designation>

(Company Name)

Note: *Annexure-III* should be signed and submitted in bidder's letterhead alongwith the bid.

**HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE AND
HOSPITAL,SHIMLA -171001**

Ref. No. No. (MDS)/2021

Dated: _____

Annexure- IV: Declaration Letter that the Organization is not Blacklisted.

To

**The Principal,
H.P.Govt.Dental College,
Shimla-1**

Sub: Declaration Letter that the organization is not blacklisted.

Sir,

With respect to the above Tender, I/ We hereby declare that our organization has never been blacklisted by any reputed organization, PSU, University or Government organization or by any OEM of the products proposed in this tender and our bid. I/We understand and agree that if this declaration is not found to be true at any point of time in this Tender process then our bid will be summarily rejected. I/ We also understand and agree that If this declaration is not found to be true at any point of time after the award of purchase order, then the purchase order will be cancelled and the earnest money deposit and/ or security deposit and/ or the bank guarantee will be forfeited to Himachal Pradesh University.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)

(<Name>)

<Designation>

(Company Name>

Note: *Annexure-IV* should be signed and submitted in bidder's letterhead alongwith the bid.

**HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE AND
HOSPITAL,SHIMLA -171001**

Ref. No. No. No. (MDS)/2021

Dated: _____

Annexure- V: Declaration Letter for maintaining confidentiality, privacy and security of University Complete data and information.

To

**The Principal,
H.P.Govt.Dental College,
Shimla-1**

Sub: Declaration Letter for maintaining confidentiality, privacy and security of College data and information.

Sir,

With respect to the above Tender, I/ We hereby affirm that our organization and our personnel will maintain the confidentiality of Complete data, information supplied by the candidates and method of operation, procedures, etc. of the University. I/We will take appropriate actions in respect to its personnel to ensure the obligations of non-use and non-disclosure of confidential information.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)

(<Name>)

(<Designation>

(Company Name>

Note: Annexure-V should be signed and submitted in bidder's letterhead alongwith the bid.

**HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE AND
HOSPITAL, SHIMLA -171001**

Ref. No. (MDS)/2021

Dated _____

Annexure- VI: Format for Unconditional Acceptance letter *(To be submitted by successful bidder after receiving P.O.).*

To
The Principal,
H.P.Govt.Dental College,
Shimla-1

Sub: Unconditional letter of acceptance against your Purchase Order for Design, development and commissioning of Software for inviting Online applications and Online Centralized Counseling of MDS Course session 2021-23 .

Sir,

With respect to the above Tender, I/ We hereby unconditionally accept the purchase order and its terms and conditions in its entirety for Design, development and commissioning of Software for inviting Online applications and Counseling of MDS Course.

Thanking you

Yours Sincerely,

(Signature with Date and Stamp)

(<Name>)

<Designation>

(Company Name>

Note: Annexure-VI should be signed and submitted by successful bidder's letterhead after receiving the purchase order.

Annexure- A

Flow –Chart of Works to be executed in the Software by the final successful bidder/firm

(Final Counseling & Admission Schedule will be provide alongwith the Supply Order)

First Round of Counseling

1. Notice for Inviting of ONLINE applications for Counseling of MDS Course on the form prescribed by the Himachal Pradesh Government Dental College, Shimla (Sample will be provided for designing the web page) as per NEET PG entrance examination.
2. Preparation of Combined & Category wise Merit lists on the basis of applications invited ONLINE on H.P. Govt. Dental College website with the NEET-UG Result-2021 (NEET of Merit list will be provided for preparing the State merit).
3. Thereafter, the portal will be opened for the candidates in Merit for applying options/ choices of Colleges.
4. Allocation of Seats will be made on the basis of Choices opted by the Candidates and as per the Seat distribution Chart.
5. As per the allocation of seats College-wise/ Category-wise, admission letters will be generated online to the Candidates for taking admission in the concerned college.
6. Access to the Colleges Principals for confirmation of Seats of allotted Candidates.
7. In case of non-report of candidate's vacancy position should be generated category-wise as well as college-wise.
8. College-wise/Category-wise final allocation report will be generated.
9. Any Other process as per requirement of admission procedure.

Second Round of Counseling

1. Again the ONLINE portal will be opened for taking revised options from the Waitlisted Candidates and for the Candidates who want to shift/ upgrade to the College against vacant seats and also from candidates who wish to register afresh for 2nd round of counselling.
2. During Second Round of Counseling waitlisted candidates who will be allotted seats as per Merit have to deposit the token amount as decided by the University authority.
3. Allocation of Seats will be made on the basis of Choices opted by the Candidates and as per the Seat distribution Chart and also as per their rank in merit list.
4. Then, the admission letters will be generated to all the candidates who have been allotted seats and shifted/ upgraded to next College.
5. Access to the Colleges Principals for confirmation of Seats of allotted Candidates.
6. In case of non-report of candidates vacancy position should be generated category-wise as well as college-wise.
7. College-wise/Category-wise final allocation report will be generated.
8. Any Other process as per requirement of admission procedure.
9. There should be a provision to accept Token money in the Bank Account as specified by the Counselling Committee through payment Gateway.

Mop-Up Round of Counseling

1. Inviting of fresh ONLINE applications for Counseling of MDS Courses after exhausting the merit list on the form prescribed by the Himachal Pradesh Govt. Dental College and Hospital, Shimla (Sample will be provided for designing the web page).
2. Preparation of Combined & Categorywise Merit lists on the basis of applications invited ONLINE on H.P. Govt. Dental College website and NEET-UG Result-2021 (Specimen of Merit list will be provided for preparing the merit list).
3. Allocation of Seats will be made on the basis of Choices opted by the Candidates and as per the Seat distribution Chart and as per their rank in the merit list.
4. Then, the admission letters will be generated to all the candidates who have been allotted seats and shifted/ upgraded to next College.

5. Access to the Colleges Principals for confirmation of Seats of allotted Candidates.
6. In case of non-report of candidates vacancy position should be generated category-wise as well as college-wise.
7. College-wise/Category-wise final allocation report will be generated.
8. There should be a provision to accept Token money in the Bank Account as specified by the Counselling Committee through payment Gateway.