



## **1. INSTRUCTIONS TO BIDDERS**

- 1.1 The Registrar HP Para Medical Council, Shimla intends to Designing, Development and Installation of customized Software Solution for Online Application submission by Candidates for Registration and Renewal Process of the HP Para-Medical Council, Shimla for which duly sealed tenders are hereby invited from the eligible Dealers/Firms.
- 1.2 It is informed that the tenders 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 Registrar HP Para Medical Council, Shimla from established, and experienced Firms/ 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 Registrar, HP Para Medical Council Indira Gandhi Medical College, Shimla.
- 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. 25000/- (Twenty Five Thousand only) in the shape of FDR from any scheduled Bank duly pledged in the name of **The Registrar HP Para Medical Council, Shimla**
2. Copy of Sales Tax Registration number of HP and copy of PAN number.
3. Affidavit duly attached to the effect that the renderer/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 Council.
  9. 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.
  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 three year shall be taken into consideration.

## I. Terms and Conditions: -

1. Intending bidder may download the Tender document from the Council website [www.reghppmc.com](http://www.reghppmc.com) directly. Tender documents may be downloaded from HP Para Medical Council 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 HP Para Medical Council, Shimla /DME.
3. **Time of Completion:** Time of Completion of work i.e. for developing the software for ONLINE Registration/ Renewal process is **30 DAYS from the award of work.**
4. **Cost of Tender:** A sum of fixed amount of Rs.5000/- as Cost of Tender document by Bank Draft in favour of The Registrar HP Para Medical Council, 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 FDR from any scheduled Bank drawn in favour of the Registrar HP Para Medical Council, 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 FDR for EMD should be submitted to the Council along with the ink-signed copies of the Technical Bid documents. The FDR for EMD should be submitted in a separate envelope super scribing "Earnest Money Deposit". The Earnest money of the selected bidder will be adjusted with the Security Deposit.
6. **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 the Registrar HP Para Medical Council, 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.
7. **Bid preparation and submission Costs:** The bidder shall bear all costs associated with the preparation and submission of the bid and HP Para Medical Council, Shimla will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
8. **Language of Proposals:** The bids and all correspondence and

documents shall be written in English.

9. **Amendment of Bidding Documents:** At any time before the deadline for submission of bids, HP Para Medical Council, 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.reghppmc.com](http://www.reghppmc.com) 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, HP Para Medical Council, Shimla reserves the rights to extend the deadline for the submission of bids and the same shall be notified on the College website.
10. **Disqualification** HP Para Medical Council, Shimla reserves the right to reject bids in the following cases:
  - a. The Bids which are received after due date and time.
  - b. Bids not accompanied by all requisite documents along with the Tender Fees and Earnest Money Deposit (EMD, by FDR/ Pay Order.
  - c. If the Bid Documents are not signed by the authorized signatory of the bidder on each page and submitted.
  - d. Information submitted by the Bidder is found to be mis-represented, incorrect or false.
  - e. Bids not substantially responsive and not submitted in accordance with the required formats.
  - f. If the bidder increases the quoted prices during the validity of the bid or its extended period, if any.
  - g. If the bidder submits the bid specifying its own terms and conditions.
  - h. 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 HP Para Medical Council, Shimla
11. **Eligibility for participating in the Tender:** Permission of participating in the Tender will be given only to those fulfilling the following eligibility criteria:
  - a. Only reputed companies dealing in the business of software development will be allowed to participate in the Tender process subject to fulfillment of conditions of Technical Bid. No Intermediate General Supplier will be allowed.
  - b. Bidder has to comply fully with the Technical Specification as provided in the Tender Document. Conditional bid will be summarily rejected.
  - c. 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 HP Para Medical Council, Shimla. An ink-signed declaration letter regarding this in the bidder's letter head should be submitted with the Bid 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 Registration/renewal of Councils.

- d. No Joint Venture shall be allowed.
  - e. The bidder should be a registered company / firm (with Registrar of Companies).
  - f. The Bidder should have a valid PAN Card, GST Registration Certificate document.
  - g. 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.
12. Prices should be quoted in Indian Rupee inclusive of all taxes.
  13. It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the Tender Committee will be final in this regard.
  14. **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.
  15. **Payment:**
    - a. No advance payments shall be made.
    - b. **Design, Development, Commissioning and operating the Software:** 1<sup>st</sup> Payment shall be made on submission of four copies of bills along with completion certificate from the Purchase Committee, after successful installation, testing and completion of 150 registrations and 750 Renewal and all old record i.e. 1 to 8500.
    - c. **2<sup>nd</sup> payment** will be made after completion of the 300 registration, 1500 renewal and all printing list of all record . Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government rules.
    - d. **3<sup>rd</sup> payment** will be made after completion of the 500 registration, 2000 renewal and all printing list of all record . Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government rules.
    - e. **4<sup>th</sup> payment** will be made after completion of the 750 registration, 3000 renewal. Payment shall be made after deduction of any penalty, taxes and any other deductible amounts as per prevailing government rules.
    - f. **5<sup>th</sup> payment** after completion of all renewal / registration work , upgrading all registration/ renewal record and printing lists of all

record up to three years.

16. **Penalty:** A penalty 1% of project cost of one year per day will be deducted out of the payment of the successful bidder in the event of not adhering to any part of the registration / renewal schedule as prescribed by the HP Para Medical Council. Moreover, if the firm fails to complete the task the EMD will also be forfeited.
17. The Tender Committee reserves the right to ask for clarifications and the decision of the Tender Committee shall be final and binding.
18. The Tender Committee reserves all rights to reject any or all offer without assigning any reason whatsoever.
19. The Tender Committee reserves all rights to cancel this Tender at any point of time without assigning any reason whatsoever.
20. **Jurisdiction:** The court at Shimla only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.
21. The technical bid and the financial bid have to be submitted separately.
22. Domain name of the portal will be suggested by the Tender Committee.
23. Selected firm have to give complete demo of the system before starting of service.
24. 24X7 100% uptime of dedicated service of Online System.
25. No content to be posted on the portal without prior permission of the HP Para Medical Council.
26. Software/Logic will be developed by the bidder to be compatible with the guidelines of registration as mentioned in the Website.

## II. Scope of Work:-

1. The candidate must be able to fill the form to get them registered (update/renew/provisional/permanent/additional) with the office. Also, it must be verified by the authority.
2. Cloud-based database with appropriate backup facility should be there and the software must be able to access high/large data and filterable as per the requirement.
3. The validation of data must be as per the guidelines of **the council**.
4. There must be availability to upload the required academics documents, Applicant's photograph & signature for the candidate as per guidelines prescribed by the HP Para Medical Council.
5. The online Payment Gateway must be facilitated to pay Registration/ Renewal fee by the applicant which is to be automatically calculated as per the course selected by the applicant with penalty if any (lost registration certificate, late registration/ renewal , and Change of address/name).
6. There must be host to host coordination with bank server to update payment status at **the councils** server in real time.
7. There must be Bar Code/ QR Code on the printed form, registration certificates.
8. The record of the hard copy of form which is submitted by the applicant is to be maintained by the assignee.
9. A system must avail to update the shortcoming in the documents and to deny any form if required. Meanwhile, the candidate shall remain updated with his application status by tracking it via SMS, whatsapp or E-MAIL for his best interest ( such as issuing of registration certificate, or objection of form etc)
10. There must be hi-tech security features for printing the registration/Renewal certificate such as ' QR Code' , 'Bar Code', Micro Text', Anti copy Featured etc. Also, there must be secure VPS (Virtual private server) and should be featured with login activity, sign up facility, reset user password facility to access the user portal.
11. There must be provision to upload all details of existing and old records of registration by the bidder and the registered of candidates till date is 8500. For uploading old record by the bidder in the office of the Council.
12. The server for hosting of portal and database shall be managed and maintained by bidder without any additional cost.
13. The bidder is solely responsible to bear the expenses of 250 GSM High Quality Paper (required to print registration certificate of applicants), printing consumables, RF ID/Myfare/Proximity cards and its maintenance.  
**The council** is not accountable to pay any extra charges for the respective heads.
14. A print of the master roll/ register practitioner list of each registration certificate/ categories wise issued must be supplied by the assignee and all previous record of registration till date. Master roll is to be printed on at least 75 GSM paper. The expense of paper, printing consumables, printing equipment, and its maintenance is to be borne solely by the bidder. No extra charges will be paid by the council for the same heads and also no damage of stationary will be paid by the office.

15. The RF ID/Proximity card must be tamper proof with anti-duplication features, must be printed through Thermal Printer. The card must be long lasting, bright coloured and should be on the both sides of a card having an approved pre-printed design with over-the edge printing.

16. There must be facility of sending text on contact number/e-mail id of applicants prior a week of expiry of registration with old/ New registrations.

17. The bidder must provide the reconciliation statement of online payment which is received in the account for Registration/Renewal/Any other activity with the bank statement.

18. The bidder must provide the information or report to **the council**, whenever required.

19. The bidder is completely responsible to maintain every hardware and software and also for the sustaining of website. No extra maintenance, service charges and software upgrading / Changes shall be paid by the Council up to three years.

20. The bidder must have a minimum of 2 years pre-qualification of same nature of work with other council as well. Bidder must. Enclose all work order/completion letter of any similar work with government/State department/ Private Organization and shall enclose company profile.

21. The bidder will provide personnel/s for the smooth and friendly working of IT System/ office.

22. It is a sole accountability of an assignee to resolve the issue/s of applicant/s in order to assist them in filling the registration form.

23. The payment will be made after upload all previous record i.e. 1 to 8500 as mentioned above.

24. There will not be any other charges paid for the damage/s to the printer, wires or stationary etc.

25. The assignee will provide online data after a fixed interval i.e. a week to week.

26. The bidder must provide stationary, raw material & consumables and RFID Cards, RFID Reader, Printing consumables and all other material such as coloured printer which is in regards to the online process such as wires etc.

27. The contract will be of three years and submission of all previous record i.e. 1 to 8500 with new registration record up to three years. And if in case the work is not satisfying or not as per the guidelines of quotation then the contract will be held null and void/ terminated with immediate effect.

27. **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.

**28. Functionalities Required:**

- a. Facility to update content by multiple users from anywhere through browser based administrative module.
  - b. 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.
29. The software shall be able to include plug-ins or modules that can be easily installed to extend the functionality of the software. **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.
- a. **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.
  - b. **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.
  - c. **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.
  - d. **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.
  - e. **Scalability:** The web-based software should be capable of incorporating the data generated from other software applications through scaling / expansion.
  - f. **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.

- g. **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 council to the bidder during the development of the software will be the confidential documents, data and information of council and should not be reused or shared by the bidder for any other purposes except the development of the software for Tender Committee only.
- h. **Confidentiality:** The bidder will maintain the confidentiality of data, information supplied, method of operation, procedures, etc. of the Council. 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.
30. The bidder shall maintain the software so as to ensure its effective day to day operational usage.
31. Implementation of new changes in the application software as and when any new business rules and deployment, logic processes etc. comes into effect.
32. Development of new forms & reports of various modules as needed from time to time as required by the Council.
33. The Bidder shall generate additional reports and modify existing reports and queries, as per user's requirement.
34. The Bidder shall debug and fix the operational problems, perform error handling while running the Software on-site to the satisfaction of the council users.
35. 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).
36. 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.
37. Software will be developed by the bidder in accordance with the official formalities as approved by the Council/Govt. of Himachal Pradesh which will be provided to the bidder by the Registrar in hard copy form.

### **Communication with candidates**

- a) Provision of email and SMS notification mechanisms at every stage of the Renewal/ Registration 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) Council must be having access to all the tickets raised, replies sent and the pending tickets.

## **Council (admin) Module**

- a) Allow complete data access of all applications forms and choices of candidates during Registration/ Renewal.
- b) Allow complete view/reports of registration and renewal
- 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.

## **Secure File Transfer**

System will provide a safe way of transferring the files from Council 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 e-mail address and Mobile number(s).
2. **Supporting documents that the organization should have 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 the ONLINE Registration / Renewal of Councils.**
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 council.

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

Tenders must be submitted in the following format.

Please quote the rate for Registration/ Provisional Registration/Renewal :-

Sr. No.	Description	Price per Application			
		Rate/Unit (in Rs.) (R)	GST (in %)	GST Amount (in Rs.) (T)	Amount (in Rs.) [A= Q X (R+T)]
<b>1.</b> <b>1.A</b>	Design, development, installation, implementation, configuration, hosting, and maintenance of portal for online Registration / Renewal/Provisional Registration System  Online Registration <ul style="list-style-type: none"> <li>• Online application</li> <li>• Registration Certificate</li> </ul>				
<b>1.B</b>	Online Renewal System. <ul style="list-style-type: none"> <li>• Online application</li> <li>• E-Certificate</li> </ul>				
<b>1.C</b>	Online Provisional Registration <ul style="list-style-type: none"> <li>• Online application</li> <li>• E-Certificate</li> </ul>				
<b>1.d</b>	Online Duplicate Registration & other work <ul style="list-style-type: none"> <li>• Online application</li> <li>• Registration Certificate/</li> </ul>				

	letter/ E-certificate  Note: Minimum Rate shall be calculated as average of all above mentioned charges.				
<b>2</b>	Smart ID Card (Optional) <ul style="list-style-type: none"> <li>• Online application</li> <li>• RFID smart Id Card</li> </ul>				
<b>3</b>	Upload all previous records i.e. 1 to 8500 (in lum-sum)				
<b>4</b>	Additional Computer / Printer / Hardware	Included in the above-mentioned rate			
<b>5</b>	Stationary, Raw material & consumables	Included in the above-mentioned rate			
<b>6</b>	250 GSM Certificate Paper	Included in the above-mentioned rate			
<b>7</b>	Server Chargers	Included in the above-mentioned rate			
<b>8</b>	Website Maintenance	Included in the above-mentioned rate			
<b>9</b>	Technical Manpower(Full time) for Day-to-day IT Support for smooth functioning of the Office	Included in the above-mentioned			

		d rate			
<b>10</b>	Maintenance of Printers Computers, and any other hardware / Software including spare part/ replacement	Included in the above-mentioned rate			
<b>11</b>	SMS/ EMAIL Notification	Included in the above-mentioned rate			
12	Details of earnest money deposit FDR No. Date: Amount: Issuing Bank:				

Note –This contract shall be valid for a period of three years. After that, if the council wishes to acquire the software on the basis of the lump-sum model then the council may pay the average annual amount of the 3 years of contract value and can acquire the software if found suitable.

**OFFICE OF THE REGISTRAR HP PARA MEDICAL COUNCIL**

Ref. No.hppmc/

Dated: \_\_\_\_\_

**Annexure- I: Bidder's Information Format**

<b>S. No.</b>	<b>Required Information</b>	<b>Bidder Response</b>
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	
	Contract Person Name	
	Contact Person's Mobile Number	

**OFFICE OF THE REGISTRAR HP PARA MEDICAL COUNCIL**

Ref. No.hppmc/

Dated: \_\_\_\_\_

**Annexure- II: Format for Application for Tender**

**To**

**The Registrar ,**

**HP Para Medical  
Council, Shimla-1**

**Sub: Submission of bid for Designing, Development and Installation of customized Software Solution for Online Application submission by Candidates for Registration and Renewal Process of the HP Para-Medical Council, Shimla.**

Sir,

Having examined the NIQ, I/we , the undersigned, offer to undertake the job of “Designing, Development and Installation of customized Software Solution for Online Application submission by Candidates for Registration and Renewal Process of the HP Para-Medical Council, Shimla 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.

**OFFICE OF THE REGISTRAR HP PARA MEDICAL COUNCIL**

Ref. No.hppmc/

Dated: \_\_\_\_\_

**Annexure- III: Format for Authorization Letter of Contract Person  
To**

**The Registrar ,**

**HP Para Medical  
Council, Shimla-1**

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

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.

**OFFICE OF THE REGISTRAR HP PARA MEDICAL COUNCIL**

Ref. No.hppmc/

Dated: \_\_\_\_\_

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

**To**

**The Registrar ,**

**HP Para Medical  
Council, 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 Para Medical Council.

\_\_\_\_\_  
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.

**OFFICE OF THE REGISTRAR HP PARA MEDICAL COUNCIL**

Ref. No.hppmc/

Dated: \_\_\_\_\_

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

**To**

**The Registrar ,**

**HP Para Medical  
Council, Shimla-1**

**Sub: Declaration Letter for maintaining confidentiality, privacy and security of Council 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 council. 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.

**OFFICE OF THE REGISTRAR HP PARA MEDICAL COUNCIL**

Ref. No.hppmc/

Dated: \_\_\_\_\_

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

To

**The  
Registrar ,**

**HP Para  
Medical  
Council,  
Shimla-1**

**Sub: Unconditional letter of acceptance against your Purchase Order for Design, development and commissioning of Software for inviting Online applications and Online registration/ renewal**

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 Renewal/ Registration.

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.