



**HIMACHAL PRADESH TECHNICAL  
UNIVERSITY, HAMIRPUR  
Distt. Hamirpur (HP)**

Established under State Legislative Act-16 of 2010

Tender No. HPTU/Purchase/Tender/Website/06/2025- **2752.** Dated: 11/04/2025

**NOTICE INVITING TENDER FOR PLANNING, DESIGNING & DEVELOPMENT  
ALONGWITH COMMISSIONING AND CLOUD HOSTING OF WEBSITE OF H.P.  
TECHNICAL UNIVERSITY, HAMIRPUR, DISTT. HAMIRPUR (HP)**

Sealed Tenders are hereby invited for Planning, Designing & Development alongwith Commissioning and Cloud Hosting of Website of the H.P. Technical University, Hamirpur, Distt. Hamirpur (HP). Tender Document along with terms and conditions etc. can be downloaded from the university website [www.himtu.ac.in](http://www.himtu.ac.in).

Interested/eligible parties may submit their tenders in the prescribed tender form along with Tender fee (non refundable) of ₹ 1000/- (**Rupees One Thousand only**) through Demand Draft and EMD as stipulated in Tender Document on or before **05/05/2025** upto 02:00 PM. The tenders shall be opened on the date and time mentioned in the Tender document in the office of the undersigned.

  
**REGISTRAR**  
HP Technical University  
Hamirpur, Distt. Hamirpur (HP)

Office Address: V.P.O Daruhi, Tehsil & District Hamirpur (H.P.) – 177001 Phone : (01972) 226902, Fax: (01972) 226901, E-mail ID: [registrarhimtu@gmail.com](mailto:registrarhimtu@gmail.com), website: [www.himtu.ac.in](http://www.himtu.ac.in)

**Tender Document**  
**For**  
**PLANNING, DESIGNING & DEVELOPMENT ALONGWITH COMMISSIONING**  
**AND CLOUD HOSTING OF THE WEBSITE OF H.P. TECHNICAL UNIVERSITY,**  
**HAMIRPUR, DISTT. HAMIRPUR (HP)**



|                                                                |                                                                                                                                   |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>TENDER NO.</b>                                              | <b>HPTU/Purchase/Tender /Website/06/2025- 2752</b>                                                                                |
| <b>LAST DATE FOR RECEIPT OF TENDER DOCUMENT</b>                | <b>05/05/2025 upto 02:00 PM</b>                                                                                                   |
| <b>DATE AND TIME FOR OPENING OF THE TENDER (Technical bid)</b> | <b>05/05/2025 at 03:00 PM</b>                                                                                                     |
| <b>TENDER FEE (Non refundable)</b>                             | <b>Rs.1000/-</b>                                                                                                                  |
| <b>PLACE OF OPENING OF THE TENDER</b>                          | <b>Himachal Pradesh Technical University, Hamirpur<br/>at Daruhi<br/>V.P.O. Daruhi, Tehsil &amp; District Hamirpur (H.P.)</b>     |
| <b>ADDRESS FOR COMMUNICATION</b>                               | <b>The Registrar,<br/>Himachal Pradesh Technical University, Hamirpur<br/>V.P.O Daruhi, Tehsil &amp; District Hamirpur (H.P.)</b> |

**SINGATURE OF THE BIDDER WITH SEAL**

**ADDRESS:**

**TENDER NOTICE**  
**FOR**  
**PLANNING, DESIGNING & DEVELOPMENT ALONGWITH COMMISSIONING**  
**AND CLOUD HOSTING OF THE WEBSITE OF H.P. TECHNICAL UNIVERSITY,**  
**HAMIRPUR, DISTT. HAMIRPUR (HP)**

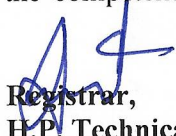
Tender No: **HPTU/Purchase/Tender /Website/06/2025-**

**Dated: -11/04/2025**

- i) Sealed tenders are invited from the eligible tenderers for planning, designing & development alongwith commissioning and cloud hosting of the Website of H.P. Technical University (HPTU), Hamirpur, Distt. Hamirpur (HP) as per the Scope of Work (**PART-B**) and as per terms & conditions of tender document in two bid system i.e. 'Technical Bid' and 'Financial Bid':-

| Name of Work                                                                                                                                            | Earnest Money Deposit | Last Date and Time for Receiving Tenders | Date of Tender Opening    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------|---------------------------|
| Planning, Designing & Development alongwith Commissioning and Cloud Hosting of the Website of H.P. Technical University, Hamirpur, Distt. Hamirpur (HP) | Rs. 75,000/-          | 05/05/2025<br>upto 02:00 PM              | 05/05/2025 at<br>03:00 PM |

- ii) The bidders must enclose Tender Fee of Rs. 1000/- in the form of Demand draft in favour of Finance Officer, Himachal Pradesh Technical University, Hamirpur (H.P.) along with the Technical Bid. Tenders received without tender fee shall be rejected.
- iii) The tender document duly filled along with Earnest Money Deposit (EMD) of Rs. 75,000/- (Rupees Seventy Five Thousand only) in the form of Demand Draft in favour of Finance Officer, Himachal Pradesh Technical University Hamirpur and other documents should be sealed in a separate envelope superscribed as 'Technical Bid for Planning, designing development, commissioning & hosting of Website of HPTU' and both the sealed Technical Bid and separately sealed Financial Bid should be put in another main envelope properly sealed and superscribed as 'Tender for Planning, designing development, commissioning & hosting of Website of HPTU' and addressed to "The Registrar, HP Technical University, Hamirpur at Daruhi, V.P.O. Daruhi, Tehsil & District Hamirpur (H.P.) which must reach in the office **on or before 05/05/2025 upto 02:00 PM.**
- iv) The H.P. Technical University reserves the right to accept or reject the tenders bids without assigning any reason and the decision of the competent authority of University shall be final.

  
**Registrar,**  
**H.P. Technical University,**  
**Hamirpur (H.P.)- 177001**



## **TENDER DOCUMENT**

for

**Planning, Designing & Development alongwith Commissioning and Cloud Hosting of the Website of H. P. Technical University, Hamirpur, Distt. Hamirpur (HP)**

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# Himachal Pradesh Technical University

(A State Government University)

V.P.O Daruhi, Tehsil & District Hamirpur (H.P.) – 177001

Phone : (01972) 226902, Fax: (01972) 226901,

E-mail ID: [registrarhimtu@gmail.com](mailto:registrarhimtu@gmail.com), website: [www.himtu.ac.in](http://www.himtu.ac.in)

Tenders are invited from reputed, well established & Professional firms/companies/ organizations/ agencies capable of Planning, Designing & Development alongwith Commissioning and Cloud Hosting of the Website of H.P. Technical University, Hamirpur, Distt. Hamirpur (HP). The tender form may be downloaded from H.P. Technical University's website [www.himtu.ac.in](http://www.himtu.ac.in) and must be submitted along with **Tender Fee** of Rs. 1000/- and **EMD** of Rs. 75,000/- (Rupees Seventy Five Thousand Only) in the form of Demand Draft in favour of the **Finance Officer, Himachal Pradesh Technical University, Hamirpur, Distt. Hamirpur (H.P.)**. The bidder/agency should be fulfilling the eligibility criteria/conditions/qualification given in the tender document:-

## PART-A

### TERMS & CONDITIONS

#### 1. Eligibility Criteria:-

- (a) The bidder/firm/company/organization/agency should be registered as per the relevant Act (Companies Act or Limited Liability Partnership Act or Sole Proprietorship Act, any other relevant Act) in India.
- (b) The bidder/Agency/firm must have minimum Three years' experience during the last five years in Planning, Designing & Development alongwith Commissioning and Cloud Hosting of Website of reputed institutions/Universities/ public/private sector organizations/ companies/firms etc. The firm should have completed at least three projects related to websites/software development, cloud hosting & maintenance for Government of India/ State/UT Government/ PSUs/ Universities/ Boards/ Organizations/ Corporations/ firms/Departments/Companies etc. during the last five years.
- (c) The bidder/organization/firm/agency/proprietor should have an average annual financial turnover of Rs. 1.5 Crore for the last three financial years (FY 2021-22, 2022-23 and 2023-24)
- (d) The bidder/organization/firm/agency/proprietor should not have been blacklisted by Central Govt./any State/UT Govt. Department/organization/Agency/PSU etc. as on date of submission of this tender and no criminal case/police case/vigilance case should be contemplated or pending against the bidder.
- (e) No exemption in Earnest Money Deposit or experience will be given to MSMEs.
- (f) Bidders/ Agencies not meeting the eligibility conditions/criteria/qualification mentioned in the tender document need not to apply.

#### 2. Earnest Money Deposit (EMD):

- (i) Each tender must accompany the Earnest Money Deposit (EMD) of Rs. 75,000/- (Rupees Seventy Five Thousand only) in the form of Demand Draft in favour of **Finance Officer, Himachal Pradesh Technical University (H.P.)** payable at Hamirpur (H.P.). The tender submitted without EMD will not be considered for evaluation and shall be rejected summarily.
- (ii) The EMD of the unsuccessful Bidders shall be refunded without interest only after the contract has been awarded to the successful Bidder.

- (iii) The EMD of the successful Bidder will be refunded upon the Bidder's accepting the award of work/supply order & signing the Contract Agreement after furnishing the required Performance Security Deposit/Performance Bank Guarantee.

### **3. Preparation and Submission of Tender:**

- (a) Tenders are to be submitted in two bid system i.e. - Technical Bid and Financial Bid.
- (b) All information should be typewritten and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. A correction done with correction fluid, by erasing or overwriting is not allowed.
- (c) All documents/papers should be numbered, signed and sealed by the Tenderer on each page as acceptance of the terms & conditions of tender.
- (d) Technical Bid should contain all the required documents mentioned in PART-A(Clause-5) and as per **Annexure-4**.
- (e) Financial Bid should be duly filled in the format/**Annexure-5**. No overwriting, erasing, corrections, fluid pasting, interlineations etc. are permitted in the Financial Bid, failing which the bid shall liable to be rejected.
- (f) Both the bids (Technical Bid and Financial Bid) should be sealed in separate envelopes and super-scribed as 'Technical Bid for Planning, designing development, commissioning & hosting of Website of HPTU' and "Financial Bid for Planning, designing development, commissioning & hosting of Website of HPTU' respectively. Both the sealed envelopes should be put in a third sealed envelope super scribed as "Tender for Planning, designing development, commissioning & hosting of Website of HPTU'.
- (g) Sealed Tenders should be addressed to "The Registrar, H.P. Technical University, Hamirpur at Daruhi, VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) 177001 and sent/submitted either by the registered post with acknowledgement due or in person. Tenders by Fax/E-mail or any other electronic/other mode will not be considered. This University shall not entertain any representation regarding postal delay, if any.
- (h) Tender submitted or received after the closing date and time will not be entertained and rejected straightway.

### **4. Validity of tender:**

Tender/bids submitted by bidder should remain valid for acceptance for a period of **120 days** from the date of opening of the tender. Bidders shall not be entitled during the said **120 days** period to revoke or cancel the tender or to vary the same or any term or rate thereof, failing which the Earnest Money deposit shall be forfeited to the University.

### **5. Documents required regarding eligibility criteria and qualification for Technical Bid:**

The bidder should submit the required Tender fee, Earnest Money Deposit and the attested/self attested copies of the following documents along with Technical Bid and fill the complete information alongwith the page number reference of the enclosed documents in following order in Annexure-4(Check List):-

#### **(A). Essential:-**

- i) Tender document with each page duly signed by the bidder with seal/stamp.
- ii) Copy of bidder/Firm's Registration/Incorporation Number/Certificate issued by the relevant authority in India.
- iii) Copy of GST registration certificate and PAN card.
- iv) Statement of Annual Turnover of last three financial years (FY 2021-22, 2022-23, 2023-24 from the Chartered Accountant. Note:-The bidder/agency should have minimum average



- turnover of Rs.15000000/- (Rupees One Crore fifty Lacs) for the last three financial years (i.e. FY 2021-22, 2022-23, 2023-24)
- v) Coy of GST return of bidder/ firm for the last six months
- vi) Audited Balance Sheet along with Profit & Loss Statement of the last three financial years (i.e. FY 2021-22, 2022-23, 2023-24).
- vii) Copy of Income Tax return of the last three financial years (i.e. FY 2021-22, 2022-23, 2023-24) of the bidder/firm.
- viii) Copies of work Orders/Client's Satisfactory Work done Certificates to meet the experience criteria. (Note:-The bidder/Agency/firm must have minimum Three years' experience during the last five years in Planning, Designing & Development alongwith Commissioning and Cloud Hosting of Website of reputed institutions/Universities/ public/private sector organizations/ companies/firms etc. The firm should have completed at least three projects related to websites/software development, cloud hosting & maintenance for Government of India/ State/UT Government/ PSUs/ Universities/ Boards/ Organizations/ Corporations/ Departments/ Companies /firms etc. during the last five years)
- ix) Tender Fee Rs. 1000/- in the form of Demand draft in favour of Finance Officer, Himachal Pradesh Technical University, Hamirpur (H.P.)
- x) Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft in favour of Finance Officer, Himachal Pradesh Technical University , Hamirpur (HP)
- xi) Bidder's Acceptance of the Terms & Conditions of Tender in Annexure-1) duly filled in and signed with seal by the bidder/firm.
- xii) Bidder's General Information in Annexure -2)
- xiii) Affidavit/Undertaking in Annexure-3) on non-judicial stamp paper of Rs. 50/- duly signed by bidder or authorized representative and attested/notarized by the Notary Public of Area (To be submitted in original)
- xiv) **If Applicable**, Declaration/ Undertaking of the bidder/firm regarding list of their franchisees / consortium partners, if any, along with their registered business names, modules they will undertake and the infrastructure provided by them. The bidder/agency should also declare the consortium partners, if any for customization of web based system application at the time of submission of the Tender. H.P. Technical University will not accept such proposal other than the authorized franchisees/consortium partners declared at the time of submission of the Tender.

**(B) Desirable:-**

- (a) Detail of ISO Certificate or any other certificates of bidder/firm (Attach copies)
- (b) Any other information/document the bidder wishes to submit for consideration in the tender. (Attach copy)

**6. Opening & Evaluation of Tenders:**

- a) The Tenders shall be opened at the scheduled date, time and venue by the Tender Opening Committee in the presence of the bidders or their authorized representatives (one from each party), who are interested to be present on the occasion.
- b) During the tender opening as above, the envelopes of tenders containing the sealed envelopes of bids shall be opened. The sealed envelopes containing Financial Bids shall be signed by all Committee members and kept unopened for opening later after evaluation of the technical bids by the Committee.
- c) Tender Evaluation Committee shall evaluate the Technical Bids with reference to the technical requirements and eligibility criteria given in the Tender Document.
- d) The date and time of opening of Financial Bids shall be informed to all such tenderers who qualify in the technical evaluation. The tenderers or their authorized representatives (one from each party) may attend the opening of Financial Bid.



- e) In the event, the date of opening of tenders/bids as above is declared Govt. Holiday; the tenders shall be opened at the same time on the next working day.

## 7. **Financial Bids:**

- i) The Financial Bid should be quoted item-wise by the bidder in **Annexure-5)** both in figures and words.
- ii) The price quoted for each item in Financial Bid should be inclusive of GST/all taxes/charges.
- iii) The price bid should be valid for a minimum period of 120 days from the date of opening of the bids/tenders. No change in financial bid/price shall be allowed after the submission of tender documents.
- iv) The price bid/ rates quoted for all items of financial bid by the bidder shall be final and binding on the bidder/firm and will not be changed or increased during the warranty /contract period /AMC period.
- v) The bidders are required to quote their lowest rates for planning, designing, developing, commissioning and cloud hosting of Website of H.P. Technical University, Hamirpur (including One Year's Warranty period) and the rates for Annual Maintenance Contract (including cloud hosting/maintenance/technical support). The rates so quoted should be all inclusive of the cost of hardware /software/ cloud hosting/ manpower/ maintenance/ technical support/services /Security audit charges and GST/taxes/other charges etc.).
- vi) The bidder/ firm will bear all the cost/charges/expenses regarding planning, designing, development & commissioning of HPTU Website including the cost/charges of cloud hosting, maintenance & technical support/service during the warranty period of one year commencing from the date of commissioning of website as well as during the period of Annual Maintenance Contract (AMC) after the expiry of warranty period. Hence the bid price may be quoted accordingly by the bidder separately for the different items of financial bid price keeping in view of all the facts/factors, Scope of Work and terms & conditions of tender.
- vii) It will be **obligatory/ mandatory** for the successful bidder/firm to provide the above said warranty of one year from the date of commissioning of website. **It will also be obligatory/mandatory** for the successful bidder/firm to sign the Annual Maintenance Contract (AMC) for one year's period after the expiry of said warranty period, on the rates quoted by bidder and terms & conditions of tender, if the H.P. Technical University is interested to sign the Annual Maintenance Contract with the successful bidder/firm/contractor upon satisfactory work/performance during the initial work execution and warranty period. After the first year's AMC, the Annual Maintenance Contract may be further extended by the Vice Chancellor, HPTU for up to two more years (i.e. for second year and third year) on the same rates and terms & conditions subject to satisfactory performance of AMC/contract and upon mutual consent between both the parties. In view of this, the bidders are required to quote the financial bid price accordingly.
- viii) Tender will be decided on the basis of the Lowest (L-1) bid (i.e. total of bid amount of item No. 1 & 2 of the Financial Bid Annexure-5). The L-1 bidder shall be called for demonstration of website's planning, designing, development, commissioning & cloud hosting work by the bidder/firm before the duly constituted Demonstration Evaluation & Negotiation Committee of University. The work shall be awarded to the Lowest (L-1) bidder on the recommendation of the said Committee. If the Demonstration Evaluation & Negotiation Committee is not satisfied with the demonstration of the Lowest (L-1) bidder, the tender may be cancelled and/ or re-floated by the University. If required, the said Committee may also negotiate the financial bid price of different items with the Lowest (L-1) bidder during the said meeting, which will be recorded in the Negotiation statement to be signed by the bidder/authorized person and committee members.

- ix) In case the financial bid price of two or more bidders/agencies is found to be equal/ same, both the bidders/ firms will be called separately for the demonstration of website's designing/development, commissioning & cloud hosting work by the bidder/firm before the duly constituted Demonstration Evaluation & Negotiation Committee of University. On the recommendation of the said Committee, the bidder/firm, which is found more suitable by the Committee for the work to be done under tender, shall be awarded the work order after approval of the competent authority (Vice Chancellor, HPTU).

## 8. Commencement of work/services:-

- i) The successful bidder/firm shall commence the work of Planning, Designing & Development alongwith Commissioning and Cloud Hosting of Website of HPTU immediately after signing of the Contract Agreement with the Registrar, HP Technical University, Hamirpur as per the terms & conditions of tender and shall be required to complete the said work within 75 (Seventy five) days period from the date of signing the contract agreement, to ensure the commissioning of website within the said period. The Vice Chancellor, HPTU, however, reserves the right to extend the said period upto next 15 days on the request of the successful bidder/firm/company or to cancel the work order/contract. The decision of the Vice Chancellor, HPTU in this regard shall be final and binding on the successful bidder/contractor/firm.
- ii) The Website must be commissioned by the successful bidder/firm within the stipulated period as mentioned above, failing which the work order will be cancelled by the University and in that case, no payment will be released to the contractor/firm for the executed incomplete work and the performance security amount in full or a part thereof may also be forfeited to the University as compensation to the University for the loss of time, work & Education of University, as per the decision of the Vice Chancellor, HPTU in this regard.
- iii) After the proper execution/completion of website's planning, designing, development & cloud hosting work, but before the commissioning of the Website of HPTU, the successful bidder/firm will inform in writing to the Registrar, HP Technical University, Hamirpur (HP) about the execution & completion of work as per the tender/Scope of Work. A Website Evaluation Technical Committee constituted by University will evaluate the execution/completion of website's work as per tender's requirement/specifications/scope of work and will give its report/recommendation to the Registrar, HPTU regarding whether the work is executed & completed by the successful bidder/firm as per requirement/scope of work/specifications of tender and whether the website is properly ready for commissioning or not. In case of any discrepancies/shortcomings reported by the Committee, the same will be resolved by the successful bidder/contractor in a time bound manner before commissioning of the website. On the specific recommendation of the said Committee, the Registrar, HPTU will accord approval for the commissioning of the Website of HPTU. The date/time of commissioning of HPTU's Website will be intimated by the successful bidder/firm for official record and the One Year's Warranty Period will commence from the date of commissioning of the Website.
- iv) The successful bidder/firm/company shall provide the **One Year warranty** including cloud hosting, maintenance and full technical support/services of HPTU's website at own expenses from the date of commissioning of the Website and shall be required during the said Warranty period to attend all the observations/ queries of University including all modifications/updation/ up-gradations/changes as intimated by the HP Technical University or charges required as per instructions of UGC/AICTE/Centre Govt./ State Govt./ Regulatory bodies etc. after commissioning of the Website.
- v) It will be **mandatory** for the successful bidder/firm to provide the above said warranty of one year from the date of commissioning of website. **It will also be mandatory** for





the successful bidder/firm to sign the Annual Maintenance Contract (AMC) for one year period after the expiry of said warranty period, on the rates approved in the tender as per terms & conditions of tender, if the H.P. Technical University is interested to sign the Annual Maintenance Contract Agreement with the successful bidder/ firm/ contractor upon satisfactory execution/completion of website's planning, designing, development, cloud hosting & commissioning work and satisfactory completion of the One year warranty period. In case the successful bidder/firm/contractor denies/refuses to sign/ execute the AMC agreement or not responds in the matter, his/her Performance security/Performance Bank Guarantee amount will be forfeited to the University. However, in case the said work/services of the successful bidder/firm are found not satisfactory, the University reserves the right not to sign the Annual Maintenance Contract Agreement with the contractor/firm. However, in such a case, a penalty as per the provisions of tender may be levied on the contractor/firm by the Vice Chancellor, HPTU, which may be deducted from the bill payments or performance security/performance bank guarantee of the contractor / firm. The decision of the Vice Chancellor, HPTU shall be final and binding in this regard.

#### **9. Period of Contract and signing of Contract Agreement:-**

- i) The contract of work shall be initially awarded for Item No. 1 of Financial Bid (i.e. for Planning, Designing & Development alongwith Cloud Hosting & Commissioning of Website of H. P. Technical University, Hamirpur alongwith **one year warranty** commencing from the date of commissioning of website including the cost/charges of cloud hosting, maintenance & technical support/services during the said warranty period to be borne by the contractor/firm, on the terms & conditions of tender.
- ii) After satisfactory completion of the One year's Warranty period, the Annual Maintenance Contract Agreement may be signed by the University with the contractor/ firm for one year (i.e. First year) as per the approved rates and terms & conditions of tender.
- iii) The contract Agreement will be signed with the successful bidder/firm/ contractor by the University on the terms & conditions of tender on a Non-judicial Stamp paper of Rs. 100/-(Rupees One Hundred) (Rupees One Hundred only) within fifteen days from the issue of the Letter of intent and after deposit of the performance security/performance bank guarantee as per the terms & conditions of tender. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the letter of intent/ work award letter shall be cancelled.
- iv) The Annual Maintenance Contract (AMC) may be extended further upto two more years (i.e. for Second year & Third Year) on the same rates and terms & conditions, subject to satisfactory completion of previous AMC and upon mutual consent between both the parties.
- v) The Vice Chancellor, H.P. Technical University reserves the right to cancel the contract at any time by giving a Notice of 30 days, without assigning any reason.

#### **10. Performance Security/ Performance Bank Guarantee:-**

- (i) The successful bidder shall provide a Performance Security Deposit or Performance Bank Guarantee (PBG) for the due performance of the contract obligations as per terms & conditions of tender within 15 days from the date of receipt of the letter of intent/work award order to the extent of 7% (seven percent) of the Contract price (as applicable as per different items of financial bid), which should be valid for a period of 18 months from the date of issue.
- (ii) The Performance Security shall be given either in the form of Bank Guarantee issued by a Nationalized or Scheduled Commercial (HDFC/ICICI Bank only) or as a Fixed Deposit duly pledged in the name of the Finance Officer, HP Technical University, Hamirpur, Distt. Hamirpur (HP) and valid for 18months' period, which shall be submitted in original in the office. The Performance Security/ PBG will also be required

to be deposited by the contractor for the Annual Maintenance Contract Agreement period, within 15 days from the date of issue of letter of intent/award letter prior to the signing of the AMC agreement.

- (iii) The Performance Security Deposit will be released after the expiry of its validity period without any interest by the University.
- (iv) In the event of non-performance of obligation or failure to meet the terms & conditions of this Tender, the HPTU shall be entitled to invoke the Performance Security/Performance Bank Guarantee without notice or right of demur to the successful bidder/contractor. All recoveries, penalty charges and other payables/liabilities of contractor shall be deducted from the Performance Security Deposit/PBG and the Performance Security Deposit/PBG may also be forfeited by the HP Technical University in case of the breach or non-compliance of the terms & conditions of the tender/contract and also to compensate all liabilities/losses to University arising from the cancellation of contract or failure/mistake of the contractor etc.
- (v) If the Performance Security is not submitted within the stipulated time, the HPTU reserves the right to cancel the letter of intent/award order/ contract and the Earnest money deposit received from the successful bidder, shall be forfeited.

#### 11. Payment Terms:-

- i) The payment to the successful bidder/firm shall be released on submission of a proper invoice (by showing the GST component separately in the invoice & payable by the contractor)
- ii) **Payment of Item No. 1:-**
  - a) **50% (Fifty percent)** payment on the accepted/approved rate of Item No. 1 of Financial Bid (i.e. Planning, Designing & Development alongwith Cloud Hosting & Commissioning of Website of H. P. Technical University, Hamirpur (with one year warranty commencing from the date of commissioning of website including the cost/charges of cloud hosting/web hosting, maintenance & technical support/services during the warranty period) will be made by the University after satisfactory/successful completion of the work of planning/designing & development alongwith cloud hosting & commissioning of Website/services of HPTU. The payment will be made on the satisfactory/successful completion of work's report given/verified by the concerned Committee / Head of Department of University.
  - b) **Remaining 50% (Fifty percent)** payment of Item No.1 will be made in **two installments (of 25% each)** after the satisfactory completion of each six months' warranty period to the entire satisfaction of HP Technical University. Warranty period shall commence from the date of commissioning of the Website/services of HPTU. The payment will be made after deducting penalty, recovery if any levied/due, from the invoice or performance security deposit/performance bank guarantee of the contractor. The successful bidder/ firm will submit the invoice accordingly for each months' warranty period to the University.
- iii) **Payment of Item No.2 :-** The payment of Item No.2 (i.e. Annual maintenance Contract Charges including the cost/charges of cloud hosting/web hosting, maintenance & technical support/services during the Annual Maintenance Contract period of one year from the date of signing of contract agreement after warranty period) will be made on quarterly basis on submission of proper invoice by the successful bidder/firm after completion of each quarter as under:-
  - (a) 25 % after 1<sup>st</sup> quarter
  - (b) 25 % after 2<sup>nd</sup> quarter.
  - (c) 25 % after 3<sup>rd</sup> quarter.
  - (d) 25 % after 4<sup>th</sup> Quarter i.e. on completion of one year.
- iv) The contractor shall raise the bills of AMC on quarterly basis as per above given schedule alongwith the GST component shown separately in the invoice (payable by contractor)



- v) Taxes will be deducted as applicable from all bills/ invoices of contractor.
- vi) Payment to the contractor will be made directly to his bank account through NEFT/RTGS.
- vii) The payment will be made after deducting penalty, recovery if any levied/due, from the invoice or performance security deposit/performance bank guarantee of the contractor.
- viii) All payments will be made after verification of bills by the concerned Authority/ Head of Department of University.

**12. Penalty:-** The penalty as per the following provisions/rates may be levied by the HP Technical University, Hamirpur on the successful bidder/contractor for the non-performance of the obligations under the contract as per term & conditions of tender/contract agreement:-

- i) In case the work of planning, designing, development, cloud hosting & commissioning of Website of H. P. Technical University, Hamirpur is not executed and completed by the successful bidder/firm/contractor to the satisfaction of University within the stipulated period, no part payment will be made for any such incomplete & non-satisfactory work to the successful bidder/contractor by the University and the work order/contract will be cancelled by the University. Further the successful bidder/contractor shall have no claim of any compensation of time, loss/damage etc. from the HP Technical University, Hamirpur. In case of the cancellation of the work order/contract, it will be obligatory for the successful bidder to ensure the complete secrecy and confidentiality of University data/information in future and to handover all the data/ information/ documents to the University in the proper manner.
- ii) In case during the Warranty period of One year (commencing from the date of commissioning of HPTU's website), the observations/queries of University are not attended/responded and not resolved in proper manner within 72 hours by the successful bidder/contractor or his/her professional team/staff, a penalty **@ 0.10% (zero point one zero percent) per observation/query per day upto next seven days** of the payable six monthly invoice amount (exclusive of GST) of warranty period (as per clause 11(ii)b), will be deducted from the invoice of the contractor or from the performance security deposit/bank guarantee of the contractor/firm.
- iii) In case 10(ten) or more observations/queries remain unattended/ unresolved for more than 10 days by the successful bidder/contractor or his/her professional team/staff, as per the requirement & satisfaction of the University, the work order/contract may be cancelled by the University and in such case, no remaining payment of the warranty period will be made to the successful bidder/contractor and performance security amount may also be forfeited partially or wholly by the University. The decision of the Vice Chancellor, HP Technical University, Hamirpur shall be final and binding in this regard.
- iv) In case during the AMC period, the observations/queries of University are not attended/responded and not resolved in proper manner within 72 hours by the successful bidder/contractor or his/her professional team/staff, a penalty **@ 0.05% (zero point zero five percent) per observation/query per day upto next seven days** of the payable quarterly AMC invoice amount (exclusive of GST) will be deducted from the invoice of the contractor or from the performance security deposit/bank guarantee of the contractor/firm. In case 10(ten) or more observations/queries remain unattended/ unresolved for more than 10 days by the successful bidder/contractor or his/her professional team/staff, as per the requirement & satisfaction of the University, the AMC may be cancelled by the University and in such case, no remaining payment of the AMC period will be made to the successful bidder/contractor and performance security amount may also be forfeited partially or wholly by the University. In case during the AMC period, the services of the successful bidder/ contractor are not found satisfactory, penalty of upto maximum 35% (including the above penalty) of the quarterly AMC invoice amount may be imposed and deducted from the quarterly AMC invoice of the contractor or from the performance security deposit/bank guarantee of the contractor/firm. Further, if the contractor/firm does not improve the services during the AMC period, the contract may be cancelled and in such case, no remaining payment of the Annual Maintenance Contract period will be made to the



successful bidder/contractor and performance security amount may also be forfeited partially or wholly by the University. The decision of the Vice Chancellor, HP Technical University, Hamirpur shall be final and binding in this regard.

- v) Non-attending the calls/ observations/ queries of HP Technical University and its faculty/ staff/ officials and not resolving the technical problem/fault/observation/query or non-providing the maintenance/ service or other required work as per the tender conditions/Scope of Work up to 10(Ten) days, will lead to the termination of the contract by HPTU by giving a notice of 30 days to the successful bidder/contractor without assigning any reason and no remaining payment of the contract period will be made to the successful bidder/contractor and performance security amount may also be forfeited partially or wholly by the University. The decision of the Vice Chancellor, HP Technical University, Hamirpur shall be final and binding in this regard.

**13. Confidentiality:** The vendor acknowledges that all data and material information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to the HP Technical University. The vendor agrees to hold such data and material information strictly confidential, not to make use thereof other than for the performance of this contract agreement and to release it only to the HP Technical University requiring such information and not to disclose it to any other parties. The vendor shall take appropriate action with respect to its employees/staff to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied & complied with.

**14. Other Terms & Conditions:-**

- i) If the bidder is already doing the work of planning, developing, redesigning and cloud hosting of Website in any Government department/Organization/Agency or in any reputed private firm/company, the name, address and telephone number of the same, should be provided by the bidder/firm with the tender document.
- ii) The successful bidder shall compile and make an instruction manual for redesigning, developing and cloud hosting of Website of H.P. Technical University and the same shall be provided to the H.P. Technical University for use of its administration/staff, updating, information etc.
- iii) The bidder/firm shall have to arrange its own staff at own cost/expenses for the awarded work and bear all the boarding/lodging /travelling etc. expenses for the work. There would be no relationship between the H.P. Technical University and the staff of the bidder/firm in any manner.
- iv) The successful bidder/firm shall not depute any such person/staff in H.P. Technical University who is party to litigation against H.P. Technical University, Hamirpur. No person engaged by the bidder shall claim any right of employment contractual or otherwise with the H.P. Technical University. The H.P. Technical University will not be answerable for the terms and conditions of employment of the staff engaged by the bidder. The bidder will ensure that the staff engaged is disciplined and maintains full decorum at the H.P. Technical University.
- v) The H.P. Technical University will provide the data, information/documents, pictures etc. as required to be placed on the website, to the authorized representative of the successful bidder/firm on day to day basis under proper receipt. It will be responsibility of the successful bidder/firm to return the documents to H.P. Technical University under acknowledgment in the same shape and condition in which they were taken. The bidder/firm will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged or altered.
- vi) The successful bidder/firm shall be fully responsible for the proper functioning of the website including modifications due to any change proposed by UGC/AICTE/Centre Govt./State Govt./Regulatory Bodies/H.P. Technical University norms after commissioning of H.P. Technical University's website, during the Warranty period of one year and during the AMC



- period.
- vii) Complete secrecy and confidentiality is required to be maintained by the successful bidder/firm and his employees/staff. The firm/agency has to customize the system application and supply to the H.P. Technical University along with the Source Code. The bidder has to develop/customize the application software specific to H.P. Technical University needs. The H.P. Technical University will have copyright on the product, format, concept layout and design. The H.P. Technical University will have exclusive rights to use it anywhere, in any manner.
  - viii) The database created by the bidder shall be retrievable by the user. Necessary training for the retrieval of the database, storing, organizing and retrieval is to be imparted to the staff of the University by the successful bidder/firm.
  - ix) The H.P. Technical University will deal with the successful bidder/firm directly and no middlemen/agents/ commission agents etc. should be asked by the bidders to represent their cause and they will not be entertained by the H.P. Technical University.
  - x) Upon termination/cancellation of the Contract or on expiry of the contract period, the bidder will have to handover all the data created digitally or by other means as well as the data/documents handed over to him for providing the services and the Source Code/Passwords of website and the successful bidder/ firm shall have no right to hold back any of these. Only after getting a certificate to that effect from the concerned Authority of University, the Finance Branch of H.P. Technical University shall release the last payment of the bidder/contractor.
  - xi) The selected agency/bidder/firm shall not outsource/sublet the developing /designing and cloud hosting of HPTU Website's assignment to any other agency/firm except their direct franchisees under any circumstances. The agency has to declare their franchisees / consortium partners, if any, along with their registered business names, modules they will undertake and the infrastructure provided by them. H.P. Technical University will not accept such proposal other than the authorized franchisees declared at the time of submission of the Tender. The agency should also declare the consortium partners for customization of web based system application at the time of submission of the Tender.
  - xii) The H.P. Technical University has its own Data Centre and after making it properly functional after its AMC, the website of H.P. Technical University may be hosted on the Data Centre Server of University after proper testing. Website security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service, Audit Security certification and Protection against defacement, hacking hosting, maintenance, backup etc. on H.P. Technical University Data Centre will be the whole responsibility of the successful bidder.
  - xiii) The present Website of HP Technical University, Hamirpur is <https://www.himtu.ac.in/>. The bidders may view the website.

#### **15. Right to Terminate the contract: -**

- i) The Vice Chancellor, HPTU reserves the right to terminate the Contract at any time; by giving a notice 30 days without assigning any reason. The Contractor will not be entitled to claim any compensation against such termination or loss to the contractor.
- ii) The contract may be terminated by giving one month notice, in case the contractor/ agency:-
  - (a) Assigns or sub-lets any service of contract
  - (b) Violation/contravention of any of the terms & conditions mentioned herein.
  - (c) Does not improve the performance of the services despite instructions.
  - (d) Any violation of terms & conditions of tender document or this agreement or instructions or suppression of facts.
  - (e) Contractor being declared insolvent by competent Court of Law.
- iii) On contractor being declared insolvent by competent Court of law during notice period for the termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of the notice period.
- iv) On termination or on expiry of the contract, it shall be the responsibility of the contractor to remove its men and materials within three days or date specified by HPTU and ensure that no such person shall create any disruption/ hindrance/problem of any nature in HPTU either explicitly or implicitly.

- v) On termination/cancellation of contract or expiry of contract, the successful bidder/contractor will have to handover all the data created digitally or by other means as well as the data/documents handed over to him for providing the services and the Source Code/Passwords of website to the HP Technical University and he/she shall have no right to hold back any of these. The concerned Department/Authority of HPTU will issue NOC to the successful bidder/contractor in this regard.
- vi) HPTU shall not indemnify any loss caused to the contractor /agency by such termination/cancellation, whatsoever, it may be.
- vii) Notwithstanding anything contained hereinbefore to the contrary, the University shall have full power and authority to terminate/cancel the contract Agreement without assigning any reason by giving 30(thirty) days notice in writing.

**16. Indemnification:**

- a) The contractor shall keep the HPTU, Hamirpur indemnified against all claims whatsoever in respect of the contract agreement, payments of contract, staff/ professional manpower deployed by the contractor etc.. In case any employee of the contractor so deployed enters into dispute, litigation or Court matter of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same at his own expenses.
- b) The contractor shall further keep the HPTU, Hamirpur indemnified against loss to the HPTU and its assets/property by its staff/professional manpower. The HPTU, Hamirpur after investigation/inquiry shall have further right to adjust and/ or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract or from the performance security deposit/bank guarantee.

**17. Force Majeure:**

Force majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such event may include but are not limited to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser (HPTU) in writing of such condition and the cause thereof. The Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for contract performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of contract. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 18. Settlement of Disputes/ Arbitration** Any matter relating to the terms & conditions /Scope of Work of tender and decision of tender/selection of the vendor for planning, designing, development, cloud hosting & commissioning of Website of H. P. Technical University, Hamirpur and its Annual Maintenance Contract shall be decided by the Registrar, HPTU as per the opinion of the Tender Evaluation Committee, whose decision shall be final & binding on all bidders/contractor. In case of any unresolved dispute or difference arising regarding performance of contract, the same shall be settled by reference to arbitration by the sole Arbitrator to be appointed by the Vice Chancellor HPTU, whose decision shall be final and binding on both the parties. The place of arbitration proceedings shall be at Hamirpur, Distt. Hamirpur (HP)

- 19. Court Jurisdiction:** The contract shall be governed by and construed according to the law in force in India. Only the Courts at Hamirpur, Distt. Hamirpur (HP) shall have the jurisdiction for referring any matter pertaining to this Agreement and hear and decide the actions and proceedings arising out of this contract.

**20. Right of University to accept or reject the tenders/bids:**





- (i) The Vice Chancellor, H.P. Technical University reserves the right to accept or reject any or all the tenders/bids received and to cancel/abort the tender process or to cancel the letter of intent/work supply order at any time before the signing of contract agreement, without assigning any reason and without thereby incurring any liability to the affected bidders/parties, or any obligation to inform the affected bidders/firms of the grounds/reasons of cancellation for action taken in this regard.
- (ii) The Vice Chancellor, HPTU also reserves the right to add/ delete/ relax any of the terms & conditions of tender and/or to postpone the date/time fixed for opening of tenders/bids, without assigning any reason.
- (iii) The tenders, in which any of the required particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. Tenders, not meeting the tender's evaluation criteria as stipulated in the tender document shall be summarily rejected.

**Ref/Encls: PART-B: Scope of Work & Annexure-1 to 6.**

  
Registrar,  
HP Technical University, Hamirpur,  
Distt. Hamirpur (HP)

**UNDERTAKING BY BIDDER/FIRM**

I/we .....the authorized signatory of firm/ bidder do hereby undertake & declare to accept all the terms & conditions of the tender document and enclosures/ annexure(s).

**Dated:**

**Signature of Bidder/ authorized Signatory**

**Office seal/stamp: .....**

**Registered Address of firm/ bidder : .....**

## **PART-B**

### **Scope of Work**

- The broad scope of work is requirement gathering, planning, designing, development & testing, commissioning, cloud hosting and content management system with bilingual support (**English and Hindi**) of the Website of HP Technical University, Hamirpur, Distt. Hamirpur (HP)
- Porting of data/source code from existing server to new server, if required.
- H.P. Technical University, Hamirpur reserves the right to amend/ add/ delete/ edit any content from the website 24\*7.

#### **1. Information Collection:**

The desired navigation structure, general functionalities and reference points for the design will be discussed with the successful bidder prior to start of work. The vendor will have to depute persons for collection of data/information/pictures (if any) from the different departments/schools and Units of the H.P. Technical University to design the official website as per UGC guidelines.

#### **2. Compatibility:**

The website design must be cross-browser and cross-OS compatible up to the latest browser / OS versions with the support for accessing the options from Desktop/Tablet or Notebook and Mobile form factors will be required.

#### **3. Functionalities Required:**

The website will be based on a Web Content Management System (WCMS). Facility to update content by multiple users from anywhere through browser based administrative module using WYSIWYG (what you see is what you get) editing tools allowing non-technical users to create and edit content:-

- i. Multi-lingual content – Ability to create content in multiple languages. It is expected that the basic site will be in **English and Hindi**. If content is not translated, the link should show English content by default.
- ii. The WCMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.
- iii. WCMS system should support user Groups, allowing the administrator to control how registered users interact with the site. A page on the site can be restricted to one or more groups.
- iv. The WCMS site shall be able to create micro sites/web portals within a main site as well.
- v. The Dynamic Website must be fully integrated with the ERP/MIS system using REST APIs to ensure real-time data exchange. Website should be able to exchange information with the ERP/MIS database on real-time and display the same on the website in a presentable manner.
- vi. WCMS software shall act as a collaboration platform allowing content to be retrieved and worked on by one or many authorized users. Changes can be tracked and authorized for publication or ignored reverting to old versions. It shall allow multiple users to modify (or comment) a page at the same time in a collaboration session.
- vii. Admin section must be protected by username and password with the help of proper security mechanism. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email. The website must have Microsoft Azure Active Directory Integration for Single sign on.
- viii. The bidder will provide an operational guarantee on the WCMS designed and also provide support for at least one year after the commissioning of H.P. Technical University website which is termed as warranty period. If H.P. Technical University finds that website requires modification due to any change proposed by UGC/AICTE/Centre Govt./State Govt./H. P. Technical University/Regulatory Bodies it will be the responsibility of the bidder to incorporate



the same in the H.P. Technical University Website.

- ix. Each link created by admin should specify the title of page and admin should have provision for entering date by which the link may expire. The default shall never expire.
- x. **Dynamic News/Events/Notification Management System:** Facility to manage Departmental News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news via a strong search engine, Facility to manage news/event write-up/contents by multiple users from anywhere through browser based administrative module using a WYSIWYG editor.
- xi. **Dynamic Photo Gallery/Video Management System:** Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.
- xii. **Database Management:** – Ability to create new database and user interface to display dynamic content from the database.
- xiii. **Menu Management:** – Ability to add, move, delete, modify menus on the site.
- xiv. Faster download of pages.
- xv. Design should allow changing the interface templates for fresh new look as and when required.
- xvi. The website should allow for creation or linking new pages for different schools, departments, library etc.
- xvii. The website should provide login facility to the faculty on his/her page for updating own details.
- xviii. Login facility to Library for updating contents.
- xix. Ability to design online application form for collecting information from various stake holders of the University.

#### 4. Security:

The vendor should provide for the following security features:

- i. Tools for control and monitoring Website security including virus attacks.
- ii. Protection against defacement, hacking
- iii. Design should incorporate security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service, Robust user authentication process, PDO binding to prevent Sql injection attack etc.

#### 5. Disaster Recovery Plan:

A detailed DRP for the Website should be submitted as a part of the proposal.

#### 6. Maintenance of the Website:

Under warranty period the vendor has to modify the changes as proposed by UGC/AICTE/Centre Govt./State Govt./H. T. Technical University norms/Regulatory Bodies in H.P. Technical University Website for a period of one year after the date of Commissioning of the website. Bidder/Vendor has to maintain the backup of the H. P. Technical University website and also to keep the backup on the servers of the University.

#### 7. Training:

Extensive training should be undertaken for IT team at H.P. Technical University to handle web content related to WCMS.

**8. Documentation:**

Complete documentation on the WCMS web site-User Manual and Technical Manual has to be provided.

**9. Technology:**

The entire website should be based on Web 2.0 based CMS like Wordpress, Drupal, Joomla etc. and preferably use Open Source Tools with the vision of upgradation till the completion of contract.

**10. Important guidelines:**

- The vendor has to share source code of the website with H.P. Technical University.
- All material/product and related codes would be property of H.P. Technical University and vendor would have no claim over the same in future.
- All content should be stored and kept confidential and vendor should not reuse/replicate/transfer the same to anyone else.
- The vendor should provide all admin/ user manuals

**11. Design and Layout:**

The website should be well-designed with white/pastel background, light colors, a neat, uncluttered look and a user-friendly, easy-to-navigate layout. The vendor should visit various educational institutes like IIT's, NIT's and Govt. Universities of Centre/State to fulfill our requirements.

**12. Website features:**

This website will enable internal and external users to obtain information on

- ✓ The University
- ✓ Academic information (Schools, study programs and departments of the University)
- ✓ Admissions information
- ✓ Faculty details
- ✓ Research and publications
- ✓ Services (facilities, student services, academic services and administration)
- ✓ Job opportunities
- ✓ News and events
- ✓ Extracurricular activities
- ✓ Alumni
- ✓ Examination Results
- ✓ Calendar of events
- ✓ University circulars, notifications and guidelines
- ✓ RTI Section
- ✓ Archive Section
- ✓ Any other information





### 13. Tentative Sitemap:



|                                                                                                                                                                    |                      |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| <b>HOME   ABOUT US   ADMINISTRATION   ACADEMICS   ADMISSIONS &amp; FEE   RESEARCH   STUDENT LIFE   ALUMINI   INFORMATION CORNER   PICTURE GALLERY   CONTACT US</b> |                      |                      |
| <b>*TENDER *RECRUITMETNS *EXAMINATION *NOTICE *CONFERENCE &amp; WORKSHOPS *CONTACT US</b>                                                                          |                      |                      |
| <b>NEWS &amp; EVENTS</b>                                                                                                                                           | <b>QUICK LINKS 1</b> | <b>QUICK LINKS 2</b> |

#### Home Page :

##### a) ABOUT US

- About University: Overview
- Act & Statutes or MoA
- Institutional Development Plan
- Constituent Units:
  - Affiliated Colleges
  - Off-Campus/Off-Shore Campus/Learning Support Centres under ODL mode (wherever applicable)
- Accreditation/Ranking Status (NAAC, NBA, NIRF)
- Recognition/Approval (2(f), 12B, etc., as applicable)
- Annual Reports
- Annual Accounts:
  - Balance Sheet
  - Income and Expenditure Account
  - Receipts and Payments Account along with Audit Report
- Sponsoring Body Details, if any

##### b) ADMINISTRATION (PROFILES WITH PHOTOGRAPHS AN CONTACT DETAILS)

- Chancellor
- Vice-Chancellor
- Registrar
- Dean Academic
- Dean Pharmacy
- Dean Engineering
- Dean USS
- Dean Planning & Development
- Finance Officer
- Controller of Examination
- Chief Vigilance Officer
- Ombudsperson
- Executive Council
  - Board of Governors
  - Academic Council
  - Board of Studies
  - Finance Committee
- Internal Complaint Committee
- Academic Leadership (Dean/HOD of Schools/Departments/Centres)

##### c) ACADEMICS

- Details of Academic Programs
- Academic Calendar
- Statutes/Ordinances pertaining to Academics/Examinations
- Schools/Departments/Centres
- Department/School/Centre wise Faculty/Staff Details with photographs
- Internal Quality Assurance Cell (IQAC)
- Library
- Academic Collaborations
- d) ADMISSIONS AND FEE**
  - Prospectus (Including fee structure for various programs)
  - Admission Process and Guidelines
  - Fee Refund Policy
- e) RESEARCH**
  - Research and Development Cell (including Research and Consultancy Projects, Foreign Collaboration, Industry Collaborations)
  - Incubation Centre/Start-Ups/Entrepreneurship Cell
  - Central Facilities
- f) STUDENT LIFE**
  - Sports Facilities
  - NCC/NSS – Details
  - Hostel Details
  - Placement Cell and its activities
  - Details of Students Grievance Redressal Committee (SGRC) and Ombudsperson
  - Health Facilities
  - Internal Complaint Committee
  - Anti Ragging Cell
  - Equal Opportunity Cell
  - Socio-Economically Disadvantaged Groups Cell (SEDG)
  - Facilities for Differently-abled (e.g. barrier-free environment)
- g) ALUMNI**
  - Alumni Association with details
- h) INFORMATION CORNER**
  - RTI : Details of Central Public Information Officer (CPIO) and Appellate Authority
  - Circulars and Notices
  - Announcements
  - Newsletters
  - News, Recent Events and Achievements
  - Job Openings
  - Reservation Roster
  - Study in India
  - Admission Procedures and Facilities provided to International Students
- i) PICTURE GALLERY**
- j) CONTACT US**
  - Details with Phone Number, Official Email ID and Address, Location Map, Telephone Directory



**Bidder's Acceptance of Terms & Conditions**

To

The Registrar,  
Himachal Pradesh Technical University, Hamirpur  
V.P.O Daruhi, Tehsil & District Hamirpur (H.P.)-177001

**Subject: Tender for Planning, Designing & Development alongwith Commissioning and Cloud Hosting of the Website of H.P. Technical University, Hamirpur (HP).**

- 1) I/We.....(Designation)of.....(Name of Agency).....having carefully read/examined the Tender Document under the Tender Ref. No. ....Dated....., offer our services for the aforesaid work in conformity with all the terms and conditions stated in the tender form.
- 2) I/We certify that we have carefully read and understood all the Terms & Conditions of Tender Document/Form and Scope of Work (along with all the Annexure(s)/ Forms) for Planning, Designing & Development alongwith Commissioning and Cloud Hosting of the Website of H. P. Technical University, Hamirpur (HP) and having understood the same, we confirm our acceptance to all the Terms & Conditions of Tender document/form alongwith the Scope of Work conditions without any condition or deviation.
- 3) I/We have attached the tender document with each & every page duly signed alongwith office seal regarding the acceptance of the terms & conditions of the tender.
- 4) I/We agree to keep the tender/bid valid for 180 days from the date of opening of the bid/Tender and the period shall remain binding up me/us.
- 5) Until a formal Contract Agreement is signed with the University after being declared successful in the tender, this Bid/Tender together with written acceptance of terms & conditions of tender shall constitute a binding contract between the University and us.
- 6) I/We have enclosed the valid documents/certificates/Affidavit alongwith the tender form in support of eligibility criteria for technical bid.
- 7) I/We hereby submit our price bid/offer in Form F-5 (Financial Bid)

Date:

**Signatures of Authorized Signatory/Bidder**  
**Seal/Stamp**

Place:

Address:

**BIDDER'S GENERAL INFORMATION**

Bidder should fill in following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency : \_\_\_\_\_
2. Number of Years in Operation: \_\_\_\_\_
3. Registered address : \_\_\_\_\_  
\_\_\_\_\_
4. Operational Address if different from above: \_\_\_\_\_
5. Telephone No. (Landline) : \_\_\_\_\_
6. Tele/fax No. : \_\_\_\_\_
7. Mobile No. : \_\_\_\_\_
8. Email Address : \_\_\_\_\_
9. Name & Address of Office/Branch, if any in HP: \_\_\_\_\_
10. Type of Organization (whether public limited/ private limited/  
partnership/sole-proprietorship) as per attached proof: \_\_\_\_\_
11. Name of Proprietor/ Partners/Directors of the  
Organization/Firm:  
\_\_\_\_\_
12. ISO Certification, if any {If yes, please furnish details}.
13. Bank Account Details: Account No. \_\_\_\_\_ IFSC Code \_\_\_\_\_  
Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Date:

Signatures of Authorized Signatory/Bidder  
Seal/Stamp

Place:

Address:



**AFFIDAVIT/ UNDERTAKING ON NON-JUDICIAL STAMP PAPER OF RS. 50/- (Rupees Fifty only) SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE OF THE BIDDER AND ATTESTED BY THE NOTARY PUBLIC OF AREA.**

**Tender Ref. No.** \_\_\_\_\_ **Dated:** \_\_\_\_\_

1. I/We.....(Name).....(Designation), the authorized signatory of.....(Name of Agency /firm/bidder) hereby declare that I/We am/are competent to sign this Declaration/Undertaking/Affidavit and execute this tender document.
2. That my/our firm/company/agency is engaged in the business of Planning, Designing & Development alongwith Commissioning and Cloud Hosting of the Website and I/We have examined the above mentioned tender document, Scope of Work and terms & conditions including amendment/corrigendum (if any).
3. I have carefully read and understood all the terms and conditions of the tender, Scope of work, Forms/Annexures and undertake to comply with them. I/we do hereby offer to provide Planning, Designing & Development alongwith Commissioning and Cloud Hosting of the Website of HP Technical University, Hamirpur (HP) at the prices and rates mentioned in the Financial bid during the period of contract/AMC.
4. I/we have quoted rates in view of and inclusive of all the statutory taxes/GST, all charges/expenses & compliances etc. as applicable from time to time.
5. I/we agree that the bid offer is valid for a period of 180 days from the date of opening of the tender.
6. I/we agree for all clauses /payment terms and conditions of this tender. In case any condition put forth by us is against the terms and conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender's terms and conditions shall only prevail upon such conditions, if any.
7. I/we have necessary licenses/authorizations/registrations for the providing the work/services required under the tender and/or will obtain the same at my/our costs and expenses as and when required.
8. I/we also declare that in case of change in constitution of our firm or for any other change, merger, dissolution, insolvency etc. the information will be given to H.P. Technical University immediately.
9. The tender document has been downloaded from the official website i.e. [www.himtu.ac.in](http://www.himtu.ac.in) for bidding purpose is a true copy of the original.
10. I/we hereby undertake and declare the my/our firm has not been blacklisted or debarred by any Central/State Govt. Public Sector Undertaking/Corporation or Autonomous body with respect to any work/activity/tender/contract of the firm/bidder during the last 20 years.
11. I/we hereby undertake & declare that no criminal case is pending with the Police/Vigilance/ED against the firm/bidder and no Court case related to the business of firm/bidder is pending in any Court of Law.
12. I/we also certify that that there is no pending case for payment/civil liability pending against us in any of the courts except as per the following details: - (If there is any case please attach the details of the same.)
13. The information/ documents/certificates (including copies of authorization certificates) furnished along with this application/tender are true and authentic to the best of my knowledge and belief and nothing has been concealed therein.
14. I understand that in case any deviation, falseness or fraud is found in this statement or in any document/certificate at any stage, bidder/firm shall be blacklisted and shall not have any dealing with the University in future besides legal action in the matter.
15. I/we hereby sign with stamp all the pages of tender document and terms & conditions of tender as acceptance & commitment for compliance of the terms & conditions of tender, without any condition.
16. I/we have attached the true & valid documents/certificates in support of the eligibility criteria of the tender. I/ We am/ are well aware of the fact that furnishing of any false information/ fabricated/false document/certificate would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of Earnest money deposit and performance Security amount.

**SIGNATURES & SEAL OF NOTARY PUBLIC**

**Signature of the Bidder/Agency  
Name & Address with stamp**



**Himachal Pradesh Technical University**  
(A State Government University)  
V.P.O Daruhi, Tehsil & District Hamirpur (H.P.) – 177001

**Check List of Documents required for Technical Bid**

Details to be filled by the bidder/ Agency applying for the tender for Planning, Designing & Development alongwith Commissioning and Cloud Hosting of Website of H.P. Technical University, Hamirpur. Every document attached must be given the proper reference/page number in sequential order as per the following performa:-

| Sr. No. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Information given by the bidder/ firm | Documents attached Page/Reference No. |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|
| ***     | Name of the bidder/ organization/ agency/ Proprietor/firm (full address with telephone number)                                                                                                                                                                                                                                                                                                                                                                                                            |                                       | -                                     |
| A.      | <b>Essential:-</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |                                       |
| 1.      | Tender document with each page duly signed by the bidder with seal/stamp. (Attach with Technical Bid)                                                                                                                                                                                                                                                                                                                                                                                                     |                                       | p.--                                  |
| 2.      | <b>Registration No.</b> of the firm/organization/ agency/Proprietor under State/ Central Govt. (Attach Copy)                                                                                                                                                                                                                                                                                                                                                                                              |                                       | p.--                                  |
| 3.      | a) GST No.<br>b) PAN No.<br>(Attach copies)                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       | p. --<br>p.--                         |
| 4.      | <b>Annual Turnover.</b> (The bidder/agency should have a minimum average turnover of Rs.15000000/- (Rupees One Crore fifty Lacs) for the last three financial years (i.e. FY 2021-22, 2022-23, 2023-24) (Please attach copy of Annual Turnover issued by the Chartered Accountant for each year).                                                                                                                                                                                                         |                                       | p. --                                 |
| 5.      | Copy of <b>GST Return</b> for last six months.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       | p. --                                 |
| 6.      | Audited Balance Sheet along with Profit & Loss statement of the last three financial years (2020-21, 2022-23 & 2023-24) (Attach Copy).                                                                                                                                                                                                                                                                                                                                                                    |                                       | p.--                                  |
| 7.      | Copy of <b>Income Tax Return</b> for last three assessment years.(Attach copies)                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       | p.--                                  |
| 8.      | <b>Experience of minimum Three years'</b> during the last five years in Planning, Designing & Development alongwith Commissioning and Cloud Hosting of Website of reputed institutions/Universities/ public/private sector organizations/ companies/firms etc. The firm should have completed <b>at least three projects</b> related to websites/software development, cloud hosting & maintenance for Government of India/ State/UT Government/ PSUs/ Universities/ Boards/ Organizations/ Corporations/ |                                       | p.--                                  |



|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                     |       |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------|
|     | Departments/ Companies etc. during the last five years)<br><b>(Attach copies of work orders/ Client's satisfactory work done certificates duly attested/stamped by the bidder)</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                     |       |
| 9.  | Detail of Tender Fee deposited/enclosed with the Technical Bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | DD No.<br>Dated:<br>Amount: <b>1000/-</b><br>Issuing Bank/Branch:   | p. -- |
| 10. | Detail of Earnest Money deposited/ enclosed with the Technical Bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | DD No.<br>Dated:<br>Amount: <b>75,000/-</b><br>Issuing Bank/Branch: | p. -- |
| 11. | Bidder's Acceptance of the Terms & Conditions of Tender in Annexure-1) duly filled in and signed with seal by the bidder/firm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                     | p. -- |
| 12. | Bidder's General Information in Annexure-2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                     | p.--  |
| 13. | Affidavit/-Undertaking in Annexure-3 on non-judicial stamp paper of Rs. 50/- duly signed by bidder or authorized representative and attested/notarized by the Notary Public of Area.                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                     | p.--  |
| 14. | <b>If Applicable</b> , Declaration/ Undertaking of the bidder/firm regarding <u>list of their franchisees / consortium partners</u> , if any, along with their registered business names, modules they will undertake and the infrastructure provided by them. The bidder/agency should also declare the consortium partners, if any for customization of web based system application at the time of submission of the Tender. H.P. Technical University will not accept such proposal other than the authorized franchisees/consortium partners declared at the time of submission of the Tender. |                                                                     |       |
| B.  | <b>Desirable:-</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                     |       |
| 1.  | Details of ISO Certificate or any other certificates of bidder <b>(Attach Copies)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                     | p.--  |
| 2.  | Any other information/ document bidder wishes to submit for consideration in the tender.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                     | p. -- |

**Undertaking by tenderer/bidder:**

It is agreed/accepted that if any information given or document attached with the tender is found false/ wrong at any stage, the entire Earnest Money Deposit/ Performance Security /Performance Bank Guarantee amount deposited by the bidder will be forfeited to H.P. Technical University, Hamirpur and the tender /contract will be cancelled. In such a case, H.P. Technical University, Hamirpur reserves the right to take suitable legal action and debar/blacklist the tenderers/bidders from future participation in the tenders/bids of University.

**Signature of the bidder/firm  
or Authorized signatory  
(with Seal)**

**FINANCIAL BID**

**Note:-** Please read the instructions given below carefully before quoting the financial bid.

| Sr. No.      | Particulars                                                                                                                                                                                                                                                                                                                                        | Period                                                                                                                                    | Bid Price inclusive of GST/ other taxes/charges. (In Rs.) |               |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------|
|              |                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                           | Rate in figure                                            | Rate in words |
| 1.           | Planning, Designing & Development alongwith Cloud Hosting & Commissioning of Website of H.P. Technical University, Hamirpur ( <u>with one year warranty commencing from the date of commissioning of website including the cost/charges of cloud hosting/web hosting &amp; technical support/services during the warranty period of one year</u> ) | Work before commissioning of Website and work during the warranty period of one year commencing from the date of commissioning of Website |                                                           |               |
| 2.           | Annual maintenance Contract Charges including the cost/charges of cloud hosting/web hosting & technical support/services during the Annual Maintenance Contract period of one year from the date of signing of contract agreement after above said warranty period of one year.                                                                    | Annual charges                                                                                                                            |                                                           |               |
| <b>TOTAL</b> |                                                                                                                                                                                                                                                                                                                                                    | Sr. No. (1+2)                                                                                                                             |                                                           |               |

**Instructions:-**

- The Financial Bid should be quoted item-wise (in format/Annexue-5) both in figures and words.
- The price quoted for each item in Financial Bid should be inclusive of GST/all taxes/charges.
- The price bid should be valid for a minimum period of 120 days from the date of opening of the bids/tenders. No change in financial bid/price shall be allowed after the submission of tender documents.
- The price bid/ rates quoted for all items of financial bid shall be final and binding on the bidder/firm and will not be changed or increased during the warranty /contract period /AMC period or during the extended AMC period.
- The bidder/ firm will bear all the cost/charges/expenses regarding planning, designing, development & commissioning of HPTU Website including the cost/charges of cloud hosting/web hosting, maintenance & technical support/service during the warranty period of one year from the date of commissioning of website as well as during the period of Annual Maintenance Contract (AMC) after the expiry of warranty period. Hence the bid price may be quoted accordingly by the bidder separately for the different items of financial bid keeping in view of all facts/factors, Scope of Work and terms & conditions of tender.
- It will be **obligatory/ mandatory** for the successful bidder/firm to provide the above said warranty of one year from the date of commissioning of website. It will also be obligatory/mandatory for the successful bidder/firm to sign the Annual Maintenance Contract (AMC) for one year's period after the expiry of said warranty period, on the rates quoted by bidder and terms & conditions of tender, if the H.P. Technical University is interested to sign the Annual Maintenance Contract with the successful bidder/firm/contractor upon satisfactory work/performance during the initial work execution and warranty period. However, after the first year's AMC, the Annual Maintenance Contract may be further extended for up to two more years (i.e. for second year and third year) on the same rates and terms & conditions subject to satisfactory performance of AMC/contract and upon mutual consent between both the parties. In view of this, the bidders are required to quote the financial bid accordingly.
- Tender will be decided on the basis of the Lowest (L-1) bid (i.e. total of bid amount of item No. 1 & 2 of the Financial Bid). The L-1 bidder shall be called for demonstration of website's designing/development, commissioning & cloud hosting work by the bidder/firm before the duly constituted Demonstration Review Committee of University. The work shall be awarded to the Lowest (L-1) bidder on the recommendation of the said Committee. If the Demonstration Review Committee is not satisfied with the demonstration of the Lowest (L-1) bidder, the tender may be cancelled and/or re-floated by the University

Dated:

Signature of Bidder/ authorized Signatory.....

Office seal/stamp: .....

Registered Address of firm/ bidder :.....



**FORMAT OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

In consideration of the Registrar, H. P. Technical University, Hamirpur's (hereinafter called the "Tender Inviting Authority" or "Client") floated Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ hereinafter called "said tender"), for contract of planning, designing & development alongwith commissioning and cloud hosting/AMC of the Website of H.P. Technical University (HPTU), Hamirpur, Distt. Hamirpur (HP) as per the Scope of Work (PART-B) and as per terms and conditions mentioned in the above tender, M/s \_\_\_\_\_ (hereinafter called "Contractor") has been selected in the tender for award of said work and execution of the contract agreement for the purpose with the HP Technical University. As per the terms & conditions of tender, the said M/s \_\_\_\_\_ has agreed for production of an irrevocable bank guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards compliance of its obligations in accordance with the terms and conditions in the said tender.

**We \_\_\_\_\_ (hereafter referred to as the "Bank") hereby undertake following:**

1. We undertake to pay to the Client any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment there under, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said tender, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said tender have been fully paid, and its claims satisfied or discharged, or till the Client (H. P. Technical University, Hamirpur) certifies that the terms & conditions of the said tender have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee
3. We further agree with the Client that the Client shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said tender or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said tenderer(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said tenderer(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the tenderer(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to \_\_\_\_\_ unless extended on demand by the Client or the successful tenderer. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

\_\_\_\_\_  
(Signature of the authorized officer of the Bank)

\_\_\_\_\_  
Name and designation of the officer

\_\_\_\_\_  
Seal, name & address of the Bank and address of the Branch