# Tender Notice

Himachal Pradesh Takniki Shiksha Board (HPTSB) invites tenders from the interested and eligible Firms/ Companies to **"Implement a Secure Web Portal"** and to **"Establish and Operate HPTSB Data Processing Centre"** for selected HPTSB activities as per the scope of work of this tender document.

2) The tender document can be downloaded from HPTSB website **http://hptechboard.com** and the cost of tender document amounting to **₹1000/- (Non Refundable)** is to be paid using demand draft drawn in favour of the Secretary, HP Takniki Shiksha Board, Dharamshala.

3) The tender must be submitted in two separate sealed covers labelled as **"Technical Bid"** and **"Financial Bid"** enclosed in an outer sealed cover addressed to the **Secretary, H.P. Takniki Shiksha Board, Dari, Dharamshala, Distt. Kangra, H.P.-176057**. All the covers should clearly bear the **address of the bidder** and be superscribed as **"Tender for Secure Web Portal (due on 29/07/2021)"**. The complete tender in all respects must reach the HPTSB office on or before **29/07/2021 upto 01:00 PM.**

4) The bidder shall satisfy all the eligibility criteria and unconditionally accept all the terms & conditions laid down in the tender document.

5) Earnest Money Deposit (EMD) of **₹50,000/- (₹ Fifty Thousand Only)** shall be submitted by bidders alongwith their bids in the form of Account Payee Demand Draft, Banker's Cheque or Bank Guarantee, from any of nationalized banks in India, drawn in favour of The Secretary, HP Takniki Shiksha Board, Dharamshala. The hard copy of original documents in respect of EMD and payment towards tender cost must be submitted alongwith the bid, failing which the tender will be treated as non-responsive and shall not be opened.

6) The technical bid shall contain the documents for acceptance of the tender terms & conditions, documentary proof in respect of bidder's eligibility, details of proposed solution, company profile etc. The financial bids of only those bidders shall be considered who fulfill the technical qualification criteria and have furnished all the requisite documents in the technical bid.

7) The financial bid shall contain the rates offered by the bidder and their breakup as mentioned in the price schedule of the tender document.

Important Dates for tendering process are as follows:

Publishing Date	08/07/2021
Publishing of Bid Document on HPTSB Website (www.hptechboard.com)	08/07/2021
Pre-Bid Meeting	20/07/2021 at 11:00 AM
Last Date for Submission of Bid	29/07/2021 upto 1:00 PM
Opening of Technical Bid	29/07/2021 at 2:30 PM
Opening of Financial Bid	30/07/2021 at 11:00 AM
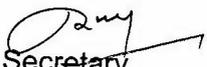
Secretary
H.P. Takniki Shiksha Board

Date : _____

Signature of the Bidder with Seal

हिमाचल प्रदेश तकनीकी शिक्षा बोर्ड, धर्मशाला - 176057

Himachal Pradesh Takniki Shiksha Board, Dharamshala - 176057

Reference : HTSB/Gen/Exam Computerization/Vol-II/2005

Tender

to

Implement a Secure Web Portal

and

Establish & Operate HPTSB Data Processing Centre

(July - 2021)

Last date for receipt of the bids : 29/07/2021 upto 1:00PM
Date and time of opening the bids : 29/07/2021 at 2:30PM
Tender Fee (Non Refundable) : ₹ 1,000/-

Himachal PradeshTakniki Shiksha Board
at Dari, Dharamshala, Himachal Pradesh - 176057

Tender Document Cost : ₹ **1,000/-**

Table of Contents

Section - A
Summary of the Tender

1.	Name of work	Implement a Secure Web Portal and Establish & Operate HPTSB Data Processing Centre
2.	Broad scope of work	A. Design, develop and deploy a secure web portal to provide convenient, reliable and prompt services to students, affiliated institutions and other stakeholders. B. Establish and operate a data processing centre in the premises of HPTSB to carry out selected activities C. Supply stationery for various activities under the scope of the project.
3.	Firms/ Companies eligible to participate in the tendering process	A. The firms should be actively engaged in development of web-based software and must have executed at least two projects of similar nature and costing not less than 50% of the total project value in the past two years. B. Average Annual financial turnover of the bidder during the last 3 (Three) consecutive financial years, ending 31/03/2021 shall be at least 1.0 Crore. C. The bidder must be ISO 9001:2015, 27001:2013 certified.
4.	Earnest Money Deposit (EMD)	**₹50,000/- (₹ Fifty Thousand only)** in the form of account payee bank demand draft drawn in favour of **Secretary, HP Takniki Shiksha Board, Dharamshala**.
5.	Performance Security	**5% of contract value** in the form of Bank Guarantee / Account Payee Bank Demand Draft drawn in favor of (or Fixed Deposit pledged to) **Secretary, HP Takniki Shiksha Board, Dharamshala,** to be deposited by successful bidder.
5.	Tender to be submitted	Using two covers bidding system on the prescribed formats as mentioned in this tender document.
6.	Availability of tender document	Downloadable from HPTSB website http://hptechboard.com w.e.f. 08/07/2021
7.	Cost of tender document	₹1000 (non refundable) in the form of Demand Draft in favour of the Secretary, HP Takniki Shiksha Board, Dharamshala
8.	Pre-bid meeting	20/07/2021 11:AM
9.	Last date and time for receiving tender	29/07/2021 1:00PM
10.	Date and time for opening tender	Technical Bid : 29/07/2021 2:30 PM Financial Bid : 30/07/2021 11:00 AM
11.	Time for completion of development, testing, security audit and deployment of the web portal	Two months from the award of contract
12.	Contract period	Four years from the date of deployment of the web portal, extendable by further one year subject to satisfactory performance by the firm.

Bidder Information

1. Name of the Firm / Organization :

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2. Registration Number :

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3. GSTIN :

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4. Complete Postal Address :

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5. Mobile / Phone Number with STD Code :

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6. E-mail Address :

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7. Whether Manufacturer / Dealer / Supplier :

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8. Detail of Earnest Money

   Draft No. : _ _ _ _ _ _ _ _ _ _ _ _ _ _   Date : _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Amount : _ _ _ _ _ _ _ _ _ _ _ _ _ _   Bank : _ _ _ _ _ _ _ _ _ _ _ _ _ _

Section - B
Scope of Work

HPTSB intends to implement a secure web-based solution to carry out selected examination-related activities. The successful bidding agency shall be responsible to carry out following activities during the contract period :

1. **Designing, Development, Testing, Deployment and Maintenance of Examination Web Portal :**
   A role-based secure web-based application is to be designed, developed, tested, deployed, operated and maintained by the contracted agency. The web portal must have at least following features:

   a. The system should provide intuitive real-time dashboards for all stakeholders according to their roles (students, dealing assistants, Principals, Deputy Secretaries, Secretary, data processing personnel etc.).

   b. The system should provide a system administration dashboard to the administrator user designated by the HPTSB. The administrator dashboard should provide the features to view web application analytics, manage users, initiate/ extend and terminate schedules of various activities and carry out other administrative tasks.

   c. The system should implement the prevailing workflows for all the activities under the scope of this project. Tentative workflows are mentioned for each activity mentioned in the section below. However, the agency may propose any process re-engineering required in the system to align the workflows in order to improve the overall system performance, security, user-experience, or reduce the duplicity of work.

   d. The system should be fully implemented using open standards and open source technologies stack without the requirement of purchasing any additional proprietary software/ licenses and should comply with the MeitY "General Guidelines for Secure Application."

   e. The system should comply with the "Guidelines for Indian Government Websites" (GIGW) w.r.t. design, development, security and deployment aspects of the web application.

   f. The web application must be responsive to cater to a wide range of screen sizes and the mobile version of the website should be compliant to the W3C 'Mobile Web Initiative.'

   g. The system should be integrated with the payment gateway provided by the HPTSB for all online payment transactions.

   h. The system should be integrated with alternate channels of communication like email and SMS services.

   i. The web portal is likely to be deployed at HP Government Data Centre. However, the firm shall also quote prices if HPTSB opts to host the portal on the vendor provided data centre/ cloud platform. The contracted agency shall be responsible for security audit, obtaining safe-to-host certification and any other requirements of the data centre service provider for application deployment.

   j. Migration of existing data upto the cutoff date decided by HPTSB is to be carried out by the contracted agency.

k. The system should integrate with the "Online Admission & Counseling System", "OCR Scanning Service", "HPTSB Official Website" and "Directorate General of Training Portal" (preferably by exposing service endpoints) for secure sharing of data.

l. The system should provide facilities to bulk print DMCs, registration cards, diploma certificates and other certificates on pre-printed stationery either provided by HPTSB or as per the format approved by the HPTSB.

m. The system must provide facilities to generate admit cards, cut lists, attendance sheets, result sheets and other reports as required by HPTSB.

n. The data processing centre in the premises of HPTSB established and maintained by the contracted agency has to provide all the technical support, perform onsite customization and tuning of web portal, provide custom reports as and when required, provide printing services, send examination related emails, and perform data entry tasks.

o. The system must support scheduling of various notifications and messages to be sent through emails/ SMS.

2. Establishment of Data Processing Centre

The successful bidding agency has to establish a data processing centre in the premises of HPTSB. All the data entry activities, printing work, sending/ receiving of exam-related information etc. is to be carried out by the personnels of the agency in the established centre. The data processing centre shall be equipped with :

a. **Computer Systems:** Four computer systems (preferably workstations) with specification : Intel Core i7, 8GB RAM, 1TB SSD, 21" TFT LED HD Monitor, Gigabit Ethernet, Windows 10 Pro.

b. **Printing Infrastructure:** 2 × Laser Printers, 2 × Heavy-Duty Networked MFP Laser Printers

c. **Networking Infrastructure:** 2 × 24 Port Layer-3 Gigabit Network Switch

d. **Power Backup:** 1 × 5 KVA Online UPS with 2 Hours backup

e. **Provisioning of Stationery and other Supplies:** All printing supplies used in the data processing centre are to be arranged by the contracted agency. The requisite pre-printed stationery is to be made available at HPTSB at least 2 months prior to the date of commencement of examination. Stationery as specified below shall be provided by the agency:

S.No.	Description of the Stationery Item	Specification
1.	Pre-printed stationery for DMCs	A4 Size, 100 GSM, Matt Coated, Colour and Pre-printing as per format approved by HPTSB
2.	Paper for examination attendance sheets, cutlists, hard copies of the results, reports, letters etc.	A4 Size, White, 70-80 GSM
3.	Pre-printed paper for Registration cards	Size 3"×5", 120 GSM, Pre-printed as per format approved by HPTSB
4.	OMR Sheets for PAT/ LEET and ITI (SCVT) Examination	A4 Size, 100 GSM, Pre-printed as per format approved by HPTSB

f. **Provisioning of ICR/ OCR Scanners:** A4, 2 × OMR/OCR Scanners, 1200 pages per hour, Jam/ multiple-sheet/ skew detection, 100 Sheets Input/ Output Tray

The Board shall provide the space and working infrastructure like chairs, tables, almirahs, power supply, Internet connectivity etc.. Hence, the cost towards the same need not be included in the offered quotation. However, the printing supplies, stationery and OMR sheets for conducting PAT/ LEET examination and ITI(SCVT) examination shall be provided by the contracted firm.

3. **Provisioning of Manpower**

The successful bidding agency has to provide the dedicated resource persons in the data processing centre in the premises of HPTSB to provide technical support, troubleshoot various issues pertaining to web portal, carry out ad-hoc development work, provide custom reports to HPTSB and perform data entry activities, printing work, sending/ receiving of exam-related information etc. The contracted agency has to employ at least following staff at HPTSB office:

a. **Programmer (One):** Qualification as per the norms in the software development industry, fully conversant with the design of the web portal, capable to handle minor change requests as per requirement of the Board.

b. **Operators (Two):** Having skill in data entry, typing and printing jobs, should be able to handle various hardware/ software installed in the data processing centre.

Section - C
Activities covered under the project

Affiliation of Institutes

All the government/ private Polytechnics and Industrial Training Institutes (ITIs) running in the state of Himachal Pradesh are affiliated to HP Takniki Shiksha Board. The affiliation is granted by the HPTSB on a year-to-year basis subject to fulfillment of requirements for affiliation by the institutions. The institutes have to apply for the renewal of affiliation every year on the prescribed proforma and remit the requisite affiliation fee to the HPTSB. The proposed system shall support the following functions for the affiliation process:

1. HPTSB system administrator should be able to create and alter the schedule of institute affiliation and should also be able to view the status of the process.

2. The web portal dashboard of the Principals must be updated with the link of the online application form for affiliation with HPTSB.

3. The DA(Training) at institutes should be able to fill the affiliation application form and remit the requisite application fee using challan/ payment gateway. There should also be an option to print the hard copy of the application form.

4. The Principal of the institutes should be provided with the option to review the application form and forward it to the HPTSB.

5. Deputy Secretary at HPTSB should have the option to review the affiliation applications received from the institutions and recommend the affiliations.

6. The web portal dashboard of the Secretary, HPTSB should reflect all the affiliation recommendations and the option to approve the same.

7. The operator at the data processing centre should be able to print the affiliation letters of the institutions and forward them for further dispatching.

8. The DA(Training) at institutes should be able to download the affiliation letters of the respective institutes.

Conduct of PAT/LEET

Polytechnic Admission Test (PAT) and Lateral Entry Entrance Test (LEET) are conducted by HP Takniki Shiksha Board every year for the purpose of ranking the eligible candidates for admission in first and second years of engineering diploma courses respectively. The candidates apply for PAT/ LEET through the Online Admission & Counseling web portal of the board. PAT/ LEET are conducted by the board using Optical Mark Recognition (OMR) sheets and the result is updated on the Online Admission & Counseling portal for further admission process. The process of inviting applications for admission and admitting students is done using Online Admission & Counseling System, hence it is not included under the scope of this project. However, the conduct of entrance examinations is within the scope of this project. The proposed system must support the following functions for the conduct of PAT/LEET:

9. HPTSB system administrator should be able to create and alter the schedule of PAT and LEET examinations and should also be able to view the status of the process.

10. There should be an option for the system administrator to upload the applicants' data collected from the "Admission & Counseling" portal (either using service endpoint or manually).

11. Deputy Secretary (Exam) should have the option to create examination centres and recommend the appointments of coordinators, superintendents, deputy superintendents in each centre and forward the recommendations to the Secretary for approval.

12. The Secretary should have the option to approve creation of examination centres and appointment of examination staff and the option to approve the release of admit cards, cut-lists and attendance sheets to the examination centres.

13. Deputy Secretary (Exam) should also be provided with an option to make changes in the appointed examination staff with due approval of the Secretary.

14. The operator in the data processing centre should be able to print the institution-wise cut-lists, attendance sheets, admit cards and letters pertaining to conduct of examination for dispatching to respective institutes. The copies of all these documents should also be emailed to the respective institutions.

15. The operator in the data processing centre should have the option to enter the details of appointed examination staff and verify their communication channels using OTPs on mobile numbers and emails.

16. The dashboard for the superintendent (exam) should be created after his/ her appointment and should be deactivated after conduct of examination.

17. The appointed superintendent should be able to view the details of the expected candidates for PAT/LEET examination and update diary and memo on the completion of the tests.

18. The firm shall supply centre wise OMR answer sheets to the examination centres for conducting PAT/LEET examination. The number of OMR sheets to be provided at each centre should be 5% extra than the expected strength of the candidates.

19. The firm shall scan the used OMR sheets, prepare the result, and provide five copies of the gazette.

20. The firm shall prepare the category-wise merit lists as per the requirement of the admission committee.

Student Registration

Registration process commences just after the admission process is over and continues until a date as decided by HPTSB. It is mandatory for the students admitted in the affiliated institutions to get registered with HPTSB. A student (newly admitted or migrated) applies for registration with HPTSB within the stipulated period through his/ her institute on a prescribed OCR form provided by HPTSB. Registration fee **(₹250 for Polytechnics and SCVT, ₹200 for NCVT)** is charged from each applicant. Self-attested copies of relevant documents are also attached by the student with the registration form. The dealing assistant (DA) of the concerned institute is responsible for collecting the registration forms and fees from the students. The principals of the respective institutes put seal

and signature on each application form after verifying them. Entire registration fee collected during the registration process at the institute is deposited in HPTSB bank account through challan. A copy of bank challan, branch-wise applicants lists, sorted forms, and copies of the documents received from the applicants are then sent to HPTSB (usually through special messenger) for further process.

The registration forms received from the institutes are processed at HPTSB by the outsourced scanning service provider. The documents received with the forms are scrutinized and discrepant forms are reverted back to the concerned institutes for further clarification. The admission of the student is deemed to be cancelled if he/ she is found to be ineligible at any stage during scrutiny. Institute-wise and branch-wise lists of students comprising all critical information are published on the HPTSB website for inviting appeals for any data corrections from the students. The corrections to be made (if any) submitted by the students through their institutes are incorporated in the registration data. Registration cards bearing unique coded registration numbers and other information are printed on pre-printed cards with distinctive security features. These cards are then dispatched to the concerned institutes for further distribution to the respective students. An applicant in receipt of an HPTSB registration card becomes a bonafide student of the institute and can appear in the HPTSB examinations. The registration process is completed well before the commencement of end-semester examinations conducted by HPTSB.

The proposed system must support the following functions for student registration:

1. HPTSB system administrator should be able to create, alter and close the registration schedule for newly admitted students. System administrator should also be able to view the status and control the process of online registration.

2. Eligible students should be able to fill in the registration form in multiple stages like verification of email and mobile numbers, entry of personal data, entry of admission data, uploading of photograph, payment of fee etc. The data entered by the students may be cross-verified from the data from "Admission & Counseling System." A student should be able to conveniently fill the registration form using a mobile phone in multiple sessions.

3. The student must be provided with the option to print the qr-coded copy of the registration form. The hard copy of the registration form duly signed by the student along with the copies of the other certificates required to establish the student's eligibility for admission is to be submitted by the student to the DA (Training) of the concerned institute.

4. All the unverified registration applications should be reflected on the dashboard of the DA (Training) of the concerned institute. The DA (Training) must be able to review the students' applications and accept them or return them back to the applicants for corrections with appropriate comments. Message to students

5. DA (Training) must have the option to print branch-wise and semester-wise lists of applicants and forward the received applications to the principal of the concerned institute. The dashboard of the principal should reflect all the pending registration applications in real time.

6. Principal of the institute must have the option to review the received applications and forward them to HPTSB or return the invalid applications back to the DA (Training) for any corrections with appropriate comments.

7. The dashboard of DA (Registration) at HPTSB should reflect all the applications received from the principals of different institutes. Upon receiving the hard copies of registration forms along with other documents, DA (Registration) should have the option to scan the qr-code of the hard copy to view the application form, scrutinize them and mark them as accepted/ rejected/ returned with appropriate comments.

8. All the accepted/ rejected/ returned applications must be reflected in the dashboard of the Deputy Secretary. The Deputy Secretary must have the option to generate and review registration numbers for the eligible applicants as per the coding scheme decided by the HPTSB and forward the applications to the Secretary for approval to print the registration cards or reject the applications.

9. The dashboard of the Secretary must reflect the pending approvals of registrations. The Secretary must have the option to approve the printing of registration cards and notify the rejected applications.

10. The operator in the data processing centre maintained by the SI should be able to print the approved registration cards and institution-wise lists of registered students and institution-wise lists of rejected applications for further dispatching to the respective institutes.

11. The students should be informed about their allotted registration number on their registered mobile numbers, email ids, and dashboards. The registration number must be used as user id for the students to login to the HPTSB examination portal.

Filling of Examination Forms

HPTSB conducts examinations for the registered students twice in a year (usually in the months of December and June). Each student willing to appear in an examination has to apply on the prescribed OCR examination form through his/ her institute as per the schedule decided by HPTSB. A student can apply to appear in a maximum of **12 (Twelve)** papers in one examination and a fee of **₹400/-** per semester is charged from the students. The dealing assistant (DA) of the respective institute collects the filled forms and fee from the applicants. The principals of the respective institutes verify and put seal and signature on each received form. Entire examination fee collected during the registration process at the institute is deposited in HPTSB bank account through challan. A copy of bank challan, branch-wise lists of applicant students and sorted forms received from the applicants are then sent to HPTSB (usually through special messenger) for further process.
The examination forms received from the institutes are processed at HPTSB by the *outsourced scanning service provider*. The data is validated against the registration and previous examinations data for any discrepancies. The valid data extracted from examination forms is used to prepare institute wise admit cards, cut lists and attendance sheets for the ensuing examination.

The proposed system must support the following functions for online filling of examination forms:

1. HPTSB system administrator should be able to create, alter and close the schedule for filling the online examination forms. System administrator should also be able to view the status and control the process of online filling of examination forms.

2. The system should send messages of schedule for filling up examination forms to all the Principals and students through emails, SMSes, notifications in the dashboard. The notification of the online schedule must also be published on the website of HPTSB.

3. The master data of various curricula schemes should be captured in the system for validation of subjects and their marks distribution.

4. The option to fill the online examination form should be provided in the dashboard of the registered students. The system must force all the board rules while a student fills the online examination form. The students should be able to select the papers in which he/she wishes and is eligible to appear in the ensuing examination. The fee should be calculated by the system as per the HPTSB norms and the student should be able to pay the fee online through payment gateway.

5. The system should also provide the option to the student to print the filled examination form. Duly signed hard copy of the examination form is to be submitted by the student to the DA (Training) of the respective institute. DA (Training) must have the option to print the branch-wise and semester-wise lists of received forms and submit them to the Principal for further recommendations and forwarding to HPTSB as per the schedule.

6. All the received examination forms should be reflected in the dashboard of the DA (Exam) at HPTSB. The DA (Exam) should be able to view the communication channels (contact numbers, email ids etc.) of the DAs (Training) of the institutes to collaborate during the process of filling examination forms.

7. Deputy Secretary (Exam) should have the options to review the received examination forms and forward them to the Secretary for approval to release the admit cards, cut-lists and attendance sheets to the examination centres.

8. Deputy Secretary (Exam) should also have the option to create examination centres and recommend the appointments of coordinators, superintendents, deputy superintendents in each centre and forward the recommendations to the Secretary for approval.

9. The Secretary should have the option to approve creation of examination centres and appointment of examination staff and the option to approve the release of admit cards, cut-lists and attendance sheets to the examination centres.

10. The operator in the data processing centre should be able to print the institution-wise approved admit cards, cut-lists and attendance sheets of the students for further dispatching to the respective institutes. The copies of all these documents should also be emailed to the respective institutions.

11. The operator in the data processing centre should have the option to enter the details of appointed examination staff and verify their communication channels using OTPs on mobile numbers and emails. The operator must have the option to generate the letters pertaining to conduct of examination for dispatching to respective institutes.

12. The operator in the data processing centre shall generate the requirement of question papers for the ensuing Polytechnic Examination in accordance with the examination forms received

from the students. The institute-wise hard copies of requirement of question papers is to be provided to the concerned branch.

Conduct of Examination

The datesheet for the forthcoming examination is prepared by the HPTSB and is published on the board website. Datesheet, admit cards, cut lists and attendance sheets are then emailed and dispatched to the concerned institutes. The board also appoints coordinators, superintendents and deputy superintendents for each examination centre for conducting the examination. The question papers and OMR answer sheets (32 pages) for the examination as per the institutes' demands are also made available to the institutes by the HPTSB. Examinations are conducted for all theory subjects in the designated examination centres strictly in accordance to the datesheet provided by the board. The parcels of the answer sheets are dispatched from the institutes to the HPTSB on a day-to-day basis. The answer sheets parcels received at HPTSB are processed by the scanning service provider.

1. HPTSB system administrator should be able to create, alter and close the examination schedule. System administrator should also be able to view the status and control the process of conduct of examination.

2. DA (Exam) must be provided with the option to prepare the datesheet for the ensuing examination.

3. A dashboard based mobile-first interface to the portal should be provided to the appointed Superintendents for the duration of examination schedule only. The Superintendent should be able to view the papers scheduled and number of students expected to appear on a particular date/ session.

4. The Superintendent (Exam) should have the option to enter the summary (Present/ Absent/ UMC Statement etc.) of each examination session.

Practical and Sessional Awards

The examinations for practical subjects are conducted by the respective institutes on behalf of HPTSB as per the schedule decided by HPTSB. The hard as well as soft copies of branch-wise and semester-wise practical awards lists on the prescribed proformas (P-1 & P-2) are submitted by the institutes to the HPTSB. Similarly, the hard as well as soft copies of branch-wise and semester-wise sessional awards lists (internal assessment) on the prescribed proformas (S-1 & S-2) are also submitted by the institutes. HPTSB verifies the awards lists submitted by the institutes and merge the awards in the final results of the students.

1. HPTSB system administrator should be able to create, alter and close the schedule for submitting internal and external assessment awards.

2. DA (Exam) should have the option to download branch-wise/ semester-wise pre-populated consolidated excel sheets (S2, P3). The downloaded sheets must be pre-populated with the details of the students, subjects and maximum marks in each subject etc. DA (Exam) has to provide these sheets to the respective head of departments (HOD). HODs shall be responsible to complete the due procedures to prepare the award lists for internal and external

assessment. The proformas S1, S2, P1, P2 and P3 shall be prepared as usual and the hard copies of these proformas duly signed by the teachers, examiners, HODs are to be submitted to the Principal. The soft copies of S2 and P3 in the downloaded templates are also to be provided to the DA (Exam) by the respective HODs.

3. DA (Exam) should be provided with the option to upload the awards submitted by the HODs after cross-verification with the hard copies. The system must ensure strict validation and show the exact errors in the invalid award lists.

4. The Principal should have the option to verify the uploaded awards lists with the hard copies and forward them to the HPTSB. The hard copies are also signed by the principal and dispatched to the board.

5. DA (Exam) must have the option to verify the uploaded awards with the hard copies received from the respective institutes.

6. Deputy Secretary (Exam) should be able to view the status of awards uploaded by the institutes.

Evaluation and Result

The answer sheets are evaluated in accordance with the confidential procedure adopted by the HPTSB. The OMR award sheets are processed by the scanning service provider to prepare the award lists of marks obtained by the students in the theory subjects. The marks obtained by the students in theory, practical and sessionals are compiled by the Firm to prepare the final results of the students. The results are published on the HPTSB website after approval from the competent authority.

1. Deputy Secretary (Exam) in consultation with the scanning service provider and data processing centre should be able to upload the marks in the theory subjects processed by the scanning service provider.

2. Deputy Secretary (Exam) should be provided with the option to prepare the result by integrating marks in theory, practical and internal assessment.

3. Deputy Secretary (Exam) / DA (Exam) should have the option to verify the result of the students and submit the verified result to the Secretary for approval to release.

4. The Secretary should have the option to approve the declaration of the final result. The students should be notified with the message of declaration of result through SMS/ email.

5. The result should be made available on the official website of the board using service endpoint. Students should be able to view their results on the official website of HPTSB or by logging in to the examination portal.

6. The operator in the data processing centre should now be able to print the institute-wise/ branch-wise results for further dispatching to the concerned institutes.

7. The firm shall ensure full accuracy in compilation of examination data and preparation of results. In case of any mistakes/ errors are found in the result due to negligence on the part of

the firm, the penalty as per details given below shall be imposed and shall be deducted from the bill raised by the firm:

a. For 1 to 5 mistakes : ₹ 500/-

b. For more than 5 mistakes: @5% of the total bill amount of the job.

Re-evaluation

A student can apply for re-evaluation/ rechecking of the answer sheets of the theory subjects in which he/she is not satisfied with the awarded marks. The students have to apply for the re-evaluation directly to HPTSB on the prescribed form within **14 days** of declaration of result and paying requisite fee in the form of bank draft/ IPO or by directly paying through Cards or cash at the HPTSB cash counter. The examination branch locates the answer sheets for re-evaluation/ rechecking and get them evaluated/ checked again through the confidential evaluation process and re-evaluation results are prepared and published accordingly.

1. HPTSB system administrator should be able to create the schedule for inviting online applications for re-evaluation.

2. The option for re-evaluation should be available in the dashboard of the students.

3. The student must be able to select the theory paper in which he/ she had appeared in the examination and wishes to apply for re-evaluation. The system must provide the option for online fee payment for the calculated fee of the re-evaluation process.

4. Deputy Secretary (Exam) should be able to verify the received online applications and forward them to the data processing centre for printing the institute-wise, branch-wise and semester-wise lists to be provided to the scanning service provider.

5. After the HPTSB confidential process for re-evaluation is over, Deputy Secretary (Exam) in consultation with the scanning service provider and data processing centre should be able to upload the marks obtained by the applicant students in the selected subjects processed by the scanning service provider.

6. Deputy Secretary (Exam) should be provided with the option to prepare the re-evaluation result by integrating marks in theory, practical and internal assessment.

7. Deputy Secretary (Exam) / DA (Exam) should have the option to verify the re-evaluation result of the students and submit the verified result to the Secretary for approval to release.

8. The Secretary should have the option to approve the declaration of the final result. The students should be notified with the message of declaration of result through SMS/ email.

9. The result should be made available on the official website of the board using service endpoint. Students should be able to view their results on the official website of HPTSB or by logging in to the examination portal.

10. The operator in the data processing centre should now be able to print the institute-wise/ branch-wise re-evaluation results for further dispatching to the concerned institutes.

Printing of DMCs and Diploma Certificate

HPTSB awards diplomas to the successful students. Detailed marks certificates (DMC) are also given to the passing students after each semester. These certificates are printed on the cards with special security features at HPTSB and dispatched to the concerned institutes for further distribution to the respective students. A student may appear in more than one semester examinations. In such cases, multiple DMCs shall be issued to such students for each semester in which he/ she is appearing in the examination.

1. Deputy Secretary (Exam) should have the option to create a batch of students for whom the certificates are to be printed.

2. The operator in the data processing centre should now be able to print the institute-wise/ branch-wise certificates and list of the students as per the batches created by the Deputy Secretary. The operator must also have the option to update the certificate serial numbers in the record of the students.

3. Deputy Secretary (Exam) should have the option to verify the batch of printed certificates before dispatching them to the concerned institutes.

4. DA(Training) at institutions should have the option to generate and print the provisional mark sheets for the desirous students of that institution.

5. The Principals of the institutions should have the option to authenticate the provisional mark sheets generated by the DA(Training).

6. The firm has to maintain a complete account of printed/ unused/ damaged DMCs, Diploma Certificates, ITI Certificates and reconcile it with the HPTSB account.

7. Any correction in the registration cards/ results/ D.M.Cs/ Certificates/ Diploma etc. the firm will have to complete the job free of cost.

System for ITI (SCVT)

HP Takniki Shiksha Board is also responsible for conducting examinations and awarding certificates for the students pursuing training in the affiliated Industrial Training Institutes (ITIs) under SCVT. The process of registration, result preparation, statement of marks etc.will be on the pattern of polytechnic system whereas conduct of examination and evaluation will be based on PAT/LEET pattern.

System for ITI (NCVT)

HP Takniki Shiksha Board is also responsible for conducting only Engineering Drawing and practical examinations for the students enrolled in ITIs(NCVT) in the affiliated institutes. D.G.T. New, Delhi has launched online portal for ITIs so all the information and feeding of Examination data, approval of Engineering drawing and practical marks in the NCVT portal and verification of various fees (if any) etc. has to be done by the firm. Apart from it, the firm will have to comply with all NCVT examination related tasks in the NCVT MIS portal (as per time to time guidelines of DGT).

Section - D
General Conditions for Biddings

1. The agencies capable of establishing and maintaining IT infrastructure in terms of hardware, software and networking, having experienced and qualified manpower, having adequate experience in development and maintenance of web-based software, and having experience of data entry/ printing related projects shall be considered as prospective bidders for this tender.

2. The bidder has to download the tender document from the official HPTSB website. http://hptechboard.com. The cost of tender document amounting to **₹1000/- (non refundable)** has to be deposited with the bid in the form of account payee bank draft drawn in favour of the Secretary, HP Takniki Shiksha Board, Dharamshala and payable at Dharamshala.

3. The bidder must be a Government agency or a Company/ Firm registered in India for a minimum of 03 years as on the last date of tender submission. The bidder must possess GST Registration and PAN number allotted by the respective authorities (copies to be attached with technical bid).

4. **Earnest Money:** The bid must be accompanied with an earnest money deposit (EMD) amounting to **₹50,000/- (₹ Fifty Thousand Only)** in the shape of Account Payee Bank Draft or Bank Guarantee from a nationalized/ scheduled bank drawn in favour of the Secretary, HP Takniki Shiksha Board, Dharamshala. The tenders without requisite EMD will be rejected outrightly.

5. **Two Covers Bid System:** The tender must be submitted in two separate sealed covers labelled as "**Technical Bid**" and "**Financial Bid**" enclosed in an **Outer Sealed Cover** addressed to the **Secretary, H.P. Takniki Shiksha Board, Dari, Dharamshala, Distt. Kangra, H.P.-176057**. All the covers should clearly bear the address of the bidder and be superscribed as "**Tender for On-site Examination Processing and Allied Activities (due on DD-MM-YYYY)**".

6. The bids submitted using Fax/ Email or any other mode other than specified shall not be considered.

7. **Acceptance of Terms & Conditions:** The hard copy of the tender document shall be submitted by the bidders alongwith their bids after duly signing each of its page to undertake that they have read, understood and accepted all the terms and conditions laid down in the tender document.

8. **Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of bids regardless of the conduct or outcome of the bidding process. Further, the bidder shall also bear the cost of attending the pre-bid meetings or presentation for the purposes of clarification of the submitted bid, if so desired by HPTSB.

9. **Pre-Bid Meeting:** A pre-bid meeting (offline/ online) would be held as per schedule at H.P. Takniki Shiksha Board, Dari, Dharamshala. All prospective bidders may attend the meeting to clarify doubts. In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through HPTSB website www.hptechboard.com.

10. The bidder should not have been blacklisted by any Central Government/ State Government / PSU / Government Bodies / Autonomous Bodies / Private Sector with regards to the works executed by it in the last 03 years as on the last date of submission of tender.

11. **Average Annual Turnover:** The bidder should be a profit-making company with positive net worth and should have an Average Annual Turnover of at least **₹ 1.0 Crore** in the last three financial years. Please attach audited financial statements by chartered Accountant or firm

12. The Bidder must be ISO 27001:2013 and ISO 9001:2015 certified.

13. The Bidder must either be either an OEM or an authorized business partner of an OEM. No subcontract or sub-letting of work or consortium of companies is permitted.

14. The Bidder should be actively engaged in development of web-based secure software and must have executed at least two projects of similar nature and costing not less than 50% of the total project value in the past two years.

15. All the pages of bid being submitted must be numbered sequentially and signed by the bidder irrespective of the nature of content of the documents being attached with the bid.

16. **Technical Bid :** The technical bid must contain all the documents to ascertain the eligibility of the bidder to participate in the tender process. The documents as per Annexure-I (Pre-Qualification Eligibility Criteria) shall be enclosed in the technical bid cover.

17. **Financial Bid:** The financial bids of only those bidders shall be opened who fulfill the technical qualification criteria as mentioned in Annexure-I and have furnished all the requisite documents in the technical bid. Firms / Companies are required to quote the rates per the format given in Annexure-III (Price Schedule). The bidder has to take care of following important points while preparing financial bid:

    a. The rates shall be quoted in Indian Rupees (INR) on "per candidate basis" and shall be inclusive of cost of establishment of data processing centre, deployment of manpower, provisioning of stationery, provisioning of OMR sheets (for PAT, LEET and SCVT Examination) etc.

    b. In case of any discrepancies between unit price and total amount, the unit price shall prevail. In case of any discrepancy between price quoted in figures and in words, the rates mentioned in words shall be considered.

    c. Taxes shall be quoted separately failing which the quoted rates shall be treated as inclusive of all taxes whatsoever.

    d. The L-1 will be determined on the basis of total payable amount for the contract period of four years as per the number of candidates indicated in the price schedule. The price of the deliverable at S.No. 1. shall be included only once for the entire contract period of the project. The number of candidates mentioned in the price schedule are indicative and actual number may vary as per actual work.

    e. Payments shall be released by the HPTSB against the invoices raised by the vendor upon successful completion of each activity

    f. The figures(estimated quantum) mentioned in the price schedule are indicative and actual number of entities/application to be processed may vary as per actual work.

    g. Hypothetical and conditional bids shall be rejected outrightly.

    h. The quoted rates shall be valid till the end of the contract period.

18. **Duration & Extension of Contract:** The duration of this contract will be for four years. The four years period of contract will commence from the date of signing of the contract. This tender can be extended for further one year on the existing terms and conditions from the date of expiry of

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the original contract of four years subject to the satisfactory performance and willingness of the firm. The work order of this tender can be cancelled by giving notice of one month to the firm if work is not satisfactorily on the defined conditions of this tender.

19. **Negotiation:** If the rates quoted by the lowest (L-1) bidder are found to be highly excessive as compared to prevalent justified prices, negotiation may be held with the L-1 bidder to bring the prices at par with the justified prices. If the negotiations with the L-1 bidder fails to result in an acceptable contract, the authorities may proceed to hold negotiation with the next ranked bidder and so on.

20. Any clarification/ doubt may be addressed or personally discussed, if need be, from the office of the Secretary, H.P. Takniki Shiksha Board, before submitting the bids.

21. **Termination of Agreement :** The agreement shall be terminated before the contract period in following cases:

    a. In case of any delay in execution of work assigned, the Agency would be liable to pay penalties. However, in case of regular delays, the Board would be entitled to cancel the agreement and in that case the agency will not be entitled to any amount payable to them under this contract.

    b. In case of excessive errors and if the Board is of the view that the work has not been performed satisfactorily and cannot be performed by the Agency, the Board at its discretion may terminate the agreement without any prior notice and in that case the Board would not be liable to pay any amount on any account to the Agency.

    c. If the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported to or noticed by the Board, the Board reserves the right to cancel the contract and / or forfeit performance guarantee submitted by the agency and / or to take legal action including black listing the agency, at any point of time during the period of contract without prior notice.

    d. In case the contract is terminated with agency, the Board would be entitled to get the work done from any other firm / agency or person and the bidder would be liable to hand over all data, other valuable information / reports, completed and uncompleted work to the Board and will not object in any manner to the work being completed by any other agency. The Agency will handhold with the new selection company for three months (if required).

    e. The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and the performance guarantee shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

    f. If a firm refuses to do the allotment of work or delays working unnecessarily,then allotment order can be cancelled, firm can be blacklisted and earnest money/bank guarantee is liable to be forfeited. In such a case decision of the Secretary will be final and binding.

22. The Secretary, HPTSB reserves the right to reject any or all of the bids without assigning any reason thereof.

Section - E
General Conditions on Award of Work

1. **Performance Security:** The successful bidder has to furnish Performance Security amounting to **₹5% of total contract value**, in the form of Bank Guarantee / Account Payee Draft drawn in favor of (or Fixed Deposit pledged to) "The Secretary, HP Takniki Shiksha Board, Dharamshala" payable at Dharamshala. The performance security is to be deposited within 15 working days from the date of issue of Work Order or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

2. **Adherence to the Timeline for Deliverables:** The activities under the scope of this project are strictly time-bound. Any deviation from the delivery of services within a stipulated time frame may have adverse effects on the career of the students. If for whatsoever reason, the contracted agency is not able to design/ implement the required "Secure Web Portal" of examination activities well in time, the agency shall carry out all the activities under the scope of this contract in the existing offline pattern. The rates quoted by the agency for online mode of various activities shall be applicable for offline processes of the respective activities as well, and no extra payment shall be made in view of additional work carried out for the offline mode.

3. **Return of EMD:** The EMD of the bidders shall be returned within 30 days of award of contract to the successful bidder.

4. The successful firm shall establish the data processing centre and appoint the staff as per the details given in the Scope of Work immediately after signing the contract.

5. The software developed by the contracted firm and the data managed by this software shall be the property of the Board. However, the hardware installed by the firm in the data processing centre shall be the property of the contracted firm.

6. The contracted firm shall prepare the requisite reports as per the instructions and formats approved by the Board. The firm shall strictly adhere to the confidentiality clause in handling the generated reports.

7. **Confidentiality:** The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of data and documents supplied by the Board. Each document and data given by the Board will have to be kept strictly confidential and no part of it shall be divulged to any person at any time. In case of lapse, the agency will be fully responsible for the consequences.

8. The contracted firm shall be responsible for the safety of all the documents shared by the Board. In the event of loss or damage of any document, the Secretary shall have the power to impose a penalty as deemed proper.

9. The firm shall not sub-contract or assign all or any part of the work to any third party.

10. **Penality:** The contracted firm has to complete the work as per the prescribed schedule strictly in accordance with the terms and conditions prescribed in the tender document failing which the Board without prejudice to any other right or remedy available may recover any such amount suffered as loss from the firm as ascertained / assessed by the Board Office as liquidated damages by way of penalty to be imposed, separately at the rate of 1.0 % per day of delay on the total value of each work subject to a maximum of 25% of the total value of work, provided if any loss or delay has been caused due to any reasons beyond the control of the firm, the Secretary, H.P. Takniki Shiksha Board shall have the sole discretion to waive off such loss or penalty as he deems fit provided further that the aforesaid firm shall explain in writing the reasons which caused

such delay or loss within 07 days from the date of delay or in occurrence of such loss. The penalty for the bonafide mistake of the Firm will be determined by the Board Office. No extra charges will be paid for rectification of mistakes.

11. Accuracy of Work: The firm shall be required to provide accuracy of certificate in respect of data captured and processed data.

12. Mode of Payment: The payment will be made through cheque 100% after the successful completion of each job within fifteen days.

13. The reports and number of copies will have to be prepared as per instructions and formats approved by the Board.

14. After completion of work in all respect the firm will have to furnish a certificate,alongwith submission of bill that they have not misused Board's data in any form and no extra copies of reports have been printed.

15. The firm will hand over a softcopy of every exam after the result of re-evaluation to the Examinations Branch and also handover the result gazette and detail marks certificates to the Examination branch within one week.

16. For any dispute arising out of it the courts at Dharamshala only shall have the jurisdiction.

17. After doing all codal formalities for issuing of all types of diploma/certificates, the original diploma shall be prepared and handed over to the Examination branch within 02 months.

18. All payments and salaries due to the staff engaged and deployed by the firm shall also be made by the vendor only. In this case, HPTSB shall have no obligation to pay salaries, allowances and any other compensation to them. Any other costs and consequences related to the project, if any, would be borne entirely by the Vendor.

19. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to the sole arbitrator, Chairman of the H.P. Takniki Shiksha Board, Dharamshala whose decision shall be final and will be binding.

Secretary
H.P. Takniki Shiksha Board,
Dharamshala

Annexure-I

Pre-Qualification Eligibility Criteria

The minimum pre-qualification criteria for the bidders to be eligible for this tendering process are specified below. Bidders not meeting the minimum pre-qualification criteria will be rejected as soon as such proposals are received, and will not be considered for financial evaluation:

S.No.	Pre-qualification Criteria	Supporting Document
1.	The bidder must be a company or firm registered in India for a minimum of 03 years as on the last date of tender submission.	Certificate of Incorporation
2.	The bidder must have valid GST Registration and PAN number allotted by the respective authorities.	GST Registration Certificate and PAN number
3.	The bidder should neither have been blacklisted by any Central Government/ State Government / PSU / Government Bodies / Autonomous Bodies / Private Sector with regards to the works executed by it in the last 10 years as on the last date of submission of tender.	The bidder shall furnish an undertaking to this effect on official letterhead.
4.	The bidder should be a profit-making company with positive net worth and should have an Average Annual Turnover of at least ₹ **1.0 Crore** in the last three financial years.	Audited / Certified financial statements by charted Accountant or firm.
5.	The Bidder must be ISO 27001:2013 and ISO 9001:2015 certified.	Copies of ISO Certificates issued by the authorized ISO partners.
6.	The Bidder must either be OEM or an authorized business partner of an OEM as evident by relevant documents. No subcontract or sub-letting of work or consortium of companies is permitted.	Authorization letter from the OEM or a self-declaration of being the OEM thereby should be enclosed.
7.	The Bidder should be actively engaged in development of web-based secure software and must have executed at least two projects of similar nature and costing not less than 50% of the total project value in the past two years.	Copy of Purchase Order and Completion Certificate from each organization must be submitted.
8.	Tender Fee amounting to Rs.1,000/- only	Original Document
9.	EMD amounting to Rs.50,000/- only	Original Document

Annexure-II

Bid Evaluation Process

The Financial Bids of technically qualified bidders shall be opened as per the schedule in the presence of the firms' representative, whosoever may wish to be present. In case of any discrepancy between words and figures in any part of the financial bid, the amount indicated in words will prevail. If GST or other taxes are not mentioned explicitly in the financial bids, the quoted prices shall be treated to be inclusive of all the taxes whatsoever. The overall bid price shall be calculated as total amount payable to the firm for the contract period of four years as per the quoted rates and number of candidates as shown below:

S.No.	Activity	Number of Candidates
1.	PAT Examination(yearly)	8,000
2.	LEET Examination(yearly)	5,000
3.	Polytechnic Registration(yearly)	5,000
4.	ITI (SCVT) Registration(yearly)	500
5.	ITI (NCVT) Registration(yearly)	23,000
6.	Polytechnic Semester Examination (June and December)	25,000
7.	ITI (SCVT) Annual Examination	1200
8.	ITI (SCVT) Supplementary Examination	300
9.	Polytechnic re-evaluation (Two sessions)	1,000
10.	DMCs (Two sessions)	10,000
11.	Polytechnic Diploma(Two sessions)	3,000

If the rates quoted by the lowest (L-1) bidder are found to be highly excessive as compared to prevalent justified price, negotiation may be held with the L-1 bidder to bring the price below the justification. If the negotiations with the L-1 bidder fails to result in an acceptable contract, the authorities may proceed to hold negotiation with the next ranked bidder and so on.

The contract shall be awarded to the technically eligible bidder who has quoted the prices resulting in overall lowest payable amount for the contract period of four years.

The successful bidder has to furnish Performance Security amounting to 5% of total contract value in the form of Bank Guarantee / Account Payee Draft drawn in favor of (or Fixed Deposit pledged to) "The Secretary" payable at Dharamshala.

Annexure-III

Price Schedule

S.No.	Description of the Work/ Service/ Deliverable	Nos. of Candidates Per Year	Rate Per Candidate (in ₹)*	Total Price (in ₹)	GST/ Other Taxes (in ₹)	Total Amount
		a	b	c=a × b	d	a+b+c+d
1.	Designing, Development, Testing, Security Audit, Data Migration, Maintenance of Web Portal	-	-	-	-	-
	(a) Deployment at HP Government Data Centre	NA				
	(b) Data Centre/ Cloud Hosting to be provided by the vendor	NA				
2.	Conduct of PAT / LEET Examination	10,000				
3.	Student Registration - Polytechnic and ITI (SCVT)	5,000				
4.	Student Registration - ITI (NCVT)	23,000				
5.	Conduct of Polytechnic Semester Examination	25,000				
6.	Conduct of ITI (SCVT) Annual/ Supplementary Examination	1500				
7.	Re-evaluation Polytechnic Examination (Both Sessions)	1,000				
8.	Printing of Polytechnic DMCs	10,000				
9.	Printing of Polytechnic Diploma	3,000				
10.	Printing of ITI (SCVT) Certificate	5,00				
Total Tender Price for the Contract Period (in words) _						

1. The rates shall be quoted on "**per candidate basis**" and shall be inclusive of cost of establishment of data processing centre, deployment of manpower, provisioning of stationery, provisioning of OMR sheets (for PAT, LEET and SCVT Examination) etc.
2. In case of any discrepancies between unit price and total amount, the unit price shall prevail.
3. Taxes shall be quoted separately failing which the quoted rates shall be treated as inclusive of all taxes whatsoever.
4. The L-1 will be determined on the basis of total payable amount for the contract period of four years as per the number of candidates indicated in the price schedule. The price of the deliverable at S.No. 1. shall be **included only once** for the entire contract period of the project.
5. Payments shall be released by the HPTSB **against the invoices** raised by the vendor upon successful completion of each activity.