University of Mumbai

INVITATION OF TENDER FOR PROVIDING SOFTWARE PORTAL AND SERVICES FOR ONLINE REGISTRATION OF VOTERS AND PROVIDE FINAL VOTERS LIST FOR THE ELECTION OF VARIOUS OFFICE BODIES OF UNIVERSITY OF MUMBAI

E-Tendering portal https://mahatenders.gov.in

Tender No : DICT/214/2022   **Date: 26-07-2022**

Notice Inviting Tender

Work Description	Tender Fee	Earnest Money Deposit
Providing software portal and services for online registration of voters and provide final voters list to University of Mumbai for the election of various office bodies of University of Mumbai	Rs. 3000/- (Rupees Three Thousand only) Via Online (Non-refundable)	Rs. 80,000/- (Rupees Eighty Thousand only) via online, Online payment should be made by Net-banking through portal integrated payment gateway during online bid submission (Refundable)

Tender Activities	Important Date Time Venue
Start date of bid submission	27-07-2022 at 09:00 AM
Pre-Bid Meeting date and Venue	30-07-2022 at 10-11 AM at Venue: Director's Office, Department of Information and Communication Technology, Room No.-9, 214 Dr. Shankar Dayal Sharma Bhavan, IDOL Building, University of Mumbai, Vidya Nagari, Kalina , Santacruz East, Mumbai 400098 Telephone: +91 022 2654 3219 / 3117 E-mail: helpdesk@ucc.mu.ac.in
Last date of bid submission	02-08-2022 at 02:00 PM
Technical Bid Opening	03-08-2022 at 02:00 PM
Financial Bid Opening	Bidders will be informed through e-Tendering portal by message SMS / E-mail after technical evaluation of bids.
Validity of bids	120 Days

Note:

1. All the Eligible Tenderers need to be registered on https://mahatenders.gov.in to get User Id and password to download the tender documents for online bid preparation and submission.
2. All the Tenderers are necessary to purchase Digital Signature of Class III Signing Certificate in USB token.
3. For e-Tendering 24x7 Helpline Call on 0120-4001002, 0120-4001005, 0120-6277787
4. University of Mumbai reserves the right to cancel the tender in whole or in part without assigning any reason.
5. The details of above mentioned e-Tender shall be available on https://mahatenders.gov.in under the tab – Tenders by Organisation -- University of Mumbai

Sd/-

Registrar , University of Mumbai

University of Mumbai

Department of Information and Communication Technology, University of Mumbai

INVITATION OF TENDER FOR PROVIDING SOFTWARE PORTAL AND SERVICES FOR ONLINE REGISTRATION OF VOTERS AND PROVIDE FINAL VOTERS LIST FOR THE ELECTION OF VARIOUS OFFICE BODIES OF UNIVERSITY OF MUMBAI

E-Tendering portal https://mahatenders.gov.in

Tender Document

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Department of Information and Communication Technology, University of Mumbai

INVITATION OF TENDER FOR PROVIDING SOFTWARE PORTAL AND SERVICES FOR ONLINE REGISTRATION OF VOTERS AND PROVIDE FINAL VOTERS LIST FOR THE ELECTION OF VARIOUS OFFICE BODIES OF UNIVERSITY OF MUMBAI

E-Tendering portal https://mahatenders.gov.in

<mark>Tender No : UOM/</mark>   <mark>Date:</mark>

Notice Inviting Tender

Work Description	Tender Fee	Earnest Money Deposit
Providing a software portal and services for online registration of voters and provide final voters list to University of Mumbai for the election of various office bodies of University of Mumbai	Rs. 1000/- (Rupees One Thousand only) in the form of Demand Draft in favor of "The Finance and Accounts Officer, University of Mumbai" (Non-refundable)	Rs. 80,000/- (Rupees Eighty Thousand only) in the form of Demand Draft in the favor of "The Finance and Accounts Officer, University of Mumbai" (Refundable)

Tender Activities	Important Date Time Venue
Start date of bid submission	25-07-2022 at 09:00 AM
Pre-Bid Meeting date and Venue	28-07-2022 at 12:00 PM at Venue: Director's Office, Department of Information and Communication Technology, Room No.-9, 214 Dr. Shankar Dayal Sharma Bhavan, IDOL Building, University of Mumbai, Vidya Nagari, Kalina , Santacruz East, Mumbai 400098 Telephone: +91 022 2654 3219 / 3117 E-mail: helpdesk@ucc.mu.ac.in
Last date of bid submission	01-08-2022 at 02:00 PM
Technical Bid Opening	02-08-2022 at 02:00 PM
Financial Bid Opening	Bidders will be informed through e-Tendering portal by message SMS / E-mail after technical evaluation of bids.
Validity of bids	120 days

Note:

1. All the Eligible Tenderers need to be registered on https://mahatenders.gov.in to get User Id and password to download the tender documents for online bid preparation and submission.
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5. The details of above mentioned e-Tender shall be available on https://mahatenders.gov.in under the tab – Tenders by Organisation -- University of Mumbai

Sd/ -

Mumbai –400098   **Director, Department of Information and Communication Technology, University of Mumbai**

GENERAL TERMS AND CONDITIONS, INSTRUCTIONS FOR E-TENDER

1. **Parties**: - The parties to the Contract are the contractor (the tenderer/bidder to whom the work has been awarded) and the University of Mumbai.

2. **Addresses**: - For all purposes of the contract including arbitration there under, the address of the bidder/ contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement to University of Mumbai. The bidder/ contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. **Earnest Money**:

   a. A signed and scanned copy of demand draft on any nationalised bank payable at Mumbai in favour of "The Finance and Accounts Officer , University of Mumbai", as EMD of Rs. 80,000 /- must be uploaded on or before bid submission end date/time. The actual demand draft hard copy must be delivered to "The Finance and Accounts Officer , University of Mumbai", on or before bid submission end date/time. The validity of the demand draft need to be up to 06 (six) months starting from last date of submission of Tender.

   b. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by University of Mumbai In respect of any previous work will be entertained.

   c. The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid demand draft will be forfeited to the Government.

   d. The bidders without Earnest Money will be summarily rejected.

   e. The EMD will be forfeited if: -

      (i) The bid documents namely Technical Bid and Commercial Bid are not uploaded separately.

      (ii) The bidder fails to deliver the deliverables expected in this tender within the stipulated period after awarding of this tender.

4. **Signing of Tender -** An individual signing the tender or other documents connected with contract must specify whether he signs as: -

a. A "sole proprietor" of the concern or constituted attorney of such sole proprietor.

b. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

c. Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

Note:

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties, tender and all other related documents must be signed by all partners of firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Department of Telecom may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The tenderer is also required to submit Tender acceptance letter as per attachment.

5. **Technical Bid**- Refer Tender document for all details and upload relevant technical documents in a single .PDF format file in Technical cover.

6. **Commercial Bid**- The commercial bid offer must be submitted online in Finance Cover.

    A. The bidders will submit following documents online along with commercial bid:

      (i) Refer enclosed BOQ excel (.xls) file in tender documents section, download the same, open and input your name of organisation and offer rates, save and

upload it in Finance cover. Please do not change the name or type extension of this BOQ excel (.xls) file.

(ii) Scanned copy of duly filed Price Schedule in .PDF format file in Finance Cover. The bidder shall not tamper/ modify the price schedule, the prices should be strictly provided in the given format. In case the prices are not provided in the price schedule format or found tampered/ modified, the tender bid will be rejected and the EMD will be forfeited.

B. The commercial Bids of those bidders who are found technically fit, will be opened before a panel/ committee constituted by University of Mumbai.

C. Rates quoted in duly filled Price Schedule should be inclusive of all taxes.

D. The prices quoted shall be final for the entire period of contract.

E. Terms of payment as stated in the Tender Documents shall be final and no changes shall be accepted.

F. At the time of payment of the bills, the taxes liable will be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

7. **Validity of Bids**-The bids shall be valid for a period of 120 days from the date of opening of the tenders. Bids with the offer validity below 120 days shall be rejected and the EMD shall be forfeited.

8. **Bid Opening**- The Technical bids will be opened first and evaluation will be done as per technical requirements and conditions of the tender along with the demonstration from the vendors if required. Only those bids who fulfil the technical requirements, their financial bids will be opened.

9. **Corrections**- Rights to allow to make minor corrections, if any, in the Technical bids during the discussion as per the technical requirement, is reserved by the University of Mumbai.

10. Confidentiality, Security and Non-disclosure Agreement- The successful bidder will be required to sign a confidentiality, security and non-disclosure agreement for all the data and information of University of Mumbai or any third party required to be handled by the bidder under any circumstance. The breach of this will be considered dealt legally.

11. **Bids Evaluation Criteria**- The technical bids will be opened first. The evaluation of the technical bids will be made first on the basis of technical information furnished along with the demonstration if required.

12. **Rights of Acceptance**-

9.1 University of Mumbai reserves all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever. The decision of University of Mumbai, in this regard shall be final and binding. University of Mumbai reserves the right to award the Tender to one or more than one vendor. University of Mumbai also reserves the right to amend, modify, add or delete any terms and condition of the tender in the interest of the University of Mumbai without assigning any reason. In case of award of Tender to more than one contractor, security Deposit (if any) will be asked on pro-rata (lump sum) basis.

9.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid and may lead to rejection.

13. **Communication of Acceptance**-Only successful bidder will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for security deposit (if any) will be communicated.

14. **Security Deposit**-

11.1 The successful bidder will have to furnish demand draft (of 10% of contract amount) on any nationalised bank to University of Mumbai towards Security Deposit within 7 days from the date of acceptance of the tender.
Firm order of supply shall not be given unless the security deposit is received by University of Mumbai.

11.2 The demand draft can be forfeited by order of University of Mumbai in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said demand draft as may be considered by the University of Mumbai as sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained.

11.3 The security deposit will be released after termination of the contract subject to confirmation of the services received as per the requirements and specifications of this tender.

15. **Late Delivery and Penalty**-Time and accuracy are the essence of this contract, as such late delivery and non-adherence to the SLA shall attract a penalty of 0.25% of the contract value for every working day delayed and maximum up to 5% of the contract value.

16. **Disclaimer**-The near relatives of employees of University of Mumbai are prohibited from participation in this tender. An undertaking in this regard must be furnished by the bidder.

17. **Breach of Terms and Conditions**- In case of breach of any of terms and conditions of the contract as above, University of Mumbai will have the right to cancel the work order/ contract without assigning any reason thereof, and nothing will be payable by University of Mumbai.

18. **Subletting of Work**- The entire work assigned to the successful bidder is highly sensitive and confidential, hence the bidder should maintain absolute confidentiality while carrying out the work. The bidder shall not assign/ transfer or sublet the work or any part of it to any other person or any agency.

19. **Rights of Inspection**- University of Mumbai reserves the rights for carrying out the checks & balances or tests wherever necessary and the decision in this respect of the concern authority of this University will be final.

20. **Award of Contract**- The successful bidder shall be awarded contract after bid evaluation process and final approvals as per Mumbai University process.

21. **The tender is not transferable**. Only one bid can be submitted by one bidder.

22. **Terms of payment**-
    a. No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.
    b. All payments shall be made by cheque/E-payment only.
    c. University of Mumbai shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
    d. The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
    e. At the time of payment of the bills, the taxes liable will be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

23. Governing Laws and Jurisdiction-

    a. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force.

    b. Irrespective of the place of delivery, or the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from which the Letter of Award (LoA, or the contract Agreement, in the absence of LoA) has been issued i.e. Mumbai.

    c. The courts of such a place shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

24. Dispute Resolution and Arbitration-

In case of any dispute related to this contract the Hon'ble Vice-Chancellor of University of Mumbai may either himself or may appoint a sole arbitrator whose decision shall be final and binding on both the parties. Any dispute or difference whatsoever arising between the parties out of or relating to the contract, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties.

S/D
For University of Mumbai

University of Mumbai

SCOPE OF WORK AND SPECIFIC TERMS AND CONDITIONS

A) **Scope of work:** The scope of work includes but not limited to providing online portal, migration of legacy data, testing, producing final voters list for the purpose of elections of various office bodies of University of Mumbai (UoM) in desired format and in a time bound manner.

1. **Election Voters Registration Portal-**

   Provide software portal services for online registration of the voters with photo and related documents and provide final voters list in specific format for the elections of various office bodies of University of Mumbai. (Please note that conducting online elections is not the intent of this portal)

2. **Migration of legacy data-**
   The UoM has a soft copy of the legacy voters list data in PDF format which also consist of the voter's image (photo). The scope also includes to migrate this legacy voter list data into the new system to the satisfaction of UoM. The system should also facilitate UoM to validate this migrated legacy data.

3. **Registration of Graduate students and Teachers/Principals-**
   The system should create user-wise separate logins, which include students, teachers and various college principals etc... Provision for login to fill the registration form with required all the documents.

4. **Two factor authentication login** -
   The system should facilitate two factor authentications for user logins like- user name and password along with OTP on mobile /emails. The system should only allow to set a strong user password (e.g. minimum 8 characters; contain at least one upper case letter and one special character)

5. **Payment gateway integration-**

   The all-user has to pay the required registration fees. Payments are to be accepted through all online digital payment options. The system should be integrated with UoM's existing payment gateways as per the functional requirements to be noted after a detailed discussion with our finance department.

6. **Document verification-**
   Bidder should provide an admin Panel to the concerned UoM staff to check and make the online registered users eligible. All document verification shall be done by university officials.

7. **Preparing the voter list of eligible candidates in a specific format-**
   At the end of the process, Bidder should give the complete list of eligible voters candidates in a specified format

8. **Reports-**
   All necessary reports shall be provided in the university login. The list and formats of the reports shall be approved by UoM administration department. The system should have a facility to export all the reports to Excel and PDF.

9. **Test Run before Go Live-**
   The bidder should demonstrate the entire setup to the user department of UoM to get a formal sign off before go live. All the features of the portal that including reports should be well demonstrated to the concerned users while such demo.

10. **Fall-back Plan**-
    The bidder in its proposal should clearly identify various technical risks and provide a well-documented fall-back process/ steps so as to make this exercise a success.

11. **Deployment of Software-**
    The software portal should be deployed on a separate server instance on cloud. The bidder should use any cloud provide (either own or service provider) within India only. The bidder should clearly indicate the name and location of the proposed cloud provider. All necessary server hardware, data storage, public IPs, bandwidth etc. required for the successful implementation of this system should be arranged by the bidder.

12. **System Design and Deployment Plan Document-**
    The bidder shall submit a detailed technology design and deployment plan for UoM's approval before starting the work. Such technology design and deployment plan should include- Functional Specifications Document, Testing Plan, Server hardware, network, bandwidth, security, data storage and end-user experience details along with a detailed implementation plan schedule.

13. **Users Training and Documentation-**
    The bidder should arrange for in person (physical) training for UoM users i.e. Administration, Finance and ICT departments along with the necessary user manuals and technical manuals must be provided by the bidder.

14. **Performance of the online portal-**
    End user experience i.e. performance of the online portal is the essence of this bid, hence the bidder should ensure the portal performance for at least 15000 number of concurrent end users requests on the portal.

A system load test result must be submitted in this regard. The bidder should consider minimum end-user bandwidth for any performance test.

15. **Data Retention-**

The bidder should immediately handover a soft copy of the data being prepared in an acceptable format to UoM immediately after completion. The bidder should delete all the data from their servers immediately after that. No data retention is allowed. Any breach of this clause shall attract a legal proceeding on the bidder.

16. **Data Security and Confidentiality-**
    i. The bidder should submit an undertaking on maintain data security, privacy and confidentiality of the data and information being handled by the bidder.
    ii. The bidder should deploy adequate data security controls such as firewalls etc. on the cloud portals so as to protect the system from any cyber attach or hacking.
    iii. The bidder shall submit a Data Security plan before starting the work.
    iv. The servers should be on SSL certificate access with adequate encryption.
    v. University of Mumbai reserves rights to undertake a security / forensic audit of the entire system or a part of it either by its own employees or through a third-party agency.

17. **Access to UoM staff-**
    The server root and portal super user rights should be provided to UoM as may be required. University of Mumbai reserves rights to undertake a security / forensic audit of the entire system or a part of it either by its own employees or through a third-party agency.

    a. **Adhering to the schedule-**
    Time is the essence of this work; hence the bidder should strictly follow the time schedule laid by the UoM.

    b. **Manpower and resources**-
    The bidder should arrange for adequate qualified manpower along with all resources that including servers, storage, desktops, printers, scanners. The bidder should submit the list of the manpower and resources before starting the work.

B) **Mandatory Technical Requirements-**
    a. The entire portal should be a web-based application, accessible on internet and intranet/ LAN.
    b. The application portal/ Product / Platform should be hosted in a Cloud with either own or a reputed cloud provider adhering to Data Residency in India with demonstrated Disaster Recovery (DR) and Business Continuity Processes (BCP)
    c. The vendor should have ISO certification (ISO 27000/27001/ or and ISO 9001/9001:2008)
    d. The online voter registration portal should be accessible from all operating

systems – windows, Linux, Mac, Android and iOS etc. and all major browsers like Google Chrome, Microsoft Explorer, Edge, Firefox etc..

e. The system should have a facility to maintain non-editable logs of all activities being performed by any administrator, UoM users or end users. UoM should be provided an access to such logs all the times during this work.

f. Provision for protecting the entire portal system from DDOS attack and Advance threat attacks.

g. Application security testing CERT / STQC (with independent third-party certification) – is must

h. Security monitoring – platform should be enabled for security logging and separate team undertaking this monitoring should be in place.

i. Reports of penetration test conducted – is must

j. In case primary instance fail, application should be able to work from another instance in half an hour from primary instance failure. (Provide testing proofs)

k. The bidder should deploy adequate data security controls such as firewalls etc. on the cloud portals so as to protect the system from any cyber attach or hacking.

l. Meeting all specific requirement mentioned in the next section

C) Specific Requirements:

The bidder shall meet following specific requirements for the online voter registration portal system -

1. Voters confidential data should not to disclose with any other colleges/individuals/ agencies/ universities.

2. Voters confidential data must be secured and confidential.

3. A secondary backup server required for data recovery at the time of disaster management.

4. The end users' grievance/issues to be settled down with consent of University Officials.

5. 24x7 Helpline is required.

6. A special person shall be deployed for process of verification.

7. The bidder should have undertaken similar voters list online registration portal work for at least one state university in Maharashtra

8. The vendor should have a dedicated internal / external team to monitor Server Security that including an ethical hacker.

D) Schedule of Work-

Time is the essence of this work, total time specified for successful completion of this work is 02 months from the date of award of this work. A detailed schedule shall be submitted by the bidder after a detailed discussion with the Registrar UoM. Any extension to the work schedule due to unforeseen conditions must be approved by University of Mumbai.

E) Performance and Services Level Agreement (SLA)-

    a.   Data migration errors allowed-   0%

    b.   Server availability during the voter registration period-   99.99%

    c.   Voter Registration Failure rate allowed   1% (Max)

    d.   Voter Registration Complaints Resolution-   100%

The vendor should have an automated system to capture these SLA parameters and produce a report on daily basis.

F) Responsibilities of UoM-

    i.   Provide the legacy data of voters in PDF format

    ii.   Ensure adequate staff for coordinating the activities

    iii.   Timely approvals to the documents being submitted by the bidder

    iv.   Necessary permissions / authorizations as may be required by the bidder

    v.   Providing space for the bidder's personnel if required and requested.

University of Mumbai

PRICE SHEDULE

which will contain the Financial Rates for items mentioned in the table
and will be treated as Financial Bid.
(Price Schedule on Company letterhead)

The bidders shall quote the prices in following price schedule only. The bids prices quoted in any other formats will be rejected. The prices should be submitted as a commercial bid online.

Sr	Commercial item	Price per Unit (Inclusive of all taxes) to be entered by Bidder in INR Rs. P.
1	**Online Voter Registration with legacy data migration and support as per the scope of work**	
2	**Voters form data entry along with necessary infrastructure and manpower at university site**	
3	**Voters form data entry module without infrastructure and manpower**	

*Unit Price should be inclusive of -

       1. Voter registration and registration fee collection
       2. Design, development of forms required for various roles
       3. Document management module
       4. Candidate grievance management module
       5. Training and coordination
       6. SaaS model hosting on cloud data centre
       7. Adequate server hardware, bandwidth and data storage
       8. Project management and coordination
       9. Onsite support
       10. All other works specified in the scope of work
       11. All the unit prices should be inclusive of all taxes, levies etc.

Date:_____

Place: _____

(Signature of the Bidder, with Official Seal)

University of Mumbai

TENDER ACCEPTANCE LETTER

(To be provided on company letterhead)

Date: _____

To,

The Registrar

University of Mumbai

Vidyanagri, Santacruz (East)

MUMBAI- 400 098

Sub: Acceptance of Terms & Conditions of Tender.

Ref: Tender No

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above-mentioned tender work as per your E-Tender/ Advertisement

2. I/we hereby certify that I/we have read and examined the entire terms and conditions of the tender document from page No. ____to ____ (including all documents like annexures, formats, scheduled etc.) which will form the part of the contract agreement and I/we shall abide hereby the terms/condition, /clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submit In this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum (s) in its totality /entirety.

5. I/We do hereby declare that our Firm has Department/Public sector undertaking. not been blacklisted/debarred by any Govt. Department/ Public Sector Undertaking/s

6. I/we agree that University of Mumbai is not bound to accept the lowest or any bid response you may have received and reserve the rights in absolute sense to reject all or any of the bids in total or part without assigning any reasons whatsoever.

7. I/ we certify that ail information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including forfeiture of the said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company):   Seal/Stamp of Bidder:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I/we certify that Mr/Ms ……………<Name> working as ....<designation>.....Ofthe........CompanyName>.........and.........<Name of the Respondent>...............who signed the above response is authorized to bind the company by authority of its governing body.

Date:

(Seal with Name and Signature of Authority here)

TECHNICAL BID DOCUMENTS

Following documents should be uploaded online in a single .PDF format file by the Bidder during the online bid submission in Technical cover.

Sr	List of Documents	Compulsory/ Additional
1	Scanned copy of Demand Drafts of Tender Fee and EMD	C
2	Company Profile	C
3	GST Registration Certificate along with last challan of GST payments made	C
4	Scanned copy of PAN card	C
5	Chartered Accountant certified Turnover of last three Financial Years (of min. Rs. 4 Crores)	C
6	List of Clients (out of which the work experience of similar work in at least one public University in Maharashtra is Compulsory)	C
7	Certified Scan copy of valid Shop Act License	C
8	Income Tax Returns of previous three assessment years	C
9	Certified Scan copy ISO 27001 or ISO 27000 & ISO 9001:2008 or ISO 9001	C
10	Certificate of Incorporation, if Pvt. Ltd. & Partnership Firm	A
11	Certified Scan copy of Articles of Association & Memorandum of Association	A
12	Duly signed technical proposal along with point by point compliance to the Scope of Work	C
13	TENDER ACCEPTANCE LETTER Declaration of Contractor (Stamp & Sign on Letter Head)	C
14	AFFIDAVIT	C

AFFIDAVIT

I/ We _____ (Name of Contractor I

Authorized person), Aged about _____ years, residing at ----------------------(Postal Address)

do hereby swear this affidavit that, I am the Proprietor/ Partner of ------------------------------------

(Name of company / firm) Registered at ----------------------------------

I do hereby swear that, the documents submitted of the tender document for the work

of implementing the process of " **FOR PROVIDING SOFTWARE PORTAL AND SERVICES FOR**

ONLINE REGISTRATION OF VOTERS AND PROVIDE FINAL VOTERS LIST FOR THE ELECTION

OF VARIOUS OFFICE BODIES OF UNIVERSITY OF MUMBAI" as per the published E-tender

Notice No. <mark>   / dated</mark>   , are true, correct and complete.

Our firm is not blacklisted in any of Government / Semi-Government / PSU / Pvt. Organizations.

In case the contents of our proposal and document pertaining to the tender submitted

by me are found to be incorrect or false, then I shall be liable for action under the

relevant provision of Indian penal Code and other relevant laws.

 Date:

 Place:

 Name and Signature of the Bidder / Authorized Person of Organisation:

 Seal: