

EOI by Himachal Pradesh University, Shimla to digitize examination records of Students

BACKGROUND INFORMATION

The Store Purchase Department (S.P.O.) Himachal Pradesh University on behalf of the Himachal Pradesh University, Shimla invites applications containing Expression of Interest [EOI] from reputed Bidders .Reputed Bidders (either individually or as consortium of companies), who have proven track record in digitization and Archival of old student records, office records, thesis etc for Govt. Institutions/Organizations.

PROJECT LOCATION

The project is to be implemented in the Himachal Pradesh University, Summer Hill, Shimla. Himachal Pradesh University will provide required space for installing hardware and software application in the University.

ACTIVITIES

Following is an illustrative list of activities which are proposed to be carried out during the digitization of Records. Interested bidders may include or suggest additional activities:-

Digitization of History Sheets and Tabulation Sheets of Examination Records

History Sheets 5 Lakh Sheets of Size 2ft 10inches x 1ft 5inches

Tabulation Sheets 5 Lakh Sheets of Size 2 ft 3 inches x 1ft 5 inches

Archival of digitized records

These can be accessed online. These records can also be modified.

EXPECTED FEEDBACK IN EOI:

A prospective entrepreneur is expected to apply on the Formats and first prove his credentials regarding his *prima facie* financial capacity and technical capability to undertake this project. Thereafter, he can give his suggestions *inter alia* on the following Points.

- i Eligibility criteria regarding technical qualification including threshold value of turnover in the relevant field; experience; number; nature and value of similar projects

- done in the past; credentials in the field of IT.
- ii Bidding parameters and method of evaluation.
- iii Period of Operation Phase.
- iv Additional activities if any required at university end which can benefit Himachal Pradesh University and affiliated Colleges as well as Students.

A company / firm responding to this EOI should possess requisite technical & financial capabilities to undertake this Project.

SCHEDULE-I

EXPRESSION OF INTEREST DOCUMENT

1. EOI Document No	No. SPO-FDigi(1)/2019
2. Name of work	EOI to digitize examination records of students
3. Last date for availability of Expression of Interest (EOI) Document from the Office of Himachal Pradesh University, Summer Hill, Shimla	30/1/2019
4. Date of issue of Expression of Interest (EOI) Document	09/01/2019
5. Last date for receipt of the filled-in Expression of Interest (EOI) Document (in the Office of Store Purchase Officer, Himachal Pradesh University, Summer Hill, Shimla	30/01/2019 till 3.00 PM

SIGNATURE OF THE ISSUING AUTHORITY

Store Purchase Officer
Himachal Pradesh University,
Summer Hill, Shimla 171005

GENERAL TERMS AND CONDITIONS:

In addition to the points contained in the foregoing paragraphs, the following terms and conditions shall also apply:

- The EOI proposal shall be enclosed in an envelope sealed and shall be marked as **“Expression of Interest Submission for EOI by Himachal Pradesh University, Shimla to digitize examination records of Students ”** *in* the left hand top corner.
- All costs incurred by Bidders in making this offer in providing clarification or attending discussions, conferences, or site visits, stationery cost and any other expenses should be borne by the Bidders and will not be reimbursed by the Himachal Pradesh University.
- Incomplete documents without necessary details shall not be considered.
- The language for submission of document shall be English.
- The enclosed Schedules should be filled in completely and wherever not applicable it should be written as Not Applicable (NA).
- The person signing the document submission on behalf of the bidder shall enclose Power of Attorney duly authorized and notarized. The Power of Attorney shall be backed by copy of the board resolution in case of Company/declaration signed by all partners in case of Firm of the bidder in his/her favour.
- For any clarification, the bidders may contact the undersigned.
- Himachal Pradesh University reserve the right to accept or reject any application or suggestion without assigning any reason.
- The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the envisaged work.
- The document is not transferable.
- While submitting the schedules duly filled in, the Bidder shall enclose latest copies of brochures and technical documentation giving more information about the applicant.
- In case the applicant intends to give additional information for which specified space in the given format is not sufficient, it can be furnished in an enclosed sheet.
- All the corrections and over writings should be countersigned by the applicant.
- Himachal Pradesh University reserves the right to cross check and confirm the information details furnished by the applicants in the EOI document.
- Subsequent process of RFQ/ RFP need not remain confined only to the persons who respond to this EOI.

- Bidder(s) are required to submit their EOI in the prescribed format **on or before 30/01/2019** in the office of Store Purchase Officer, Himachal Pradesh University , the format and other related background information can be procured on all working days from 10:00 AM to 5:00 PM.

CONTACT DETAILS

For further details and site inspection, please feel free to contact:

Store Purchase Officer
Himachal Pradesh University,
Summer Hill, Shimla 171005