THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD Block, Sector-1, Salt Lake City Kolkata, West Bengal 700064

NOTICE INVITING e-TENDER (NIT) & BID DOCUMENT (Emergency Basis)

Selection of Service Provider for End-to-End Online Counselling, Seat Allotment, Admission Reporting, Hosting and Managed Services for JEMAS-PG 2025, JEMAS-PG 2026 and JENPAS-UG 2026 Mop-up Counselling and onward sessions

Particular	Details
Tender Reference No.	**WBUHS/Admin/NIT/01/2026-2027**
Estimated Tender Value	₹6,00,000 (Rupees Six Lakh only), excluding applicable GST
Earnest Money Deposit (EMD)	₹12,000 (2% of estimated tender value)
EMD Exemption	Allowed for eligible MSME organisations, subject to valid documentary proof and applicable Government rules/portal configuration
Tender Fee	NIL
Bid System	Two-cover e-bid: Technical Bid + Financial Bid
Contract Period	For completion of all three counselling exercises and associated retention/handover obligations — Session 2026-27 and onward sessions
Tender Inviting Authority	[Registrar, WBUHS]

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1. Notice Inviting e-Tender (NIT)

The West Bengal University of Health Sciences (WBUHS) invites online bids from eligible, experienced and technically capable agencies for design/configuration, hosting, operation and managed execution of centralized online counselling and seat allotment for JEMAS-PG 2025, JEMAS-PG 2026 and JENPAS-UG 2026 Mop-up counselling.

Sl.	Item	Details
1	Name of Work	End-to-End Online Counselling, Seat Allotment, Admission Reporting, Hosting and Managed Services for JEMAS-PG 2025, JEMAS-PG 2026 and JENPAS-UG 2026 Mop-up
2	Estimated Value	₹6,00,000 excluding applicable GST
3	EMD	₹12,000; eligible MSME exemption permitted against valid supporting documents
4	Tender Fee	nil
5	Bid Validity	120 days from Technical Bid opening
6	Performance Security	10% of the contract awarded value, Minus EMD, to be furnished by successful bidder before agreement/work order
7	Method of Selection	Technically qualified bidders; financial evaluation on total quoted price (L1), subject to responsiveness and reasonableness
8	Portal	[tenders.wb.gov.in]
9	Pre-bid Meeting	[Date, Time, Mode – Physical ,Place- Meeting Hall at WBUHS]
10	Bid Submission End	[Date and Time]
11	Technical Bid Opening	[Date and Time]
12	Financial Bid Opening	To be notified to technically qualified bidders
13	Place of Work	WBUHS and affiliated institutions across West Bengal; services primarily online/cloud hosted in India

WBUHS reserves the right to accept or reject any or all bids, cancel the tender, or modify the schedule in accordance with applicable rules, without creating any right in favor of a bidder.

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2. Tender Schedule / Critical Dates

Activity	Date / Time
Publication of NIT	06-10-2026 14:00
Document download start	06-10-2026 15:00
Pre-bid query submission deadline	08-10-2026 12:00
Pre-bid meeting	08-10-2026 15:00
Bid submission start	06-10-2026 15:00
Bid submission end	12-10-2026 16:00
Technical bid opening	14-10-2026 16:00
Technical presentation/demo, if required	[To be notified, if necessary]
Financial bid opening	[To be notified, if necessary]

3. Background and Objective

WBUHS conducts centralized counselling for post-graduate allied health science programmes under JEMAS-PG and undergraduate nursing, paramedical and allied programmes under JENPAS-UG. The objective is to engage one accountable service provider to configure and operate a secure, auditable online platform covering candidate registration, fee payment integration, choice filling, merit/reservation-based allotment, allotment letters, college admission reporting, subsequent rounds/upgradation, MIS, hosting, support and final data handover.

The scope below has been prepared from the University's identified counselling requirements: one platform and operating team for the three exercises, with rule-driven allotment, secure India-hosted infrastructure, audit trails and complete data handover.

4. Detailed Scope of Work

Job	Exercise	Scope
Job 1	JEMAS-PG 2025	Full counselling cycle: configuration, registration and choice filling, payment integration, Round-1 allotment, admission reporting, subsequent rounds/upgradation, closure and hosting.
Job 2	JEMAS-PG 2026	Full counselling cycle with updated merit list, seat matrix, institutes, fee structure, reservation roster and schedule as approved/notified by WBUHS.
Job 3	JENPAS-UG 2026 Mop-up	Mop-up counselling for vacant UG nursing, paramedical and allied seats: eligible candidate registration, choice filling, payment integration, allotment, admission reporting, subsequent rounds/upgradation, closure, hosting and data retention up to four months.

4.1 Functional Modules

Module	Minimum Requirement

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Exam & Institute Configuration	Exam master, Programme/course/institute masters, eligibility, fee structure, schedule and automatic opening/closing of windows.
Seat Matrix Management	Institute × course × category matrix; SC/ST/OBC-A/OBC-B/EWS/PwD and other notified categories; conversion/de-reservation rules; version control and approval lock.
Candidate Registration	Registration against WBUHS-supplied merit/rank data; mobile/e-mail verification; profile/category/document capture; eligibility validation.
Fee Payment	Integration with University-designated payment gateway; success/failure handling; reconciliation and receipts. Gateway transaction charges exclude unless specifically included in BOQ.
Choice Filling & Locking	Ordered choices, editing within window, candidate lock/auto-lock, timestamped printable choice sheet.
Allotment Engine	Merit-and-preference based allocation conforming to approved reservation, eligibility, institute and tie-breaking rules; mock run before final publication.
Results & Letters	Round-wise result publication; allotment letters with unique verification ID/QR code; candidate/institute-wise lists.
College Admission	Role-based institute login for reporting/admission/non-reporting; vacancy computation for next round.
Subsequent Rounds	Freeze/float/upgradation/surrender/mop-up rules as approved by WBUHS.
MIS & Reports	Live dashboards and downloadable reports for registration, payment, choices, allotment, admissions and vacancy.
Communication	Automated e-mail; SMS were required through WBUHS DLT sender ID/approved arrangement; SMS charges at actuals unless included.

4.2 Standard Workflow for Each Exercise

Step	Stage	Deliverable
1	Configuration	Receive merit list, seat matrix, fees, reservation rules and schedule; configure; WBUHS UAT/sign-off.

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2	Registration & Payment	Candidate registration and payment window; daily MIS.
3	Choice Filling	Choice filling, editing and locking/auto-lock.
4	Mock Allotment	Mock run and verification by WBUHS.
5	Final Allotment	Final run after approval; publish result and allotment letters.
6	Admission Reporting	Institutes record reporting/admission; systems computes vacancies.
7	Subsequent Rounds	Upgradation/fresh allotment against frozen vacancies; repeat admission reporting.
8	Closure & Handover	Final reports, database/data export, documentation and secure handover.

5. Technical, Hosting and Security Requirements

- Cloud/data centre hosting must be located in India and sized for peak registration/result loads, with scalable capacity and redundancy.
- HTTPS/TLS 1.2 or higher; Web Application Firewall; secure role-based access; MFA/OTP for privileged users; session and password controls.
- Complete audit trail for administrative changes, seat-matrix versions, allotment runs, approvals and result publication.
- Daily encrypted backups during live windows, recovery capability and documented backup/restore procedure.
- Application security testing and Safe-to-Host / equivalent security audit by a CERT-In empanelled auditor before go-live or as directed by WBUHS.
- Personal data shall be processed solely for WBUHS counselling purposes and handled in accordance with applicable data-protection law and WBUHS instructions.
- No candidate data shall be shared with third parties except approved infrastructure/payment/communication providers strictly as authorized by WBUHS.
- At closure, bidder shall hand over complete data in agreed machine-readable formats and securely delete University data from bidder-controlled systems after written authorization, providing deletion confirmation.
- Source/configuration documentation, database schema/data dictionary, deployment notes, admin manuals and operational runbook relevant to the service shall be handed over at closure.

6. Implementation Timeline

Activity	JEMAS-PG 2025	JEMAS-PG 2026	JENPAS-UG 2026 Mop-up
Configuration & UAT from complete data receipt	5 working days	5 working days	4 working days
Registration/payment/choice filling	As per WBUHS schedule	As per WBUHS schedule	As per WBUHS schedule
Mock + final allotment	Within 1 working day of choice lock,	Same	Same

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	subject to WBUHS approval		
Admission recording	As per WBUHS schedule	As per WBUHS schedule	As per WBUHS schedule
Subsequent round processing	Within 1 working day of vacancy freeze	Same	Same
Hosting/retention	Counselling period	Counselling period	Up to 4 months after exercise or as directed
Final data handover	Within 7 days of closure	Within 7 days	Within 7 days

7. Service Levels and Liquidated Damages

SLA	Minimum Commitment	Suggested Service Credit / LD
Portal availability during live windows	99.5% or better, excluding approved maintenance	0.25% of relevant job value for each 0.5% shortfall, capped at 5%
Response to critical incident	Within 30 minutes	₹2,000 per attributable breach after grace/verification
Resolution of critical portal/payment integration incident	Within 4 hours	₹5,000 per attributable breach; repeated breach may trigger escalation
Allotment accuracy	100% conformity with WBUHS-approved data/rules	Immediate correction/re-run at no cost; material attributable error may attract up to 5% of relevant job value
Support	10:00-18:00 on all live counselling days including holidays; extended support on result/allotment days as required	Repeated non-availability: ₹1,000 per verified incident

Aggregate penalties/service credits should ordinarily not exceed 10% of the contract value, without prejudice to WBUHS's rights in cases of fraud, wilful misconduct, data breach, confidentiality breach or termination. Final penalty provisions shall be vetted and approved by WBUHS.

8. Eligibility / Pre-Qualification Criteria

Sl.	Criterion	Documentary Evidence
1	Bidder shall be a company/LLP/partnership/proprietorship legally registered in India and in operation for at least 3 years as on bid due date.	Certificate of incorporation/registration and constitutional documents.
2	Valid PAN and GST registration.	PAN and GST certificate.

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3	Average annual turnover of at least ₹ 15 lakh during any three of the last five completed financial years ending on 31.03.2025. Start-ups/MSMEs may be considered as per applicable procurement relaxations where expressly approved.	CA certificate / audited financial statements.
4	Positive net worth in the latest completed financial year.	CA certificate / audited accounts.
5	Experience in at least one online admission/counselling/seat-allotment/examination/student lifecycle portal for a **health related course(s)** in Government Department, University, Board, PSU, autonomous body or recognized educational institution during the last 5 years ending on 31.03.2026.	Work order/contract plus completion or satisfactory performance certificate.
6	At least one completed/satisfactorily running IT application/service assignment of value ₹8 lakh or more, OR two assignments of ₹4 lakh or more each, during the last 5 years ending on 31.03.2026.	Work orders.
7	Bidder shall have adequate technical resources covering application, database, cloud/system administration, security and operations/helpdesk.	Annexure manpower declaration/CVs of key personnel.
8	Bidder must not be blacklisted/debarred by any Central/State Government department, PSU, University or statutory body as on bid due date.	Self-declaration on letterhead.
9	Bidder must accept data confidentiality, audit, security and data-handover obligations.	Signed declarations and undertaking.
10	EMD ₹12,000, unless eligible MSME exemption is claimed and accepted.	Online EMD proof OR valid MSME/Udyam and exemption documents as required by portal/NIT.

Consortium/JV: Not permitted. Subcontracting of core allotment logic, candidate data processing or operational control is not permitted without prior written approval.

9. Bid Submission - Two Cover System

9.1 Cover I - Technical Bid

- Bid submission letter and bidder information form.
- Tender fee proof and EMD proof, or MSME exemption claim with supporting documents.
- Registration/incorporation, PAN, GST, Udyam/MSME (if applicable).
- Turnover/net-worth evidence and audited accounts/CA certificates.
- Experience credentials with work orders and completion/performance certificates.

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- Key personnel details.
- Declarations: non-blacklisting, conflict of interest, acceptance of tender, integrity/anti-collusion, confidentiality/data protection.
- Power of Attorney/board authorization for bid signatory.
- Signed copy of tender document and corrigenda as token of unconditional acceptance.

9.2 Cover II - Financial Bid

Financial bid shall be submitted only in the portal BOQ/price schedule format. No price shall be disclosed in the Technical Bid. Any conditional financial bid may be rejected.

10. Technical Evaluation

Preliminary responsiveness and eligibility. Only bidders satisfying all mandatory eligibility conditions proceed to detailed technical evaluation. Bidders who have submitted all required documents will be considered as technically qualified and decision of the competent authority of WBUHS will be final and binding to all.

Financial bids from technically qualified and responsive bidders will be opened. Award shall normally be to the lowest evaluated responsive bidder (L1) on total price, subject to price reasonableness and applicable procurement rules.

11. Commercial Terms and BOQ

Estimated tender value: ₹6,00,000 excluding GST. Bidders shall quote a single consolidated amount through the portal BOQ, supported by the following break-up. The total of all line items shall be used for financial comparison.

Sl.	Description	Qty	Unit	Quoted Amount (₹), excl. GST
1	Job 1 - JEMAS-PG 2025: configuration, registration, payment integration, choice filling, all allotment/admission rounds, reports and hosting	1	Job	[BOQ]
2	Job 2 - JEMAS-PG 2026: same full cycle with updated data/rules and hosting	1	Job	[BOQ]
3	Job 3 - JENPAS-UG 2026 Mop-up: registration, choice filling, payment integration, allotment, admission, subsequent rounds, hosting and retention up to four months	1	Job	[BOQ]
	Total Bid Price excluding GST			[BOQ TOTAL]
	Applicable GST			Extra as applicable

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No hidden or additional charges shall be payable for activities expressly included in the scope. Payment gateway transaction charges excluded unless specifically quoted/ordered.

12. Suggested Payment Terms

Milestone	Payment
Job 1 - successful completion and closure of JEMAS-PG 2025, including reports/data handover	95% of accepted contract price for Job 1
Job 2 - successful completion and closure of JEMAS-PG 2026, including reports/data handover	95% of accepted contract price for Job 2
Job 3 - successful completion and closure of JENPAS-UG 2026 Mop-up	95% of accepted contract price for Job 3
Final handover, security/deletion certificate, documentation and closure of all observations	5% of overall contract price

Invoices shall be raised only after written milestone acceptance. Statutory deductions/TDS shall apply. GST shall be paid as applicable against valid tax invoices and compliance. WBUHS may adjust applicable penalties/service credits from invoices.

13. Performance Security, Agreement and Warranty

- Successful bidder shall furnish performance security as specified in the Letter of Award/Work Order and applicable rules, within [7/10] working days.
- Performance security shall remain valid through contract completion plus 60 days.
- Successful bidder shall execute an agreement/SLA and confidentiality/data-processing undertaking before production access.
- Bidder shall rectify defects attributable to its solution/services without additional cost during the contract period.

14. General Conditions of Contract

1. The bidder shall comply with all applicable laws, rules, cyber-security directions and WBUHS policies relevant to the services.
2. WBUHS shall provide approved merit/rank data, seat matrix, reservation roster/rules, fee structure, counselling schedule, institute details and authorized approvals.
3. The bidder shall not independently alter eligibility, reservation, seat matrix, allotment logic or published result without written approval.
4. All candidate and counselling data, reports, logs and outputs created for the assignment shall remain the property of WBUHS.
5. Pre-existing bidder software/IP remains with the bidder; however WBUHS shall have an irrevocable right to use all deliverables/data/configuration outputs necessary for continuity and audit. Any licence terms must be disclosed in the bid.

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6. Bidder shall maintain confidentiality and restrict access on need-to-know basis.
7. Security incidents affecting WBUHS data/services shall be reported immediately and in any case within the period prescribed by applicable law/directions and WBUHS instructions.
8. Bidder shall maintain complete logs and cooperate with audit, security review and post-allotment verification.
9. Assignment/subcontracting requires prior written approval; bidder remains fully liable for approved subcontractors.
10. Force majeure shall be governed by the contract, with prompt notice and mitigation obligations.
11. WBUHS may terminate for material breach, persistent SLA failure, data/security breach, insolvency, misrepresentation, corruption, blacklisting or failure to perform after notice/cure opportunity, where appropriate.
12. On expiry/termination, bidder shall provide orderly transition, complete data/export, credentials/documentation and reasonable handholding to WBUHS or successor service provider.
13. Disputes shall first be escalated to the Vice- Chancellor, WBUHS being the authorized officers for amicable resolution; unresolved disputes shall be dealt with under applicable Indian law. Courts at Kolkata shall have jurisdiction, subject to any approved arbitration clause.

15. Special Conditions for Counselling and Allotment

- Final allotment shall run only on WBUHS-approved merit data, seat matrix, reservation/eligibility/tie-breaking rules and written go-ahead.
- Every final allotment run must be reproducible from frozen inputs, application version/configuration and timestamped logs.
- Seat matrix and rule changes after freeze must be versioned and approved by authorized WBUHS official.
- Mock allotment output shall be made available for verification before final publication.
- Candidate-facing deadlines shall be system controlled; manual overrides, if any, must be role-restricted, reason-recorded and auditable.
- Allotment letters shall carry unique verification reference/QR code or equivalent verifiable identifier.
- Institute admission updates shall be timestamped and attributable to authenticated institute users.
- Vacancy for subsequent rounds shall be system-derived from approved admission/non-reporting/upgradation status and frozen before allotment.

16. Bid Validity, Clarifications and Corrigenda

Bids shall remain valid for 120 days from the date of Technical Bid opening. WBUHS may seek written clarification without permitting material alteration of the bid. Corrigenda/addenda issued through the designated e-Tender portal shall form part of the tender and shall be deemed accepted by bidders submitting bids.

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17. Reservation of Rights

WBUHS may verify credentials directly with issuing organizations; seek demonstration/presentation; reject forged, misleading or materially incomplete submissions; cancel or re-tender; split or reduce scope where permissible; and take action under applicable procurement rules. No bidder acquires a right to award merely by participation or by being lowest in price.

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ANNEXURES / BID SUBMISSION FORMS

ANNEXURES / BID SUBMISSION FORMS

Tender Ref.: WBUHS/Admin/NIT/01/2026-2027

End-to-End Online Counselling, Seat Allotment, Admission Reporting, Hosting and Managed Services JEMAS-PG 2025, JEMAS-PG 2026 and JENPAS-UG 2026 Mop-up Counselling and onward sessions

Bidder: _____

Date of Submission: _____

Authorized Signatory: _____

Seal: _____

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ANNEXURE A - BID SUBMISSION LETTER

To,

The Tender Inviting Authority

The West Bengal University of Health Sciences

Subject: Bid for End-to-End Online Counselling, Seat Allotment, Admission Reporting, Hosting and Managed Services for JEMAS-PG 2025, JEMAS-PG 2026 and JENPAS-UG 2026 Mop-up Counselling and onward sessions

We, the undersigned, having examined the Tender Document and all corrigenda, offer to perform the services in conformity with the tender. We accept the scope, SLA, commercial and contractual conditions without reservation except deviations expressly stated in Annexure J. Our bid shall remain valid for 120 days. We certify that the information submitted is true and authorize WBUHS to verify the same.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE B - BIDDER INFORMATION FORM

Particular	Details
Legal Name of Bidder	
Registered Address	
Office Address	
Constitution (Company / LLP / Partnership / Proprietorship)	
Year of Establishment	
CIN / Registration No.	
PAN	
GSTIN	
Udyam / MSME No. (if applicable)	
Contact Person	
Mobile	
E-mail	
Banker	
Website	
Authorized Signatory	

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ANNEXURE C - ELIGIBILITY COMPLIANCE CHECKLIST

Sl. No.	Eligibility / Document Requirement	Attached (Yes/No)	Document Reference / Page No.
1	Legal registration		
2	PAN		
3	GST		
4	Turnover		
5	Net worth		
6	Relevant project experience		
7	Qualifying project value		
8	Technical manpower		
9	Non-blacklisting		
10	EMD / valid MSME exemption		
11	Tender fee		
12	Authorization / Power of Attorney		
13	Signed tender / corrigenda		

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE D - PAST EXPERIENCE FORMAT

Sl.	Client	Project/ Scope	Govt. /University /Board /PSU	Work Order Date	Contract Value	Go-live / Completion Date	Current Status	Contact for Verification	Credential Attached
1									
2									
3									

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE E - FINANCIAL CAPACITY

Financial Year	Turnover (₹)	Net Worth (₹)	Audited Statement Attached
FY _____			Yes / No
FY _____			Yes / No
FY _____			Yes / No

Certificate of Chartered Accountant to be attached where required.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE F - KEY PERSONNEL

Role	Name	Qualification	Total Experience	Relevant Experience	Employment Type	Proposed Responsibility
Project Manager						
Application Lead						
Database / Allotment Lead						
Cloud / System Administrator						
Security Lead						
Operations / Helpdesk Lead						

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE G - TECHNICAL COMPLIANCE MATRIX

Sl.	Requirement	Comply (Yes/No)	Remarks / Deviation
1	Candidate registration & validation		
2	Payment gateway integration		
3	Choice filling & locking		
4	Seat matrix / reservation rules		
5	Mock & final allotment		
6	Allotment letter with verification ID / QR		
7	Institute admission module		
8	Subsequent rounds / upgradation		
9	MIS & reports		
10	India-hosted cloud		
11	WAF / TLS / RBAC / MFA / audit trail		
12	Backup / recovery		
13	CERT-In security audit / Safe-to-Host		
14	Data handover / deletion		

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE H - NON-BLACKLISTING DECLARATION

We hereby declare that the bidder and its directors/partners/proprietor are not, as on the bid due date, blacklisted/debarred from participation in procurement by any Central/State Government Department, PSU, statutory body, University or Government autonomous organization. We undertake to immediately disclose any change in this status during bid validity/contract period.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE I - CONFLICT OF INTEREST & ANTI-COLLUSION DECLARATION

We declare that we have no conflict of interest that would impair impartial performance of this assignment; we have not entered into any arrangement with another bidder to restrict competition, fix prices, allocate market or manipulate the tender; and no improper inducement has been offered to any person connected with the procurement.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE J - DEVIATION STATEMENT

Sl.	Clause / Section	Tender Requirement	Proposed Deviation	Reason
1				
2				
3				
4				
5				

If NIL, bidder shall write 'NIL - No Deviation' and sign below.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE K - CONFIDENTIALITY AND DATA PROTECTION UNDERTAKING

The bidder undertakes to use WBUHS/candidate data only for authorized counselling purposes; implement appropriate technical and organizational safeguards; restrict access; maintain logs; notify WBUHS of incidents; not disclose data except as authorized by law/WBUHS; return/handover data on demand/closure; and securely delete retained copies after written authorization, subject to legally mandated retention.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE L - EMD / MSME EXEMPTION DECLARATION

Select and complete the applicable option:

Option	Declaration / Details
A - EMD Paid	Amount: ₹12,000; Transaction / Instrument Ref.: _____; Date: _____.
B - MSME Exemption Claimed	Udyam / MSME Registration No.: _____; Category: _____; Validity / Status: _____. Supporting certificate and any document required under applicable Government / portal rules are attached. We understand that an invalid / inapplicable exemption claim may render the bid non-responsive.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE M - POWER OF ATTORNEY / AUTHORIZATION

Certified extract of Board Resolution / Power of Attorney authorizing Mr./Ms. _____, Designation _____, to digitally sign, submit, clarify and bind the bidder in relation to this tender. Supporting authorization document to be attached.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE N - INTEGRITY AND ETHICAL CONDUCT UNDERTAKING

The bidder undertakes to maintain highest standards of integrity, not engage in corrupt, fraudulent, coercive or obstructive practices, disclose material conflicts, and cooperate with verification/audit. Any material misrepresentation may lead to rejection/termination and action under applicable rules.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE O - ACCEPTANCE OF SLA AND PENALTY

We confirm unconditional acceptance of the Service Levels, incident response/resolution obligations, allotment accuracy requirement, support hours and applicable service credits/liquidated damages stated in the tender, except deviations expressly listed in Annexure J.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE P - UNDERTAKING ON DATA HANDOVER

We acknowledge WBUHS ownership of candidate/counselling data and project outputs. We shall provide complete database/data export, logs, reports, configuration documentation and operational handover at closure. Any pre-existing proprietary components/licences used by us are listed separately with continuity terms.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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Registrar
The West Bengal University of Health Sciences
Salt Lake, DD-36, Sector-I, Kolkata-700 064

ANNEXURE Q - BID DOCUMENT SUBMISSION CHECKLIST

Sl.	Technical Cover Document	Attached (Yes/No)	Reference / Page No.
1	Bid letter		
2	Bidder information form		
3	Incorporation / registration		
4	PAN		
5	GST		
6	Udyam / MSME, if applicable		
7	Tender fee proof		
8	EMD proof / exemption		
9	Turnover / net worth		
10	Experience credentials		
11	Technical proposal		
12	Architecture / security		
13	Implementation plan		
14	Manpower		
15	Compliance matrix		
16	Declarations		
17	Power of Attorney / authorization		
18	Signed tender / corrigenda		

FINANCIAL COVER: Portal BOQ only; no commercial figure in Technical Cover.

Authorized Signatory	_____
Name & Designation	_____
Date / Place / Seal	_____

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ANNEXURE R - DRAFT PERFORMANCE SECURITY FORMAT

[To be issued by a scheduled commercial bank / permitted instrument as approved by WBUHS]

Particular	Details
Beneficiary	The West Bengal University of Health Sciences
Amount	_____
Contract / Tender Ref.	_____
Validity	_____

The issuing bank irrevocably undertakes to pay WBUHS on first written demand up to the guaranteed amount upon invocation in accordance with the contract. Final wording shall be approved by WBUHS.

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ANNEXURE S - DRAFT AGREEMENT / SLA EXECUTION SHEET

Agreement between The West Bengal University of Health Sciences ('WBUHS') and _____ ('Service Provider') pursuant to Tender Ref. _____ and Letter of Award dated _____.
The Tender Document, corrigenda, successful bid, negotiated/clarified terms accepted in writing, Work Order and SLA shall form integral parts of the Agreement.

Particular	**Details**
Contract Value	₹ _____ plus applicable taxes
Effective Date	_____
Stamp Paper / Execution	As legally advised
For WBUHS	**For Service Provider**
Name: _____	Name: _____
Designation: _____	Designation: _____
Signature & Seal: _____	Signature & Seal: _____
Date: _____	Date: _____

Witness 1: _____ Witness 2: _____

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ANNEXURE T - PRE-BID QUERY FORMAT

Sl.	Tender Clause / Page	Existing Provision	Query / Suggested Clarification
1			
2			
3			
4			
5			

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ANNEXURE U - FINANCIAL BOQ TEMPLATE (REFERENCE ONLY)

IMPORTANT: The portal-generated BOQ shall prevail. This reference format is for internal consistency and must not be uploaded in the Technical Cover.

Sl.	Item	Base Price (₹)	GST %	GST (₹)	Total (₹)
1	JEMAS-PG 2025 full counselling service incl. hosting				
2	JEMAS-PG 2026 full counselling service incl. hosting				
3	JENPAS-UG 2026 Mop-up full counselling service incl. hosting / retention				
	GRAND TOTAL				

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END OF TENDER DOCUMENT

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