



Indian Academy of Pediatrics



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Dear Colleagues,

Greetings from Indian Academy of Pediatrics!

Indian Academy of Pediatrics (IAP) is the largest and most representative association of approximately 40000+ Pediatricians in India committed to improving the health and well-being of all children across India.

As we all are aware, Indian Academy of Pediatrics has renowned for its transparent and standard operating procedure. As a part of it, IAP annually conducts its election process on a trusted and secured digital platform and through e-voting, which provides complete transparency in the election process.

Indian Academy of Pediatrics requests services providers a quotation for high-quality e-voting services (online voting) for the upcoming IAP Election. The quotation must be emailed to "centraloffice@iapindia.org" along with the information of the service provider in the below format:

- NAME OF COMPANY / SERVICE PROVIDER
- OWNER'S NAME
- POSTAL ADDRESS
- NAME OF THE CONTACT PERSON
- TELEPHONE NUMBER
- CELLPHONE NUMBER
- EMAIL ADDRESS
- GST REGISTRATION NUMBER
- SIGNATURE OF SERVICE PROVIDER
- DATE:
- CAPACITY UNDER WHICH THIS DOCUMENTS IS SIGNED:

Conditions For Completing quotation is attached in **Annexure A**

The detailed specification of the requirement of services is attached in **Annexure B**.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of the contract, which will be furnished only after the service is finalised.

You are requested to please send the quotations to CIAP office by 5th April 2023.

For Indian Academy of Pediatrics,

Dr Vineet K Saxena
HSG, IAP 2022 & 2023

ANNEXURE A

CONDITIONS FOR COMPLETING QUOTATION:

If any of the following documents are not completed and signed or not handed in with your quotation with accompanying supporting documents on the closing date and time, your quotation may be disqualified.

Document	Comments	Submitted? (Yes / No)
QUOTATION	Make sure it is signed & stamped	
Tax Clearance Certificate	Certificate must be original e-copy and valid	
Quality certificate by STQC, Government of India	Certificate must be original e-copy and valid	
Network Audit Certificate (VAPT)	Certificate must be original e-copy and valid	
Application Security Audit Certificate	Certificate must be original e-copy and valid	
Functional and Security Testing Certificate by 3rd Party.	Certificate must be original e-copy and valid	
Declaration of interest	Must be signed. Failure to sign will invalidate your Quotation.	
Certified copies of Company/ Close Corporation Registration Documentation	<ol style="list-style-type: none"> 1. Certificate of registration 2. Details of directors / members 3. Most current registered business address 4. Company Profile 5. Experience conducting professional association elections. 	
Standard General Conditions of Contract	Make sure its signed and witnessed	
References	Five latest projects	



ANNEXURE B

Specifications Requirement:

e-Voting: means a process for recording votes by the members using a computer-based machine to display an electronic ballot and to record the vote and also the number of votes polled in favour or against such that the entire voting gets registered and counted in an electronic registry in a centralized server.

The software/ System should be a completely secure, transparent and easy-to-use voting system. It should be given an Immediate and accurate voting result. With the aid of software, it should be able to remove any mistakes occurring due to human error, like Invalid ballots or incorrect counting.

Members should be able to complete the election process within a few minutes through the Software/ System. The election commissioner should be able to declare immediate results once they initiate the results post-election closure, thus saving valuable time, effort and expenses towards counting.

The contract should include the complete scope of work requested, including objectives, procedures, identification of responsibilities, reporting and estimated fees and completion time.

Structure of the members (Voters) and position for Election:

- > Total No of Members: **Approximate 30000+**
- > Total No. of Positions: **To be confirmed**
- > Total No of Candidates: **To be confirmed**
- > No of Days for online Election: **14 days** or as per needs, not exceeding **30 days**.