

JIWAJI UNIVERSITY, GWALIOR

No. STORE/2022/493

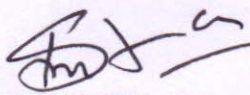
Dated: 13/05/2022

E-TENDER NOTICE

E-Tenders are invited for “ **PROPOSALS FOR REDESIGNING & DEVELOPING WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR**” The tender form may be downloaded from the website www.jiwaji.edu quote on line through <http://www.mptenders.gov.in>

S. No.	Name of the Work and No	Earnest Money Deposit	Last Date and Time for Receiving Tender ONLINE	Cost of Tender Form	PAC Rs.
1	FOR REDESIGNING & DEVELOPING WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR.	18,000/-	5:00 P.M.	1,000.00	6,00,000

1. Last date to Purchase online Bid Proposal form is **03/06/2022** up to 5.00 P.M.
2. Last date to submit online Price Bid form is **04/06/2022** up to 5.00 P.M.
3. Earnest Money , affidavit and all related documents mention in Tender Document submit up to **06/06/2022**.
4. Tenders will be opened on **08/06/2022** in the presence of the Candidates' representatives.
5. The Registrar, Jiwaji University reserves the right to accept the tender either in full or in part. Conditional tenders will be rejected outright


REGISTRAR

**JIWAJI UNIVERSITY GWALIOR INVITATION OF PROPOSALS
FOR REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE
OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR**

Jiwaji University, Gwalior

Tender Cost Rs. 1000/-

Invitation to Bidders

INVITATION OF OFFERS FROM REPUTED WEB DEVELOPMENT COMPANIES “*FOR REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR*”

Accordingly, Proposals are invited from agencies/companies having expertise in webrelated software design, development and hosting with cyber security features.

SECTION-1 TENDER NOTICE

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SECTION-11 CERTIFICATE OF CONFIRMIT

SECTION-12 BID PRICE FORM

SECTION - 1**JIWAJI UNIVERSITY, GWALIOR**

No. STORE/2022/493

Dated: 13/05/2022.

TENDER NOTICE

Sealed Tenders are invited for ***“INVITATION OF PROPOSALS FOR REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR”*** Tender document containing terms, conditions, Scope of Work of the Web-Site can be obtained from the Store, Jiwaji University, Gwalior up to 03/06/2022 up to 3.30 PM of on payment of Rs.1,000/-. Alternatively, the tender form may be downloaded from the website www.jiwaji.edu. The cost of the tender document Rs 1,000/- in this case shall be payable through bank demand draft drawn in favour of Registrar, Jiwaji University, Gwalior.

REGISTRAR

JIWAJI UNIVERSITY GWALIOR

TENDER FORM

FIRM'S DESCRIPTION

1. Name of the Firm
2. Address of Office
3.
4. Telephone No.
5. Fax No.
6. Email
7. Name and designation of the Director of the firm who would be responsible for Design & Development of Web Site.....
8. Tender Cost of Rs. 1,000/- deposited vide Receipt No. dated if document downloaded from the website tender fee enclosed Vide DD/Banker cheque no.
9. Earnest Money Rs.18,000/- enclosed vide DD/Banker's cheque No. dated drawn on (Name of the Bank)
10. GST Registration No.
11. Permanent Account Number of Income Tax.....

Signature of the Tenderer

SECTION- 2

TENDER PROCEDURE

1. The Bidder should submit the proposals in two parts:
 - (a) *Technical Bid* Technical part should contain all such details as mentioned in the Bid Document. **(Includes SECTION-6 TO SECTION-11)**
 - (b) *Financial Bid* Financial part should contain the financial bid inclusive of all admissible taxes, duties and levies etc. The details of the financial bid should also be included for better appreciation of the bid. **(Includes SECTION-12)**
2. These two parts should be submitted in separate sealed and appropriately superscripted envelopes. Both the envelopes should then be sealed in a third envelop marked as “TENDER FOR REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR” and reach to the Office of **The REGISTRAR, Jiwaji University, Gwalior** during normal office working hours up to **06/06/2022 up to 3:30PM.**
3. Tenders will be opened on 08/06/2022 immediately thereafter in the presence of the Candidates’ representatives.
4. Interested parties may obtain the Tender documents from the Jiwaji website (<http://www.jiwaji.edu>).

SECTION - 3

SCOPE OF WORK

The Jiwaji University website should be designed with a view to giving maximum exposure to content and design. The site will display the full range of University activities and functions. Develop the responsive website which is compatible to mobile, tab and search engines. So it looks good on any screen.

The detailed scope of work is mentioned below:

- The desired navigation structure, general functionalities and reference points for the design will be discussed with the successful Bidder prior to start of work. In this context, the University will also be open to design & development suggestions from the successful Bidder.
- Three theme-based template prototypes will be developed by the Solution Provider. One of the prototypes will be finalized by the University for actual development and deployment.
- The existing content and feature of the Jiwaji website will be migrated to the new redesigned website that will be hosted on an appropriate Windows platform.
- The site design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions.
- Support for normal maintenance including bug-fixing, minor adjustments, modifications, or alterations in the website for a period of one year from the date of commissioning of the site.
- W3C standard
- Weightage will be given to capabilities in templating, theme-design and security capabilities of the bidder
- Dynamic functionality to upload Notifications, Time Tables, Results, Tenders, Daily Circulars, Notification, Syllabus. etc
- Every Year Development of On-line Admission System.(That includes Development of Every Departments Web-Pages and University Information Bulletin)
- Dynamic section for Career Counseling Cell like “**Registration of students**”, CV upload etc.

- Dynamic solution to publish Results on website.
- Facility & web space to upload Video recording of Inspection Committee of about 400 colleges.
- Email Solution for 400 users
- Uploading of Ordinance, Statute, Adhinyam
- No of webpages in website approximate 1000.
- Create, maintain and promote Jiwaji University on Social Media like FB & Twitter.
- Integration with Google Analytics, Google Map.
- Develop Feedback and Discussion Forum.
- Develop website for Distance Education, DCDC and Diabetes Research Centre separately and linked with Jiwaji University main website.

TIME SCHEDULE

The complete site design and migration of content shall be completed within a period of 3 months from the issue of work order for which an activity wise time chart would be prepared and adhered to.

Within 15 days of the start of work, the template prototypes of the proposed system have to be submitted for approval.

REVIEW

The progress of the work will be reviewed by the University on a weekly basis upon commencement of the work.

RESPONSIBILITIES OF THE JIWAJI UNIVERSITY

Nominating a Coordinator for the project to coordinate with the Solution Provider and to provide required information.

1. Checking the Quality of Service (QoS) provided by the Solution Provider.
2. Facilitating the Solution Provider during the course of the project for necessary information and support.

SECTION – 4

ELIGIBILITY CRITERIA OF BIDDERS

The following criteria are prescribed as the eligibility criteria for the Bidders interested in undertaking the project.

1. The company should have been in the business of website design and development for the past 10 years.
2. The bidder should be registered for GST (Copy to be enclosed).
3. The company should have ISO certification in Web Hosting, Web Design & Development. (Copy to be enclosed).
4. The Bidder must have completed three Projects of similar nature previously for any educational institution or international organization. The Bidder will have to give proof of such clients with their contact numbers **(as per SECTION-9)**.
5. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices. A self-declaration Certificate should be enclosed **(as per SECTION- 10)**.
6. The minimum strength of IT professionals with the company should be 10. A separate list of the IT professionals is to be attached.

SECTION – 5**TECHNICAL TENDER FORM & TERMS AND CONDITIONS****General Conditions of Work****1. Cost of Bidding**

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Jiwaji University will in no case be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

2. Bidding Document

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The bid proposal must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

3. Clarification of Bidding Documents

A prospective Bidder requiring any clarification from the Jiwaji University may do so before submission of bids.

4. Amendment of Bidding Documents

Once the ad has been published and the process started, it would be legally challengeable to change terms and condition.

5. Preparation of Bids

a. Language of Bid : The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Jiwaji University shall be in English only.

b. Bid Currency: Prices shall be quoted in Indian Rupees only.

6. Documents Comprising the Bids

a. Bid Form: The Bidder shall complete the Bid Form (SECTION-12) and provide appropriate additional documents, if necessary, indicating the services to be provided.

b. Bid Proposal Sheet: Bid Proposal sheet (SECTION-6) duly filled in and signed and complete in all respects.

5. Documents Establishing Bidder's Eligibility, Qualification and Conformity

a. Audited Balance sheet of last three yrs i.e. 2018-19, 2019-20, 2020-21.

b. Documents in support of successful execution of projects from the client.

c. Certificate of capability (Performa in SECTION-7).

e. Bidder's Authorization Certificate (Performa in SECTION-8).

f. The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of the Service / Solution, which the Bidder proposes to provide under the contract (Performa in SECTION-11).

g. The Bidder shall furnish, a Self-Declaration in the Performa given in SECTION-10

6. Check-List for the Documents Submitted with the Bid

- a. The Bid Document can be downloaded from the Jiwaji University website.
- b. The Company should be running for the last ten years supported by Balance Sheet of Last Three years.
- c. Completion of three Projects of similar nature previously and documents in support thereof from the concerned organizations.
- d. Demand Draft of EMD (earnest money deposit)

7. Earnest Money Deposit

- a. The Bidder shall furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of a DD drawn in favour of “**REGISTRAR , Jiwaji University, GWALIOR**”. For Rs.18,000/- (Eighteen thousand only) and payable at Gwalior.
- b. The EMD shall be in Indian Rupees only.
- c. Unsuccessful Bidder’s EMD will be discharged/refunded.
- d. The successful Bidder’s EMD will be kept as performance guarantee and will be discharged on the successful completion of the project.
- e. The EMD shall be forfeited:
 1. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form, or
 2. In case of a successful Bidder, if the Bidder denies accepting the work
- f. No exemption for submitting the EMD will be given to any agency.

8. Period of Validity of Bids

- a. Bids shall be valid for 180 days from the date of bid opening. A bid valid for a shorter period shall be rejected by the Jiwaji University as non -responsive.
- b. Jiwaji University may solicit the Bidders consent to an extension of the period of validity .The request and response thereto shall be made in writing.
- c. Bid evaluation will be passed on the bid prices without taking into consideration the above changes.

9. Submission of Bids

- a. It will be a two envelope bid comprising of technical bid and financial bid. The bidder must place these two envelopes in an outer envelope. Both the inner envelopes and the outer envelope should be addressed to:

**The REGISTRAR,
Jiwaji University Gwalior**

All envelopes must be sealed and should indicate the name and address of the Bidder. The outer envelop must be marked as “TENDER FOR REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR”. Failure to properly mark or seal envelopes will lead to rejection of the bid.

b. First envelope shall be marked as *Technical Bid* and should contain:

- △ One Demand Draft for Earnest Money Deposit (EMD).
- △ Companies Registration Certificate in case of Companies or Partnership Deed in case of firms or Self Proprietary Declaration in case of Proprietary Firm .
- △ All the documents establishing Bidder’s eligibility and qualification mentioned in the Bid Document.

△ The “Certificate of Conformity” regarding acceptance of all the terms and conditions of this tender.

△ The Bidder’s Authorization Affidavit duly issued by the authorized authority.

△ All the formats mentioned as SECTION-6 TO SECTION-11.

c. Second envelope shall be marked as *Financial Bid* which will contain price schedule in the prescribed proforma in SECTION-12 with any supporting financial bid documents, if required.

d. The Bid shall be clearly printed and legibly signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A Written power-of-attorney accompanying the bid should support the latter authorization.

The person or persons signing the bid shall initial all pages of the bid.

e. Any inter-lineations, erasures or overwriting shall be valid only if they are signed by the person(s) signing the bid. The bid will be summarily rejected if all the documents mentioned in clause 9.b are not enclosed in the technical bid.

10. Deadline for Submission of Bids

a. Bids must be received by the Jiwaji University at the specified address, not later than the time and date specified in the Invitation for Bids (SECTION-6). In the event of the specified date for the submission of Bids being declared as a holiday for the Jiwaji University, the bids will be received up to the appointed time on the next working day.

b. The Jiwaji University may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of The Jiwaji University and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

c. Any bid received by the Jiwaji University after the deadline for submission of bids prescribed by the Jiwaji University be rejected and/or returned unopened to the Bidder.

11. Withdrawal of Bids

a. The Bidder may withdraw their bid after the submission, provided that the Jiwaji University receives written notice of the withdrawal, prior to the deadline prescribed for submission of bids.

b. In case the Bidder wants to withdraw, the Bidder’s withdrawal notice should be prepared, sealed, marked and dispatched to the Jiwaji University in original.

c. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified in the Bid document. Withdrawal of a bid during this interval shall result in the Bidder’s forfeiture of bid security.

12. Bid Opening

a. The tenders will be opened as per schedule mentioned Section I.

b. Bids will be opened in the presence of Bidders or their representatives, who chose to attend on the specified date and time.

13. Clarification of Bids

During evaluation of bids, the Jiwaji University may at it’s discretion, ask the Bidder for clarification of it’s bid.

14. Contacting the Jiwaji University

a. No Bidder shall contact the Jiwaji University on any matter relating to its bid, from time of opening to the time the contract is awarded.

b. Any effort by a Bidder to influence the Jiwaji University in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder’s bid and also forfeiture of his bid security.

15. Award of Work

a. The Jiwaji University will award the work to the Successful bidder, whose bid has been determined as the lowest evaluated bid. The Successful Bidder will be notified in writing & The Bidder will confirm the same in writing. (Successful bidder prices are valid for Three years).

The decision taken by the Jiwaji University in the process of Tender evaluation will be full and final and binding on all the bidders.

b. The Jiwaji University reserves the right to accept the tender either in full or in part. Conditional tenders will be rejected outright.

16. Corrupt or Fraudulent Practices

The Jiwaji University requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Jiwaji University

a. Defines for the purposes of this provision, in the terms set forth as follows:

△ *Corrupt practice* means the offering, giving, receiving or soliciting of anything of value to influence the action of any Jiwaji University official in the procurement process or in contract execution; and

△ *Fraudulent practice* means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of Jiwaji University and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Jiwaji University of the benefits of free and open competition.

b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

d. The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.

17. Interpretation of the Clauses in the Tender Document/Contract Document

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Jiwaji University's interpretation of the clauses shall be final and binding on all parties.

18. Payment Schedule

The payment will be made within two weeks of successful migration of the existing site to be deployed with the selected template design, layout and the desired functionality.

The payment time schedule count will start after sign-off of the successfully deployed redesigned website of the University on the server.

19. Delay in the Bidder's performance

Any delay of work from the approved schedule would invite a penalty of Rs. 200 per day by the way of deduction from the payable amount. Undue delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions:

i) Forfeiture of its security deposit.

ii) Termination of the Contract for default.

20. Penalty Clause

If the Solution Provider is not executing the contract to the satisfaction of the Jiwaji University, the Jiwaji University may invoke any or all of the following clauses.

- i) Forfeit the Security Deposit
- ii) Terminate the contract without giving any notice

21. Resolution of Disputes

The matter regarding any dispute shall be referred for arbitration to any Officer appointed by the Vice-Chancellor Jiwaji University, whose decision shall be binding and final.

22. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Gwalior Courts only.

23. Taxes and Duties

The University is exempt from paying CST, excise duty and service tax. Wherever necessary, certificates to that effect will be provided.

24. Binding Clause

All decisions taken by the Jiwaji University regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

25. Copyright

The Successful Bidder will hand over all the code, graphics, templates, etc., developed or used in connection with the execution of this work, to the Jiwaji University for the purpose of copyright and intellectual ownership. The Jiwaji University will have complete rights over the developed website and its associated content, graphics and software infrastructure.

26. The Jiwaji University reserves the right:

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

SECTION – 6**Bid Proposal Sheet**

Tender Reference No. and Date

Bidders Name and Address

Person to be contacted

Name :

Designation :

Phone/Mobile No :

E-mail :

Telephone No(s)

Fax No.

To

The REGISTRAR Jiwaji University Gwalior-110067**Subject: PROPOSAL FOR PROVIDING SERVICES FOR REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR**

Sir,

1. We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents in respect of the above mentioned subject do hereby propose to provide Services as specified in the Bidding documents.

2. All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids.

We are an Indian firm and do hereby confirm that our Bid prices quantify all components of applicable taxes, duties and levies. We hereby declare that all taxes which are leviable under law prevailing at that time will be paid by us.

3. We have enclosed a Demand draft (DD No. -----, Bank -----, Dated-----) in favor of “REGISTRSR, Jiwaji University “ payable at Gwalior for the sum of Rs. 18,000/- (Rs Eighteen Thousands) only. This EMD is liable to be forfeited in accordance with the provisions of Bid documents.

4. We further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders as stated in the Bidding document.

5. We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in SECTION-12 attached with our proposal as part of the Financial Bid.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature) Printed Name and Designation Seal

Date :

Place :

Business Address :

SECTION – 7**Capability Statement**

Name & Address of the Bidder :

1. Location
2. Nearest Office with Address and Phone No.
3. Year of establishment
4. No. of skilled IT Professionals
5. No. of Administrative Employees
6. Sectors in which firm has provided similar services
7. Annual turnover of company in last 3 years (Enclose supporting documents)

Signature of the Bidder

SECTION – 8**Bidder's Authorization Affidavit**

I,S/o..... Director/Owner of M/s having its registered office at do hereby solemnly affirm and declare as follows :

1. That I have been authorized to execute this affidavit on behalf of this company
2. That the JIWAJI University advertisement published in had invited offers FROM REPUTED SOFTWARE CONSULTANTS FOR REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR.
3. That in response to the said advertisement as stated in paragraph (2), above, our firm has submitted its proposal to the Jiwaji University.
4. That the proposals of our firm M/s containing necessary information and particulars furnished as per given Proforma, detailing therein: a) Firm's general experience in the field of assignment/work. b) The qualification and Competency of the personnel for the assignment. That the statements made in paragraphs 1 to 4 of the foregoing affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/laws in force.

Solemnly affirmed by the said aton this the day of 2022.

Deponent : Identified by me :

SIGNATURE AND STAMP OF BIDDER

SECTION – 9

**Documentation in Support of Work Experience in
Website Design & Development**

(Reference letters, completion certificates, etc.)

SECTION – 10**Self-Declaration**

Ref: _____

Date: _____

To,

The REGISTRAR Jiwaji University Gwalior

In response to the tender No. _____ dated _____ Of
Ref. _____ as a owner/partner/Director of
_____ I / We hereby declare that our firm
_____ has an unblemished past record and has not been declared ineligible for corrupt &
fraudulent practices either indefinitely or for a particular period of time.

We also declare that no criminal case is pending against our agency or its directors and that the Firm or its directors have never been implicated in any criminal case.

Name of the Bidder:

Signature:

Seal of the Company/proprietor

SECTION – 11**Certificate of Conformity**

Date:

To,
The REGISTRAR Jiwaji University Gwalior

CERTIFICATE

This is to certify that, the service for REDESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF WEBSITE FOR JIWAJI UNIVERSITY, GWALIOR which I shall provide, if I am awarded with the work, shall be in conformity with the Scope of Work in the Bid document.

I also undertake to abide by all the terms and conditions as laid down in the tender document by the Jiwaji University and also follow the instructions given by the University (to be read with Terms and Conditions) from time to time.

I also certify that the price I have quoted is inclusive of all the cost factors (inclusive of all taxes, duties and levies) involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Name :

Designation :

Seal :

SECTION –12**Financial Bid****E-Bid Price Form**

Prices for Redesigning State-of-the-Art Website for the Jiwaji University, in the manner as specified in the bidding document. Bidder's Name & Address

To,
The REGISTRAR, Jiwaji University
Gwalior

Charges for Website Design, Development, Hosting & Related Services

S.No.	Specification of Work (Work to be Done)	Quantity	UNIT Rate in Rupees (In Figure) Plus taxes as applicable	Total Amount in Rupee. (Plus taxes as applicable)
1.	Total Charges for website design & development (as per scope of work)	1		
2.	Total Charges for 500GB web space on Windows VPS/Dedicated Server with SSL certificate	1		
3.	Total Charges for annual maintenance per hour.	2500 HRS.		
4.	Total Charges for new web pages per page.	300 Web pages		
5.	New Layouts for Departments (Cost Per- layout)	15 layouts		

Note :- Above Mention Quantity May be increase or decrease as per requirement of the work.