



RAJENDRA UNIVERSITY
COLLEGE SQUARE
BALANGIR, ODISHA
PIN-767002

NO. *484* /RU/2020-21

Date:- 02.03.2021

Quotation Call Notice for Website Design & Development

Sealed quotations are invited under two bid system (One sealed envelope containing Technical bid and second envelope containing financial bid) from Original Equipment Manufacturers (OEM), professionally competent and experienced firms/organizations for **“Hosting and Maintenance of official website of Rajendra University”**. The terms and conditions and the detailed specification of the items can be downloaded from website i.e. www.rajendracollege.nic.in or can be obtained from the office of the Registrar, Rajendra University on any working day during office hour (10:00 AM to 05:00 PM) only. Interested Original Equipment Manufacturers (OEM), suppliers and authorized agencies may visit the University Campus at their convenience for site verification /survey and accordingly submit their offer along with the copies of valid GST Registration Certificate, PAN and latest Income tax Return Certificate and experience if any, the relevant documents to **“The Registrar, Rajendra University, Balangir-767002”** by Registered/Speed Post only by 05:00 PM of Dt. 23/03/2021 and the tender will be opened on the same day at 05:30 PM. All the documents should be enclosed with a sealed envelope which must be super scribed as **“Hosting and Maintenance of Official Website of Rajendra University”**.

[Signature]
Registrar *2-3-21*

Memo No: *485* /RU /2020-21

Dated, 02.03.2021

Copy Forwarded to Notice boards/ OIC, Website/ COF/ COE/ Chairman, PGC/ DO /Dy. Registrar/ All sections for information and necessary action.

[Signature]
Registrar *2-3-21*

Important Dates

Items	Dates
Notice for tender	02.03.2021 (Tuesday)
Meeting for pre-bid queries	10.03.2021 (Wednesday) – 11AM
Bid-submission last date	23.03.2021 (Tuesday) – 5 PM
Technical Bid opening	23.03.2021 (Tuesday) – 5.30 PM
Financial Bid opening	24.03.2021 (Wednesday) – 4.00 PM
Contact Details	Dr. D. P. Mohapatra Registrar Rajendra University, Balangir Pin-767002

Timeline

Activities	Timeline (From date of award)
Basic template design and approval	15 days
Final website design and approval	1 month
Security Audit(STQC)	2 months
GO-live of the website	3 months
Maintenance	Ongoing activity

SCOPE OF WORK

The scope of work includes planning, requirement-gathering, design, development, testing and delivering of a new dynamic website. It also includes regular maintenance and updating of the website.

Details of various elements of the scope of work are as follows:

Vision of the Web Portal for Rajendra University (RU)

The website should be elegant and uncluttered in look, and user friendly in its layout and content. As per the norms of Dept. of IT, Govt. of India, the website should be accessible to physically disabled persons (blind & low-vision site visitors) as per GIGW and WCAG2.0 norms.

Features of the Website

The portal should accompany a comprehensive content management system to support a variety of users ranging from Administrators to Guests. It should allow the administrator to create user roles and allow the setting up of access rights ranging from entire site to specific page.

- It should display information in English.
- It should provide for flexibility to modify the design when a major event has to be published.
- Design should be flexible to accommodate new pages.
- Design should allow changing the interface templates for fresh new look as and when required.
- The portal should be based on International standards like W3C standard for HTML, WAI etc.
- It should be compatible to various browsers including IE, Mozilla Firefox, Chrome, Safari, Opera etc. It should be independent of the choice of operating system.
- It should support responsive page design compatible to multiple size screens (computer, tablet, mobiles and any other) and should support video content without Plug-ins.
- It should provide secure integration with payment gateway for online payment transactions involved in processes during online admission, online recruitment, student fees submission, conference registration etc.

- The portal should allow the user to syndicate, aggregate and set up the notification of data using RSS feed.
- The portal should allow users to share their views, feedback, solutions and suggestions online through feedback form system, if required.
- It should provide a search module for efficient information retrieval.
- **The website should incorporate necessary security features against hacking and defacement.**
- All logins and payments transaction must operate on secure protocols. It should provide support for website security audit.
- The portal should comply fully with the guidelines issued from time to time by the Government of India.
- The portal should be disabled-friendly and should allow for features such as voice enabling, enhancement of font size and incorporate magnifier to all the pages.

Important guidelines

- The vendor has to share source code of product with RU from time to time.
- All material/ product and related codes would be property of RU and vendor should have no claim over the same in future.
- All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
- The vendor should provide all admin/ user manuals.
- The vendor should also provide support for all future upgrades/initiatives of RU related to website.
- The RU has all the rights to award the maintenance contracts to any other party after development and initial AMC period, in such case the awarded party must share all the resources.
- It is the sole responsibility of the vendor to collect each and every data from the University and incorporate the same in the portal.
- The awarded party shall make a presentation on the progress of work every two weeks from the date of contract.

Tentative design and layout

The website should be well-designed with white/pastel background, light colors, a neat, uncluttered look and a user-friendly, easy-to-navigate layout. The vendor should visit the websites of various national educational institutions for an overview of our requirement.

This website will enable internal and external users to obtain information on

- ✓ The University
- ✓ Academic information (Schools, study programs and departments of the University)
- ✓ Admissions information
- ✓ Faculty details
- ✓ Research and publications
- ✓ Services (facilities, student services, academic services and administration)
- ✓ Job opportunities
- ✓ News and events
- ✓ Extracurricular activities
- ✓ Alumni
- ✓ Exam Results
- ✓ Calendar of events
- ✓ University circulars, notifications and guidelines
- ✓ Prospectus
- ✓ Any other information

Tentative sitemap

Home Page

HOME ABOUT ADMINISTRATION ACADEMICS ADMISSION STUDENTS CORNER FACILITY		
*TENDER *REQUIREMENTS*EXAMINATION* CONFERENCE*NOTICE*WORKSHOP*COLLEGES*CONTACT US		
NEWS & EVENTS	QUICK LINKS 1	QUICK LINK2

ABOUT

About University
Odisha University Act 1989
Location
Vision & Mission
Objectives
Statutory bodies- Syndicate, Academic council
Salient features
Message of founding VC

ADMINISTRATION

Visitor
Chancellor
Vice Chancellor
Registrar
P. G. Council
Controller of Examination
Officers
College Development Council

ACADEMIC

Schools Departments
 About departments
 Academic Programs
 Faculty (Individual Pages)
 Laboratory & Facilities
 Projects

ADMISSION

Admission Procedure
Courses & Eligibility
Fee structure
Academic Calendar

STUDENT CORNER

Dean Students Welfare
Scholarships
Activities
Sports
Convocation
Important Forms

Hostels
Achievements
Alumni (Alumni association and news)

FACILITY

Library
Medical Facility
Transport facility
Wi-Fi facility

COLLEGES

Syllabus
Notices/Circular for Colleges
List of Affiliated Colleges
Sports Council
N.S.S.

QUICK LINK1

Notice/office order/circulars
IQAC/NAAC
Anti-ragging
Anti-sexual harassment cell
Holiday list
MOU & Collaborations
Annual Account & Audit Report
Annual Report
University Calendar
UGC, NCTE
Swayam

QUICK LINKS2

RTI
Training and Placement
SC/ST cell
Self-Defence
Equal Opportunity Cell

The parties are requested to visit the official website of the Rajendra College (Auto.), www.rajendracollege.nic.in and may discuss briefly about all the features by visiting the University on the date of meeting for pre-bid queries.

Experience of Bidder

SL No.	Client Name and Address	Government and Department	Application Details	Contact Details of Office-in-Charge	Supporting Document List	Associated Since Year

Supporting Documents: Documentary proof like work orders, completion certificates, service certificates etc. should be enclosed during tender submission.

Terms and condition for hosting and maintenance of official website of Rajendra University

General terms and conditions:

1. The bidder must be a registered company/firm.
2. The bidder will be allowed to bid in Indian rupees only. The quoted amount should include GST. No additional cost will be entertained at later stage.
3. The bidder must have valid GST registration certificate, PAN and latest GST and latest income tax return certificate.
4. The bidder has to submit EMD of Rs. 5,000.00 (Rupees Five Thousand Only) in shape of demand draft drawn from any Nationalized Bank in favor of Comptroller of Finance, Rajendra University, payable at SBI, Balangir-767002.
5. The bidder should have a minimum of 10 years of experience in developing and maintenance services of website/ portal /web applications as on 1st March 2021.
6. The bidder should have executed the website development, hosting and maintenance work in State/ Central government Universities.
7. The companies or vendors bidding for the above tender should not have been blacklisted by any of the government authority or public sector undertaking (PSUs). The bidder must submit a declaration in this regard in the form of an affidavit.
8. The bidder is solely responsible for providing code and data backup periodically.
9. The bidder must submit the documents supporting eligibility criteria and financial information in separate envelopes with the main envelope. The financial information should be given as per **Annexure-I**.
10. Bidders, who have not satisfactorily completed any of the earlier contracts with our University, will not be eligible for participation in this tender.
11. The terms of payments shall be made 50% of the total cost during each half of the AMC period as per the University norms. No request for increase in the rates will be entertained during the period of contract items.
12. All the participating bidder must give their technical bid that should include document regarding proposed website, technology used, template of website, features, Security, Links to previously developed work by bidder, project plan and timeline.
13. All the technical bids will be opened on Date:23.03.2021 (Tuesday) in the presence of the bidders, if any.
14. There will be technical evaluation and for this **the bidders have to make a PPT presentation on the day following the opening of the technical bid.**
15. After selection of parties in the technical bid, the financial bid of those parties will be opened. The L1 bidder is the one with lowest bid amount as per Annexure-I.
16. The bidder may please note that tender once submitted will not be altered after expiry of the deadline for receipt of tender. Completed tender document should

not have any scope of ambiguity, cutting or overwriting. Tender for items of lower configuration than specified above will summarily be rejected.

- 17.If a firm which is awarded the contract violates any of the terms and conditions, it shall be blacklisted and it's EMD shall be forfeited.
- 18.Any dispute arising out of transaction shall be subject to the jurisdiction of Balangir Court.
- 19.All the documents to be enclosed with a sealed envelope and must be superscribed as "**Hosting and maintenance of official website of Rajendra University**" and sent to **The Registrar, Rajendra University, Balangir-767002**.
- 20.The University shall have the right to alter, modify or delete any term or condition before placing any order.
- 21.Any effort by a bidder to influence RU in the bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.

- 22.The competent Authority reserve the right to cancel the tender without assigning any reason thereof.

23. In any case the decision of the authority of the Rajendra University shall be treated as final.

Annexure-I

SL NO	Product/Service Details	Total Price
1	Design, Development, and Testing of Website and Deployment adhering to the term and Conditions of RU, including DNS charges and Cloud hosting charges in one lump sum. (Including first year maintenance charges)	
2	Technical maintenance of website (for 2 nd year) a. Uploading contents & Upgradation b. Cloud Hosting charges and DNS	
3	Technical maintenance of website (for 3 rd year) a. Uploading contents & Upgradation b. Cloud Hosting charges and DNS	
	Total Price	
	Tax	
	Total Bid Price (Including Tax)	

In word:-

Seal and signature of the authorized vendor