

# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

(Formerly University College of Engineering, Burla-Established by Govt. of Odisha in 1956 & upgraded in 2009 to A State Govt. University Covered under Section 2(f) & 12(B) of UGC Act.)



P.O : Engineering College, Burla (Siddhi Vihar), Dist : Sambalpur Odisha -768018, INDIA  
Ph : 0663-2430211, Fax : 0663-2430204 Website : www.vssut.ac.in

No. VSSUT/F&P-68/

472

Dated: 08.11.2019

## TENDER CALL NOTICE

Sealed tenders are hereby invited from reputed firms for the renovation and updating of University website. The details of bid document are available in the University website [www.vssut.ac.in](http://www.vssut.ac.in). **The last date of submission of sealed tenders to the undersigned is within 12 Noon of date 23.11.2019.** The technical bid shall be opened on 25.11.2019 at 4.00 P.M. in the office of the Registrar.

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08.11.19  
REGISTRAR

Memo.No.VSSUT/F&P-68/

473(5)

Dated : 08.11.2019

Copy to:-

1. M/s Display Lines, 219, Saheed Nagar, Bhubaneswar-751007 with request to publish the above advertisement using minimum space in one issue of the all Odisha daily edition of "The Samaj" at the I&PR approved /lowest rate. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. University Notice Board / University website of VSSUT, Burla.
3. Comptroller of Finance for information and necessary action.
4. Registrar office for information & record.
5. PA to VC for kind information of the Vice-Chancellor.

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08.11.19  
REGISTRAR



# Veer Surendra Sai University of Technology (VSSUT)

Burla, Sambalpur, Odisha, India.

Website : <http://www.vssut.ac.in>

Phone : 0663-2430211

## Website Renovation and Updating

# BID DOCUMENT

EMD of Rs. 5,000/-

Cost of the Tender form (Non refundable) Rs. 500/

Please send your quotation to:

To  
The Registrar  
Veer Surendra Sai University of Technology,  
Burla, Sambalpur, Odisha, India  
PO.Burla Engg. College  
Dist. SAMBALPUR - 768018, ODISHA

LSI  
Date

Signature

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Seal

### Instructions for the Bidders

Veer Surendra Sai University of Technology (VSSUT) intends to renovate its website incorporating latest features and technology with some required applications. VSSUT invites proposals from established IT and Web designing agencies who have undertaken similar projects successfully and would be able to meet the website designing, development and maintenance requirement as per the scope of work.

#### Important Dates

Start date of the availability of bid document In the University Website <a href="http://www.vssut.ac.in">www.vssut.ac.in</a>	08.11.2019
Last date of the submission of the bid (Technical & Financial)	23.11.2019 at 12 Noon
Opening of bid (Technical)	25.11.2019 at 4.00 PM

#### Eligibility Criteria

The agency eligible for taking part in the bid must satisfy following criteria:

1. The bidder should be a company registered under Indian Companies Act.
2. The bidder should have a minimum five years experience in Web designing and maintenance services as on 1<sup>st</sup> November 2019.
3. The bidder should have executed or continuing projects of minimum three Govt. Educational institutions. Copies of proof for the projects executed to be enclosed.
4. The bidder should have valid up-to-date GST Clearance Certificate, GST Registration and Income Tax Registration (PAN) and IT Clearance Certificate
5. The bidder should submit EMD of Rs. 5,000/- along with application.
6. The bidder should not be black listed by any State/Central Govt. Organizations.
7. The Agency should have full-fledged development center

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## Evaluation

The bidders will be scrutinized on the basis of eligibility criteria, technical specification and work experience.

## Terms & Conditions

- The work shall be completed in all respects within 15 days from the date of issue of work order.
- The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.
- Any bid received after the deadline for submission of bids prescribed, will be rejected.
- Modifications of Bids may be allowed by VSSUT if any substantial changes have to be made in the scope of work. This option will be available to every Bidder who has submitted Bid.
- Bids cannot be withdrawn during the interval between its submission of bids and expiry of Bid's validity period.
- The Purchaser will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.
- SLA (Service Level Agreement) will be signed with the awarded bidder.

## Scope of the Project

Veer Surendra Sai University of Technology (VSSUT) invites experienced website/ software consultancy organizations of repute with experience in similar domain to submit the technical and financial bids to provide turnkey services for designing, developing, hosting and its maintenance/ up gradation initially for a period of one year.

### (a) Business Objectives

- To up-to-date website with latest information
- Student and other users can get their required information
- Error free updation of website without any related technical knowledge



**(b) Technical Objectives**

- i. To Re-Design & Develop Bilingual Website
- ii. To provide a secure, bug-free website & related applications with necessary security features against hacking & defacement
- iii. To present an visually appealing look to Website
- iv. Provide Dynamic Content Management System for managing website

**(c) The agency would be required to provide services as indicated below:**

**Website Designing**

**i. Template and inner pages designing for website**

The first step of website designing is to design and finalize the template and then design the inner template and integrate inner pages. The points to be taken care while designing a website are given as follows.

- A consistent page layout will be maintained throughout the website.
- Text will be readable both in electronic and print format and the page prints correctly on an A4 size paper.
- There will be adequate contrast between text and background color.
- All information conveyed with color will also available without color.
- Alternate text will be provided for non text elements (e.g. images).
- Web mail facility for all teaching and non-teaching staff of the University
- Website will provide textual description of audio/video clips & multimedia presentation.
- Caption will be provided for all important audio content.
- All pages on the website have a link to the home page.
- The positioning and terminology used for navigation items and navigation scheme will be consistent across the website.
- Website will use Cascading Style Sheets to control layouts/styles.

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- Website can be readable even when style sheets are switched off or not loaded.
- Web pages can be usable even when scripts, applets etc are turned off.
- Labels will be provided when content requires input from the users.
- Metadata for page like title, keywords, description and language will be appropriately included.
- The website must be on multiple browser compatible.
- Web pages should not contain any content that flashes for more than three times in a second.
- Website must have either a "search" box or a link to a "search" page from every page of the website.
- Website must have an up to date Site Map that is linked to the Home page as well as to all important entry pages of the website.
- Personal web page of all faculty members must have uploading facility of their lecture notes, papers, tutorials and solutions.
- Query can be placed to any faculty by any user. The query will go to his mail box.
- The faculty page of each department must list the faculties with respect to their names in alphabetical order to avoid search complexity and a link from his name to his personal page.
- Quick link to important sites such as all IITs, NITs, CSIR, DST, AICTE and UGC etc. Each link should be opened in a new Window/Tab.

## ii. Multiuser based Content Management Website.

Through Multi content management system (CMS) we can manage & update all web page contents through the developed mechanism. Using proper user authentication complete website can be managed & monitored and this is an easiest process to update all pages without having more programming or designing knowledge. **Multi User Content Management System** an advanced version of CMS where multiple administrators can be created for different Depts.

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Like store and purchase Dept. can update all tenders related documents and he will be in charge for that particular section. There will be another super admin for the complete website to monitor all Dept. users. The Scope of Multiuser based Content Management System is given as follows.

1. All the website pages and contents will be managed through CMS.
2. Menu Structure will be managed through CMS.
3. New pages with all page properties like title, description, content will be created and managed through CMS.
4. New tenders, procurements, notices, news & events will be managed through CMS with options for link, file and content uploading.
5. Quote of the day, photo of the day can be managed from CMS with valid period.
6. Dynamic photo and video gallery which can be managed through CMS.
7. Automatic archiving facility of expired contents like tenders, procurements, notices and news & events.
8. Set visibility of any page (active/deactivate)
9. Set the order of pages on the menu
10. Displaying friendly URL addresses for web pages.
11. Template Theme can be managed by user.
12. Metadata for page like title, keywords, description and language will be appropriately included.

Apart from Multiuser based Content Management System website must adhere to following instructions.

1. The website must conform to **Guidelines for Indian Government Websites (GIGW)** and its compliance should be ensured by the agency.
2. The website should meet international standards like HTML and ensure Cross Browser compatibility with all the popular browsers like Internet Explorer, Firefox, Chrome etc.
3. Web page creation infrastructure should facilitate for frequent content updates on daily/Weekly/Monthly basis
4. Flexibility to modify the design when a major event has to be publicized
5. The website should have feature like an event calendar which would be updated from time to time.
6. The website should be database-driven/ modular so that it can store & handle all the information and be able to handle the documents that would get uploaded on it on a daily basis

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7. The page download response should be quick and fast
8. Design and Development should support resizing the text without use of assistive technology
9. Website needs to have a very good Search Engine so that visitors would be able to do a comprehensive search on website for any content
10. The website should be secure and bug free and should incorporate necessary security features against hacking and defacement of the same
11. The website must be layered and well rounded so that there are no dead ends. Link to Home page from each page must be given.
12. No photo or material or software etc. for which copyright lies with someone else should be used in the Website
13. Website Design should provide up to date Site Map that is linked to Home page as well as to all important entry pages of the Website
14. Deliver a detailed user manual to VSSUT that will enable VSSUT employees who are otherwise unfamiliar with the software to become adequately trained
15. Copyright for the web design and contents to be retained with VSSUT
16. During the entire period of development of website the Agency shall be in close contact with the official of VSSUT
17. At no time during the site development, the contents of the website must be discussed with other parties

**iii. Website Facilitation for visually impaired and Low Vision Users (As per Govt. Guideline)**

There are several structural design elements that can make a website compatible for visually impaired and Low Vision user.

**Customization options:**

Making a website truly accessible to people who are visually impaired requires much more than a small click-box that increases text size by an inadequate 10 or 20 percent. Users should completely customize pages to suit their vision. They should be able to change the contrast, font, level of magnification, and colors of both the text and background.

**Visual clutter:**

Website shouldn't be overstuffed. Like use of flashing images should be limited to as required.



**Low-contrast color schemes:**

You should try to make the page as visually accessible as you can. That doesn't mean you can't make it attractive. But you can't have low levels of contrast between colors.

**Tagging of graphics:**

When graphic elements should have meaningful alternative tags, which provides a brief text description of the graphic element.

**Informative links:**

Users of text-to-speech software often navigate from link to link. If a graphic element acts as a link, then the alt tag needs to say what the button will do.

**Online forms that time out:**

Most adults with acquired poor vision are slow with online forms, and it takes us longer to process visual images. Sometimes these forms are timed, so no matter what you do, the form will time out. All information is lost, and you have to start over again. Hence this should be taken care.

**Analyze your website:**

Analyze your practice's website for its friendliness to the visually impaired user.

**Make PDF documents accessible:**

Adobe Acrobat and Adobe Reader include a number of new features that can make PDF files accessible to the visually impaired.

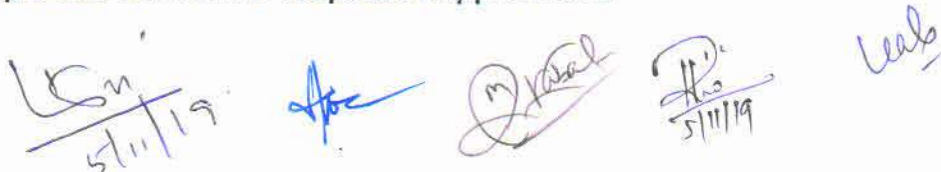
**Select an easy-to-read font:**

The font you choose for your website should be clear in vision.

**Web Hosting****1. Cloud Based Hosting Space with Higher volume of bandwidth**

Cloud based hosting space will be provided with dedicated IP, minimum requirement 500GB space with 50GB bandwidth per month. Multiple database option will be provided with required space.

**2. Multiple sub-domain for respective applications**


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All the web based applications will facilitate with individual sub-domains and will be linked from main website. For Exp. Alumni application will be hosted with a sub-domain like <http://alumni.vssut.ac.in> and will maintain separate database, space and bandwidth.

### Other Information

#### **1. Authorized Signatory**

The 'Applicant' mentioned in the RFP document shall mean the one who has signed the RFP document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority is required to be submitted. All certificates and documents received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

#### **2. EMD & Submission of Bids**

The applicant should submit their proposal along with a Demand Draft of Rs. 5,000/- in favour of "VSSUT, Burla". The bids shall be submitted in two separate sealed envelopes. The envelopes may be super scribed as "Designing, Development and Maintenance of VSSUT's website Technical Bid" and "Designing, Development and Maintenance of VSSUT's website - Financial Bid" respectively bearing the name of the bidder. The Technical Bid shall contain all relevant papers/details.

The financial bid should be inclusive of all expenses for design development and for updating/ maintenance, including taxes and should clearly state the bid amount and taxes etc on annual basis.

#### **3. Documents to accompany Request for Proposal (RFP)**

a. The applications shall be complete with the following documents:

- i. Copy of Company Registration Certificate registered under Indian Companies Act.
- ii. The bidder should have a minimum five years experience in Web designing and maintenance services as on 1st November 2019.
- iii. Copies of proof for the projects executed for minimum three Govt. Educational institutions to be enclosed.
- iv. Copies of Up-to-date GST Clearance Certificate, GST Registration and Income Tax Registration (PAN)
- v. Demand Draft of Rs. 5,000/- against EMD in favour of VSSUT, Burla payable at SBI Burla or Syndicate Bank, VSSUT, Burla.

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- vi. Demand Draft of Rs.500/- against Tender Document in favour of VSSUT, Burla payable at SBI Burla or Syndicate Bank, VSSUT, Burla..
- vii. Copy of Proof of having development Center.
- viii. Any other information sought in the scope of work.

b. Every sheet complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

#### 4. Amendment to RFP

At any time prior to the last date for receipt of bids, VSSUT, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP Document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their bids, VSSUT may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the RFP.

#### 5. Technical Presentation

Once the bids are evaluated, the shortlisted agencies may be required to make a presentation before a committee so constituted for the purpose. Brief intimation will be made to the selected agencies.

#### 6. Rejection of RFP

The application is liable to be rejected if:

- i. The application is not received in proper sealed cover with superscription as indicated.
- ii. Not in prescribed form and not containing all required details.
- iii. Not properly signed.
- iv. Received after the expiry of due date and time.
- v. Offer is received by telex, fax, telegram or e-mail.
- vi. Bid received without cost of RFP document if downloaded from website.
- vii. Demand Draft for the EMD of Rs. 5,000/- is not enclosed with the bid.
- viii. Demand Draft of Rs.500/- towards Cost of Tender is not enclosed with the bid.

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## 7. Refund of EMD

The EMD of the successful bidder will be retained in VSSUT and that of others will be returned. The successful bidder is required to finalize the payment terms with the VSSUT and sign an MOU for the proposed work.

## 8. Payments: The terms of payment would be as under:-

- i. 90% on successful commissioning of the website.
- ii. 10% after one month from the date of launching of website with and other applications.

## 9. Disclaimer

- a. VSSUT shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b. VSSUT reserves the right
  - i. To reject any / all applications without assigning any reasons thereof.
  - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of VSSUT without assigning any reasons thereof.

## 10. Pricing Information

Pricing Information should follow following format.

SI. No.	Product/Service Details	Price in Rs.	Tax if Any in Rs.	Total Price
1	Renovation, Updating and Maintaining University website :Website Development with Multi User CMS, 500GB Server Space, 50GB Bandwidth and Dedicated IP.			
	<b>Total Bid Price</b>			

Sd/- Registrar, VSSUT, Burla

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