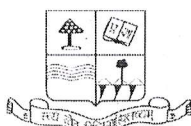


INVITATION OF QUOTATIONS
**REQUEST FOR PROPOSAL FOR DESIGN,
DEVELOPMENT AND MAINTENANCE OF
PATNA UNIVERSITY WEBSITE/PORTAL**

Quotation No.: PU/IT /2021/01 dt. 09.06.2021



PATNA UNIVERSITY
ASHOK RAJ PATH PATNA - 800005
Tel: 0612-2660191
URL: www.patnauniversity.ac.in
Email: - info@patnauniversity.ac.in

[Signature]
09.06.21

Subodh
09/06/21

[Signature]
09/06/2021

REQUEST FOR PROPOSAL FOR DESIGN, DEVELOPMENT AND MAINTENANCE OF PATNA UNIVERSITY WEBSITE/PORTAL

1. INTRODUCTION

Patna University (PU) was established in the year 1917 and it functioned as affiliating and examining body for over 30 years. On January 2, 1952 it was converted into a purely teaching - cum-residential University with the territorial jurisdiction over Metropolitan Patna. It is one of the oldest Universities in the Country. In Bihar it is the first, and in the subcontinent, it is the seventh oldest University. Now it has only constituents colleges. The University buildings are located on the bank of River Ganges.

The purpose of this document is to invite a suitable service provider for “**Design, Development and Maintenance of PATNA UNIVERSITY WEBSITE/PORTAL**”. The website shall serve as a powerful communication tool in reaching the potential users.

Existing Web Site

The existing main website of Patna University (<https://www.patnauniversity.ac.in>) provides the basic information about the University.

Vision of the proposed Website/Portal

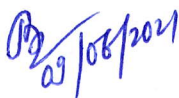
The proposed redesigning of Patna University should cater to dynamic aspects with payment gateway, back linkage capabilities with UMIS database and compatible futurist interfaces. Patna University plans to have a dynamic state-of-the-art web portal which would truly reflect our proposed vision, be a lively platform and add to the university's vibrant academic environment and campus life. More details are given in this document.

To meet this objective, Patna University invites reputed, experienced and financially sound agencies/ firms having expertise in the design and development of website as Service Providers (SP).

Sealed quotations are invited in two envelopes separately for Technical Bids and Financial Bids enclosed in one big envelop super-scribed as “Quotation for PU website/Portal”. It must reach to the office of “The Registrar, Patna University, Ashok Raj Path, Patna - 800005” on or before 21 / 06 /2021, 3.00 PM. Quotations will be opened on the same day at 4.00 PM.

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2. SCHEDULE OF SUBMISSION OF BIDS: Bid document and other details can be obtained from the university website www.patnauniversity.ac.in.

EMD	Rs.5000/- (Rupees Five Thousand Only) in the form of Demand Draft from any scheduled commercial bank in favor of "THE REGISTRAR PATNA UNNIVERSITY" payable at PATNA.
Bid validity	The validity of bids shall be six months from the last date of submission of the bids.
Last Date & Time of Submission of Bid	21/06/2021 Up to 03:00 PM
Opening of Technical Bids	21/06/2021 at 04:00 PM
Technical Presentation	To be intimated later to technically responsive bidder
Opening of Financial Bids	To be intimated later to technically responsive bidders

3. FUNCTIONAL AND TECHNICAL SPECIFICATIONS

The university plans to have a dynamic state-of-the-art web portal which would actually reflect various functions, activities, profile and add to the university's vibrant academic environment.

This means that the proposed website shall have a working blend of Web 3.0 technologies and eye-catching presentation of information. The proposed site shall blend up-to-date information, current data & information that can go lively. The purpose is also having an improved look & feed with latest design features & elements that an international institution be able to capture.

The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

Users

The envisaged portal will be used by the students/teachers/staff/alumni of PU and other users across the world. It will be also used by the back end administrator who can review the post before being published. Users will be able to share their views about university.

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4. SCOPE OF WORK

PATNA UNIVERSITY intends to redesign/develop a website/portal which would reflect various functions, activities, profile and add to the university's vibrant academic environment. Website should be elegant and uncluttered in look, multi-lingual, easy to use, and easy to search, easy to navigate, mobile responsive and visually appealing. Website must be compatible and inter operable with different browsers and different platforms. It should cater to dynamic aspects with payment gateway, back linkage capabilities with UMIS database and compatible futurist interfaces.

Sl. No	Scope of Work
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A. Modules to be covered:

1 Public/Students Module:

- Home Page with various section like sliders/latest new/notification/Quick links
- Department wise directory
- Section wise directory
- Program/Course wise directory
- Central Facility
- Committees
- Admission Page
- Result Page
- Tender Page
- Circular Page
- Media Page
- Grievance Cell
- Gender Sensitization cell
- Placement cell
- Digital learning and e-content Page
- Archive Page
- Campus Activities
- Teacher Corners
- Research/Training
- Student Corner
- Student Feedback
- Upcoming events
- Enquiry forms
- Any other as may be required.

2 Admin Module:

- Manage tolls for all the above public pages.
- Dashboard and reports
- Disable/ enable all the data/records
- Change Password

B. Website Development and Design:-

1. Development on Open Source Platform – preferably Wordpress/ PHP/Angular or equivalent.
2. Browser independent.

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3. Should be responsive and to work perfectly on all devices (Desktop, Laptop, Smartphones, Tablets) and popular Operating Systems (eg:- Windows, Linux, Android, iOS, Smartphone etc)
4. Should have facilities of Web 3.0 and CMS
5. Website should comply with MHRD and GOI Guidelines (WCAG/GIGW etc) and Quality Certification (STQC)
6. Website should follow W3C Guidelines.
7. Provision to integrate secure payment gateway. (if needed)
8. Admin Dashboard should have the ability to Add/Edit/Delete the contents and need to have Admin panel feature.
9. Website should be scalable for future requests with following features: -
 - i. Anti-spamming features.
 - ii. Dynamic Photo and Video Gallery.
 - iii. Should have Search Engine Optimization (SEO) facility
 - iv. Feedback form option
10. The portal should support Web 3.0 based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as YouTube, Linked in, Face book, Twitter etc
11. All logins and payments transactions must operate on secure protocols. It should provide support for website security audit.
12. Separate Authentication Privileges for Super-User(Administrator) and Normal User for Website & Database Management.
13. It should have SSL certification and Secured website.

C. Migration of existing website:-

All relevant contents of existing website should be migrated to the new website. This phase is expected to be part of Web Development and Design. The old website should be visible when opted by users for a certain period.

D. Hosting and backup of website:-

- Cloud based platform.
- On-Demand Self-Service.
- Minimum Downtime.
- Open Source Server with database

E. Maintenance of website:-

Initially One year free maintenance of Website from Go-Live Date. Thereafter, Annual Maintenance Contract may start on satisfactory performance of the previous year.

F. Technology:-

The website/ portal should be based on Web 3.0 based CMS and preferably use Open Source Tools like LAMP, Moodle, OpenLDAP, HTML5, CSS3 and JAVA Scripts Framework like JQuery/ other necessary futuristic frameworks etc.

Server Side Programming Language – PHP

Server Side Framework – Wordpress

Client Side – AngularJs or equivalent.

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Database – My SQL
Hosting O.S Platform – Linux/Windows
Webpages customization by latest CSS, Media Players

For any add on features, open source tools (or) educational s/w may be predominately used.

G. Development Methodology:-

The development methodology should follow an iterative-prototype approach especially in the initial startup and design phase.

H. Compliance Points:

- i. The service provider has to share the source code of product with the University.
- ii. All material/ product and related codes on website would be the property of PU and service provider would have no claim over the same in future.
- iii. All content should be stored and kept confidential and service provider should not reuse/ replicate/ transfer the same to anyone else.
- iv. The service provider should provide all admin/ user manuals along with complete training to PU IT cell team.

5. ANNUAL MAINTENANCE & MANAGEMENT

The newly developed website/portal will be maintained free of cost up to one year after go live. The scope of Annual Maintenance & Management may start from second year of Go Live and will be for a period of 01 (one) year and will cover regular updating of contents in the above modules/ sub-modules, software & security feature up-gradation, etc.

In order to undertake above, the firm will depute one qualified resource person stationed in Patna University Office in the second half and be available on call basis (24*7) to maintain/manage/troubleshoot the website as per PU requirements. The website/portal will be handled by the service provider as well as by authorized persons of PU.

6. Service Providers can quote the financial bid in a separate sealed envelop superscribed as "Financial Bid" given in the Annexure-IV.

The prices should include the list of following services.

- Development/implementation/launching of the web application
- Development of the API/Web service
- Services to Maintenance application
- 24*7 services support

7. ELIGIBILITY CRITERIA

Bidder should qualify the following eligibility conditions:

- i. The firm shall be a legal entity as per the GOI regulations and laws of the land.
- ii. The firm should have a minimum of two years of experience from the last date of submission of bid in design, development & providing maintenance and management services of websites/portals/web applications.
- iii. The firm should provide URLs of various Websites developed in the past.

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- iv. The firm should have worked in any govt. organization or university at least for 6 months, regarding IT solutions.
- v. Firm should have GST Registration certificate and PAN.

8. Mandatory documents to be provided along with the Technical Bid:

- i) Scan copy of all documents in support of above eligibility criteria from (i) to (v) along with technical bid checklist format as per Annexure - III.
- ii) A Brief of the proposed vision and concept for the design and development of the PU website.
Note: - Proposal should brief the complete scope and vision of the proposed portal.
- iii) EMD in the form of Demand Draft.
- iv) Undertaking towards not Blacklisted as per Annexure - II.
- v) Duly signed and stamped of the entire bid document along with its Addendum/ Corrigendum, if any.
- vi) All other documents, as required in terms of the bid, to claim eligibility.

[NOTE: Bidders must sign and affix its seal on all pages of above supporting documents and upload accordingly]

- 9. The rates should be quoted as per the BoQ in excel sheet (Format as per Annexure - IV). Taxes/ GST, if any, should be indicated separately
- 10. If the last date of opening of the bid coincide with a holiday, then the next working day shall be the opening date.
- 11. Bidder shall quote in Indian Rupees only.
- 12. The bidder is expected to examine all instructions, forms, terms and conditions in the bid document. Failure to furnish all information required by the bid document or submission of a bid not substantially responsive to the bid document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.
- 13. No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.
- 14. The bid prepared by the bidder as well as all correspondence and documents preferably be written in English language. All the columns of the bid document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
- 15. Conditional bids shall be rejected.

16. BID PROCESSING FEE AND EARNEST MONEY DEPOSIT (EMD)

An EMD of Rs.5000/- (Five thousand) in the form of Demand Draft (DD) from any scheduled commercial bank should be submitted along with the technical bid document.

If the successful bidder fails to act on the offer made by the University and/or the bidders withdraw/ amend their bids after opening of bid which is not agreeable to the university, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid without EMD and/ or Bid processing fee will be straightway rejected. The EMD of unsuccessful bidders shall be returned/ refunded after finalization of the contract without any interest.

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17. PERFORMANCE SECURITY DEPOSIT (SD)

- a) In addition to the EMD, an amount @ 5% of total contract value in shape of FDR/ TDR/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 15 (fifteen) days from the date of issue of Letter of Award (LoA) by the University. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.
- b) Performance Security shall remain valid for a period of one year beyond the date of completion of the contract including website maintenance period. No interest will be payable on SD/EMD.
- c) In case of breach of contract by the service provider, the SD/EMD shall be forfeited by the university and the firm shall be blacklisted in addition to the termination of the contract.

18. AWARD OF CONTRACT

- a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the University to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.1,000/- (Rupees One Thousand Only) within a period of 15 (Fifteen) days from the date of issue of LoA.
- b) The contract will be signed only after furnishing the Performance Security Deposit.
- c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in full.
- d) Costs associated with the preparation of contract documents shall be borne by the service provider.

19. COPYRIGHTS AND TRADE MARKS

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by PU upon completion of the successful implementation of website by the service provider. Website designed through this bid will not include the name or logo of the web developer anywhere.

Dynamic data including third party data generated through website analytics will remain under complete control of PU and it shall reserve its copyrights.

20. FORCE MAJEURE

Notwithstanding the provisions of this contract, the service provider shall not be liable for forfeiture of its EMD and SD or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract in case of natural calamities. If a Force Majeure situation arises, the service provider shall promptly notify PU in writing of such conditions and the causes thereof.

Unless otherwise directed by PU in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

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21. SAVING CLAUSE

In respect of any matter for which no provisions have been made in this contract the provisions contained in the general instructions of the Government of India/Government of Bihar on the subject shall apply.

22. OTHER TERMS AND CONDITIONS

- a. The service provider should allocate a single point of contact (POC) who can provide support during the development and implementation stage. For an identified number of months/ year, the service provider shall depute a dedicated resource within Patna University for up-gradation, maintenance and development of the website.
- b. The service provider shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/ contract without the express written consent of Patna University.
- c. No terms and conditions other than as stipulated above will be entertained. Bids without acceptance of the terms and conditions stipulated above are liable to be rejected.
- d. The PU, reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- e. All disputes arising out of this bid shall be subject to the jurisdiction of court of Patna.

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09/06/2021

BID FORWARDING LETTER
(on the Letterhead of the Bidder)

Letter No: -

Date :

To
The Registrar,
Patna University,
Ashok Raj Path,
Patna – 800005.

**Subject: Proposal for 'Design, Development and Maintenance of PU WEBSITE/Portal',
Bid No. PU/IT/ /2021/01 dt.**

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the bid documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the bid document.

The Bid EMD of Rs.5000/-(Rupees Five Thousand Only) in the form of Demand Draft (DD No. :- date: -) in favor of The Registrar Patna University is enclosed herewith.

I/ We also keep the offer open for six months from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

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[Signature]
09/06/2021

SELF-DECLARATION ABOUT NON BLACK-LISTING
(on the Letterhead of the Bidder)

Letter No.:- _____
Date : _____

To
The Registrar,
Patna University,
Ashok Raj Path,
Patna – 800005.

Subject: Proposal for 'Design, Development and Maintenance of PU Website/Portal', Bid No. PU/IT/2021/01 dt. _____.

Sir,

In response to bid above reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

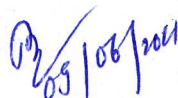
If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the bid if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

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TECHNICAL BID
PART- 1 DOCUMENTS FOR TECHNICAL EVALUATION

(To be submitted in .xlsx File)

Date: _____

Subject: Proposal for 'Design, Development and Maintenance of PU Website Portal', Bid No. PU/IT/2021/01 dt. .

(Self-attested photocopies of all supporting documents in support of below particulars must be attached with the bid)

Sl. No.	Particulars	Compliance Details
1	Name of the Firm with Complete Address, Tel/ Mob No. and Email Address	
2	Name of the Authorized Representative and Designation along with Mobile No. and Email ID (POC for Patna University)	
3	Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd. Etc)	
4	EMD of Rs.5000/- (Rs. five thousand) in from any scheduled of Commercial Bank in favor of "Registrar, Patna University" Payable at Patna.	
5	Copy of Permanent Account Number (PAN)	
6	Copy GST Registration of Firm	
7	Copy of Experience Certificate	
8	Name of Websites developed by the firm in the past:	(a) (b) (c) (d) (e)

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TECHNICAL BID

PART-2 DOCUMENTS FOR TECHNICAL EVALUATION

Part - 2 of 'Technical Bid' contains the 'Concept & Vision for the Website' :

1. A Brief of the proposed vision and concept for the design and development of the PU website portal. (to be enclosed with the technical bid documents). – Enclosed at Page No. _____ of technical bid documents (page number to be indicated by the bidder)
2. Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents) – Enclosed at Page No. _____ of technical bid documents (page no. to be indicated by the bidder)

Declaration

I/We..... (Name of Proprietor/ Partners) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in bid document.

Signature with stamp of the bidder:


Place:

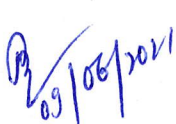
Date:

Name, Address of the bidder:

Tel/ Mob No.:

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FINANCIAL BID

(To be submitted in .xlsx File format and in a separate sealed envelop)

Letter No.: - _____

Date: _____

To

The Registrar,
Patna University,
Ashok Raj Path,
Patna – 800005.

Subject: Proposal for 'Design, Development and Maintenance of PU Website/Portal', Bid No. PU/IT/2021/01 dt. _____.

Sir,

I/We quote the under mentioned rates for subjected bid.

Development Price details:

Sr. No.	Descriptions	Quantity	Rate	Total Amount
1	Design And development of Dynamic Web Applications with one year free maintenance (UI Design/Database design/API development/ Launching of the application/ User manual for the users) and Migration of existing website. (Note:- One time cost.)	1		
2	Maintenance & support of web application for One year after GO-Live of the application starting from the second year	1		
3	For deputation of one technical person at least for two hours for uploading/ downloading, documents and Misc. Web page design.	1		
4	For Providing dedicated 30 GB Web Server space, secured website with SSL certification and its Maintenance per year.	1		
Total				
GST (GST NO:) @ %				
Net Amount				

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The above prices should include the list of following services.

- Development/implementation/launching of the web application
- Development of the API/Web service
- Web Server Space.
- Migration of contents of Existing website.
- Services to Maintenance application
- 24*7 services support

Notes:-

1. Bidders should quote rates for providing services as mentioned above, failing to which their bid will not be considered for acceptance.
2. The financial bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial bid, the value in words shall prevail.
3. GST as per- GOI norms should be mentioned separately.

Signature with stamp of the bidder:
Name, Address of the bidder:
Tel/ Mob No.

Place:

Date:

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