



कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः
KUMAR BHASKAR VARMA SANSKRIT AND ANCIENT STUDIES UNIVERSITY

नमाटि : नलबारी : असम : ✪ NAMATI, NALBARI - 781337, ASSAM

Website- www.kbvsasun.ac.in ✪ Email Id- kbvsasun@rediffmail.com

No.:KBVS&ASU-32/2014/86

Date: 05-04-2023

NOTICE INVITING TENDERS

Proposals are invited from reputed agencies/companies for Design, Development, Hosting and Maintenance of **Website** for Kumar Bhaskar Varma Sanskrit and Ancient Studies University, Nalbari, assam

1) Important Dates & Contact detail:

1.	Date of Publishing of Tender	05-04-2023
2.	Last date of submission of Tender	18-04-2023 till 11:00 AM
3.	Place of Submission of Tender	Office of the Registrar, KBVS&AS University
4.	Bid opening date and time	18-04-2023 on 12:00 PM
5.	Place of Opening Bid	VC's conference Hall, Ground Floor, Administrative Building, KBVS&AS University
6.	Contact Details	Registrar, KBVS&AS University, Nalbari e-mail: kbvsasun@rediffmail.com Contact No.: 9127022535
7.	Tender Processing Fees (non-refundable) and EMD	Rs.500/- (Rupees Five Hundred Only) and Rs.2,000/- (Rupees Two Thousand Only) in the form of Demand Draft from any scheduled commercial bank in favor of the Registrar, KBVS&AS University payable at Nalbari. The bidder should provide DDs of Tender Processing Fee and EMD to the institute in HARD COPY at the time of tender document submission.

The tender documents can be obtained on any working day during office hours between 11.00 AM to 4.00 PM from the office of the undersigned or can be downloaded from the University website.

The tender should be submitted in two separate sealed envelopes i.e. **TECHNICAL BID** and **FINANCIAL BID** along with tender processing fees and EMD. The technical bid shall be opened first on above mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened. KBVS&AS University reserves all the rights to reject any or all the tenders without assigning any reason.

Sd/-
Registrar, i/c
KBVS&AS University, Nalbari



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2) Scope of the work

• Pre Bid Activities:

The prospective vendors are advised to go through the existing website of the Kumar Bhaskar Varma Sanskrit and Ancient Studies University in order to have an idea about the magnitude and diversity of information that will have to be collected and hosted on the website. The existing content and feature of the Kumar Bhaskar Varma Sanskrit and Ancient Studies University website will be migrated to the new redesigned website that will be hosted on Cloud based with the domain **kbvsasun.ac.in**. The vendor is advised to propose the functionalities that he would be able to provide in the website.

• Requirement Study:

The vendor will be expected to do a requirement study for the website, which when agreed upon by the University, will form part of the Agreement to be signed with the University. 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.

• Compatibility:

The site design must be compatible to the most recent browser like Chrome, Mozilla Firefox, Safari, Opera etc. It should be responsive and to work perfectly on all devices (Desktop, Laptop, Smart phones, Tablet etc) and popular operating systems.

• Functionalities Required:

Front end requirement (Visitor Section)

- The website should be elegant and organized in look, easy to navigate, easy to search and visually appealing and responsive in design. It should be compatible with different modern browsers and devices.
- The homepage should contain appropriate fonts with standard sizes, graphic elements and navigation widgets so that it reflects a design and feel of a website of academic institution with International Standard.
- Some frequently visited sections like Notifications, News and Events, Upcoming Events, Tenders, Recruitments etc. should be properly highlighted on the homepage with the use of proper graphic elements/widgets/sliders/scrolling elements.
- A user friendly and efficient Searching facility should be provided on the homepage through which visitors can search the desired content, notifications, news, faculty profiles easily.
- Each Department/ School of Studies should have web pages of their own which can have different sections/tabs/pages as per their requirement. The department sites should have the provision for dynamically manage and will contain information about the department like faculties, Programmes, Syllabi, Research publications, News and events, photos, videos etc.

In the profiles of the faculties, there should be provision for dynamically adding different sections like Publications, Workshops attended, Papers presented, awards, achievements in addition to the basic profile section.



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Back end requirement (Admin section):

- The admin should be able to add/delete/update/hide/archive any content on the website. All the homepage contents including menus / links / widgets / News / Events / Notification / Photo Galleries / Video Galleries and others will be decided during the time of development should be dynamically editable by him without the requirement of understanding the underlying technology. The admin will also be able to edit departmental sites, faculty profiles and all other contents.
- There should have a page/content builder/making part in administrative control panel through which the admin will be able to create page based on future requirements.
- All the contents/pages/notifications (published/Unpublished/Archived) should be easily searchable by the admin and option should be provided to publish/unpublished them on a single click.
- Advanced backup and restore facility for admin so that the site can be periodically backed up and restored when necessary in a hassle free manner.

Email Features: Domain user@kbvsasun.ac.in

- **Hosting of Website:** Hosting of website on Cloud based with the domain kbvsasun.ac.in
- **Security:** The website should allow secured socket layer.
- **Website Maintenance:**
Vendor has to do the maintenance of the Website up to the period of the agreement will be valid. This maintenance will be considered part of the implementation process. Which may be further extended on mutual agreement.
- **Important guidelines**
 - ✓ The vendor has to share source code of product with the University from time to time.
 - ✓ All material/ product and related codes would be property of the University 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 admin/ user manuals.
 - ✓ The vendor should also provide support for all future upgrades/ initiatives of University related to website.



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3) Timeliness

Sl. No.	Activities	Time Frame (from the date of award of contract)
1	Basic Templates Design and Approval	15 Days
2	Final Website Design and Approval	15 Days
3	User Acceptance Testing (UAT) of the system	05 Days
4	Website Maintenance	will be ongoing activity as per the requirements

4) Performa of Financial Proposal

Part 1: Design & Development of University website:

Description	Amount	
	In Figure(Rs.)	In words
Design and Development of website in multi language compatible (English / Assamese / Devanagari)		
GST as per GOI norms		
Total amount (in Indian rupees)		

N.B.: The cost of the website updating & technical up-gradation will be depending on the nature of work. If the requirement will take more than 6 hours for a developer of the vendor then the vendor will be submitted bill against updating of the website. It will be decided after the vendor discusses with the IT cell of the University.

Part 2: Cloud Hosting Charges for 05 (Five) Years as below breakup:

Description	Amount	
	In Figure(Rs.)	In words
Hosting Charges		
GST as per GOI norms		
Total amount for 1 Year (in Indian rupees)		



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5) Selection criteria:

- The financial bids of only those bidders who achieve 70 and above marks would be opened. This will be the Technical Score (TS)
- Financial score (FS) of the proposals will be determined using the following formula:
FS = 100 x (FL/F) Where,

'FS' is the financial score of an applicant,
'FL' is the lowest Financial Proposal among all and
'F' is the Financial Proposal of the particular applicant

- For the purpose of calculation of Composite Score (CS) for each bidder, the weightage shall be 70% for the Technical Score (TS) and, 30% for Financial Score (FS) of the respective applicants' The Composite Score shall be calculated using the following formula:

$$CS: TS \times 0.70 + FS \times 0.30.$$

Bidders will be ranked accordingly to their Composite Scores and will be listed in the order of merit as H1, H2 and H3 and so on. The top scorer H1 would be eligible for award of work.

6) Points distribution for Technical Score(TS):

Criteria	Description to be filled by the bidder (Evaluation criterion will be as Mentioned)	Maximum Points
Turnover		
Annual Turnover	Average annual turnover of the agencies/companies during last three financial years ending on 31 st march, 2023. Within 1 Crore= 10 marks >1 = 1.5 Crore = 15 marks >1.5=2 Crore = 20 marks	20
Development & Hosting Experience		
No of website designed and developed in last 3 years at HEI Level	Each of design and develop website carry 4 marks up to maximum marks 20.(design and developed website address should be clearly mentioned)	20
No of Portal designed and developed in last 3 years at HEI Level	Do	20
ISO Certificate	ISO 9001:2008 = 15 marks ISO 27001 =15 marks	30
Government experience	Experience of at least one e-Governance project under government of Assam.	10



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7) General Conditions

- a) Earnest Money Deposit: The Bidders shall furnish, Earnest Money Deposit (EMD) Rs. 2,000/-as Bid Security in the form of Demand Draft, from a scheduled commercial bank, drawn in favour of the “Registrar, KBVS&AS University, Nalbari” with tender documents. The EMD of unsuccessful bidders shall be returned without any interest only after finalization of the tender and after the successful bidder signs the contract with the University. EMD of the successful bidder shall be returned to the agency without interest after the agency signs the contract with University and submits a Performance Bank Guarantee (PBG) equal to **25% of the contract value** in the form of bank draft. The PBG will be refunded after three months after the contract is over.
- b) The bidder should submit their hard copies of the tender documents only through registered post/by hand in the tender deposit box.
- c) **NO BID DOCUMENT WILL BE ACCEPTED BY EMAIL.**
- d) List of firms for whom similar nature of work has been done should be provided.
- e) The Agency should sign at the bottom space of all pages of document.
- f) Earnest Money Deposit of successful bidder shall be forfeited in the event of non-completion of the task.
- g) No bidder shall contact the University on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
- h) Any effort by a bidder to influence the University in the bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
- i) The notification of award will constitute the formation of the contract/ work order.
- j) Partial quotations of items will make the tender liable for rejection, Bidder has to give quotation for all items in the Tender Performa.
- k) University, reserves the right either to accept or reject any or all the tenders at anytime prior to award of contract.
- l) No request for increase in the rates will be entertained during the period of contract items. No advance payment will be made. Also, no interest will be paid on delayed payment.
- m) University reserves the rights to reject any or all tenders.
- n) All disputes are subject to the jurisdiction of courts within Nalbari district.
- o) In case of any differences the firms can be called for negotiation.

8) Disqualification

The University reserves the right to reject bids in the following cases:

- The Bids which are received after due date and time.
- Bids not accompanied by all requisite documents along with the Earnest Money Deposit (EMD) by Demand Draft / Bankers’ Cheque.
- Bids not substantially responsive and not submitted in accordance with the required formats.
- If the bidder submits the bid specifying his own terms and conditions.
- Information submitted in technical bid is found to be misrepresented, incorrect or false.
- Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by the University.

ANNEXURE - I

BID FORWARDING LETTER
(on the Letterhead of the Bidder)

Date : _____

To

The Registrar
Kumar Bhaskar Varma skrit and Ancient Studies University
Namati, Hati-Namati
District-Nalbari
Assam-781337

Subject: Design, Development and Maintenance of Kumar Bhaskar Varma
Sanskrit and Ancient Studies University Website

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

The Tender Processing Fee of Rs.500/- (Rupees Five Hundred Only) and EMD of Rs.2,000/- (Rupees Two Thousand Only) both in the form of Demand Draft in favor of the Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University are enclosed herewith.

Yours faithfully,

(Name & signature with stamp of the bidder)

TECHNICAL BID
DOCUMENTS FOR TECHNICAL EVALUATION

Date: _____

Subject: Design, Development and Maintenance of Kumar Bhaskar Varma
Sanskrit and Ancient Studies University Website

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

Sl. No.	Particulars	Response
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 Kumar Bhaskar Varma Sanskrit and Ancient Studies University)	
3.	Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd. etc.)	
4.	Tender processing fee of Rs.500/- and EMD of Rs.5,000/- both in the form of DDs from any scheduled commercial bank in favor of 'Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University' payable at Nalbari	
5.	website designed and developed in last 3 years at HEI Level Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 03 years will be reckoned from the date of publication of this tender.	
	Portal designed and developed in last 3 years at HEI Level Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 03 years will be reckoned from the date of publication of this tender.	
6.	Average annual turnover of the agencies/companies during last three financial years ending on 31 st march, 2023.	
7.	ISO Certificate	
8.	e-Governance project under government of Assam	
9.	Copy of Permanent Account Number (PAN)	
10.	GSTIN	
11.	Bid Forwarding Letter as per Annexure - I	

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
conditions laid down in tender document.

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Tel/ Mob No.:

ANNEXURE- III**FINANCIAL BID**

Date: __

To

The Registrar
Kumar Bhaskar Varma skrit and Ancient Studies University
Namati, Hati-Namati
District-Nalbari
Assam-781337

Subject: NIT for 'Design, Development and Maintenance of Kumar Bhaskar Varma Sanskrit and Ancient studies University

Sir,

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

Part 1: Design & Development of University website:

Description	Amount	
	In Figure(Rs.)	In words
Design and Development of website in multi language compatible (English / Assamese / Devanagari)		
GST as per GOI norms		
Total amount (in Indian rupees)		

N.B.: The cost of the website updating & technical up-gradation will be depending on the nature of work. If the requirement will take more than 6 hours for a developer of the vendor then the vendor will be submitted bill against updating of the website. It will be decided after the vendor discusses with the IT cell of the University.

Part 2: Cloud Hosting Charges for 05 (Five) Years as below breakup:

Description	Amount	
	In Figure(Rs.)	In words
Hosting Charges		
GST as per GOI norms		
Total amount for 1 Year (in Indian rupees)		

Note:

- 1) Bidders should quote rates for providing services in all two parts as mentioned above, failing 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.

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Tel/ Mob No: