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**Pt. Ravishankar Shukla University**  
Amanaka, G.E.Road, Raipur (C.G.) 492010



**TENDER DOCUMENT FOR**  
Redesigning of WEBSITE [www.prsu.ac.in](http://www.prsu.ac.in)

TENDER NO. : -158/CS/2018 dated 24/03/2018  
TO BE SUBMITTED BY - on or before 11/04/2018 (05:00 PM.)

*31/03/2018*

*24/03/2018*

**Related  
Information**

Sr. No.	Item	Description
1.	Scope of Work	Redesigning of WEBSITE <a href="http://www.prsu.ac.in">www.prsu.ac.in</a>
2.	Cost of Tender Documents	Rs. 1000.00(non-refundable) by Demand draft in favor of Registrar, Pt. Ravishankar Shukla University, Raipur. Downloaded Tender documents must enclose Demand draft of the cost of Tender Document.
3.	EMD	Rs. 50,000/- (On words – Fifty Thousand Rupees only) by Demand draft in favor of Registrar, Pt. Ravishankar Shukla University, Raipur
4.	Sale of bid documents	Date 26.03.2018 to 11.04.2018 (Between 11.00 AM to 04.00 PM) Registrar Office, Pt. Ravishankar Shukla University, Raipur (C.G.) or can be downloaded from website.
5.	Last date of submission of bid	11-04-2018 by 05:00 pm
6.	Place of opening of bids	Office of the Registrar, Pt. Ravishankar Shukla University, Raipur (C.G.)
7.	Date and Time of opening of bids	12-04-2018, 12:00 PM
8.	Address for communication	Registrar, Pt. Ravishankar Shukla University, Raipur (C.G.) 492010 Ph : 0771-2262540, Fax 0771-2262818 Email: registrarprsu@gmail.com

*3m/2018mu*

*Shukla*

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**Pt. Ravishankar Shukla University, Raipur**  
**(C.G.)**

No. 158/CS /2018

Dated 24/03/2018

Commercial Bid (Summary)

Pt. Ravishankar Shukla University, Raipur invites sealed tender offers from eligible, reputed firms/agency/organizations for redesigning of PRSU website.

General Requirements:-

NO	Specification	Page Type	Rate/ Per page	Remark
1	Dynamic Home Page of website	Static & Dynamic		
2	Static Page	Static		
3	Dynamic Page	Dynamic		
4	Development and Installation website on web server	NA		
5	<b>Total</b>	NA		

Note: L1 shall be decided on total amount of SN.1 to 4.

*Burkhu*

*[Signature]*



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## 1. SCOPE OF WORK

- a. Bidder shall quote the rate of WebPages as per the current website webpages given on website [www.prsu.ac.in](http://www.prsu.ac.in). The bidder shall have to transfer entire content from old website to the new website.
- b. The Designing methodology is circular model. Layout and design shall be decided by the university.
- c. A demo must be shown by the vendor at the time of tender opening time/ schedule. For Demo presentation, its design shall depend on bidder choice and University shall not pay any for demo.
- d. Home page must be dynamic flash page with an attractive, professional and decent look, containing flash images of important events, persons, buildings of University, important links and tabs as suggested time to time.
- e. Dynamic pages shall be countable with different design and deferent data flow. Dynamic pages with same design and options shall not be separately payable.
- f. Each department/section shall have the facility to upload/update its contents independently, for which the corresponding department/section shall be solely responsible. Therefore, each department/section shall have separate dynamic page with user id, password, captcha. Password change and recovery option shall also have to be given.
- g. Each account shall have event, news, photo gallery, feedback facility and archive account.
- h. Any type of updation, modification, addition, deletion of static and dynamic page during AMC period shall not be payable. During AMC period maximum 50 pages (static/dynamic/home) can be developed free of cost. This shall accumulate every year.
- i. Bidder shall have to complete the work within four months of order, failing which the University shall have the right to give order to the next lowest rate vendor.
- j. Vendor must perform testing and Security audit by NIC or NIC authorized agency, for which University shall not pay separately.
- k. Complete source code must be provided at the time of installation and during time to time updation.
- l. One Service Engineer shall have to be present during all working days for two hours daily for updating and maintain etc.. Timing of engineer shall be decided by the university. Service Engineer must have adequate qualification, knowledge and experience of handling web server, database server, website, security etc.
- m. University shall have the copyright of website and vendor shall not use the same design for any other University /Institution without the permission of University.
- n. Performance bank guarantee of 10% of bill amount for one year must be submitted along with the bill and successful security audit report.

*Brindha*

*Sumit*

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## 2. PREQUALIFICATION CRITERIA

Keeping in view the technical aspects involved, the following criteria are prescribed as pre-qualification criteria for the Solution provider (afterwards referred as Bidder) interested in undertaking the project.

1. The Bidder must have TIN/TAN number.
2. The Bidder must have GST Registration.
3. The Bidder must have Head office or Branch Office in Raipur.
4. The Bidder/applicant must not be under a declaration of ineligibility of corrupt and fraudulent practices issued by the Govt. of India/State Govt. A self declaration certificate must be enclosed to this effect.
5. The rate shall be inclusive of all taxes.
6. Bidder shall have to sign each and every page of tender document.



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### CERTIFICATE

Certified that full contents of tender document have been thoroughly studied and understood by us before quoting above mentioned rates. We shall not claim / charge any other amount by way of charges, expenses etc. The rate quoted by us is inclusive of all taxes, etc.

(Signature of Tenderer with Seal)

Name :

Address :





**Documents required to qualify technical bid**

Technical Bid

S.No.	Description	Yes/No
1.	Cost of Tender Documents: Rs. 1000.00(non-refundable) by Demand draft in favor of Registrar, Pt. Ravishankar Shukla University, Raipur. Downloaded Tender documents must enclose Demand draft of the cost of Tender Document	
2.	EMD Rs. 50,000/- (Rupees Fifty Thousand Only) by Demand draft in favor of Registrar, Pt. Ravishankar Shukla University, Raipur	
3.	GST/Tax Registration Number	
4.	TIN/TAN number	
5.	Must have at least five years experience in the field of developing website, during which he must have developed at least one website of Govt. / PSUs/ Recognized private organization of repute.	
6.	Must have turnover of minimum 20 Lacs per year during last three financial years.	
7.	Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the University / to provide consulting services for the preparation of the design, specifications, and other documents to be set for the procurement of the goods under this Invitation of Bids	
8.	Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices	
9.	The bidders must also enclose a statement on their letter head stating that "We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf shall engage in bribery"	

(Documentary evidence must be provided for S. No. 3 to 8)

*3/11/2017*

*[Signature]*

## TERMS AND CONDITIONS

1. Sealed rates are invited for development of university website. Tender must be submitted in two parts:-
  1. Technical bid
  2. Commercial bid.Tender not properly filled, Telegraphic / Fax tender, mutilated with incorrect calculation or generally not complying with the conditions shall be rejected.
2. Tenderers must quote their rates both in figures and words. The schedule of quantities must be fully priced and the total of each along with carried over figures of the previous page shall be given in ink and signed by the tenderer. No blank space shall be left. If the discrepancy found in quoted rate in figures and words the rate quoted in words shall be considered.
3. Sealed tenders with name of the job and the name of the tenderer written on the envelope shall be received by the Registrar, Pt. R.S.U, Raipur (C.G.) through registered/speed post only. The PRSU reserves the right to postpone or/and extend the date of receipt or to withdraw the tender notice without assigning any reason thereof entirely at the discretion of the PRSU. In such an event tenderers shall not be entitled to any compensation in any form whatsoever.
4. If the tender is made by or on behalf of a company incorporated under the companies Act (of 1956), it shall be signed by their Managing Director or one of the directors duly authorized on that behalf, If it is made by partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of the firm attaching a copy of power of attorney with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
5. The work shall be carried out under the directions and supervision of the employer/consultant of their representative at site. On accepting the tender, the manufacturer shall intimate the name of his accredited representative who would be supervising the jobs and would be responsible for taking instructions for carrying out the work on day to day basis.

### 6. Contract Signing

The tenderer shall sign the necessary contract papers within 10 days of the contract intimation. Expenses for the agreement including cost of stamp paper etc, shall be borne by the contractor. In case of delay the 'Earnest Money' may be forfeited and the tender may be cancelled.

- i. EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favor of the **Registrar, Pt. Ravishankar Shukla University Raipur, payable at Raipur**, shall be submitted along with tender, the tender received without EMD or in any other form than as stated above may be rejected. The EMD shall be returned to the unsuccessful tenderer within one month of the opening of tender. The EMD shall be retained in addition to the retention money and shall be returned on completion of the project. Interest shall not be given on EMD amount.

*3/11/2014*

*Shukla*



## **7. Qualification of Tenderers**

The Tenderer must enclose/produce satisfactory evidence that they have necessary experience, financial resources and Technical/Engineering organization to undertake such work to the satisfaction of the PRSU. Tenderer must clearly state their experience in web development, database etc. As detailed in this tender documents. Tenderer must also fulfill the criteria of technical bid. (Supported by documentary evidence)

## **8. Contacting the University**

No Bidder shall contact the University, on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the University, it must do so in writing. Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

## **9. Award Criteria**

The University shall order to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be qualified to perform the Contract satisfactory.

## **10. University right to vary Quantities at Time of Award**

The University reserves the right at the time of Contract award to increase or decrease the quantity/Items of jobs originally specified in the Schedule of Requirement without any change in unit price or other terms and conditions.

## **11. University Right to Accept Any Bid and to Reject Any or All Bids**

The University reserves the right to accept or reject Any Bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

## **12. Corrupt of Fraudulent Practices**

The University requires that Bidders, Suppliers, Contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the University

- (a) Defines, for the purpose of this provision, the terms set forth below as follows:
  - i. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - iii. "Collusive practice" means a scheme of arrangement between two or more Bidders. With or without the knowledge of the borrower, designed to establish bid prices at artificial, non competitive levels; And



iv. "Coercive practice" means harming or threatening to harm directly or indirectly, persons or their property of influence their participation in the procurement process or affect the execution of a contract;

(b) Shall reject a proposal for award if the manufacturer/supplier, in the judgment of the University has engaged in corrupt or fraudulent practices as defined in CC in competing for or in executing the Contract.

(c) Shall sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract; and

(d) Shall have the right to require that a provision be included in Bidding Documents and in contracts requiring Bidders, Suppliers, Contractors and Consultants to permit the University to inspect their accounts and records and other documents relating to appointed by the University. Furthermore, Bidders shall be aware of the provisions stated in the Conditions of Contract.

### **13. Modification and Withdrawal of Bids**

The Bidders may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the University prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy which must reach the University before the deadline for submission of bids. The university shall not be responsible for any postal and allied delays.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of his bid security.

### **14. Maintenance**

AMC charge shall be 20% of total development cost. This AMC cost shall be fixed for five years. Bidder shall have to give an undertaking to maintain the website for five years. The bidder shall ensure successful working of website for 24 X 7 hours.

### **15. Penalty**

1. For absence of service engineer for one day Rs. 500 shall be deducted from AMC amount and for coming late by one hour Rs. 200 shall be deducted from AMC amount.
2. Updation work shall have to be completed within 48 hours and creation of new page within a week else 100/- cost shall be deducted each day from AMC amount.





## 17. Payment

Payment of contract shall be made in Indian rupees only. Schedule of payment:

1. 100% amount shall be released after four months of successful installation of website on webserver and submission of security audit report. Bidder shall have to complete the work within four months. Otherwise university shall have the right to cancel the order and give the order to the next lowest firm. In such case EMD shall not be refunded.
2. AMC cost shall be released after successful completion of AMC year.

## 18. Dispute

Any dispute, if arises, the decision of the Hon'ble Vice Chancellor, Pt Ravishankar Shukla University, Raipur (C.G.) shall be final.


## 19. Escalation

No escalation on labor, material on any other statutory levy/tax shall be paid to the contractor during the duration of the contract / project. No alternation in this clause shall be acceptable.

## 20. Appendix

Summary of Various clauses

- |                             |   |
|-----------------------------|---|
| 1. Date commencement        | : 15 days from the date of issue of job order.                        |
| 2. Defects Liability period | : Minimum 06 months or warranty period of articles.                   |
| 3. EMD                      | : Rs.50,000/- each along with Tender in the form of The Demand Draft. |

  
**Registrar**  
Pt. Ravishankar Shukla University  
Raipur, (C.G.)



