

Sambalpur University web site**I. Eligibility criteria for the bidder:**

1. The bidder must be a registered company under Indian Companies Act, 1956.
2. The bidder must have adequate infrastructure to carry out the assignment.
3. The bidder must submit details of all the works executed over a period of last three years.
4. The bidder must have VAT, Income tax clearance Certificates & etc.

II. General Terms and Condition for bidding:

1. The bidder has to **design, develop** and **maintain** the website. The design shall include template design and the development shall include static page, dynamic page and repeat page.
2. The bidder has to provide adequate server space.
3. The bidders are allowed to bid in Indian Rupees only.
4. The bidder has to work on the existing structure of the website(www.suniv.ac.in) except the career link which shall be **renamed as "recruitment"**.
5. The bidder has to quote the rate for (i) template, (ii) other pages (other than template), (iii) for additional pages and (iv) for data entry.
6. The bidder has to submit a user manual (hard copy) containing all features of the website along with all the technical details.
7. The bidder has to provide content management software to the University for the routine update and the maintenance of the website.
8. The bidder has to quote for **any subsequent maintenance** of the website, as per the requirement of the university.
9. The bidder has to take enough care to prevent misutilisation of data/contents of the website through hacking or otherwise.
10. The university shall not entertain any joint bidding.
11. The university shall not provide any space or infrastructure for the development and the maintenance of the website.
12. The bidder has to update the materials on a daily basis and /or as and when required by the authority to do so. Any difficulty in 'update' has to be immediately sorted out by the bidder.
13. The bids submitted not as per the enclosed format shall be liable to rejection.
14. The bidder has to bid along with EMD of Rs. 5000/- in the form of demand draft in favour of Comptroller of Finance, Sambalpur University, drawn on SBI, Jyoti Vihar (Branch Code-6672).
15. The bidder may mention any additional features to be incorporated in the website with full justification to the satisfaction of the authority which will be given extra weightage during the final selection of the bidder.
16. The bidder has to submit the whole bid both in printed and in electronic (CD) format.
17. After development of the website, the bidder has to handover all the password, source code, etc, to University which will be property of the University.
18. The bidder has to provide proper solutions to security/virus related problem.
19. The content of the website shall be the property of university.
20. Any clarification suggestion if any needs to be specified clearly.

21. After finalization of the bidder has to enter into an agreement with the university and the dispute if any will be subject to the legal jurisdiction of Orissa.
22. Director, e-Governance Nodal center, Sambalpur University will be the single point contact center.
23. The university has the right to alter, modify or delete any terms and condition before the agreement.

III Contents of the web site:

1. Standard educational web site with approximately 60 pages (may vary as per the actual) with standard links as exist in www.suniv.ac.in.
2. The different facility for the web site will be as follows
 - a. Static web page and dynamic web page
 - b. Online result publication of different courses as provided by the university.
 - c. Provision for seamless integration with the university's own server for necessary updates automatically if required.
 - d. Facility for mail integration with University's mailing system.
 - e. Unlimited email id, adequate space, adequate database.

Terms of Payment

a. For design and development

The terms of payment shall be:

- (i) 10% of the total cost upon design and the acceptance of the design.
- (ii) 80% on successful hoisting of the website to the satisfaction of the university.
- (iii) The balance 10% after one year of successful hoisting.

b. For Maintenance

The firm shall raise bill for the maintenance(if any) on a quarterly basis and the payment will be made accordingly

IV Bidding process:

The bidder needs to submit the documents in following order with proper tagging and page indexing without which the university may reject the bid:

- Cover page
- Section1:
 - Letter of intent.
 - Company profile (which should indicate address, single point of contact, manpower position etc.)
 - EMD deposit
- Section2:
 - Eligibility claim
Refer **(I. Eligibility criteria for the bidder in I.1, I.2, I.3, and I.4 in separate page**
 - Technical information

	Detail description	Remarks
Platform		
Language/package/software		
Databse		
Server		
security		
Content management software		
Additional (technical) feature if any		

FORMAT FOR BIDDING(Rate in Rs./ year)

Item		Price (RS)	Remarks
Design and Development	Static Page		
	Dynamic Page		
Maint. charges	Static Page		
	Dynamic Page		
Design and Development of Template			
Data Entry			
Development and Maintenance charges for single Data access page			
Server space unlimited			
Data base unlimitd			
Email id unlimited			
Content management software			
Other cost if any, please specify			
Total bid price			