Annexure – A

No. 316 /PEC
Dt. 6.04.21

## Tender Call Notice

Sealed quotations are invited from eligible and interested service providers to execute "Website and Online Application Development for Directorate of Distance and Continuing Education (DDCE) and Private Examination Cell (PEC) of Sambalpur University". The terms and conditions and the detailed scope of the work can be downloaded from the University website i.e. www.suniv.ac.in or can be obtained from the Office of the Director, DDCE–PEC, Sambalpur University in any working day during office hour (10.00 AM to 5.00 PM) only. Only qualified bidders who can meet all eligibility criteria may submit their quotation in two bid system (one part is Technical Bid and tender eligibility documents) and second part is Price Bid) and relevant documents to "The Director, DDCE – PEC, Sambalpur University, Jyoti Vihar – 768 019, Sambalpur, Odisha" by Registered/Speed Post only by 1.00 PM of Dt.22/04/2021 along with the copies of valid GST Registration Certificate, PAN and latest Income Tax Return Certificate and experience.. The tender will be opened on the same day at 4.00 PM in the presence of authorized representatives of the firms. All the above documents should be enclosed with a sealed envelope which must be superscripted as "Website and Online Application Development for Directorate of Distance and Continuing Education (DDCE) and Private Examination Cell (PEC) of Sambalpur University".

06.4.2021
**Director**
**Private Examination Cell**
**Sambalpur University**

Memo No. 317 / PEC

Dt. 6.04.21

Copy forwarded to:
1. The Editor, The Sambad, Bhubaneswar, Odisha and The Times of India, Bhubaneswar to kindly publish the notice in news paper and issue on or before date 08/4/2021 and submit the bills in duplicate along with the issue of the daily news paper where the tender call notice have been published.
2. Personal Secretary to Vice-Chancellor, Sambalpur University
3. PA to Registrar, Sambalpur University.
4. The Section Officer, Dairy Unit for kind information and necessary action.
5. The Director, e-Governance Nodal Centre to upload in website for wide circulation

06.4.2021
**Director**
**DDCE-PEC**
**Private Examination Cell**
**Sambalpur University**

## Terms and Conditions

### A. General Terms and Conditions

1. The bidder must be a registered company under the company act.

2. The bidder must have valid GST Registration Certificate, PAN and latest Income Tax return certificate .

3. The bidder will be allowed to bid in Indian rupees only. The quoted amount should include GST and no additional cost will be entertained at later stage. The price and tax should be mentioned separately.

4. The bidder has to submit an EMD amounting to 2 % of total quoted amount in shape of demand draft drawn from any Nationalised Bank in favour of Director, Private Examination Cell, Payable at SBI, Jyoti Vihar, Burla.

5. The bidder is solely responsible for providing code and data backup periodically.

6. The bidder mus submit the Documents supporting eligibility criteria and financial information in separate envelopes with the main envelope. The financial information should be given as per Annexure – II.

7. The bidder who has not satisfactorily completed any of the earlier contracts with the University will not be eligible for participation in this tender.

8. The bidder may please note that tender once submitted will not be altered after expiry of the deadline. Complete tender document should not have any scope of ambiguity, cutting or overwriting for inadvertent error if any, the bidder must strike through erroneous figure/word and legibly write the correct figure/word and it must be authenticated with dated signature of the bidder.

9. If any bidder which is awarded the contract violates any terms and contracts, it shall be black listed and EMD shall be forfeited.

10. The University shall have the rights to alter, modify or delete any terms and condition at any stage.

11. The Competent authority reserves the right to cancel the tender without assigning any reason thereof.

*Rubeha*
06.4.2021

## B. Payment Terms and Conditions

1. 50% of the order value will be released after making the website and applications online. Another 50% will be released after successfully completion of all requirements as mentioned in the tender scope.

## C. Eligibility Criteria

1. The bidder should not have been black listed by any State/Central Govt. Organizations/ PSU. The bidder must submit a declaration in this regard.
2. The bidder should have minimum of 5 years experience as on 31st March 2021 in executing the website development, hosting and maintenance work in State and Central Govt. Educational Education
3. The bidder should have executed at least three similar projects of the State/Central Government Universities (Annexure–1 should be filled up for necessary verifications).
4. The bidder should have executed online admission system for any State/Central Government Universities continuously for five consecutive years.
5. The bidder should have experience and implemented payment gateway, EV SSL, SMS, Email, and Barcode for any online application under State/Central Government organization.
6. The bidder should have experience on managing dedicated web server or VPS server.
7. The bidder must have a full-fledged development centre in Odisha.
8. No Consortium will be allowed. The bidder must meet all above eligibility criteria by itself.

**The response to tender without submission of proof of above points will summarily be rejected without further communication.**

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## Scope of the Work

The authority of Sambalpur University intends to develop website and web applications for Directorate of Distance and Continuing Education (DDCE) and Private Examination Cell (PEC) as sub-domain under the University website suniv.ac.in. It may be decided to register separate domain for both the organization or can create multiple sub-domain as required.

200GB Amazon cloud server space required for each organization and three sub-domains will be created for each organization. If the sub-domains will be http://ddce.suniv.ac.in and http://pec.suniv.ac.in, Then under sub-domains there will like ddcesuniv.ac.in/eadmission, ddce.suniv.ac.in/examination, ddce.suniv.ac.in/result, pec.suniv.ac.in/eadmission, pec.suniv.ac.in/examination, and pec.suniv.ac.in/result. Apart from AWS cloud space, other Hosting requirements are mentioned are SSL, WAF (Web application firewall), SMS, Cloud Backup system and payment gateway to collect online application fee or other fees.

## Website and Online Application Scope

Design of New Website with domain name (if required) .edu.in/.ac.in/.org, etc. and with multi user based content management system which will have following features:

- The complete website with following portions should be managed dynamically
  - Page Content
  - Menu Items and Level
  - Banner Section
  - News Section
  - Notice Section
  - Tender Section
  - Photo Gallery
  - Video Gallery

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- Multilevel user management:
    - $1^{st}$ User (Super Admin): Will have complete authority to manage all sections and $2^{nd}$ users as well.
    - $2^{nd}$ User (Admin): Will manage only the sections assigned by super admin.

## Online Admission form fill up

## User Management

- $1^{st}$ User – Super Admin with all supervisory power
- $2^{nd}$ User - Break into two Sections -$1^{st}$ part for DDCE/PEC with all authority and $2^{nd}$ part for Study Centre/Examination with limited authority (view rights only)
- $3^{rd}$ User - For Student Use (Limited Authority)

## Features

Step-I: All sorts of admission notifications to be displayed in website

Step-2: Along with notification, Deposit Challan (SBI/ UCO) shall be given in website

Step-3: Applicant Instruction form along with prospectus for all courses shall be displayed in website.

Step-4: After depositing the journal Applicant can register for online admission through the website.

Step-5: After Registration the Applicant will fill up the application form and the form may have three different pages

- 1st page for general information (Personal information)
- $2^{nd}$ Page for Academic information (Educational)
- $3^{rd}$ Page for Instalment details (Like course fees, exam fees and misc fees etc.)

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Step-6: Applicant can edit the finally submitted Application Form upto 48 hours and generate the final form.

Step-7: Applicant should get a login panel for further communications.

Step-8: Along with the printout of final form, Journal and all educational certificates to be forwarded to DDCE/PEC office for final stage of admission.

Step-9: After receiving form in hard copy all compliance should be made within 10 days from the last date.

Step-10: Final Admission notification shall be displayed in the website along with an email to the study centre and students. [Roll number entry facilities]

For any compliance there may be a facility to send messages to study center as well as student login panel.

After submission of fees through deposit challan the information not to be uploaded in the website. That may be uploaded after validation of the journal number from bank record by the admin supervisor. Then only information can be available or viewed by the student or study centre. From second Semester onwards the student should fill only the payment details for 2$^{nd}$ and subsequent semester.

## Examination Form fill up

Step-1: A general form will be displayed in the website - > student registration page.

Step-2: After starting the process of Examination Form Fill up Student needs to select the course and accordingly the paper of the respective courses will display. Then the student will deselect or select papers as per his/ her preference.

This facility will be helpful for back/ repeat/ improvement candidate.

For regular students by default all the papers will be selected.

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## E-Dispatch of admit card and CNR

After form fill up Admit card and CNR will be sent through the website which can be downloaded by the students as well as by the study centre along with a consolidated list of report for specific study centre. Admit card along with Photograph facility.

## Results

After processing of result, Statement of Marks can be downloaded by the student or Tabulation of register by study centre/ examination centre. But student should be asked for roll number and date of birth combination for security reason.

For any sort of complain or grievance, there may be email address for respective course.

Any up gradation, implementation of new module or alteration of existing module in the website can be finalized by the web committee.

Party has to give full user training to DDCE/PEC Staff for first three months with support for whole Year.

There may be facility for Admin ($2^n$ user) level to download weekly / monthly report as per the format supplied to the service provider such as

1. Daily/weekly/ monthly collection Register (With Journal Number, Date, Amount with Name of the depositor)
2. Study center wise fees collection report (Instalment Register)
3. Others if any.

## Online Grievance Application

The system will allow the students to register their Grievance with the study centre and the University authority

## Domain and Web Hosting Requirement

**Domain Name:** University will register the domain name if it is required to or a couple of sub-domains will be created under suniv.ac.in.

**Server Space:** 200GB Linux Amazon cloud server space required with C-panel control panel required for each organization. **Other Requirements:** EV SSL, SMS, Barcode, cloud based backup, WAF (Web Application firewall).

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## Online Application Experience

| Sl. No. | Client Name and Address | Government & Department | Application Details | Contact details of Officer-in-charge | Supporting Document List | Associated Since year |
|---------|------------------------|------------------------|---------------------|--------------------------------------|--------------------------|----------------------|
|         |                        |                        |                     |                                      |                          |                      |
|         |                        |                        |                     |                                      |                          |                      |
|         |                        |                        |                     |                                      |                          |                      |
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|         |                        |                        |                     |                                      |                          |                      |
|         |                        |                        |                     |                                      |                          |                      |
|         |                        |                        |                     |                                      |                          |                      |

*Client Name and Address: Name of the Organization and Address.

* Government and Department : Under which Govt. Department work executed

*Application Details: List of Products and/or services catered to respective client

*Contact Details of Officer-in-charge: Name, Designation, Phone No and E-mail ID of in-charge officer of respective client

*Supporting Documents: Documentary proof like work orders, completion certificates, service certificates etc. Should be enclosed during tender submission

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Annexure – 2

## Financial Information

| Sl. No. | Product/Service Details | Price for DDCE | Price for PEC |
|---------|------------------------|----------------|---------------|
| 1 | Website Development with Multi User CMS | | |
| 2 | Online Applications for UG, PG, PG Diploma <br><br> • Online Admission System <br> • Exam form fill up system <br> • Result Publication <br> • Online Grievance Application | | |
| 3 | Hosting requirements <br><br> • 200GB Amazon Cloud Server Space <br> • EV SSL <br> • Payment gateway <br> • Barcode <br> • 100000 Transactional SMS <br> • Cloud based backup <br> • WAF (Web Application Firewall) | | |
| | **Total Price** | | |
| | **Tax** | | |
| | **Total Bid Price including Tax (In words)** | | |

**Signature and Seal of the Authorized Vendor**

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