Central University of Odisha

(Established Under the Central Universities Act, 2009)
Sunabeda, Dist. Koraput, ODISHA Pin.: 763 004.
06852-288235/288238, Fax.06852-288225

Ref.:CUO/WMC/TENDER/2021/01   Dt.10.01.2022

NOTICE INVITING TENDER

Sealed quotations are invited for Website Design & Development at Central University of Odisha, Koraput. The sealed quotations are to be submitted on or before Dt. **31.01.2022 by 05.00 PM**. as per the prescribed terms and conditions. For further details please log on to University website: www.cuo.ac.in.

Sd/-
Registrar

Website Design & Development Tender Document

Commencement of Application	*January 10, 2022*
Last Date & Time of Submission	*5:00 PM, January 31, 2022*
Date & Time of Opening	*February 01, 2022*
Tender Paper cost (non-refundable) in form of Demand Draft (In favour of CENTRAL UNIVERSITY OF ODISHA payable at Koraput)	*Rs. 500/-*
Address and place of Submission of Tender	*Registrar,* *Central University of Odisha* *P.O. NAD Sunabeda* *Dist. Koraput – 763004*
Tender Document Delivery Mode	*Hard Copy (By Speed Post only)*
Contact Person at CUO (for clarification with queries during the process of tender submission)	*Sh. Sibaram Patra* *Section Officer (Administration)* *Email ID: srpatra@cuo.ac.in* *Mobile No: 09437590798*

Note: The University reserves the right to change / revised the date of opening the tender. In such case, the information will be displayed on university's website www.cuo.ac.in.

1. Sealed Tender under the two-bid system (Technical bid and Price bid) are invited from registered firms in India, with **at least 3years of experience in the design, development and maintenance of academic institutes/university**, **government bodies and established corporate and MNC**. Both 'Technical Bid' as well as 'Price Bid' are expected to be submitted in conjunction with the same date of receipt. The stipulation that the price bids will be opened only after the technical evaluation of all the offers is done.

2. **Target Audience of Website:** The main audience of our website would be

    i) **The prospective students and their family members –** These are the people who are the aspiring students and their family members.

    ii) **Companies interested in hiring our students (Recruiters) –** We would like to use our website to attract the big recruiters in the management field. Through our website, we would like to attract the companies to come for campus hiring.

    iii) **Current students/ faculty/ staff of the Institute –** They would be getting all their day- to-day needs met for their study/ teaching/ courses/ schedule/ fees.

    iv) **General visitors –** These surfers would be looking at the course curriculum and research happening at Central University of Odisha. We need to show case all our achievements in teaching and research and all the activities that are going on in the university.

    v) **Prospective employees (Faculty/Staff) –** To attract faculty and staff that would form the back bone of our university.

3. Current Website

Our current website URL is http://cuo.ac.in. It is a basic website that was developed to satisfy the initial requirements for the institute. However, we are in the growing phase now and we want to make our brand look attractive. So, from having the basic needs met through the website, we are pushing ourselves in the extravaganza mode making brand Central University of Odisha looks gorgeous and striking to all.

4. New Website Functionality Requirements

The website will be based on a Web Content Management System (Open Source WCMS are preferred). The website should have the following features -

i)   **Web Content Management System:** We would like to have an easy-to-use web content management system (WCMS) for our website which can be maintained effortlessly and can be learnt easily by users. All the pages including home page must be editable. The content management system should provide an easy User Interface functionality to create event photo gallery, video gallery and it should have Menu Management i.e. Ability to add, move, delete, modify menus on the site.

ii)   **Technology:** The new website should use Web 3.0 based tools and open-source software like LAMP architecture, Java script /J Query, HTML5, CSS3, Open LDAP etc. Following are the advised open-source technologies to be used

Server Side Scripting	:	PHP / Java etc.
Con. Mgmt. System	:	Wordpress / Joomla / Drupal etc.
Server Side Database	:	MySQL / PostgreSQL etc.
O.S Platform for hosting	:	Linux / Windows
Any Other Add-On Feature	:	Only open-source tools will be preferred

iii) **Single Sign-On:** The website should support Single Sign-On so that future automations like Recruitments Portal / Placements Portal /Academic Information System etc can be easily integrated into the website.

iv)   **Bilingual language support:** It should provide bilingual language support-Hindi and English

v)   **Security of Website:** The website should allow secured socket layer. The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard. The Vendor needs to take care of all security, malware attacks, routine updates of plugins, routine backups etc.

vi)   **Navigation:** The navigation system for the website should be intuitive such that people can easily find the required stuff from the website.

vii) **Clean and focused design:** Our website must be visually appealing, polished and professional. There should be good use of color. It should have easily readable text, meaningful graphics, quality photography and simplicity in design.

viii) **Professional Branding:** Provide attractive branding to the institute through the website. A site must be visually appealing, polished and professional.

ix)   **Content:** Along with style, our website must have substance and complete information.

x)   **Functionality:** Each component of our site should work quickly and correctly. It should be kept simple and well organized. It should have fast-loading pages, minimal scroll,

consistent layout, prominent and logical navigation and descriptive link text.

xi) **Cross-platform/browser compatibility:** The website should work for all the different kind of browsers and their different versions. It should not break or look different across the different platforms. Website should be responsive and should work perfectly and seamlessly on all devices.

xii) **Screen Resolution:** The screen resolution of the website should be high enough so that the content looks attractive and easily readable.

xiii) **Search Engine Optimized (SEO):** The website should be optimized for the search engine so that it is appearing high in the search results.

xiv) **Mobile website:** The website should be working well when opened from the mobile devices and should look attractive in mobile too as many users are using mobile devices to browse through the websites.

xv) **Payment Gateway:** Website should be enabled to microsite (Admission, PGP, MDP etc) with payment gateway.

xvi) **Good search feature:** The website should have good search feature. All the content should be easily searchable from the website itself.

xvii) **Interaction with administrative team at CUO:** New website design should be approved on the development version and should involve multiple iterations with the CUO Admin/Website Management Committee.

xviii) **Good Error Handling:** It should be able to handle failure scenarios well like content not found, link redirection etc.

xix) **Import of content:** All applicable content should be imported from current website.

xx) **Web Content Accessibility:** Website should follow Web Content Accessibility Guidelines (WCAG) as per GOI guidelines (GIGW), refer http://guidelines.gov.in/ and certified by the Standardization Testing and Quality Certification (STQC), refer http://meity.gov.in, can be social media enabled.

xxi) **Performance Optimization:** Back end performance optimization like DB structure, query optimization to be done to enhance user experience in term so fast load times and good mobile experience.

xxii) **Deployment and Hosting:** Vendor shall deploy the website on CUO Servers or on a designated site in the cloud and shall ensure Go-Live readiness in all aspects. The website should be a multisite website hosted on VPS cloud. Also the website should be scalable as and when notified by the CUO.

xxiii) **Loading time:** Loading time of the Website should be minimum.

xxiv) **Visitor count and Google analytics:** The Website will have the visitor count, Google analytics.

xxv) **Training of the CUO IT Staff:** Vendor will provide training (face-to-face or through remote web conference) to CUO IT Staff for the deployment and day-to-day administration of the website. Training should be free of cost.

xxvi) **Testing:** All types of post-development testing to be performed by the vendor (like Beta testing, Load testing, User Acceptance Testing, etc)

xxvii) **Social media integration:** The website should have good social media integration (share buttons, follow buttons, etc.)

xxviii) **Copyright and Property:** Designed, technical documents and source code is the property of Central University of Odisha. Hence, the vendor is expected to submit all the required documents/media post go live and after implementation.

xxix) **Non Disclosure Agreement (NDA):** The Vendor shall be required to sign the Non Disclosure Agreement (NDA) with Central University of Odisha.

xxx) **End to End Commissioning of the Website:** End to End Commissioning of the Website will include Mockup Design, Development, Testing, Pre-launch, Go-Live and Training, Maintenance and Support consecutively for three years.

5. **Site Map of CUO (Tentative)**

Home
- Layout of the Home Page needs to be attractive and eye catching with pictures of campus
  - **About**
    - Welcome to CUO
    - Vice-Chancellor'sMessage
    - Court
    - Executive Council
    - Academic Council
    - Finance Committee
    - Our Mission, Core Values and Culture
    - Ranking and Accreditation
    - Alumni
    - Social Responsibility
    - Infrastructure
    - Library
    - Our Logo
    - Our History
    - About Koraput district
  - **Study @ CUO**
    - Schools and Departments
      - SCHOOL OF LANGUAGES
        - Department of English Language and Literature (DELL)
        - Department of Odia Language and Literature (DOLL)
        - Department of Hindi (DH)
        - Department of Sanskrit (DSKT)
      - SCHOOL OF SOCIAL SCIENCES
        - Department of Anthropology (DA)
        - Department of Sociology (DS)
        - Department of Economics (DE)
      - SCHOOL OF EDUCATION & EDUCATION TECHNOLOGY

- Department of Journalism & Mass Communication (DJMC)
- Department of Education (DEDN)
  - SCHOOL OF BASIC SCIENCES & INFORMATION SCIENCES
    - Department of Mathematics (DM)
    - Department of Computer Science (DCS)
  - SCHOOL OF BIODIVERSITY & CONSERVATION OF NATURAL RESOURCES
    - Department of Biodiversity and Conservation of Natural Resources (DBCNR)
  - SCHOOL OF COMMERCE & MANAGEMENT STUDIES
    - Department of Business Management (DBM)
  - SCHOOL OF APPLIED SCIENCES
    - Department of Statistics (DSTAT)
- Academic and Examinations

- **Faculty & Research**
  - Faculty
    - Overview
    - Faculty Directory A to Z
    - Faculty Directory by Area
    - Visiting Faculty
    - Visiting Scholars / Post doc Fellows
    - Faculty Recruitment
    - Professors of Practice

  - Research
    - Research Papers
    - Research Projects
    - Seminar Schedule
    - Research Seminars
    - Working Paper Series
    - Papers presented by CUO Faculty
    - Chapters in Monographs and Books
    - ConferenceProceedings
    - InvitedTalks
    - Scholars in Residence
    - Library
  - **Corporate**
    - Placement
      - Placement Process
      - Summer Internships
      - Final Placements
      - Calendar
      - Student profiles -PGP
      - Placement Reports
      - Past Recruiters

- The Placement Team
- Industry Interaction
    - Overview
    - TalkSeries
- Entrepreneurship
    - Know Us
        - Vision and Mission
        - Team
    - Focus
    - Entrepreneurship Education & Awareness
    - Capacity Building & Skill Development
    - Outreach
    - Envision
    - Events
        - Recent
        - Forthcoming
    - Get in Touch
- **Life @ CUO**
    - Clubs and Committees
    - Facilities
    - Student Governance
    - Photo Gallery
- **Media**
    - Publications
    - News
    - Events
    - Jobsat CUO
    - Blog
    - Students Education Verification
- **Careers**
- **Contact Us**
- **Notifications**

At the Bottom of the Home Page

Hindi Version / Right to Information / Publications / Library / NIRF / CUO Webmail / Features / Campus Tour / Internal Complaints Committee / Terms & Conditions / Privacy Policy / Copy right Policy / Hyperlink Policy / Accessibility Statement / Feedback / Disclaimer / About this Site / Terms of Use

6. **Time-Frame for the Website Development**

Proposal Stage	Activity Plan	Duration	Indicative Timelines
Presentation to the Committee: February 03, 2022			
Stage 1	Vendor Selection and Intimation	1 week	February 10, 2022
Stage 2	Contract Award	1 week	February 17, 2022
Stage 3	Sample Template Design Submission	2 weeks	March 03, 2022
Stage 4	Website Design, Development, Deployment and hosting (Including bug fixing and continuous integration)	4 weeks	March 31, 2022
Stage 5	Maintenance and Support	On going for 3 Yrs	Commencing April 01, 2022

The completion of each stage needs to be approved by the university and the work on the next stage can only begin after the previous stage has been approved. Each stage deliverable needs to be presented before the Website Management committee of CUO for the final approval.

Signature with Stamp of Bidder
Date

7. Proposal Requirements

Sl. No	Particulars	Document Reference for Compliance	Page no in submitted document folder
1	**Information regarding the Technology to be used for the website design & development strategy, and how the requirements provided in the section: "New website functionality requirement" given in this document is being planned to be fulfilled.** Explain in short how individual functionality would be met.		
2	**Information about Website Development Experience** A) The Bidder must have at least three years in the website design and development. B) The bidder is expected to have completed at least three website development projects during the last three years for reputed educational institution or organization. C) The Bidder will have to give proof of such work.		
3	**A self-declaration Certificate regarding fraudulent and corrupt practices should be enclosed** Bidders should not have ineligibility due to corrupt and fraudulent practices		
4	**Information about Hosting and Cloud Service** Provide information about webhosting and cloud service provider		
5	**Information about Support and maintenance of website during the warranty period:** Information regarding 24x7 Technical staff support should be given to ensure the necessary support to CUO during the warranty Annual Maintenance Contract period(Document should be attached.)		
6	**Information regarding Registration:** Registration No of the bidder firm along with the Local Sales Tax (LST), Goods and Services Tax (GST), Work Contract Tax (WCT) No and the PAN number allotted by the concerned Authorities		
7	**Information regarding Testing and Quality Certification:** Certification by the standardization testing and Quality Certification (STQC) should be provided to ensure that proper quality would be maintained.		

8	Hosting Cost with all details[The bidder has to mention the hosting details of the server] for a period of 3 years:		
8	**Proof of registration with the National Informatics Centre Services Inc** The vendor should be registered in National Informatics Centre Services Inc. (A Government of India Enterprise under NIC, Ministry of Electronics & Information Technology)		
9	**Information about Annual Maintenance Contract:** Information about the Annual Maintenance Contract of the website including maintenance, updates, and minor Modifications expansions and installing patches in the application (if required).		
10	**Details about your team** Provide details (educational qualification, experience, expertise) of your team who will be developing the website		
11	**Terms and Conditions of your work** Provide details about the terms and conditions of your work		

Signature with Stamp of Bidder
Date

8. Evaluation of Technical Bid

Only those bidders who cross the threshold level (60%) of the technical evaluation shall be considered for the evaluation. Scoring Parameters used for scoring will be based on relevance and nature of past-experience, approach proposed, experience in domain area, experience and skill of core team and success stories (case studies in particular).

9. Evaluation of the technical bid will be based on the following parameters

Serial No	Particulars	Weightage
1	The bidder must display through understanding of the requirements of the project. The bid will be evaluated on the following components – understanding of the Proposed Solution, Information regarding the Technology to be used, website design& development strategy, and how the requirements provided in the section: "New website functionality requirement" given in this document is going to be satisfied	40%
2	Average annual turnover during last 3 financial years • Above 40 Lakhs – 10 Marks • Above 20 Lakhs to 40 Lakhs – 8 Marks • Above 10 Lakhs to 20 Lakhs – 6 Marks • Below 10 Lakhs – 04 Marks	10%
3	Experience • Above 5 years – 15 Marks • Above 4 years to 5years – 12 Marks • Above 3 years to 4years – 9 Marks	15%
4	Certification (CMMI Level 3 and above) for Software Design – 5 Marks Certification (CMMI Level less than 3) for Software Design – 2 Marks	5%
5	Should have successfully executed at least 3 websites (in the last 5years) developments, implementation and maintenance projects excluding hardware (Copy of PO & Proven Experience shall be considered as proof of completion of the project) • 3 projects with 10 lakhs and above – 5 Marks • 5 projects with 20 lakhs and above – 8 Marks • 7 projects with 35 lakhs and above – 10 Marks	10%
6	Website update and maintenance support (24x7x365) details with number of dedicated man power for this project	5%
7	Demonstration of prior work and success stories for reputed clientele	15%
	Total	100%

Signature with Stamp of Bidder

Date

10. Financial Bid Format

Serial No	Item Description	Amount	GST	Total
1	Design and Development as per requirement mentioned in the section: "New website functionality requirement" given in this document			
2	Hosting Cost with SSL			
3	Annual Maintenance Charges (End to end support with all new requirements of pages and Support cost for three years)			
	Total			

Company Name:	
Name & Designation:	
Date & Place:	
GSTN:	
(Company Seal)	

Signature with Stamp of Bidder
Date

Note:
  i) In the financial bid format, the rate shall be quoted in Indian Rupees in figures and words In case of discrepancy between the rate quoted in figures and words, the rate quoted in words will be taken as final and shall be binding on the agency
  ii) The bidder should quote for the entire tender as a package and the comparative statement will be made as per package only.
  iii) The bidder should quote for the entire tender as per the given tender specification. Bidder who does not quote for all the specification, as per the given tender specification, is subject to disqualification.
  iv) Sealed hardcopy of Technical Bid and Financial Bid must have at the top super scribed "TENDER FOR WEBSITE DESIGN & DEVELOPMENT, NIT No………… Date……….." and it should be reached on or before the due date of the tender to the following address to:

Registrar,
Central University of Odisha
P.O. – NAD Sunabeda
Dist. – Koraput – 763004 (Odisha)

11. Evaluation of Bid

Financial proposals of only those companies who are technically qualified shall be opened on the date & time specified in the presence of the Bidders' representatives who choose to attend. CUO will use Cost Evaluation under Combined Quality Cum Cost Based System (CQCCBS), the technical part will be allotted weightage of 60% of the total while the financial part will be allotted weightages of 40%. Total score, both technical and financial, shall be obtained by weighing the quality and costs cores and adding them up using the formula given below

$$\text{Total Score} = \frac{\text{Technical Bid Score}}{\text{Score of Best Technical Bid}} \times 60 + \frac{\text{Price of Lowest Financial Bid}}{\text{Price of Financial Bid}} \times 40$$

Example calculation of this scoring is given below

Bidder	Score of Technical Bid (out of 100)	Price of Financial Bid (normalized to 100)	Overall Score	Overall Rank
Company A	95	90	95.55	1
Company B	85	85	91.33	2
Company C	70	95	77.89	4
Company D	75	80	87.37	3

12. Terms and Conditions

Pricing:
a) The prices are to be quoted as per the tender document and also to mention the amount as total package with Taxes.
b) All duties, taxes and other levies payable by the vendor shall be included in the total price.
c) Vendor should quote only for the specified requirements in the tender. No change in the design/development or deviation from the tender documents will be permitted.
d) Website Design & Development should be completed within 30 days of awarding the order.
e) The Supplier should ensure smooth hosting of the Servers at Central University of Odisha website (http://www.cuo.ac.in).
f) The supplier has to deploy qualified man power for the installation and commissioning of the web hosting.

Payment Terms: 100% payment will be released, only after successful installation and commissioning of the Website.

Design & Development:
a) The final payments will be made based on the completion certificate and total works done.
b) Website AMC payment will be released on the completion of each quarter.

Procurement Rights:
a) CUO reserves the right to conclude the purchase with entire or partial bill website design & development as mentioned in the price schedule.
b) CUO reserves the right to host the website on its own.

Late Bids: Bids received after the due date and the specified time for any reason what so ever, shall not be entertained.

Disqualification: Proposal not submitted in accordance with the document.
  1. During Validity of the proposal, or its extended period, it's any; the bidder increases his quoted prices.

2. Proposal is received in incomplete form.
3. Proposal is received after due date and time.
4. Proposal is not accompanied by all requisite documents.
5. Information submitted in the tender proposal is found to be misrepresented, in correct or false accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

13. CUO's Right to Terminate the Process

a) CUO may terminate the tender process at any time and without assigning any reason. CUO makes no commitments, expressed or implied that the process will result in a business transaction with anyone.

b) This tender does not constitute an offer by CUO. The bidder's participation in this process may result in CUO selecting the bidder to engage in further discussion and negotiations onwards execution of a contract, if necessary. The commencement of such negotiation does not, however, signify a commitment by CUO to execute a contract or to negotiations. CUO may terminate negotiations at any time without assigning any reasons.

14. DISPUTEMENT SETTLEMENTANDAPPOINTMENTOFARBITRATOR
All dispute or differences whatsoever arising between the parties out of or relating to the work and the resulting agreement or the breach thereof that cannot be setting by good faith and negotiations between the parties within 60 days of the commencement of negotiation shall be settled by referring the dispute to The Vice-Chancellor, CUO, who may either himself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with CUO. The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996.

By consent of parties the jurisdiction of all other courts are exculpated and the High court at Cuttack, Odisha alone shall have jurisdiction. The language of Arbitration shall be English. The venue of Arbitration proceedings shall be Koraput, Odisha as the case may be.

Place: (Signature of the bidder with seal)

Name: Seal   :
                                               Address   :
                                               Contact No.   :
                                               E-mail   :

Signature with Stamp of Bidder
Date