

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
DIST. SAMBALPUR - 768 018, ODISHA**

No.VSSUT/F&P-68/ 3815

Dated, 07.10.2013

EXPRESSION OF INTEREST

09

Sealed quotations are invited from reputed firms dealing in website development, updating and management for the renovation and updating of VSSUT website on annual contract basis. The details of bid document are available in the University website www.vssut.ac.in. **The last date of submission of sealed quotation to the Comptroller of Finance, VSS University of Technology, Burla - 768018 is 25th October, 2013.** The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.


COMPTROLLER OF FINANCE

Memo No. VSSUT/F&P-68/ 3816(8)

Dated 07/10/2013

09

Copy forwarded to M/S. Display Lines, 219, Saheed Nagar, Bhubaneswar - 751007 with a request to publish the above advertisement in one issue of the all Odisha daily edition of **The SAMAJ** and in the National edition of **The Indian Express** using minimum space at the I&PR approved/lowest rates. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.

1. Copy forwarded to the Prof. In-charge, University Web site with a request to hoist the tender call notice in the University web site www.vssut.ac.in for publicity.
2. Copy forwarded to the University Notice Board for affixture.
3. Copy forwarded to PA to Vice-Chancellor for kind information of Vice-Chancellor.
4. Copy forwarded to the Registrar for kind information.
5. Copy forwarded to the SO, Establishment/S.O. Accounts, VSSUT, Burla, for information and necessary action.
6. Copy forwarded to Dean, Faculty & Planning for information and necessary action.


COMPTROLLER OF FINANCE



Veer Surendra Sai University of Technology (VSSUT)

Burla, Sambalpur, Odisha, India.

Website : <http://www.vssut.ac.in>

Phone : 0663-2430211

Website Renovation with Web Based Applications

BID DOCUMENT

EMD of Rs. 5,000/-

Cost of the Tender form (Non refundable) Rs. 500/

Please send your quotation to:

To
The Comptroller of Finance
Veer Surendra Sai University of Technology,
Burla, Sambalpur, Odisha, India
PO.Burla Engg. College
Dist. SAMBALPUR - 768018, ODISHA
Phone- 0663 -2430211

Instructions for the Bidders

Veer Surendra Sai University of Technology (VSSUT) intends to renovate its website incorporating latest features and technology with some required applications. VSSUT invites proposals from established IT and Web designing agencies who have undertaken similar projects successfully and would be able to meet the website designing, development and maintenance requirement as per the scope of work.

Important Dates

Start date of the availability of bid document In the University Website www.vssut.ac.in	09.10.2013
Last date of the submission of the bid (Technical & Financial)	25.10.2013
Opening of bid	26.10.2013

Eligibility Criteria

The agency eligible for taking part in the bid must satisfy following criteria:

1. The bidder should be a company registered under Indian Companies Act.
2. The bidder should have a minimum ten years experience in Web designing and maintenance services as on 1st Aug 2013.
3. The bidder should have executed or continuing projects of minimum three Govt. Educational institutions. Copies of proof for the projects executed to be enclosed.
4. The bidder should have valid up-to-date VAT Clearance Certificate, Service Tax Registration and Income Tax Registration (PAN)
5. The bidder should submit EMD of Rs. 5,000/- along with application.
6. The bidder should not be black listed by any State/Central Govt. Organizations.
7. The Agency should have full-fledged development center

Evaluation

The bidders will be scrutinized on the basis of eligibility criteria, technical specification and work experience.

Terms & Conditions

- The work shall be completed in all respects within 1 month from the date of issue of work order.
- The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.
- Any bid received after the deadline for submission of bids prescribed, will be rejected.
- Modifications of Bids may be allowed by VSSUT if any substantial changes have to be made in the scope of work. This option will be available to every Bidder who has submitted Bid.
- Bids cannot be withdrawn during the interval between its submission of bids and expiry of Bid's validity period.
- The Purchaser will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.
- SLA (Service Level Agreement) will be signed with the awarded bidder.

Scope of the Project

Veer Surendra Sai University of Technology (VSSUT) invites experienced website/ software consultancy organizations of repute with experience in similar domain to submit the technical and financial bids to provide turnkey services for designing, developing, hosting and its maintenance/ up gradation initially for a period of one year.

(a) Business Objectives

- i. To up-to-date website with latest information
- ii. Student and other users can get their required information
- iii. Error free updation of website without any related technical knowledge

(b) Technical Objectives

- i. To Re-Design & Develop Bilingual Website
- ii. To provide a secure, bug-free website & related applications with necessary security features against hacking & defacement
- iii. To present an visually appealing look to Website
- iv. Provide Dynamic Content Management System for managing website

(c) The agency would be required to provide services as indicated below:

Website Designing

i. Template and inner pages designing for website

The first step of website designing is to design and finalize the template and then design the inner template and integrate inner pages. The points to be taken care while designing a website are given as follows.

- A consistent page layout will be maintained throughout the website.
- Text will be readable both in electronic and print format and the page prints correctly on an A4 size paper.
- There will be adequate contrast between text and background color.
- All information conveyed with color will also available without color.
- Alternate text will be provided for non text elements (e.g. images).

- Web mail facility for all teaching and non-teaching staff of the University
- Website will provide textual description of audio/video clips & multimedia presentation.
- Caption will be provided for all important audio content.
- All pages on the website have a link to the home page.
- The positioning and terminology used for navigation items and navigation scheme will be consistent across the website.
- Website will use Cascading Style Sheets to control layouts/styles.
- Website can be readable even when style sheets are switched off or not loaded.
- Web pages can be usable even when scripts, applets etc are turned off.
- Labels will be provided when content requires input from the users.
- Metadata for page like title, keywords, description and language will be appropriately included.
- The website must be on multiple browser compatible.
- Web pages should not contain any content that flashes for more than three times in a second.
- Website must have either a "search" box or a link to a "search" page from every page of the website.
- Website must have an up to date Site Map that is linked to the Home page as well as to all important entry pages of the website.
- Personal web page of all faculty members must have uploading facility of their lecture notes, papers, tutorials and solutions.
- Query can be placed to any faculty by any user. The query will go to his mail box.
- The faculty page of each department must list the faculties with respect to their names in alphabetical order to avoid search complexity and a link from his name to his personal page.

- Quick link to important sites such as all IITs, NITs, CSIR, DST, AICTE and UGC etc. Each link should be opened in a new Window/Tab.

ii. Multiuser based Content Management Website.

Through Multi content management system (CMS) we can manage & update all web page contents through the developed mechanism. Using proper user authentication complete website can be managed & monitored and this is an easiest process to update all pages without having more programming or designing knowledge. **Multi User Content Management System** an advanced version of CMS where multiple administrators can be created for different Depts. Like store and purchase Dept. can update all tenders related documents and he will be in charge for that particular section. There will be another super admin for the complete website to monitor all Dept. users. The Scope of Multiuser based Content Management System is given as follows.

1. All the website pages and contents will be managed through CMS.
2. Menu Structure will be managed through CMS.
3. New pages with all page properties like title, description, content will be created and managed through CMS.
4. New tenders, procurements, notices, news & events will be managed through CMS with options for link, file and content uploading.
5. Quote of the day, photo of the day can be managed from CMS with valid period.
6. Dynamic photo and video gallery which can be managed through CMS.
7. Automatic archiving facility of expired contents like tenders, procurements, notices and news & events.
8. Set visibility of any page (active/deactivate)
9. Set the order of pages on the menu
10. Displaying friendly URL addresses for web pages.
11. Template Theme can be managed by user.
12. Metadata for page like title, keywords, description and language will be appropriately included.

Apart from Multiuser based Content Management System website must adhere to following instructions.

1. The website must conform to **Guidelines for Indian Government Websites (GIGW)** and its compliance should be ensured by the agency.
2. The website should meet international standards like HTML and ensure Cross Browser compatibility with all the popular browsers like Internet Explorer, Firefox, Chrome etc.
3. Web page creation infrastructure should facilitate for frequent content updates on daily/Weekly/Monthly basis
4. Flexibility to modify the design when a major event has to be publicized
5. The website should have feature like an event calendar which would be updated from time to time.
6. The website should be database-driven/ modular so that it can store & handle all the information and be able to handle the documents that would get uploaded on it on a daily basis
7. The page download response should be quick and fast
8. Design and Development should support resizing the text without use of assistive technology
9. Website needs to have a very good Search Engine so that visitors would be able to do a comprehensive search on website for any content
10. The website should be secure and bug free and should incorporate necessary security features against hacking and defacement of the same
11. The website must be layered and well rounded so that there are no dead ends. Link to Home page from each page must be given.
12. No photo or material or software etc. for which copyright lies with someone else should be used in the Website
13. Website Design should provide up to date Site Map that is linked to Home page as well as to all important entry pages of the Website
14. Deliver a detailed user manual to VSSUT that will enable VSSUT employees who are otherwise unfamiliar with the software to become adequately trained
15. Copyright for the web design and contents to be retained with VSSUT
16. During the entire period of development of website the Agency shall be in close contact with the official of VSSUT
17. At no time during the site development, the contents of the website must be discussed with other parties

iii. **Website Facilitation for visually impaired and Low Vision Users (As per Govt. Guideline)**

There are several structural design elements that can make a website compatible for visually impaired and Low Vision user.

Customization options:

Making a website truly accessible to people who are visually impaired requires much more than a small click-box that increases text size by an inadequate 10 or 20 percent. Users should completely customize pages to suit their vision. They should be able to change the contrast, font, level of magnification, and colors of both the text and background.

Visual clutter:

Website shouldn't be overstuffed. Like use of flashing images should be limited to as required.

Low-contrast color schemes:

You should try to make the page as visually accessible as you can. That doesn't mean you can't make it attractive. But you can't have low levels of contrast between colors.

Tagging of graphics:

When graphic elements should have meaningful alternative tags, which provides a brief text description of the graphic element.

Informative links:

Users of text-to-speech software often navigate from link to link. If a graphic element acts as a link, then the alt tag needs to say what the button will do.

Online forms that time out:

Most adults with acquired poor vision are slow with online forms, and it takes us longer to process visual images. Sometimes these forms are timed, so no matter what you do, the form will time out. All information is lost, and you have to start over again. Hence this should be taken care.

Analyze your website:

Analyze your practice's website for its friendliness to the visually impaired user.

Make PDF documents accessible:

Adobe Acrobat and Adobe Reader include a number of new features that can make PDF files accessible to the visually impaired.

Select an easy-to-read font:

The font you choose for your website should be clear in vision.

Web based Applications

- 1. Alumni Management System**
- 2. Recruitment Management System**
- 3. Tender Management System (As per Govt. Guideline)**
- 4. Student Grievance Redressal System.**
- 5. Online Admission System**

i. Alumni Management System

Alumni Management System is a platform where all alumnae's will be registered with their respective personal, educational & professional details, there will be an administrator to manage or verify registered alumnae. A large no. (more than 50,000) of alumni's can be registered and share their views, messages, photos and blogs with each others. Separate Blog can be posted through the admin and there will be an option for donation.

This system should be a platform for institution to touch its alumnae, where not only they will be in touch with their institution, but also with their old friends. Hence it should be facilitate with the following features.

- Multiple user groups with separate authentication level
- Option for institution authority to verify and activate any new registration, photo and Message etc.
- Other options for Alumnae includes
 - Detailed Profile

- Alumni Directory
- Photo & Video Gallery
- Friends and Privacy Control
- Private Messaging
- Events/Reunions
- News
- Forums
- Special Interest Group
- Candidate Career Questioning
- Career Center Management

ii. **Recruitment Management System**

This is an application to help our university to manage all recruitments (teaching and non teaching) online, through this application we can post our requirement specification and desired candidates can apply online with their respective eligibility. This should include features like:

- Online advertisement against Job opening
- Candidate registration to get their login
- Online Application submission
- Facility to review and edit application
- Application Selection/Rejection
- Department wise authority to select applications of respective department
- Online Intimation to selected Applicants
- Intimation letter download
- Raise query
- Reports should be generated as on
 - Total no. of user registered/application received
 - Data wise/with a given time span
 - Department wise/Advertisement wise
 - No. of completed Applications/Incomplete application with last step reached
 - Gender wise/ Category wise

iii. Tender Management System (As per Govt. Guideline)

This application will follow the guideline of Govt. Of India, there will be a specific format for tenders like, Date of Publication, Date of expiry, authorize person with details, amendment if required and separate tender specification with attached file.

- Multiple user level to will be maintained with different authentication.
- Tender edit and delete will be restricted to admin users by super admin as on requirement dynamically.
- Tenders will be published with all required details as per the Govt. Guideline.
- Tenders will be automatically archived as on given date.
- No. of users downloaded the tender with be recorded with the users details

iv. Student Grievance Redressal System.

Grievance redressal application will helpful for all students to lodge specific grievance online and this will be monitored by couple of officers, all students will be assigned with a unique ID to know the respective response.

- Multiple user level with different authentication to be maintained dynamically
- Student can Raise grievance/query after login with proper authentication
- Grievance redressal cell to forward this to concerned section
- The grievance may move to multiple sections till get solved
- The tracking of movement should maintained with date/time, involved department and user and their notification details
- Super user can track all grievance with details and can ask for clarification to any user
- Reports should be generated as on
 - Date wise/month wise/with a given time span
 - Batch wise/course wise/semester wise/student wise
 - Grievance status wise/department wise/ user wise
- Reminder for pending grievance can should be generated as on required

v. Online Admission System

This system should assist us to make the admission process as possible as paperless, time saving, less man power involvement, but at the same time error free, easy to handle and easy to use.

Thus Online Admission System should make the following changes:

- Minimize :
 - Cost of Entire Process.
 - Total Time Required.
 - Human Involvement.
 - Data Redundancy.
 - Paperwork.
- Maximize :
 - Availability.
 - Transparency.
 - Accuracy.
 - Reliability.
 - Productivity.
 - Design a Dynamic Process.
 - User Interactive / Friendly.
 - Real Time Report Availability.

It should include the following features

- Multiple user level with different authentication to be maintained dynamically
- Applicants to register themselves to get the login details
- Submit the application form
- Facility to review and edit the application form
- Download/Print the application form
- Application Selection/Rejection
- Department wise authority to select applications of respective department
- Online Intimation to selected Applicants
- Download/Print the Admit card
- Reports should be generated as on
 - Total no. of user registered/application received

- Data wise/with a given time span
- Department wise/Advertisement wise
- No. of completed Applications/Incomplete application with last step reached
- Gender wise/ Category wise

Web Hosting

1. Cloud Based Hosting Space with Higher volume of bandwidth

Cloud based hosting space will be provided with dedicated IP, minimum requirement 500GB space with 50GB bandwidth per month. Multiple database option will be provided with required space.

2. Multiple sub-domain for respective applications

All the web based applications will facilitate with individual sub-domains and will be linked from main website. For Exp. Alumni application will be hosted with a sub-domain like <http://alumni.vssut.ac.in> and will maintain separate database, space and bandwidth.

Other Information

1. Authorized Signatory

The 'Applicant' mentioned in the RFP document shall mean the one who has signed the RFP document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority is required to be submitted. All certificates and documents received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

2. EMD & Submission of Bids

The applicant should submit their proposal along with a Demand Draft of Rs. 5,000/- in favour of "The Comptroller of Finance, VSSUT, Burla". The bids shall be submitted in two separate sealed envelopes. The envelopes may be super scribed as "Designing, Development and Maintenance of VSSUT's website Technical Bid" and "Designing, Development and Maintenance of VSSUT's website - Financial Bid" respectively bearing the name of the bidder. The Technical Bid shall contain all relevant papers/details.

The financial bid should be inclusive of all expenses for design development and for updating/ maintenance, including taxes and should clearly state the bid amount and taxes

etc. The financial bid shall be inclusive of one year Maintenance Contract (AMC). These charges should be shown separately in the financial bid.

3. Documents to accompany Request for Proposal (RFP)

a. The applications shall be complete with the following documents:

- i. Copy of Company Registration Certificate registered under Indian Companies Act.
- ii. The bidder should have a minimum ten years experience in Web designing and maintenance services as on 1st Aug 2013.
- iii. Copies of proof for the projects executed for minimum three Govt. Educational institutions to be enclosed.
- iv. Copies of Up-to-date VAT Clearance Certificate, Service Tax Registration and Income Tax Registration (PAN)
- v. Demand Draft of Rs. 5,000/- against EMD.
- vi. Demand Draft of Rs.500/- against Tender Document.
- vii. Copy of Proof of having development Center.
- viii. Any other information sought in the scope of work.

b. Every sheet complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

4. Amendment to RFP

At any time prior to the last date for receipt of bids, VSSUT, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP Document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their bids, VSSUT may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the RFP.

5. Technical Presentation

Once the bids are evaluated, the shortlisted agencies may be required to make a presentation before a committee so constituted for the purpose. Brief intimation will be made to the selected agencies.

6. Rejection of RFP

The application is liable to be rejected if:

- i. The application is not received in proper sealed cover with superscription as indicated.
- ii. Not in prescribed form and not containing all required details.
- iii. Not properly signed.
- iv. Received after the expiry of due date and time.
- v. Offer is received by telex, fax, telegram or e-mail.
- vi. Bid received without cost of RFP document if downloaded from website.
- vii. Demand Draft for the EMD of Rs. 5,000/- is not enclosed with the bid.

7. Refund of EMD

The EMD of the successful bidder will be retained in VSSUT and that of others will be returned. The successful bidder is required to finalize the payment terms with the VSSUT and sign an MOU for the proposed work.

8. Payments: The terms of payment would be as under:-

- i. 90% on successful commissioning of the website.
- ii. 10% after one month from the date of launching of website with and other applications.

9. Disclaimer

- a. VSSUT shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

b. VSSUT reserves the right

- i. To reject any / all applications without assigning any reasons thereof.
- ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of VSSUT without assigning any reasons thereof.

10. Pricing Information

Pricing Information should follow following format.

SI. No.	Product/Service Details	Price in Rs.	Tax if Any in Rs.	Total Price
1	Website Development with Multi User CMS			
2	Individual Web based Application Costs 1. Alumni Management System 2. Recruitment Management System 3. Tender Management System (As per Govt. Guideline) 4. Student Grievance Redressal System. 5. Online Admission System			
3	500GB Server Space, 50GB Bandwidth and Dedicated IP.			
4	Annual Maintenance Cost			
	Total Bid Price			

Sd/- Comptroller of Finance, VSSUT, Burla

