

विकास विभाग
डॉ. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

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

No.504/Dev/2024

Raipur, Dated 19/07/2024

TENDER NOTICE FOR WEBSITE

Sealed tender are invited for **Maintenance and Redesigning of Website (www.prsu.ac.in) and three Sub domains**. Last date for submission of tender 20/08/2024 (03:00 PM) by Speed Post/Registered Post/Courier. The details are available on website www.prsu.ac.in


Registrar

विकास विभाग
पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

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



TENDER DOCUMENT FOR
Maintenance and Redesigning of University Website (www.prsu.ac.in) and three Sub domains.

TENDER No. : -504/Dev /2024 Raipur, Dated 19/07/2024
TO BE SUBMITTED BY - on or before 20/08/2024 (03:00 PM.)

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Related Information

| Sr. No. | Item | Description |
|---------|---------------------------------------|--|
| 1. | Scope of Work | Maintenance and Redesigning of University Website (www.prsu.ac.in) and three Sub domains. |
| 2. | Cost of Tender Documents | Rs. 1000.00 (One Thousand Only) (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 (Fifty Thousand Only) by Demand draft in favor of Registrar, Pt. Ravishankar Shukla University, Raipur |
| 4. | Last Date of Sale of Tender documents | Date 16.08.2024 (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 | Date 20-08-2024 by 03:00 pm |
| 6. | Place of opening of bids | VC Meeting Hall, Pt. Ravishankar Shukla University, Raipur (C.G.) |
| 7. | Date and Time of opening of bids | Date 20-08-2024, Time 04:00 PM |
| 8. | Address for communication | Registrar, Pt. Ravishankar Shukla University, Raipur (C.G.) 492010 Ph : 0771-2262540, Fax 0771-2262818 Email: registrarprsu@gmail.com |

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

No.504/Dev./2024

Raipur, Dated 19/07/2024

Commercial Bid (Summary)

Pt. Ravishankar Shukla University (PRSU), Raipur invites sealed tender offers from eligible, reputed firms/agency/organizations for Maintenance and redesigning of PRSU website and three Sub domains.

| NO | Specification | Page Type | Rate | Tax | Total Amount |
|----|---|------------------|------|-----|--------------|
| 1 | Annual Maintenance of Website Domain - (www.prsu.ac.in) Sub domains - (www.academic.prsu.ac.in) (www.library.prsu.ac.in) (www.online.prsu.ac.in) | Static & Dynamic | | | |
| 2 | Static Web Page Creation (Per Page) | Static | | | |
| 3 | Dynamic Web Page Creation (Per Page) | Dynamic | | | |
| 4 | Development and Installation website on web server | NA | | | |
| 5 | Total | NA | | | |

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

1. SCOPE OF WORK

AMC and Upgradation of PRSU Website covers *redesigning, upgradation, developing, updation and maintenance* of existing website (www.prsu.ac.in) and its three Sub-domains, The scope of work includes regular maintenance and updating of the website. Details of various elements of the scope of work are as follows:

- I. The website Maintenance would include updating of content of all existing pages and designing new pages as per the requirement of the PRSU. It would also include the upload images and all type of related work as instructed by the Competent Authority of PRSU from time to time.
- II. Add more feature in the Content Management System (CMS) of the website (as and when required).
- III. Publishing of the advertisement (Banner, Links etc.) on the website as per instruction of PRSU. In AMC-period changes on pre-existing Banner, Links, Images, Documents, sentences, design within a page must not considered as one page development. It should be come under a webpage maintenance.
- IV. Making Change in the source code of the website (as and when required).
- V. Checking the website for dead links.
- VI. Archival of information (as per instruction).
- VII. Updating of data elements on existing pages.
- VIII. Designing/Redesigning and/or updating and publishing of new or revised pages.
- IX. Undertaking Content research and management.
- X. Payment gateway related issues.
- XI. Find all the error regarding the websites and their removal.
- XII. Find all non-operative functions of website and make them operative.
- XIII. Various types of content should be delivered through the Websites. The Indicative content types may be HTML documents, Word Documents, PDF documents, Images, Photographs, Multimedia files, Audio/ Video files etc.
- XIV. Coordination with the other agencies for the server related problems/issues and Banks payment gateway issues.
- XV. Technical support for the Auditing of websites.
- XVI. Support for shifting of websites from shared hosting to cloud hosting.
- XVII. Creation of new pages like Grant-in-Aids Form, Recruitment related forms or as per requirement of PRSU etc.
- XVIII. The website should be friendly for physically challenged people, compliant with Govt. order. Complete source code must be provided at the time of installation and during time to time updation.
- XIX. University shall have the copyright of website and vendor shall not use the same design for any other university without the permission of university
- XX. 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.
- XXI. One Service Engineer shall have to be present At PRSU during all working days for four hours daily for updation and maintaining 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.
- XXII. Vendor shall perform testing and Security audit webpages of website by Cert-In, NIC or NIC authorized agency, for which university shall not pay.
- XXIII. Vendor should have use LAMP/WAMP server for hosting.
- XXIV. Redesigning of website will be on mobile view also, where every pages will have to shown on attractive mobile view.

2. PREQUALIFICATION CRITERIA

Keeping in view the technical aspects involved, the following criteria are prescribed as pre-qualification criteria for the Bidder (afterwards referred as Firm) interested in undertaking the project. For the following qualification criteria, necessary relevant supportive documents should be submitted and otherwise, the bid will be disqualified.

1. The Firm must have GST/TIN/TAN/PAN Registration.
2. The Firm must have Head office or Branch Office in Chhattisgarh.
3. The firm should have 30 Lakhs Audited turnovers during the last 3 financial years (2020-21, 2021-22, 2022-23).
4. The firm shall have a minimum of three years experience in similar works (design, development & providing maintenance)
5. The firm should have executed at least 2 similar contracts of websites for the Central / State Govt. Ministries / Departments/University/PSU.
6. The Firm/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.
7. The rate shall be inclusive of all taxes.
8. Firm shall have to sign each and every page of tender document.

DECLARATION

I _____ Son/Daughter/Wife of Sh. _____
_____ Proprietor/ Director, authorized signatory of the Agency/Firm, mentioned
above, is competent to sign this declaration and execute this tender document;

1. I have carefully read and understood all the terms and conditions and other instruction of the tender and undertake to abide by them;
2. The Information/documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;

Dated:

Name:

Place: Signature and stamp of the Agency/Firm

:

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Documents required to qualify technical bid

Technical Bid

| S.No. | Description | Yes/No |
|-------|---|--------|
| 1. | Cost of Tender Documents: Rs. 1000.00 (One Thousand Only) (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 (Fifty Thousand Only) by Demand draft in favor of Registrar, Pt. Ravishankar Shukla University, Raipur | |
| 3. | The Firm must have GST/TIN/TAN/PAN Registration Number | |
| 4. | The Firm must have Head office or Branch Office in Chhattisgarh should be read as in case of winning tender bidder will open a branch office at Raipur | |
| 5. | The firm shall have a minimum of three years experience in similar works (design, development & providing maintenance) | |
| 6. | The firm should have executed at least 2 similar contracts of websites for the Central /State Govt. Ministries / Departments/University/PSU. | |
| 7. | The firm should have 30 Lakhs Audited turnovers during the last 3 financial years (2020-21, 2021-22, 2022-23). | |
| 8. | The Firm/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. | |
| 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" A self declaration certificate must be enclosed to this effect. | |

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General Information about Bidder (To be Filled by Firm)

| S.No. | Particulars | Details |
|-------|---|---------|
| 1. | Name and Address of the Firm | |
| 2. | Year of establishment | |
| 3. | Contacts Person | |
| | Office Telephones | |
| | Mobile No. | |
| | Fax Number | |
| | e-mail address | |
| 4. | Category of tenderer (whether company, partnership firm or proprietary concern) | |
| 5. | Name of the Chief Executive and Telephone No please specify as to whether tenderer is a sole Proprietor/Partnership firm. The tenderer cannot transfer awarded contract into subcontract. | |
| 6. | Income Tax TAN (TDS Account Number). Duly acknowledged copy of Income Tax return filed during the previous financial year. | |
| 7. | GST Registration Nos. | |
| 8. | EPF No. (enclose certificate) | |

Information about website (www.prsu.ac.) and three sub domains:-

| Sr. No. | Title | Particulars | Remarks |
|---------|--|--|---------|
| 1 | Technology used for developing website application | PHP, HTML, Javascript, CSS | |
| 2 | Development Platform | Windows/Linux/Cent OS | |
| 3 | Database | My SQL | |
| 4 | Number of databases and their sizes | (1) 37.5 MB script size (2) 1.37 MB script size (3) 1.0 MB script size | |
| 5 | Number of static and dynamic web pages | 600 approx. | |
| 6 | Size of Website | 100 GB approx | |
| 7 | Estimated no. of updates per month | 40-50 approx. | |
| 8 | Upload and download data size month | 50 GB | |

Note:- You can contact with us for any other technical queries on office hours of the University.

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TERMS AND CONDITIONS

1. Sealed rates are invited for **Maintenance and Redesigning of University Website and its Sub domains**. 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. Ravishankar Shukla University, 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 what so ever.
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. The existing source code and data will be provided to the successful bidder (Hereinafter referred as Firm) for the maintenance and they have to share source code with PRSU from time to time during the period of contract.
7. All material/ product and related codes should be property of PRSU. and the Firm should have no claim over the same in future.
8. All content should be stored and kept confidential and should not reuse/ replicate/ transfer to anyone else. The Firm should provide all admin/ user manuals. They should also provide support for all future upgrades/ initiatives of PRSU related to website.
9. The Firm should rectify any error found in the existing site (www.prsu.ac.in).

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10. In case of default on the part of the Firm in carrying out any order, PRSU shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by PRSU and will be deducted from the Firm's payment.
11. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be dealt with by courts having jurisdiction in Raipur, Chhattisgarh.
12. The PRSU shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
13. The PRSU reserves the right to accept or reject tender without assigning any reason.
14. The Maintenance contract shall be awarded for a period of 1 year from date of agreement and upon satisfactory performance at the end of the term, the PRSU may renew the same for two more years with the same cost, terms and conditions.
15. After winning the tenderer will have to submit bank guarantee of 50000/- in favour of Registrar, Pt. Ravishankar Shukla University Raipur for duration of one year.
16. Every tenderer is expected to know more about proposed website (www.prsu.ac.in) and their sub domains before quoting his rates, It is responsibilities of tenderer to visit Pt. Ravishankar Shukla University on his own cost to know more and more about the same website.
17. **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.
18. **EMD**
 - i. EMD of Rs. 50,000/- 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.
 - ii. Interest shall not be given on EMD amount.
19. **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

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also fulfill the criteria of technical bid. (Supported by documentary evidence)

20. 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.

21. 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.

22. University right to vary Quantities at Time of Award

The University reserves the right at the time of AMC 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.

23. 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 AMC award, without thereby incurring any liability to the affected bidder or bidders.

24. Corrupt or Fraudulent Practices

The University requires that Bidders, Suppliers, Contractors observe the highest standard of ethics during the maintenance 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:
- "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;
 - "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - "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
 - "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 AMC provider/Contractor, 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.

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(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 (AMC) 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.

25. 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.

26. Maintenance/Service Requirement:

Website Monitoring: Website to be monitored 24*7*365 days in a year.

Updatation/Uploading :

Website Uptime: 100% uptime availability of the PRSU Website, when network is available and without any hardware problem.

Troubleshooting: The successful bidder will provide its immediate support and assistance in the event of any disruption in the Services being provided by bidder.

27. Penalty

1. The agency will provide system generated reports in support of 100% uptime on monthly basis on last working day of every month. There will be a penalty of Rs.1000/- per hour for downtime up to a maximum of 10% of annual maintenance, if it is other than hardware and network.
2. For any breaches of contract or security lapses in website, a penalty of Rs. 50000/- will be imposed on service provider firm.

28. Payment

- ✓ The amount shall be released after one month of successful installation of website.
- ✓ Payment of AMC shall be made in Indian rupees only. Schedule of payment:
- ✓ The AMC payment will be on quarterly basis at the end of every quarter on submission of invoice and report on the work done during the quarter of the AMC,
- ✓ No interest will be paid for delayed payments

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✓ Payments will be made after all statutory deductions applicable

29. Dispute

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

30. 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.

31. छ.ग. भंडार कय नियम 2002 के उपनियम 4.2 के अनुसार "निविदा की शर्तों का निर्धारण क्रेता द्वारा किया जाएगा। परन्तु छत्तीसगढ़ में स्थापित भारत सरकार से मान्यता प्राप्त वैध स्टार्ट-अप, जैसा कि औद्योगिक नीति 2014-19 के परिशिष्ट-1 परिभाषा में अनुक्रमांक 54 पर परिभाषित है तथा निविदाकर्ता द्वारा निविदा जारी करने के दिनांक को भारत सरकार की वेबसाइट पर वैध पाया गया है, को निविदा प्रक्रिया में निम्नानुसार लाभ प्राप्त होंगे -

1. पूर्व अनुभव की आवश्यकता नहीं होगी।
2. उस पर पूर्व टर्नओवर संबंधी कोई शर्त अधिरोपित नहीं होगी।

32. छ.ग. भंडार कय नियम 2002 के उपनियम 4.7(ब) एवं 4.7(स) के अनुसार प्रदेश की लघु एवं कुटीर उद्योग इकाई जो उद्योग विभाग से पंजीकृत है, के साथ ही छत्तीसगढ़ में स्थापित भारत सरकार से मान्यता प्राप्त वैध स्टार्टअप, जैसा की औद्योगिक नीति 2014-19 के परिशिष्ट-1 परिभाषा में अनुक्रमांक-54 पर परिभाषित है तथा निविदाकर्ता द्वारा निविदा जारी करने की दिनांक को भारत सरकार की वेबसाइट पर वैध पाया गया है तथा सक्षमता प्रमाण पत्र प्राप्त है, को उसका परीक्षण कर उन्हें शासकीय कय प्रक्रिया में भाग लेते समय अमानत राशि (ईएमडी) जमा करने से छूट दी जायेगी। इकाईयों द्वारा उपरोक्त आशय का प्रमाण, टेण्डर के साथ प्रस्तुत करने पर ही उन्हें छूट प्राप्त होगी।

Tip :- Kindly read tender document/Draft carefully and thoroughly, the person or Firm/bidder fulfilling all the prescribed qualifications should submit the tender to Pt. Ravishankar Shukla University, Raipur (C.G.) (PRSU). Incomplete tender form(s) will not be considered. In addition to the condition given on tender set by PRSU, the provision of the Store Purchase rules of Chhattisgarh Government will also be effective.

Registrar
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Raipur, (C.G.)