



SAMBALPUR UNIVERSITY

(NAAC Accredited with 'A' Grade)
E-GOVERNANCE NODAL CENTRE,
JYOTI VIHAR, BURLA-768019,
SAMBALPUR, ODISHA

No. 092 /18-19/e-Gov.

Dt: 19-02-2019

Quotation Call Notice

Sealed quotations are invited from Original Equipment Manufacturers (OEM), suppliers and authorized agencies for "**Hosting and Maintenance of official website of Sambalpur University**". The terms and conditions and the detailed specification of the items can be downloaded from the University website i.e. www.suniv.ac.in or can be obtained from the office of the e-Governance Nodal Centre, Sambalpur University in any working day during office hour (11:00 AM to 05:00 PM) only. Interested Original Equipment Manufacturers (OEM), suppliers and authorized agencies may visit the University Campus at their convenience for site verification /survey and accordingly submit their offer along with the copies of valid GST Registration Certificate, PAN and latest Income tax Return Certificate and experience if any, the relevant documents to "**The Registrar, Sambalpur University, Jyoti Vihar, Burla-768019**" by **Registered/Speed Post only by 12:00 PM of Dt. 01/03/2019** and the tender will be opened on the same day at 03:30PM in presence of the authorized representatives of the firms. All the documents should be enclosed with a sealed envelope which must be superscripted as "**Hosting and Maintenance of official website of Sambalpur University**".

Sd/
Registrar

Memo No. 093(4) /18-19/e-Gov.

Dt: 19-02-2019

Copy forwarded to,

1. The Editor, The Sambad, Bhubaneswar, Odisha and the Editor, Express Publication (Madurai) Limited, Bhubaneswar to kindly publish the notice in one issue on or before 22/02/2019 and submit the bills in duplicate along with the issue of the daily news paper where the quotations call notice have been published.
2. The Director, e-Gov. Nodal Centre to up lode in website for wide circulation.
3. The Section Officer, Diary Unit for kind information and necessary action.

Sd/
Registrar
19/2/19

SCOPE OF WORK

The scope of work includes planning, requirement-gathering, design, development and testing, delivering and migrating existing site to the new portal. It also includes regular maintenance and updating of the website.

Details of various elements of the scope of work are as follows:

Existing Web Site of Sambalpur University

The existing website of Sambalpur University can be accessed through <http://www.suniv.ac.in>. The website provides vast amount of information through various sections/ web pages. The site provides information on history and background of the University and also furnishes up to date account of administrative and academic structure, courses offered, faculty members, admission prospectus, forms, results, jobs, tenders, notices etc. The site also provides information related to RTIs and press releases and also online application for different courses, result publication, Central alumni, Grievances.

Existing Online Application features.

Sambalpur University web portal facilitated with multiple web applications like, e-admission application for PG, M. Phil. and Ph. D. courses, online grievance portal, Central alumni portal. There are separate sub-domains configured for each application and hosted in the same VPS server, e-admission application hosted at <http://eadmission.suniv.ac.in>, Grievance application is <http://grievance.suniv.ac.in>, Recruitment application is <http://recruitment.suniv.ac.in/> and Central Alumni portal also having its own application hosted at <http://alumni.suniv.ac.in/>. Apart from all existing applications, the University also concerns to develop more applications as required time to time by the University.

Vision of the Web Portal for Sambalpur University (SU)

The website should be elegant and uncluttered in look, and user friendly in its layout and content. As per the norms of Dept. of IT, Govt. of India, the website should be accessible to physically disabled persons (blind & low-vision site visitors) as per GIGW and WCAG2.0 norms.

Website Renovation Features

The portal should accompany a comprehensive content management system to support a variety of users ranging from Administrators to Guests. It should allow the administrator to create user roles and allow the setting up of access rights ranging from entire site to a specific page.

- It should provide for flexibility to modify the design when a major event has to be published.
- Design should be flexible to accommodate new pages.
- Design should allow changing the interface templates for fresh new look as and when required.
- The portal should be based on International standards like W3C standard for HTML, WAI etc.
- It should be compatible to various browsers including IE, Mozilla Firefox, Chrome, Opera etc.
- It should provide secure integration with payment gateway for online payment transactions involved in processes during online admission, online recruitment, student fees submission, conference registration etc.
- It should provide online tracking facility for job applicants, students seeking admissions, RTI applicants etc.
- The portal should allow the user to syndicate, aggregate and set up the notification of data using RSS feeds.
- The portal should allow users to share their views, feedback, solutions and suggestions online through feedback form system.
- It should provide a search module for efficient information retrieval.
- The portal should have a direct mailing facility where mails could be sent to different contact persons.
- **The website should incorporate necessary security features against hacking and defacement.**
- All logins and payments transaction must operate on secure protocols. It should provide support for website security audit.

- The portal should comply fully with the guidelines issued from time to time by the Government of India.
- The portal should be disabled-friendly and should allow for features such as voice enabling, enhancement of font size and incorporate magnifier to all the pages.

Online Application Features

At present scenario, Sambalpur University already developed multiple online applications since 2012 and successfully implemented. All existing applications will be renovated with new features and will also initiate couple of new requirements. As per current requirements, there will be online applications for admission system, recruitment management system for teaching and non teaching staffs, Grievance System, result publication, Central alumni management system. All individual application will be hosted with individual sub-domain such as e-admission application sub-domain <http://eadmission.suniv.ac.in> and accordingly DNS and space will be maintained by the vender.

E-admission application

At present there are three different online applications for different courses like PG, M. Phil. and Ph. D. and all applications will be live on different schedule. Year wise applicant archives will be there for administrative purpose and complete application will develop with content management system to rectify student records. Online payment gateway will be integrated for fee collection, SMS, Email will be integrated for digital notification and Barcode with unique application number will be assigned to each applicant after successfully registration. Each e-admission application may be live multiple times in a year and complete admission process will be online from advertisement publication to student admission and hostel assignments. Online application should be a robust application to handle 10,000 concurrent users from different locations.

Recruitment Management System

Recruitment portal will be active as per the University's requirement for Teaching and Non-Teaching recruitments; this will be hosted in a sub-domain

<http://recruitment.suniv.ac.in> with all security majors to avoid any inconvenience. The application will be developed with multi user content management system (CMS) and should be updatable & manageable including all menus without having any prior knowledge of programming, scripting etc.

The application scope will start from advertisement posting to appointment letter sending.

Following options should be there in the online recruitment application.

- Publishing of Advertisement
- Publishing Advertisement for various positions
- Master records for positions, departments, qualifications, category etc.
- Qualification table for various posts may individually or same for all posts.
- Application fee receiving through online payment
- Start date and end date to be handled automatically
- Application receiving
- Application Instruction/ Online Procedure for filling up the application to be maintained clearly and correctly
- Application procedure to be given for clear understanding of applicants
- Demo Application for applicants
- One time Applicant Registration
- SMS and Email verification of registration
- Registration to be valid for all further application submission
- Password recovery through Forgot password option with Email and SMS verification
- Application submission in multiple steps
- Review/Rechecking application option before final submission
- Option for Admin to permit any applicant to edit application after final Submission, if required

- Acknowledgement card to be generated on final submission of application with registration no.
- Download/Print Application form and Acknowledgement card after final submission
- Incomplete Application list should be accessible to admin
- All supporting documents for category, qualification, experience, if person with disability, payment along with photograph and signature to be uploaded by the applicant
- Application short listing
- Valid Applications filtration based on receiving of application fee
- Reservation/ category wise filtration
- Option for uploaded document verification
- Group wise and individual application short listing
- Sending e-Notifications to selected Applicants
- SMS/Email Notification to applicants after short listing
- Candidates to receive call letter online
- Interview date, time and venue to be set from admin for various application groups
- Sending of Interview Call Letter to Group wise and individual applicants online through application
- Acknowledgement through SMS and Email
- Email should be attached with respective Interview Call Letter
- Export to Excel
- Export to excel option in all listing at admin end
- Admin should have option to select the fields they need to export
- Admin should have option to filter the applications based on posts, departments, gender, category, if minority, if PWD etc. and export required data.

Central Alumni Application Specification and Procedure

Central Alumni Management System facilitates institutes to connect with their Alumnae, helps institutes strategically to build and manage their alumni network, by facilitating community-building, networking, communications and giving back. With Central Alumni

Management System, the Alumni data can be centralized and combined with a host of exciting front-end member modules and time-saving, back-end administration tools. It has basically 2 user types.

1. **Admin Section:** To handle and manage institute end of application like authorizing registered alumnae, their updates/uploads, posting Alumni News, events, blogs, Birth Day and Anniversary Messages etc.
2. **User Section/Central Alumni Section:** The student End of the application, to register themselves either by registration with required fee, search/add new friends, manage profiles, update/upload photos messages, blogs etc.

Admin Section:

There are 2 types of users in admin section.

1. Super Admin
2. Admin

Super admin

To create multiple levels of users with different administration, Super admin accesses the master control panel with all authorities and the functionality includes:

- Manage own account
- Create and manage Admin users
- Manage Alumni
- Manage Alumni Photos
- Manage Alumni Blog
- Manage Admin Photos
- Manage Admin Message

- Manage Admin News & Events
- Manage Upcoming Birth day
- Manage Upcoming Anniversary

Admin

Admin Users created by Super Admin as on requirement with a specific authority as on requirement.

- Manage Assigned Job
- Manage own account

Features and activities of Master Control Panel

Master Control Panel has Following Links:

1. Home
2. Alumni
3. Photos
4. Blogs
5. Photo Gallery
6. Messages
7. News & Events
8. Celebration
 - a. Upcoming Birth day
 - b. Upcoming Anniversary
9. Manage Admin
10. Profile

1. Home

Home page is the Landing Page. After login the Home Page display with information like

- No. of New Posted Blogs
- No. of New Uploaded Photos
- Total Registered Alumni

2. Alumni

It is to manage the registered Alumnae and this page is having following options.

Page has following features:

- **Select Option Dropdown**

With Select Option Dropdown Box Authority can take action on Multiple Alumnae at a time and it will work As follows

- Select the checkbox beside the Alumnae in whom action needs to be taken
- Then Select the Action from Select Option Dropdown Box and Submit. The options will work like:

- Review
Review the new registered Alumni
- Active
Activate the Alumni account so that they can login into their account and use the account.
- Deactivate
Deactivate the Alumni account so that they can't login or use their account.

- **Send Notification**

Admin can send Notifications to individual or group of alumnae. And the process works as follows.

- Select the alumni(s) clicking on the check box.
 - Click on send notification button.
 - A blank box will be appeared where the admin will type their message and click to the send button to send the notification to selected alumni(s)
- **Search Option**

In search option admin can search alumni by name, batch, status, Reg. Date and Email ID.

To take action on Alumnae individually options are given on the same line in the list. They will work like:

- **View Profile**
We can view the Alumni full profile.
- **Change Password**
We can change the Alumni's password.
- **Edit Alumni**
Any/All field(s) of Alumni can be updated with this feature.
- **Delete Alumni**
Alumni can be deleted with this feature.

Only experience bidders having knowledge on API scoring are requested to apply this tender, we are not briefing on API scoring. Further, the parties are requested to visit the web portal of official website of the Sambalpur University and may discuss briefly about all the features by visiting the University to **The Director, e-Governance Nodal Centre** before submission of the tender to avoid any inconvenience in the tender process. For more details the party may contact to the **System in Charge, e-Governance Nodal Centre** with this number **8847861649** during office hours (11 AM to 05 PM) at any working day.

Terms and conditions for hosting and maintenance of official website of Sambalpur University

General Terms and Conditions:

1. The bidder must be a registered company/firm.
2. The bidder will be allowed to bid in Indian Rupees only. The quoted amount should include GST, labour charge (loading/unloading) and transportation charge. No additional cost will be entertained at later on stage.
3. The bidder must have valid GST Registration Certificate, PAN and latest **GST & latest Income tax Return Certificate**.
4. The bidder has to submit an EMD amounting to 2% of the total quoted amount in shape of Demand Draft drawn from any Nationalized Bank in favor of Comptroller of Finance, Sambalpur University, payable at SBI, Jyoti Vihar, Burla.
5. The bidder should have executed the website development, hosting and maintenance work in State/Central Government Universities.
6. The bidder should have a minimum of **ten years** of experience in developing and maintenance services of websites/portals/web applications as on **1st January 2019**.
7. The companies or vendors, bidding for the above tender, should have not black listed by any of Government Authority or Public Sector Undertakings (PSUs). The bidder must submit a declaration in this regard.
8. The bidder should have executed **at least five similar projects of the State/Central Government Universities**.
9. The bidder is solely responsible for providing code and data backup periodically.
10. The bidder must submit the documents supporting Eligibility Criteria and Financial information in separate envelopes with the main envelope. The Financial Information should be given as per the **Annexure-I**.
11. Bidders, who have not satisfactorily completed any of the earlier contracts with our University, will not be eligible for participation in this tender.
12. The terms of payment shall be made 50% of the total cost during each half of the AMC period as per the University norms.
13. The bidder may please note that the tender once submitted will not be altered after expiry of the dead line for receipt of tender till the date of validity of tenders and if they do so, their EMD will be forfeited. Completed Tender Document should not have any scope of ambiguity, cutting or overwriting. For inadvertent mistake, if any, the tenderer must strike through erroneous figure/word and legibly write the correct figure/word and it must be authenticated with dated signature of the tenderer. Tender for items of lower configuration than specified above will summarily be rejected.
14. If a firm which is awarded the contract violates any of the terms and conditions, it shall be black listed and its EMD shall be forfeited.
15. The Price of the item & taxes should be quoted separately.
16. Any dispute arising out of transaction shall be subject to the jurisdiction of Odisha high Court.
17. All the documents should be enclosed with a sealed envelope and must be superscripted as "**Hosting and maintenance of official website of Sambalpur University**" to **The Registrar, Sambalpur University, Jyoti Vihar, Burla-768019**.
18. The University shall have the rights to alter, modify or delete any term or condition before placing any order.
19. The competent authority reserves the right to cancel the tender without assigning any reason thereof.

**Registrar
Sambalpur University**

FINANCIAL INFORMATION

Sl. No.	Product/Service Details	Total Price
1	Main website with following features <ul style="list-style-type: none"> • Multi User Content Management System • Website should include blind and low vision options as per GOI guideline 	
2	Online Admission Application <ul style="list-style-type: none"> • P.G. • M. Phil. • Ph.D. 	
3	Recruitment Application <ul style="list-style-type: none"> • Teaching Staff • Non-Teaching Staff 	
4	Online Result Publication System	
5	Online Grievance Application	
6	Online Central Alumni Application	
7	EV SSL Certificate	
8	Web Application Firewall for Website and all online applications	
9	Code Guard backup system for all website and applications	
10	One lakh transactional SMS	
11	Daily Updates (main Website & all applications)	
12	Dedicated Web Server	
	Total Price	
	Tax	
	Total Bid Price (including tax)	

In Word: -

Seal and Signature of the authorized vendor