



**TENDER NOTICE**

**Reference No.:** SU/ET/2023-24/11

**Date:** 01/02/2024

**E-Tender Notice for Website revamping with technical support for Sikkim University**

e-Bids are invited from eligible and authorized agencies for **Website revamping with technical support for Sikkim University** as per the details given below:

Sl. No	Particulars	Scope of work	Quantity (In numbers)
1.	<b>Website revamping with technical support for Sikkim University</b>	<ul style="list-style-type: none"><li>Revamping of the official website of Sikkim University (<a href="https://cus.ac.in">https://cus.ac.in</a>). The work will be to design, develop, test and deploy a brand-new website for Sikkim University.</li><li>The website should be dynamic in design and should be designed using latest content management system (CMS). CMS selection should be done ensuring long term support both technically and in terms of multilingual support (Specifically support for Hindi language).</li><li>The website should have multilingual support. The website should be delivered in two languages: Hindi / English from day 1</li><li>All contents of the existing website including both existing English and Hindi contents have to be migrated to the new website.</li><li>The participating bidder should have expertise to migrate Hindi contents of Sikkim University website <a href="https://cus.ac.in">https://cus.ac.in</a> from existing Joomla CMS admin interface to the new website.</li><li>The website should be designed to make it friendly and accessible to differently abled users. All such features which is beneficial for differently abled users should be gradually incorporated in the website.</li><li>The design language of the website should be fully responsive &amp; mobile-friendly.</li><li>The final design template selection will be done by the University.</li><li>The website should be gradually made compliant to Guidelines for Indian Government Websites (GIGW) and other guidelines/orders/practices as issued or prescribed by the Government of India from time to time.</li><li>The website will be subject to clearance of a security audit through a government empanelled/authorized security auditor. The service provider should provide all necessary update / modifications in the website to clear all required criteria of security audit process.</li><li>Support should be provided for migration to new hosting location in case of change of hosting service provider during the service tenure.</li><li>24x7 Technical support through Email and Phone communications.</li><li>Training should be provided for the University's inhouse team for knowledge transfer related to the CMS, Database and other related features and services required for the overall management and upkeeping of the website including both its frontend and backend.</li><li>A thorough analysis of the University website (<a href="https://cus.ac.in">https://cus.ac.in</a>) has to be done by the participating bidder before submitting the quote to understand the scope and volume of work. For any further clarifications required, email may be sent to <a href="mailto:smt@cus.ac.in">smt@cus.ac.in</a> / <a href="mailto:webcommittee@cus.ac.in">webcommittee@cus.ac.in</a> before submitting the online bids.</li><li>While submitting the online bids, links of few websites developed by the bidding firm has to be submitted for sampling and analysis purpose.</li><li>Work should be completed within 30 days from the date of issue of the work order.</li></ul>	1 job

Sl. No	Particulars	Scope of work	Quantity (In numbers)
		<ul style="list-style-type: none"> <li>• Technical support related to all points mentioned above should be provided for a period of one year from the date of completion of work.</li> <li>• The bidder must have experience of creating and managing quality websites, preferably CMS based websites of different educational institutes such as IIT/NIT/IIT/Central University or Government websites or websites of established companies. Completion certificate from the clients should be produced in support of claimed experience clearly stating the CMS platform and tools used to develop the websites.</li> </ul>	

a.	<b>Availability of tender document on CPP portal/ website:</b> <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .	<b>01.02.2024</b>
b.	<b>Request Tender documents till date and time</b>	<b>22.02.2024 &amp; 5:30 pm</b>
c.	<b>Date &amp; Time for opening online Technical bid</b>	<b>26.02.2024 &amp; 11:00 am</b>
d.	<b>Date and time for opening online financial bids</b>	<b>Shall be notified after technical bid is evaluated.</b>
e.	<b>Validity of tenders.</b>	<b>90 Days</b>
f.	<b>Estimated Value of the Contract</b>	<b>Rs. 4,40,000/-</b>

#### **Terms and Conditions**

1. The bid should be submitted in compliance to the NIQ at: <http://eprocure.gov.in/eprocure/app>.
2. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
3. The quoted product should be of reputed make and model.
4. An amount of Rs.1000/- (non-refundable cost of downloaded tender form) in the form of NEFT should be remitted in the form of NEFT to the account details mentioned below:  
**Bank account details for NEFT transaction is as follows:**
  - I. **Account Holder's Name: Sikkim University**
  - II. **Account No: 112010100231541**
  - III. **Account Type: Savings Account**
  - IV. **IFS CODE: UTIB0000112**
  - V. **Branch: Gangtok [SK]**
  - VI. **Bank Name: AXIS Bank**
5. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
  - 5.1. The technical documents required shall be as follows:
    - I. Annexure I (Company Profile)
    - II. Annexure II (Technical bid - Compliance Sheet Document and all required documents as prescribed in the compliance sheet.)
    - III. Signed and sealed copy of Tender form and authorization letter for signatory person.
    - IV. Company registration certificate.
    - V. Company PAN Card and G.S.T details
  - 5.2. The financial documents required shall be as follows:
    - I. BoQ – (Financial Bid in prescribed format)
6. **Bids are to be submitted through online mode at <http://eprocure.gov.in/eprocure/app>. only no hard copy is to be sent to the University.**
7. The bidder registered with Micro and small scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guide line issue by department of Micro, small and medium Enterprises. (MSME). If EMD and Application fees are claimed for exemption then the relevant MSME certificate supporting the exemption claim may be uploaded along with the online tender document with Annexure I.
8. Bid Security/Earnest Money Deposit: - Bidder is not required to submit any Bid Security as per the Government Office Memorandum No F.9/4/2020-PPD dated 12<sup>th</sup> November,2020. However, bidder should submit the Bid Security Declaration form on the firm's letter head.

9. The rate should be quoted including all costs and taxes. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
10. a) Payment will be made after successful designing, development, testing and deployment of the website.  
b) Performance security shall be retained @ 5% of order value for minimum period of 60 days beyond the date of competition of all obligations of the vendor including technical support obligations.
11. Participating firm may contact [smt@cus.ac.in](mailto:smt@cus.ac.in) / [webcommittee@cus.ac.in](mailto:webcommittee@cus.ac.in) for any queries related to the tender.
12. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
13. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderers.

**Sd/-  
Registrar**

**Note: All page(s) of Annexure I and Annexure II has to be printed in official letter head and have to be duly signed and stamped by the authorized signatory.**

**Annexure-I**

**COMPANY PROFILE**

**Supplier's Ref. No.....**

**Dated.....**

**Tender Reference No.:SU/ET/2023-24/11**

**Dated: 01/02/2024**

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. G.S.T number :
8. Bank Account Number:

Bank name:

Branch name:

IFSC code:

9. Tender fee details –

Name of Bank ..... NEFT No.

..... Date: .....

Amount.....

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true and the financial bid BOQ has been quoted in compliance to the item specifications listed above in Annexure II (Technical Bid).

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

## Annexure II – Technical Bid

### Compliance Sheet in reference to E-Tender Notice for Website revamping with technical support for Sikkim University [To be submitted in official letter head of the firm]

Tender Reference No.: SU/ET/2023-24/11 Dated: 01/02/2024

Sl. No.	Item	Bidder response	Required document	Have you submitted the supporting documents?
1.	Is your firm blacklisted by any Central/ State Ministry/ Department/ PSU/ any other Govt Organization?	Yes/No	Declaration document in official letter head	Yes/No
2.	Was a thorough analysis of the Sikkim University website ( <a href="https://cus.ac.in">https://cus.ac.in</a> ) done and all doubts clarified to understand the scope and volume of work before submitting the quote?	Yes/No	Declaration document in official letter head	Yes/No
3.	Does your firm have the expertise to migrate Hindi content of an existing Joomla website from the admin interface to the new website?	Yes/No	Declaration document in official letter head	Yes/No
4.	Does your firm have the experience of creating and managing quality websites, preferably CMS based websites of different educational institutes such as IIT/NIT/IIIT/Central University or Government websites or websites of established companies?	Yes/No	Completion certificate from clients should be produced in support of claimed experience clearly stating the CMS platform and tools used to develop the websites.	Yes/No
5.	Have you submitted the plan of action for revamping of the Sikkim University official website within 30 days?	Yes/No	Document stating the plan of action to complete the revamping work within 30 days of issue of work order.	Yes/No
6.	Does your firm have multiple CMS platforms expertise for development and management of websites?	Yes/No	Document stating the list of CMS platform in which the firm has expertise with the links of websites developed in each claimed CMS platform to be provided.	Yes/No
7.	While submitting the online bids, links of websites developed by the bidding firm has to be submitted for sampling and analysis purpose. Have you submitted the same?	Yes/No	Document containing the links of websites developed by the firm to be provided.	Yes/No
8.	Do you agree to provide technical support and training to the University inhouse team for a period of one year from the date of completion of the work?	Yes/No	Declaration document in official letter head	Yes/No
9.	Do you agree with all the terms and conditions of the tender?	Yes/No	Declaration document in official letter head	Yes/No

#### Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true and the financial bid BOQ has been quoted in compliance to the item specifications and details listed above in Annexure II (Technical Bid).

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

## **Bid Security Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To

The Registrar

Sikkim University

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)