



# **Himachal Pradesh Technical University**

(A state Govt. University Established Under State Legislative Act-16 of 2010)

**Daruhi Teh. & Distt Hamirpur (H.P.)-177001**



## **Tender Document for**

**Design, Development and hosting of Dynamic Website**

**for**

**Himachal Pradesh Technical University Hamirpur**

# Himachal Pradesh Technical University

(A state Govt. University Established Under State Legislative Act-16 of 2010)

Daruhi Teh. & Distt Hamirpur (H. P.)-177001

Website: [www.himtu.ac.in](http://www.himtu.ac.in)

## INDEX

<b>Section</b>	<b>Content</b>	<b>Page No.</b>
1	Schedule of Tender	03
2	General instructions	04
3	Scope of work	07
4	Invitation for bids	13
5	Technical bid	16
6	Financial bid	21
7	General/Special terms & Conditions	23
8	Format of performance bank guarantee & declaration regarding blacklisting	28

## SECTION-1



### Himachal Pradesh Technical University

(A state Govt. University Established Under State Legislative Act-16 of 2010)

**Daruhi Tehsil and Distt. Hamirpur (H.P.) -177001**

Website: [www.himtu.ac.in](http://www.himtu.ac.in)

### Schedule of Tender

#### INVITING TENDER FOR DESIGN, DEVELOPMENT & HOSTING OF DYNAMIC WEBSITE FOR HPTU

NAME OF WORK	Design, Development and hosting of Dynamic Website for Himachal Pradesh Technical University
DATE OF ISSUE OF TENDER	23-11-2020
DATE OF PRE-BID MEETING	22-12-2020 at 11:00 AM
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	28-12-2020 at 12.00 Noon
DATE FOR OPENING OF THE TECHNICAL BID	28-12-2020 at 2.30 PM
EARNEST MONEY DEPOSIT (Refundable without interest)	Rs.10,000/- (Rs. Ten Thousand Only) In the form of DD in favour of Finance Officer, Himachal Pradesh Technical University Hamirpur H.P.
COST OF TENDER FORM (Non-Refundable)	Rs. 500/- (Rs. Five Hundred Only) in the form of DD in favour Finance Officer, Himachal Pradesh Technical University Hamirpur H.P.
ISSUE OF TENDER DOCUMENT	Tender Document may be downloaded from the University Website <a href="http://www.himtu.ac.in">www.himtu.ac.in</a>
PLACE OF OPENING OF THE TENDER	Himachal Pradesh Technical University, Daruhi Hamirpur H.P.-177001
ADDRESS FOR COMMUNICATION	Himachal Pradesh Technical University, Daruhi Hamirpur H.P.-177001

#### **NOTE:**

- (i) If last date of submission of bid is declared a holiday the technical bid will be opened on same time on next working day.
- (ii) If any bidder unable to attend Pre-Bid meeting he/she may send their queries/suggestion through e-mail at [doshptu@gmail.com](mailto:doshptu@gmail.com) upto 27/11/2020. The prospective bidders who want to attend the pre-bid meeting may also send their queries/suggestions through aforesaid e-mail, so that University's Committee can take a note for discussion on the day of pre-bid meeting.
- (iii) Based on suitable suggestions, revised tender document will be uploaded on official website of HPTU and it will be treated as final tender document.

# SECTION – 2

## **GENERAL INSTRUCTIONS**



# Himachal Pradesh Technical University

(A state Govt. University Established Under State Legislative Act-16 of 2010)

**Daruhi Tehsil and Distt. Hamirpur (H.P.) -177001**

Website: [www.himtu.ac.in](http://www.himtu.ac.in)

## **ABOUT Himachal Pradesh Technical University Hamirpur**

The Himachal Pradesh Technical University Hamirpur has been established by a State Legislative Act-16 of 2010. The existing website of Himachal Pradesh Technical University Hamirpur can be accessed at <http://www.himtu.ac.in>. The existing website provides vast amount of information through various sections or web pages. The site provides information on history and background of the University, and also furnishes up to date information about administrative and academic structure, courses offered, admission procedure, forms, results, tenders, RTI, notices etc.

HPTU plans to have a dynamic website which should be fully integrated with the ERP/MIS database. It should be able to pull/update/exchange information in real time. The dynamic website would truly reflect and add to the University's vibrant academic environment and campus life. This entails a working blend of Web 2.0 technologies and eye-catching presentation of information. The website should be elegant and uncluttered in look, and user friendly in its layout and content.

The guidelines and compliance matrix prepared by NIC which contains procedures for development and management of Government websites and portals in India, are available at <http://web.guidelines.gov.in>. Compliance Matrix is a checklist of mandatory guidelines. This checklist shall be used to validate websites for the guidelines to ensure compliance.

Himachal Pradesh Technical University Hamirpur plays proactive role in the field of Technical and professional education in the State. Presently there are 15 Engineering colleges, 21 Pharmacy, and 7 Management Govt. / Private Colleges affiliated with this University. Seven courses are running in its own campus. More than 10,000 regular students are enrolled in these Govt. / Private colleges on yearly basis. The University has its own Data Centre, Web studio and a world-class ERP/MIS system with more than 32 different modules are being implemented for the complete automation of University. The University website URL: [www.himtu.ac.in](http://www.himtu.ac.in)

The Himachal Pradesh Technical University intends to redesign and re-develop the website with modern dynamic and interactive features and fully integrated with HPTU's ERP/MIS system and also in compliance to the Guidelines for Indian Government Website (GIGW) prepared by NIC and adopted by DARPG, Ministry of Personnel, Public Grievances and Pension, GOI. These guidelines are available at <http://www.web.guidelines.gov.in>

### **Qualification Criteria:**

1. Bidder should be a registered company in India under Companies Act 1956 and must have at least 05 years of prior experience of dynamic website / web-portal development for university level education institutions.
2. The bidder should be registered for GST (Copy to be enclosed).
3. The bidder should have average annual turnover of Rs. 3 Crores and must be profitable during last 3 financial years (FY 2017-18, FY 2018-19, FY 2019-20).
4. Bidder must have experience of implementing at least 5 dynamic websites/web-portals fully

integrated with ERP/MIS system of University level educational institutions with more than 10,000 students during the last 3 years.

5. For support related issues, the selected bidder should be able to deploy 2 resources at 3-hour notice whenever required.

### **General Instructions to Bidders**

1. The time for completion of the work shall be 60 days from the date of issue of the Letter of award.
2. The successful bidder shall be required to present several designs of output templates out of which some templates will be selected by the committee with/without suggestions for changes which the bidder will have to incorporate.
3. The Successful bidder would be required to develop the dynamic website in a way to fully integrate with the existing ERP/MIS system. It will be responsible for developing real-time data exchange/sync mechanisms using REST APIs that allow the website to pull/push/update/exchange most current information with the ERP/MIS system. Bidders are advised to study the existing ERP/MIS system of the same. Any cost associated with API development on the ERP/MIS side has to be borne by the bidder.
4. The Successful bidder would be required to give atleast two demonstrations/prototypes of website before final commencing.
5. The interested persons can also go through the existing website of HPTU (<https://www.himtu.ac.in>) and estimate the variety and quantum of information that needs to be made available on the website. They can also make suggestions for presentation of more information on the website which is not yet on the website. They can also make suggestions for presentation of more information on the website which is not yet on the website at the time of **Pre-bid Meeting**.
6. For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement to the Himachal Pradesh Technical University Hamirpur. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
7. The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
8. The tender is not transferable.
9. **Cost of Bid:** The prospective bidders may download the bid documents from the HPTU website at <http://www.himtu.ac.in> and submit the completed bid along with cost of the bid documents of Rs.500/- (non-refundable) and Earnest Money Deposit of Rs. 10,000 (refundable) both in the form of Bank Drafts in favour of Finance Officer, Himachal Pradesh Technical University Daruhi Hamirpur (H.P.) -177001.
10. HPTU is not bound to accept the lowest cost bidder. HPTU will examine the bids on their merit and will select the bid that it is satisfied with.
11. HPTU reserves the right to reject/accept any bidder without furnishing any reasons whatsoever.

# SECTION – 3

## **SCOPE OF WORK**

## Scope of Work

- The broad scope is to planning, requirement gathering, Revamping, development and testing, delivering and migrating existing site to the new website and content management system with bilingual support (**English and Hindi**).
- HPTU reserved the right to amend/ add/ delete/ edit any content from the website.

### 1. Information Collection

The desired navigation structure, general functionalities and reference points for the design will be discussed with the successful bidder prior to start of work. The vendor will have to depute persons for collection of information and pictures from the different departments/schools and Units of the University initially, apart from those that are available on the existing website. Once the website is commissioned, updation of the information will be the responsibility of the website committee of HPTU. However, the vendor will be supposed to inform the Web Management Cell (IT-Cell) about the updates that are required to be made during the maintenance period.

### 2. Compatibility

The website design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for three platforms: Desktop/Tablet or Notebook and Mobile form factors will be required.

### 3. Functionalities Required

The website will be based on a Web Content Management System (WCMS). Facility to update content by multiple users from anywhere through browser based administrative module using WYSIWYG (what you see is what you get) editing tools allowing non-technical users to create and edit content.

- i. Multi-lingual content – Ability to create content in multiple languages. It is expected that the basic site will be in **English and Hindi**. If content is not translated, the link should show English content by default.
- ii. The WCMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.
- iii. WCMS system should support user Groups, allowing the administrator to control how registered users interact with the site. A page on the site can be restricted to one or more groups.
- iv. The WCMS site shall be able to create micro sites/web portals within a main site as well.
- v. The Dynamic Website must be fully integrated with the existing ERP/MIS system using Rest APIs to ensure real-time data exchange. Website should be able to exchange information with the ERP/MIS database on real-time and display the same on the website in a presentable manner.
- v. WCMS software shall act as a collaboration platform allowing content to be retrieved and worked on by one or many authorized users. Changes can be tracked and authorized for publication or ignored reverting to old versions. It shall allow multiple users to modify (or comment) a page at the same time in a collaboration session.
- vi. Admin section must be protected by username and password with the help of proper security mechanism. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email. The website must have Microsoft Azure Active Directory Integration for Single sign on.
- vii. The Bidder will provide an operational guarantee on the WCMS designed and also provide support for at least one year after the launch of our website so that modification can be made by vendor, if University finds that website is not fulfilling our needs or if further improvements are required. All troubleshooting required would be the responsibility of the Bidder.
- viii. Each link created by admin should specify the title of page and admin should have provision for entering date by which the link may expire. The default shall never expire.



- ix. **Dynamic News/Events/Notification Management System:** Facility to manage Departmental News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news via a strong search engine, Facility to manage news/event write-up/contents by multiple users from anywhere through browser based administrative module using a WYSIWYG editor.
- x. **Dynamic Photo Gallery/Video Management System:** Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.
- xi. **Database Management** – Ability to create new database and user interface to display dynamic content from the database.
- xii. **Menu Management** – Ability to add, move, delete, modify menus on the site.
- xiii. Faster download of pages.
- xiv. Design should allow changing the interface templates for fresh new look as and when required.
- xv. The website should allow for creation or linking new pages for different schools, departments, library etc.
- xvi. The website should provide login facility to the faculty on his/her page for updating own details.
- xvii. Login facility to Library for updating contents.

#### **4. Security:**

The vendor should provide for the following security features:

- i. Tools for control and monitoring Website security
- ii. Protection against defacement, hacking
- iii. Design should incorporate security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service, Robust user authentication process, PDO binding to prevent Sql injection attack etc.

#### **5. Disaster Recovery Plan:**

A detailed DRP for the Website services should be submitted as a part of the proposal.

#### **6. Maintenance of the Website and De-bugging**

Vendor has to do the maintenance of the Website for a period of one year from the date of Commissioning of the website, which will include de-bugging of the website on their own as well as when reported. This maintenance will be considered part of the implementation process.

#### **7. Training:**

Extensive training should be undertaken for IT team at HPTU to handle web content related to WCMS.

#### **8. Documentation:**

Complete documentation on the WCMS web site- User Manual and Technical Manual has to be provided.

#### **9. Technology:**

The entire website should be based on Web 2.0 based CMS like Wordpress, Drupal, Joomla etc. and preferably use Open Source Tools like LAMP, OpenLDAP, PHP Laravel etc.

#### **10. Important guidelines**

- The vendor has to share source code of the website with HPTU.
- All material/product and related codes would be property of HPTU and vendor would have no claim over the same in future.
- All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
- The vendor should provide all admin/ user manuals

#### **11. Design and Layout**

The website should have a well-designed with white/pastel background, light colors, a neat, uncluttered look and a user-friendly, easy-to-navigate layout. The vendor should visit various educational

institutes like IIT's, NIT's and Govt. Universities to fulfill our requirements.

## 12. Website features

This website will enable internal and external users to obtain information on

- ✓ The University
- ✓ Academic information (Schools, study programs and departments of the University)
- ✓ Admissions information
- ✓ Faculty details
- ✓ Research and publications
- ✓ Services (facilities, student services, academic services and administration)
- ✓ Job opportunities
- ✓ News and events
- ✓ Extracurricular activities
- ✓ Alumni
- ✓ Examination Results
- ✓ Calendar of events
- ✓ University circulars, notifications and guidelines
- ✓ RTI Section
- ✓ Archie Section
- ✓ Any other information

## 13. Tentative Sitemap



<b>HOME  ABOUT ADMINISTRATION ACADEMICS ADMISSION STUDENTS CORNER FACILITY</b>		
<b>*TENDER *RECRUITMETNS *EXAMINATION *NOTICE *CONFERENCE &amp; WORKSHOPS *CONTACT US</b>		
<b>NEWS &amp; EVENTS</b>	<b>QUICK LINKS 1</b>	<b>QUICK LINKS 2</b>

## Home Page

### ABOUT

About university  
HPTU University Act 2010  
Location  
Vision & Mission  
Objectives  
Statutory bodies □ Board of Governor,  
academic council,  
finance committee,

Salient features  
Message of founder VC  
Concept paper

### ADMINISTRATION

Visitor  
Chancellor  
Vice  
Chancellor  
Registrar  
Finance Officer  
Controller of Examination  
Officer's □ statutory officers (Deans), Administrative officers  
Administrative Staff □ Office of VC, Registrar office, office of COE

### ACADEMICS

Schools □ Departments  
About Department  
Academic Programs  
Faculty (Individual  
page) Laboratory &  
facilities Projects

### ADMISSION

Admission Procedure  
Courses & Eligibility  
Fee structure  
Academic Calendar

### STUDENT CORNER

Dean student's welfare  
Scholarships  
Activities  
Sports  
Convocations  
Important forms  
Hostels  
Achievements  
Alumni □ Alumni association, alumni news

**FACILITY**

Library  a separate home page for Library consisting of information like:

**HOME|ABOUT-US|SECTIONS|COLLECTIONS|MEMBERSHIP|SERVICES|E-RESOURCES**

Medical facility  
Transport facility  
Inflibnet center

**QUICK LINKS1**

Notice/ office order/ circulars  
IQAC/NAAC/NI  
RF Anti-ragging  
Anti-sexual harassment cell  
Holiday list  
MOU & Collaborations  
Annual Account & Audit Report  
Annual Report

**QUICK LINKS2**

RTI  
Training & Placement  
SC/ST Cell  
HPTU ERP  
Downloads

# SECTION – 4

# INVITATION FOR BIDS

## INVITATION FOR BIDS

Invitation for bids through the Tender Notice is for selection of the firm also called the “bidder” capable of creating Dynamic website of Himachal Pradesh Technical University Hamirpur as specified in the scope of work and in accordance with the terms and conditions. Sealed bids prepared in accordance with the procedures enumerated in this Tender should be submitted to the following address on or before 14-12-2020 at 12.00 noon. The cover containing tender must be marked “**Tender for Design, Development and hosting of Dynamic Website for Himachal Pradesh Technical University Hamirpur**” and addressed to:

Purchase Officer-cum- Finance Officer  
Himachal Pradesh Technical University  
Daruhi Hamirpur (H.P.)-177001

1. **Due Diligence-** The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Notice. The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages comprising the technical and financial bid shall be serially numbered. Failure to furnish all information required, or submission of a bid not conforming to the requirements in every respect will be at the Bidder’s risk and may result in rejection of the bid and forfeiture of Earnest Money Deposit (EMD).
2. **Bid preparation and submission costs-** The bidder shall bear all costs associated with the preparation and submission of the bid and HPTU will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
3. **Language of proposal-** The bids and all correspondence and documents shall be written in English and/or Hindi.
4. **Clarification of Bidding Documents-** The Bidder requiring any clarification of the bidding documents may notify the University by e-mail. The following personnel may be contacted for the purpose.  
System Analyst  
Himachal Pradesh Technical University Daruhi Hamirpur  
E-mail:- [doshptu@gmail.com](mailto:doshptu@gmail.com)
5. The University will respond to any request for clarification of the bidding documents, which it receives not later than 27-11-2020.
6. **Experience & Bidder Profile-** As per Annexure I(B) in section 6
7. **Amendment of Bidding Documents-** At any time before the deadline for submission of bids, HPTU, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through the HPTU website and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, HPTU reserves the rights to extend the deadline for the submission of bids and the same shall be notified on the HPTU website.
8. **Performance Security-** On receipt of notification of award from the University, the successful Bidder shall furnish the performance security at 10% of the cost of website designing, development & hosting in the form of DD in favour of Finance Officer, Himachal Pradesh Technical University or in the form of Bank Guarantee or in another form acceptable to the University. Failure of the successful bidder shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder or call for new bids. Performance Security should be valid upto two months beyond the expiry date of warranty obligation / maintenance period.

## 9. Rejection of Bids:

HPTU reserves the right to reject bids in the following cases:

- a. If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.
- b. Incomplete bids are liable to be rejected.
- c. If the technical offer contains any price information the offer will be summarily rejected.
- d. Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resorts to canvassing are liable for rejection.
- e. Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection.
- f. The schedule for accepting the tenders shall be strictly followed- late tenders shall not be accepted.
- g. Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- h. The Tenderers must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
- i. Each page of the tender document including all annexure duly stamped and signed by the bidder as acceptance of all tendered terms & conditions must be submitted along with the tender bid and tender should be page numbered.

**10. Modification and withdrawal of Bids-** The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

**11. Acknowledgement of understanding of terms-** By submitting a bid, each agency shall be deemed to have acknowledged that it has carefully read all sections of this Tender, including all forms and has fully informed itself as to all existing conditions and limitations.

**12. Bid Submission- Tenders** shall be submitted in 2 parts. Part A (Technical Bid) and Part B (Commercial/ Finance bid) The Envelope of Technical bid as per annexure 1(A) to 1(C) and financial bid as per Annexure II should be kept in separate envelope. Technical Bid part A should contain all technical document along with tender fee & EMD. Both envelopes Part A & Part B than be kept in a Big envelope duly subscribed on the top of envelop “**Tender for Design, Development and hosting of Dynamic Website for Himachal Pradesh Technical University Hamirpur**”.

**13.** Bids received after closing date and time, will not be accepted.

**SECTION –5**

**TECHNICAL**

**BID**



## PROFORMA

**For Technical Bid for Design, Development and hosting of dynamic Website of Himachal Pradesh Technical University Hamirpur.**

### Details of the Bidder:

1.	Name of Firm/Agency and its Address:	
2.	Registration Number:	
3.	Telephone No. (Landline):	
4.	Fax No.:	
5.	Mobile No.:	
6.	Email Address:	
7.	Name & Address of Branch, if any:	
8.	Type of Organization: (Whether proprietorship/ partnership/ society/Private Limited/ Public Ltd. or Co- operative body etc., attach proof)	
9.	Name of Proprietor / Partners / Directors of the Organization:	
10.	Details of the DD:	
	(a) For Tender fee (Non-refundable)	DD No: Date: Amount: Drawn from the Bank:
	(a) For EMD(Refundable without Interest)	DD No: <span style="float: right;">Date:</span> Amount: Drawn from the Bank:
11	Details of PAN & GST:	

**Name and signature of the authorized  
person of the firm along  
with seal**

**Technical Bid should indicate following information along with the supporting documents:**

<b>SN.</b>	<b>Documentary Proof of</b>	<b>Attached (Yes/No)</b>	<b>Page Appendix No. (If attached)</b>
1.	At least six (05) years of experience in dynamic website for website design, Development and hosting/web-portal development for University level educational institutions. (Certificates need to be attached)		
2.	Experience in at least five similar projects of at least 10(Ten) plus Lakhs contract value and annual average turnover of Rs. Fifty (50) Lakhs related to Website development for every last three years, which shall be duly certified by CA/Auditors. (Certificates need to be attached)		
3.	Maintaining, Managing & Hosting of websites such organizations for a minimum period of 01 (one) years. (Certificates need to be attached)		
4.	Web 3.0 and Web 2.0 experience with at least one success story in each case where these have been implemented and organizations have transformed and got benefited over last 3+ years. (Certificates need to be attached)		
5.	Capability of handling multi lingual projects with at least 2 referenceable clients for whom multilingual websites were done. (Certificates need to be attached)		
6.	Experience with two Government Agencies / Institutes handling similar work. (Certificates need to be attached)		
7.	Company Registration / Partnership Registration Certificate. (Certificates need to be attached)		
8.	GST Number.(Certificates need to be attached)		
9.	Permanent Account Number (PAN) issued by Income Tax Department.		
10.	Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies.		

**Name and signature of the authorized person of the firm along with seal**

### Agency's Experience

Clients Details where development of WCMS based Websites have been undertaken during last three years Name & Address of Client	
Type of Client	
Place(s) of Service	
Whether the Websites developed were multilingual	
Duration	
Total Number of manpower Deployed	
Quantity of work (in no. of webpages)	
Cost of the project	
Approximate value of Service (in Indian Rupees)	
Details of Hardware/ Software/Technology used	
Any special features of the project which the Agency may like to specify	
Name, Title and Contact details of the contact at Client location	

**Note:**

1. Separate sheets for each client to be enclosed
2. Letter from the client on the project executed to be enclosed.

**Name and signature of the authorized  
person of the firm along  
with seal**

**PROFORMA FOR DETAILED TECHNICAL  
PROPOSAL CONTENT**  
for  
**Design, Development and hosting of dynamic Website for Himachal  
Pradesh Technical University Hamirpur**

The technical proposal of the bidders should contain the following minimum information. Bidders are free to provide, any other information that they deem fit and relevant in support of their bid.

**Section-1: Company / firm**

- A. In this section the contractor should highlight about their company, how it is organized (organization structure), its capability and a brief about its key personnel.

**Section-2: Company's Experience**

- A. In this section, list minimum 5 names of the clients for whom the bidder has undertaken similar assignments along with the name of the contact person and contact details of its clients.

**Section-3: Description of the Approach, Methodology and Work Plan**

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present this section of the technical proposal:-

- A. **Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- B. **Work Plan:** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports.

Name and Signature of the authorized person  
of the firm along with seal

**SECTION – 6**

**FINANCIAL**

**BID**

## PROFORMA

### Financial Bid

**Design, Development, maintenance and hosting of dynamic Website of Himachal Pradesh Technical University Hamirpur.**

SN.	DESCRIPTION	COST IN RUPEES
1.	Design and Development Cost	
2.	Hosting Cost	
3.	Maintenance Charges for 01 (One) year after final commissioning	
4.	Licenses costs, Software costs etc., if any	
5.	Other charges, if any	
6.	GST and taxes, if any	
A	<b>TOTAL COST: [1+2+3+4+5+6]</b>	
B	Maintenance Charges (extension the project for next one year, please mention the charges inclusive of GST, licenses costs, software costs, taxes and any other charges etc.)	
	<b>Grand Total: [A+B]</b>	

## SECTION – 7

# **GENERAL/SPECIAL TERMS & CONDITIONS & DECLARATION BY THE TENDERER**

## **General Terms and Conditions**

### **(a) HPTU's right to terminate the bid process**

HPTU reserves the right to accept any bid, and to cancel/abort the tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected agency or agencies, or any obligation to inform the affected agency of the grounds for HPTU's action.

### **(b) Obligations of the selected agency**

The Agency selected for Developing, Designing and hosting of Website of HPTU shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional website development standards recognized by national / international professional bodies. The Agency shall always act, in respect of any matter relating to this Contract, as faithful advisors to HPTU and shall, at all times, support and safeguard HPTU's legitimate interests in any dealings with third parties.

### **(c) Penalties**

Performance of Services shall be made by the selected Agency in accordance with the time schedule specified by HPTU in its work order assignment. An un-excused delay by the selected agency in the performance of its obligations under the contract shall render the selected agency liable for a deduction at the rate of 1.0% of the total amount of contract per week of delay subject to a maximum of 10% of the value of the contract which will be recovered from the pending bills. A Committee would be set up by the HPTU to assess the quality of the website created. HPTU may order the agency to conduct re-designing of the database or the webpages at the Agency's cost, if the feedback obtained from Committee is not satisfactory.

### **(d) Outsourcing of Developing /Designing and hosting of Website of HPTU**

The selected agency shall not outsource the Developing / Designing and hosting of Website assignment to any other agency except their direct franchisees under any circumstances. The agency has to declare their franchisees / consortium partners, if any, along with their registered business names, modules they will undertake and the infrastructure provided by them. HPTU will not accept such proposal other than the authorized franchisees declared at the time of submission of the Tender. The agency should also declare the consortium partners for customization of web based system application at the time of submission of the Tender.

### **(e) Replacement of Staff**

In the event of the staff proposed along with this bid are not available at a later date due to reasons beyond the control of the agency, the agency shall ensure that the staff chosen for replacement shall be of similar experience proposed in this bid. In the event of the agency utilizing the services of unskilled staff, HPTU reserves the right to suspend payments for such developing / Redesigning and hosting of Website work.

### **(f) Indemnity**

The selected agency shall indemnify the HPTU against all claims of loss of data, loss of documents or damages to the files arising from the handling / updation by the agency.

### **(g) Payment Terms**

No payment shall be made in advance nor any loan from any bank or financial institution will be recommended on the basis of the order of award of work. Payment for Developing, Designing and hosting of Website work done under the contract shall be made as per following terms:

- i. 20% on acceptance of design template by HPTU.
- ii. 60% on final commissioning of the website after acceptance of HPTU.
- iii. 20% on completion of one year from the date of final commissioning.



## (i) Special Terms & Conditions

- The bidders are required to quote their lowest rates for Developing, Designing and hosting of Website of HPTU. The rates so quoted should be all inclusive (cost of hardware /software/ manpower etc.).
- The bidders qualifying the eligibility criteria will be required to give a live demonstration of the work. If the bidder is already doing the Developing, Redesigning and hosting of Website work in any Government department or in any reputed private firm, name, address and telephone number of the same may be mentioned.
- The successful bidder shall compile and make an instruction manual for Developing , Redesigning and hosting of Website of HPTU and the same shall be provided to the HPTU for use of its staff for carrying out the use, administration, updating, information etc.
- The bidder shall have to arrange its own staff. The HPTU would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the HPTU and the staff of the bidder in any manner. The HPTU reserves the right to deny entry to any staff member of the bidder, if so deemed appropriate by it.
- The successful bidder shall not depute any such person in HPTU who is party to litigation against HPTU. No person engaged by the bidder shall claim any right of employment – contractual or otherwise -with the HPTU. The HPTU will not be answerable for the terms and conditions of employment of the staff engaged by the bidder. The bidder will ensure that the staff engaged is disciplined and maintains full decorum at the HPTU.
- The HPTU will provide the documents, pictures etc. as required to be placed on the website, to the authorized representative of the bidder on day to day basis under proper receipt. It will be responsibility of the bidder to return the documents to HPTU staff under acknowledgment in the same shape and condition in which it was taken. The bidder will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged or altered.
- The bidder after successfully storing the website created on its own computer shall host it own server alongwith the documentation, technical and user manual. However, the Bidder shall be fully responsible for the proper functioning of the website for a minimum period of one year after completion of his work.
- The HPTU has its own Data Centre and after making it functional, the bidder can host the website on HPTU data centre server after its proper testing. Website security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service, Audit Security certification and Protection against defacement, hacking hosting, maintenance, backup etc. on HPTU Data Centre will be the whole responsibility of the successful bidder.
- Complete secrecy and confidentiality is required to be maintained by the bidder and his employees. The bidder has to customize the system application and supply to HPTU along with the source code. The bidder has to develop / customize the system software application specific to HPTU needs. The HPTU will have copyright on the product, format, concept layout and design. The HPTU will have exclusive rights to use it anywhere, in any manner.
- Time is the essence of the contract and the Bidder shall adhere to the time schedule and deadline as prescribed by the HPTU for execution of the work. On the completion of the work, the bidder shall hand over the database to this University which shall become the property of HPTU for all intents and purposes.
- Licensed copy of the application software and database design as may be developed by the bidder or its employees for and during execution of the work shall vest in HPTU and the bidder shall execute necessary documents for the same and also get an assignment from its employees, in favour of HPTU.
- The database created by the bidder shall be retrievable by the user. Necessary training for the retrieval of the database, storing, organizing and retrieval is to be imparted to the staff of the

University.

- The HPTU, in its discretion, reserves the right to reject or accept any or all the tenders partly or completely at any time without assigning any reason thereof.
- An appropriate agreement will be executed by the bidder with the HPTU, on the agreed terms & conditions. The HPTU in its discretion reserves the right to cancel the contract at any time without assigning any reason.
- The HPTU will deal with the bidder directly and no middlemen/agents/ commission agents etc. should be asked by the bidders to represent their cause and they will not be entertained by the HPTU.
- Upon termination of the Contract or on expiry of the contract period, the bidder will have to handover all the data created digitally or by other means as well as the documents handed over to him for providing the services and he shall have no right to hold back any of these. Only after getting a certificate to this effect, the nominee of HPTU shall issue a no-dues certificate for clearing the last payment.
- The bidder has to give an undertaking that after expiry of the warranty period, it will provide AMC services for next one year for the offered product at the rate not more than 8% of contract price per annum. HPTU reserves the right to enter into an AMC agreement (Covering preventive maintenance hosting & serving) with the successful bidder after expiry of the warranty period at the rate mentioned above and the payment for the AMC charges would be made annually after rendering of the AMC services of the relevant AMC period. Performance security of the successful bidder shall be forfeited if it fails to accept the AMC contract when called upon by the buyer. The original performance security of the contract will be returned only after the submission and verification of AMC performance security for 10% of total AMC value valid upto AMC period plus two months (if there is no other claim) (undertaking of acceptance to be uploaded with bid).

## DECLARATION BY THE TENDERER

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions. This is also certified that I/We have no objection in signing the contract if the opportunity for the design, development and hosting for website of HPTU against this tender is given to me/us.

Date:

Signature:

Name:

Designation:

On behalf of: (Company Seal)

## SECTION –8

# **FORMAT OF PERFORMANCE BANK GUARANTEE & DECLARATION REGARDING BLACKLISTING**

## **FORMAT OF BANK GUARANTEE FORM**

This guarantee should be furnished by a Nationalized Bank / Scheduled Bank, authorized by RBI to issue a Bank Guarantee.

This bank guarantee should be furnished on stamp paper of Rs. 100/-

The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.

In the case of foreign bidder the B.G may be furnished by an international reputed bank acceptable to the PURCHASER countersigned by any Nationalized / Scheduled Bank in India authorized by Reserve Bank of India.

-----

### **PERFORMANCE BANK GUARANTEE**

1. WHEREAS M/s ....., having its registered office at ..... here in after called the Distributor in India for ..... herein after called “The supplier” for the supply of ....., in consideration of the Himachal Pradesh Technical University Hamirpur, (hereinafter called “HPTU”) P.O. No. HPTU / ..... dt. placed an order for the due fulfillment by the said supplier of the terms and conditions in the purchase order, on production of a Bank Guarantee for Rs..... (Rupees ..... only). We ..... Bank, ..... (Rein after referred to as “the Bank”) at the request of supplier do hereby undertake to pay to the HPTU an amount on exceeding to Rs..... (Rupees..... only).
2. We .....Bank do hereby undertake to pay HPTU, the amounts due and payable under this guarantee without any demur, merely on a demand from HPTU stating that the amount claimed is required to meet the recoveries due or likely to be due from the said supplier. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding to Rs..... (Rupees ..... only)
3. We undertake to pay to the HPTU any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid and discharge of our liability for payment there under and the Supplier shall have no claim against us for making such payment.
4. We the ..... Bank further agree that the guarantee herein contained shall remain in full force and affect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the HPTU under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Registrar on behalf of the HPTU certified that the terms and

conditions of the said Agreement have been fully and properly carried out by the said..... and accordingly discharges this guarantee.

5. We, the ..... Bank further agreed that the HPTU shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Purchase Order or to extend the time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the HPTU against the said supplier and to forbear or enforce any of the Terms and Conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier or for any forbearance act or omission on the part of the HPTU or any indulgence by the HPTU to the said supplier or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. This guarantee will not be discharged due to change in the constitution of the bank or the supplier.
7. We, the ..... Bank lastly undertakes not to revoke this guarantee except with the previous consent of the HPTU in writing.
8. This guarantee shall be valid upto ..... unless extended on demand by HPTU. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs...../- (Rupees ..... only).

Notwithstanding anything contained herein

1. Our liability under this bank guarantee shall not exceed Rs...../- (Rupees ..... only)
2. Bank guarantee shall be valid upto  
.....
3. We are liable to pay the guaranteed amount or part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before  
.....

Dated:

Signature & Seal  
of the Bank

Note: The above format contains specific clauses and expressions. These clauses and expressions can vary depending upon the nature / type of agreement and situation. Basic aspect to be kept in mind is that interest of HPTU is fully protected.

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & Attested by Public Notary / Executive Magistrate on Rs. 50/- non judicial Stamp paper by the bidder)

I / We

Manufacture / Partner(s)/  
Authorized Distributor /agent of

M/S. hereby declare that the firm/company namely M/s. has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We

Manufacture / Partner(s)/  
Authorized Distributor / agent of

M/s. hereby declare that the Firm / company namely M/s. was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_ to .

The period is over on \_and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender / contract will be rejected / cancelled by the Central University of Rajasthan, and EMD / SD shall be forfeited.

In addition to the above, Central University of Rajasthan, will not be responsible to pay the bills for any completed / partially completed work.

Signature

Name \_\_\_\_\_

Address

Attested:

(Public Notary / Executive Magistrate)

**End of Tender Document**