



Request for Quotation for Annual maintenance Contract of Birsa Agricultural University Website <https://www.bauranchi.org>) and webmail Service

E -Tender Ref. No.: F1-351/2024-25/BAU(Pur)/04

<https://jharkhandtenders.gov.in>

Invitation for BID

Tender Schedule

| | | |
|-----|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Work | Request for Quotation for Annual maintenance Contract of Birsa Agricultural University Website https://www.bauranchi.org) and webmail Service |
| 2. | Tender Ref No. | F1-351/2024-25/BAU(Pur)/04 |
| 3. | Cost of Tender Document | INR 5,000/- (Five thousand only) |
| 4. | Earnest Money Deposit (EMD) | EMD Rs. 1,50,000/- (Rs. One lakh Fifty thousand only) |
| 5. | Availability of Tender Online for Bidding | 28/08/2024 3.00 PM |
| 6. | Bid Downloading Date | 28/08/2024 3.30 PM |
| 7. | Last date and time of Online | 09/09/2024 5.30 PM |
| 8. | Techno Commercial Bid Opening (Part – A) | 11/09/2024 3.00 PM |
| 9. | Place of Techno Commercial Bid (Part – A) Opening | Purchase Office, Headquarter BAU, Kanke , Ranchi-834006 |
| 10. | FINANCIAL Bid Opening (Part – B) | AFTER TECHNICAL EVALUATION |

NOTE : Details of Tender also can be seen at www.bauranchi.org.

Bidders also have to submit hard copy of tender documents to Purchase office, Birsa Agricultural University, Kanke, Ranchi.

Invitation for BID

➤ Invitation for Quotations

BIRSA AGRICULTURAL UNIVERSITY, Kanke, Ranchi Jharkhand invites online bid through e-tendering Process for **Annual Maintenance Contract of Birsa Agricultural University Website (<https://www.bauranchi.org>) and Webmail Service**. Selection for Bidder will be based on the proven competence and rates established by lowest rate quoted for each item. Bidders are advised to study the Tender document and Terms & Conditions carefully and completely. Submission of Bids shall be deemed to have been done after careful study of Tender document and examination of Terms & Conditions with full understanding of its implications. The bid shall be downloaded and submitted online in the Website <https://jharkhandtenders.gov.in> The bidder(s) should have necessary portal enrolment with their own Digital Signature Certificate:

➤ Tender Schedule

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| 8. | Techno Commercial Bid Opening (Part – A) | 11/09/2024 3.00 PM |
| 9. | Place of Techno Commercial Bid (Part – A) Opening | Purchase Office, Headquarter BAU, Kanke , Ranchi-834006 |
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NOTE : Details of Tender also can be seen at www.bauranchi.org.

Tender Document for Annual Maintenance Contract of Birsa Agricultural University Website (<https://www.bauranchi.org>) and Webmail Service

1. TECHNICAL BID:

Annual Maintenance Contract of Birsa Agricultural University (BAU), Ranchi Website (<http://www.bauranchi.org>) covers (Static as well as dynamic) creation of new sections, modifications, addition, updates and maintenance work with domain & hosting and webmail service. The contract also includes up gradation (as and when required) of existing website (<https://www.bauranchi.org>). It also includes creation of internal and external links, on-line forms, search facilities, site maps and any other dynamic functionalities whenever required. Content will be provided by the Authorized person from BAU through Email / WhatsApp. All standards should be followed as set by Government of India. Apart from these, vendor will have to create applications like recruitment to appointment and PG/Ph.D admission forms with Payment Gateway Integration.

The vendor will have to follow the following steps and considerations:

A . Website Development

- **Static and Dynamic Sections:** Development of static pages using HTML/CSS for content that doesn't change frequently (e.g., About Us, Contact), and dynamic sections using PHP or ASP.NET for content that needs to be updated regularly (e.g., News, Events).
- **Modifications, Additions, Updates:** Implementation of an admin panel using PHP or ASP.NET where authorized users can make changes to content, upload files, or add new sections without needing technical expertise.
- **Maintenance:** Setting up a maintenance schedule for regular updates, security patches, and backups to ensure the website runs smoothly.

B. Webmail Service Integration

- Setting up email hosting or integrate with existing email services to provide professional email addresses (e.g., info@bauranchi.org).

C. Upgradation of Existing Website

- Analyzing current website functionality and design to identify areas for improvement.
- Implement upgrades using modern technologies (e.g., Bootstrap for responsive design, JavaScript frameworks like AngularJS for enhanced interactivity).

D. Dynamic Functionalities

- **Internal and External Links:** Ensuring all links are functional and lead to relevant content within and outside the website.
- **Online Forms:** Development of forms using HTML/CSS, with server-side processing using PHP or ASP.NET to handle form submissions securely.
- **Search Facilities:** Implementation of a search feature using MySQL or SQL Server for database queries and results display.
- **Site Maps:** Generating XML sitemaps to improve SEO and help search engines index website content effectively.

E. Recruitment to Appointment Application

- **Database Design:** Designing a MySQL or SQL Server database schema to store applicant information, job postings, and recruitment details.
- **Application Form:** Creating dynamic web forms (using PHP/ASP.NET) for applicants to submit their details, upload documents, and apply for positions.
- **Admin Panel:** Development of an administrative interface for HR staff to manage job postings, review applications, schedule interviews, and update recruitment status.
- **Notifications:** Implementation of email notifications for applicants (e.g., confirmation of application receipt, interview schedules).

F. PG/Ph.D. Admission Form Application with Payment Gateway

- **Database Integration:** Extending the existing database schema or create a new one to handle PG/Ph.D. admission applications separately.
- **Application Form:** Designing web forms tailored for admission applications, including fields for academic history, research interests, and supporting documents.
- **Workflow:** Implementation of workflow system to track application progress, manage reviews by faculty members, and notify applicants of admission decisions.

Technologies to be used by vendor:

- **Front-End:** HTML/CSS, JavaScript (jQuery), Bootstrap for responsive design.
- **Back-End:** PHP or ASP.NET C# for server-side scripting.
- **Database:** MySQL or SQL Server for data storage and retrieval.
- **Frameworks:** Depending on complexity and scalability needs, consider using AngularJS or similar frameworks for dynamic functionalities.

Project Management:

- **Agile Development:** Adopt Agile practices for iterative development and regular feedback loops.
- **Testing and Deployment:** Conducting thorough testing (unit testing, integration testing, user acceptance testing) before deploying updates or new features.

The Technical Bid shall contain the following information in a sealed cover:

- a) The Vendor must have minimum turnover of Rs. 10 lakhs for last three financial years (Proof of the turnover of the company during last 3 financial years certified by the Chartered Accountant is to be enclosed with Technical Bid).
- b) Name, address, set up and status of the organization.
- c) GST Registration Certificate, PAN Number, Experience Details, Technical Manpower Details, Undertaking by Bidder. The vendor must submit IT returns for the last three Years.
- d) Tenders must be accompanied by Rs. 1,50,000 (Rupees One lakh fifty thousand only) as Earnest Money Deposit (EMD) **ONLINE**. Quotations without EMD will be rejected. No interest will be paid on Earnest Money deposit of unsuccessful tenderers and will be returned in due course of time. If the quotation is accepted and firm fails to undertake the maintenance contract EMD will be forfeited.
- e) The Vendor must have successfully completed at least 3 works of design/development/maintenance of websites of Central/State govt. organization/PSUs/MNCs for a minimum value of Rs 5 Lakhs each, in last 3 financial years (Certificate of satisfactory completion from minimum 3 clients to be enclosed with Technical Bid).
- f) The bidder must be a single entity. Consortium or any kind of association of firms will not be allowed to participate in the tender process.
- g) Letter of undertaking with declaration that the company is not black listed by any Govt./Semi Govt. organization or PSU.
- h) Letter of undertaking regarding acceptance of all the terms and conditions of this tender document.

2. TERMS AND CONDITIONS

2.1 The agency shall depute one experienced person well qualified (B.Tech/IT/CS/Comp. Application/MCA and other equivalent qualification) at BAU campus at their own cost. The Vendor shall make necessary standby arrangement in case technical man power is on leave.

2.2 The Contract shall be valid for a period of three years which will be extended further based on mutual consent of both the parties.

- 2.3 BAU reserves the right to cancel the contract at any time without assigning any reasons.
- 2.4 Tenders not properly sealed and incomplete tenders are liable to be rejected.
- 2.5 BAU reserves the right to accept or reject any/all quotation(s) in whole or in part without assigning any reason.
- 2.6 BAU takes no responsibility for delay, loss or non-receipt of a quotation after dispatch.
- 2.7) The AMC will start from the date of award of contract for the period of three years depending upon satisfactory performance.
- 2.8) Vender should study the website (www.bauranchi.org) and infrastructure and participate in pre-bid meeting which will be held 5 days after publication of tender.
- 2.9) The grievances of the vendor will be addressed at University level, however any legal dispute will be adjudicated by The Ranchi Court only.

3. NATURE OF WORK

- 3.1. The vendor will provide Graphic Design Support, Graphic updates or New Designs. The graphical contents of the website should result in an eye-catching website, with a pleasant and appealing color-codes portraying activities of Birsa Agricultural University (BAU).
- 3.2. The BAU website is to cover the content related to different units of the Birsa Agricultural University. New Links/Pages need to be created as per need.
- 3.3. The website should be optimized for load time, response time, navigation and search etc. The optimization should cover all the areas like HTML, CSS, GRAPHICS, PDF, etc., and would be involving smaller page size and faster downloads. The website should be supported by all browsers and must be GIGW / STQC compliant.
- 3.4. The vendor should execute security audit as per statutory requirements (as and when required); and obtain Security clearance certificate/ Obtain Web guideline / compliance certificate from STQC (as and when required)/Audit trail of CMS Admin, user etc.
- 3.5 The vendor will have to use **HTML/CSS, JavaScript, jQuery, Bootstrap, TypeScript, AngularJS , PHP, MySQL, ASP.NET C#, SQL Server, etc for** web development.
- 3.6. Records of updation in web contents should be maintained to determine the performance of the site with respect to page load speed and these statistics will be stored and examined, on a monthly basis and when required. The appropriate website traffic data to be presented to BAU on monthly basis in a suitable format or as and when required.
- 3.7. To accommodate the requirements for web hosting space and webmail services as specified:

Server Configuration:

- a) Server should be a Dedicated Cloud Server.

- b) Server Specifications should be: 4 CPUs, 8 GB RAM.
- c) Server should have a facility for daily backups.
- d) Server should have storage space of 1 TB. This space will store all website files, databases, and any other resources needed for the website and its applications.
- e) Should have a dedicated Malware / Anti-virus scanner round the clock.

3.8. The Vendor will hand-over the source code, database, file, details of domain registration, hosting, webmail etc. with complete documentation softcopy, database backup, control panel with user id and password to competent authority of BAU and undertake to debug any flaw in the software development. The Vendor must ensure the confidentiality and security of data to be maintained.

3.9. The Vendor shall provide the complete backup of the data and also take back up on regular basis.

3.10. The Vendor would work closely with the designated personnel of BAU to execute the requested job in a timely and professional manner.

3.11. The Vendor shall undertake modification, beautification including animation, social media Integration and updation of the content. The Vendor will have to convert any material in soft copy format (MS-Word/PageMaker or any other format) to PDF/HTML (or any other format as and when necessary) format before hosting.

3.12. The agency shall also carryout periodic preventive maintenance including external cleaning of Website once every month, on the days and time convenient to the users.

3.13. The agency shall upload the data within two hours after receiving the data (24 x 7). The urgent information shall be uploaded by agency within the 30 minutes after receiving.

3.14. The agency will provide webmail services for about 300 scientists/officials with storage capacity of 10 GB each and 15-20 accounts should have 20 GB space. In case of need more accounts will be created on unit rate basis.

3.15 Implementation of regular backups and robust security measures to protect website data and email communications.

3.16 The vendor has to work for **Website Promotion** in order to rank the Website on Google.

3.17 The vendor will have to create social media count and its management.

4. PENALTY

4.1 In case of non-compliance with the contract, BAU shall reserve the right to cancel the contract.

4.2 **Penalty for downtime of website and server:** 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. 5000.00 per hour for downtime upto a maximum of 20% of annual maintenance and hosting charges.

5. List of Documents to be submitted for technical bids

| SL.NO | DESCRIPTION OF REQUIRE MENT | YES | NO |
|--------------|-----------------------------------------------------------------------|------------|-----------|
| 1 | Name, address, Set up and status of Organization | | |
| 2 | Registration Certificate of GSTIN | | |
| 3. | Certificate of turnover from the certified chartered Accountant | | |
| 4 | Latest Income Tax for ITR (Last three years) | | |
| 5 | Demand draft for Rs 1,50,000=00 as Earnest Money – ONLINE only | | |
| 6 | Rs 5000=00 towards cost of tender ONLINE | | |
| 7 | Letter of undertaking that the Firm is not blacklisted | | |
| 8 | Letter of acceptance of all terms and conditions. | | |
| 9 | Certificate of work experience as mentioned in the Tender documents. | | |

Bidders also have to submit hard copy of tender documents to Purchase office, Birsa Agricultural University, Kanke, Ranchi.

Purchase Officer
Birsa Agricultural University,
Ranchi