Indira Gandhi Institute of Technology, Sarang, Dhenkanal-759146, Odisha
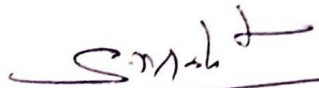**Alumni Association**

No: IGIT/AA/14

Date: 12/08/2024

Website Design, Development and Maintenance of Alumni Association

Sealed tenders are invited from the registered supplier having valid PAN, GST for the work of "Website Design, Development and Maintenance of Alumni Association on or before Dt. 16/09/2024 up to 4.30 PM. For more details, please visit at **www.igitsarang.ac.in**

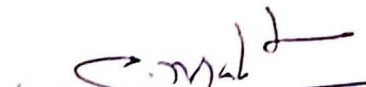Date of opening of Tender- Dt 18/09/2024 (Time-10.00 AM)

Sd/ Director, IGIT Sarang

Memo No. No: IGIT/AA/15 Dated

Copy to:

1. Director I&PR Department, Govt of Odisha, Bhubaneswar with a request to publish the above advertisement in one issue of the Odisha daily edition (All Odisha edition) of "The SAMAJ and The SAMBAD" using minimum space at I&PR approved/lowest rates on or before 14/08/2024

2. Account Officer for information.

3. PA to Director for record

Sd/ Director, IGIT

INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL (ODISHA) - 759 146
(An Autonomous Institute of Govt. of Odisha)

Tender for Website Design, development and maintenance of Alumni Association

1. **Scope of Work:**

The scope of work under this tender is as follows.

i) Website Design, development and maintenance of Alumni Association, IGIT Sarang. In the case of unavoidable circumstances, the Institute can also place a repeat order to the successful bidder, at its discretion within 90 days from the date of original Purchase Order.

Detail work:

Alma Connect Features

- Customization of the portal:

Front End: HTML5, CSS, JQuery, AngularJS & Bootstrap

Backend: PHP (CodeIgniter MJC) - has a very strong cross site scripting (XSS) protection. We use Active Record that cleans up SQL queries before running to prevent any possible hacks, Push notification and services with node.js

Database: MySQL

Server: NGINX hosted on Amazon Web Services (AWS) and has all the ports except the HTTP port Blocked

Mailing: All the mails that we send are through Simple Email Service (SES). Also the mails that we send are sent can be verified by domain keys. DomainKeys Identified Mail (DKIM) do not land in SPAM folders of users.

Search: Solr

Based on college logo, pictures and information portal can be customized. Searchable database based on Industry, Profile, Company, Present location, and Batch, Export to XLS, Options for alumni, faculty & students to sign up.

- Invitation system:

Auto email invitations, reminders for invitation system available. Alumni data can be imported and invitations can be sent. People can invite their batch mates through facebook / linkedIn /twitter etc.

- Identity verification during sign up:

Identity verification can be integrated when someone is trying to sign up through various ways like asking a security question, auto matching with database, college email id verification, manual approval, vouching, etc

- Tracking of alumni:

Alumni of college are tracked on existing social networks, namely LinkedIn and Facebook.

- Integration with existing social networks:

Profile information of users can be auto-synced with Facebook & linkedin, which will

1

keep the profile information auto-updated. Information can be shared on social networks from here. Information from Facebook groups can be pulled on the product and more.

- Profile Management:

Name, batch, course, current city, current company, email, mobile, profile history (current and past education and employment details), current picture, college time picture, college nick name, college time activities, groups, privacy settings, notification settings and other basic profile management features available.

- User Directory (Browse/Search):

Listing of people alongside feature to filter/search people based on batch, course, location, company, education, groups, and industry available.

- Sharing of Information:

Information can be shared to any selected set of people. Notifications emails are sent to the selected people. Commenting, like and other basic social networking options available.

- Event Creation/News/Announcement:

An event can be created and invitations can be sent out alongside RSVP and other advanced options.

- Jobs and Internships:

Alumni can publish openings in their company, Present students can request internships

- Photo & Video Galleries:

Share photos and videos with Members

- Privacy and Security:

Users and Administrators have complete control over information, Server security is taken care by regular backups

- Poll Creation:

Feature to create a poll with various options like: A user can select multiple answers, a user can change his/her answer, deadline for the poll and so on.

- Mini Dashboard aka notice board:

A place for college to push important notice board/information in a strategic position on the alumni portal.

- Private Message:

A user can send / receive private message.

- Groups feature available:

Various groups based on interests, professions, locations, activities can be created, people can subscribe to it and information can be sent/discussed with the groups.

- Profile/Directory Views:

Innovative presentation of user information to match and surpass the User Experience expectations of users.

- Memories:

Collaboration of pictures. People can request other and upload pictures of events that happened during college in the past.

- Collect Memories: Users request for memories from other users and express gratitude after the memories are re-created.

- Share Memories: Repository of all albums where users can upload pictures of events both past and present.
- Unlimited storage of data:

Unlimited number of files, pictures and links to videos can be posted

Unlimited emails for invites, notifications, posts, private messages, etc.

- Download of alumni database:

Option to get all the Alumni/faculty/student information exported as an excel file

- Permission system available:

The admin can award / take away permissions like deleting any post/comment/user, freeze a user from posting any further comment/post and so on.

- Mobile/Tablet/Desktop:

Platform is mobile, tablet and desktop compatible.

- Alumni spread on maps:

Alumni locations will be marked on google maps, where people would be able to see who the alums are living around them

- Interfacing with Payment gateway:

Can be integrated with payment gateway service providers. This is required only for collecting donations. The default integrated payment gateway can be used for merchandise sales, event registrations, alumni membership fee etc

- List of open for / Preferences:

The institute can put up their own list to ask to alumni what are they open for in terms of giving back to the Alma Mater. For example, Are you open for Mentoring, Are you open for guest lectures & so on.

- Groups & Chapters:

Interest based groups or location based chapters can be created which people can subscribe to. Each group/chapter will have a separate page for sharing all type of information and people can be filtered based on these conditions too.

- Managing of Master Database:

Online editing of database with auto-sync functionality with Facebook / LinkedIn

College Tags based on college activities for organizing of data Search Engine Optimization for better traffic to the website

The following Table shows a brief description of items (Details specified above)

Sl. No.	Brief Description of items	Remarks
1	Customization of the portal	
2	Invitation system	
3	Identity verification during sign up	
4	Tracking of alumni	
5	Integration with existing social networks	
6	Profile Management	
7	User Directory (Browse/Search)	

8	Sharing of Information	
9	Event Creation/News/Announcement	
10	Jobs and Internships	
11	Photo & Video Galleries	
12	Privacy and Security	
13	Poll Creation	
14	Mini Dashboard aka notice board	
15	Private Message	
16	Groups feature available	
17	Profile/Directory Views	
18	Memories	
19	Unlimited storage of data	
20	Download of alumni database	
21	Permission system available	
22	Mobile/Tablet/Desktop accessibility	
23	Alumni spread on maps	
24	Interfacing with Payment gateway	
25	List of open for / Preferences	
26	Groups & Chapters	
27	Managing of Master Database	
28	Time required to build the website	
29	Price for Website design and development	
30	Price/year for Server@3 year	
31	SMS up to 2 lakh per year@3 year	
32	Bulk Email up to 2 lakh per year @3 year	
33	Price for Annual maintenance/year @3 year	

ii) **Supply of items:** The mentioned work shall be made to this Institute within 45 days from the issue of purchase order.

iii) The tenderer should quote the rate including all taxes F.O.R. IGIT SARANG.

iv) The said tender will be awarded on the basis of overall lowest rate as per specification.

2.   Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

i)   The supplier MUST be an established and reputed Manufacturer / Distributor / Dealer / Vendor or authorized supplier to the Central and State Govt. Depts./ public sector undertaking. Copies of proof may be attached.

ii) The vendor MUST have good knowledge and experience of providing said materials. Copy of work orders/client certificates required. (**Performance Report of last three years**)

iii) The vendor MUST have provided during the last 3 years as on February-2024, predominantly supply, printing of folder, brochure with value as under:

 Similar works such that web design, web maintenance, web server, JAVA,

SPRING Framework, Hibernate and MySQL) of Rs 10.00 Lakhs (2021-22), Rs 10.00 Lakhs (2022-23) and Rs 10.00 Lakhs (2023-24) and above in three years.

Similar work means supplying of materials to the Central and State Govt. Depts./Institute /Research Organization/ Public Sector undertaking only / Private educational Institutions. Work Order copies / client certificates required.

iv) **The total financial turnover during the last 3 years ended 31ˢᵗ March 2024, must be at least 50 Lakh or above.**

v) The bidder MUST have G S T Registration, valid PAN / valid TIN, with the clearance as applicable in their case and MUST submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the last 3 year.

vi) The manufacturer / supplier or their product should not be blacklisted by the government / any department / Authority / organization in India and abroad. An undertaking to be furnished with the tender document for the above.

vii) No subletting of work will be allowed at any stage.

3. Bidding Procedure (Two Bid System)

Bidding Application must be accompanied by the following:-

Technical Bid on the Tender document appearing at Annexure-I duly filled in & signed and stamped on every page along with following documents,

    a. Tender Fees (non-refundable):Rs.500/- and EMD (refundable):Rs.10,000/- are payable only in the form of Bank Draft from any Nationalized bank, in favour of **Principal, IGIT , Sarang payable at SBI , IGIT Sarang.(IFSC CODE: SBIN0010246)**. Cheque / Bank Guarantee / Cash are not accepted, if so in the tenders will not be acceptable.

    b. Proof of Permanent address of the Firm/Agency/Person/ Vendor etc.

    c. A complete list of clients including clients (along with quantity and year of sale) from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order,

    d. Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address,

    e. Copies of Income Tax Return of last 3 year,

    f. Details of GST/PAN/TAN/TIN/Service Tax, Registration number, EPF& ESI Registration, Contract Labour Registration, if any as applicable,

    g. An authorization letter from the firm in favour of the person signing the tender documents,

    h. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency,

    i. Tender document with Annexure-I, Annexure-II and Annexure-III, Annexure-IV

duly signed and stamped on each page as acceptance of the terms and condition laid down by IGIT authority.

j. Copies of Balance Sheet & P/L account for the last Three year,

k. An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad.

l. The EMD of successful bidder will be retained until the submission of Performance Security as security deposit.

m. The EMD of the unsuccessful bidder will be returned to them immediate after finalization of tender or latest on or before the 30 day after the award of the contract without interest

n. Separate sealed envelopes, containing Technical Bid, Financial Bids, EMD and Tender Fee super-scribed accordingly, and these sealed envelopes be put in a bigger sealed envelope and duly super scribed in block letters as shown below: Technical and Financial Bids should be submitted separately.

o. Technical Bids should be duly sealed and super scribed "**Technical bid for the Website Design, development and maintenance of Alumni Association, IGIT Sarang**".

p. Financial bid for the above should be duly sealed and super scribed with "**Financial Bid for the Website Design, development and maintenance of Alumni Association, IGIT Sarang**".

q. Both technical and financial sealed envelopes should be kept in a big envelope super scribing "**Tender for Website Design, development and maintenance of Alumni Association, IGIT Sarang**", should be submitted.

r. The tender not submitted in the prescribed formats or incomplete in any respect is liable for rejection. IGIT is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

s. The tender should be addressed to "**The Director, (Attention to Vice President, Alumni Association) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA"**, and must reach on or before **16 / 09 / 20 24.** Date of opening of Tender- Dt 18/09/2024 (Time-10.00 AM)

t. The authority is not responsible for non-receipt of tender on or before the schedule date due to the postal delay or any other reason. Tenders should be submitted through Registered / Speed post only.

u. EMD/Tender Fee exemptions and price preference are applicable as per the authentic certificate holders. If the firm claiming EMD/Tender Fee exemptions, thefirm should have to submit the supporting documents like NSIC registration certificate, MSE registration certificate, MSME registration certificate…. issued by competent Govt. bodies to become eligible for the above exemption. Also the certificate (NSIC) / MSE / MSME /etc shall cover the items tendered to get EMD/Tender

fee exemptions. NSIC / MSE / MSME / etc certificate shall be valid as on due date / extended due date of the tender. This is not applicable to non NSIC unit.

4. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Committee on the basis of documents submitted by the bidders with the Technical Bid. The Financial Bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions lay in the tender. The work will be awarded to the **lowest bidder**. In this regard the decision of authority shall be final for item mentioned in Annexure III and Annexure IV.

5. General Term & Conditions

i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website - www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.

ii) The offered rates will be valid initially for a period of one year. The Institute can place repeat order on same terms & conditions within this period.

iii) Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.

iv) EMD/Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.

v) This tender is valid up to 180 days from the issue of tender notification.

vi) The rates quoted by the bidder shall be complete for supply of the Chemicals & Glassware as per the specification(s) and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation to IGIT, Sarang installation etc. and nothing extra / additional shall be payable on these rates,

vii) In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,

viii) Conditional Tender will not be accepted

ix) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.

x) All items should certify ISO standard or any other recommended standard.

6. Payment

7

i) The payment will be made on submission of bills after complete supply of Chemicals & Glassware and verification of items as per OGFR/ IGIT rule. No advance payment will be made against the supplies. Addition to this on complaint wheneved reported it should be rectified within 3 days.

ii) Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

7. Penalty Clause

The Time schedule should be strictly followed by the agency. If the supply of items is not completed within stipulated schedule, penalty will be imposed as mentioned below:

i) The Agency will strict to the time schedule i.e. 30 days for completing the supply order,

ii) In case of any abnormal irregularity noticed the penalty will be levied by IGIT. The decision of authority will be final and binding,

iii) In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the penalty as deemed fit including forfeiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer,

Director, IGIT Sarang

Tender Form (Technical Bid) format

(To be submitted by the tenderer on their letter head.

 -To--   Ref:-

--Dt----

Tender Notice No.   and   Date
        Name of Work:
 The date and time of opening of tender: at

Format for Qualifying Details of Technical Bid

SI. No.	Particulars	Remarks/Documents to be attached	
A. General Details of the Bidder:			
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax nomber(if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pvt. Ltd. Company Enclose Details. -		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2021-22 2022-23 2023-24	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2021-22 Financial Year- 2022-23 Financial Year- 2023-24	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	

09	VAT Clearance Copy : -Service Tax Registration		
10.	Details of clients for who similar works are under taken, along with value of orders executed. (A)	Details of the work Client- Name of Work: - Work Order No. Date of Work Order Stipulated Date of Completion as per contract Actual Date of completion: Completion Cost: C Client Address, e-mail & Contact Number	
12	Details of other information		

The following Table shows the brief description of items (Details specified above)

Sl. No.	Brief Description of items	Remarks (Yes or No)	Any other Remarks
1	Customization of the portal		
2	Invitation system		
3	Identity verification during sign up		
4	Tracking of alumni		
5	Integration with existing social networks		
6	Profile Management		
7	User Directory (Browse/Search)		
8	Sharing of Information		
9	Event Creation/News/Announcement		
10	Jobs and Internships		
11	Photo & Video Galleries		
12	Privacy and Security		
13	Poll Creation		
14	Mini Dashboard aka notice board		
15	Private Message		
16	Groups feature available		
17	Profile/Directory Views		

18	Memories		
19	Unlimited storage of data		
20	Download of alumni database		
21	Permission system available		
22	Mobile/Tablet/Desktop accessibility		
23	Alumni spread on maps		
24	Interfacing with Payment gateway		
25	List of open for / Preferences		
26	Groups & Chapters		
27	Managing of Master Database		
28	Time required to build the website		
29	Price for Website design and development		
30	Price/year for Server@3 year		
31	SMS up to 2 lakh per year@3 year		
32	Bulk Email up to 2 lakh per year @3 year		
33	Price for Annual maintenance/year @3 year		

DECLARATION

I _____hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by the_____ can be taken against me. Also we hereby accept all the Terms & Conditions of the Tender will abide by it.

A Processing Fee / EMD demand draft bearing No_____
dated drawn on is enclosed with Technical bid.

Signature.
Name
Address
Mobile
Date: -

Seal of firm.

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the

Tender Document have been read/understood by me / us are acceptable to me

/ us. I / we confirm that we will abide by these terms & conditions.

Dated: -   Signature

(Name in Block letters) _____Name of Tenderer _____

Address _____Address with stamp

UNDERTAKING

To

 The Director,

 IGIT Sarang, ODISHA

Sir,

1.   I / we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.

2.   It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated: SIGNATURE OF THE
TENDERER WITH
SEAL

NAME OF
THE TENDERER
WITH ADDRESS

FINANCIAL BID
(Should be submitted in a sealed envelope separately)

The following Table shows the brief description of items (Details specified above)

Sl. No.	Brief Description of items	Unit rate excluding taxes	Quantity	Tax	Total Amount (Rs.)
1	Price for Website design and development		One time		
2	Price/year for Server		3 year		
3	SMS up to 2 lakh per year		3 year		
4	Bulk Email up to 2 lakh per year		3 year		
5	Price for Annual maintenance/year		3 year		

Signature of tenderer with date and seal

CHECK LIST

TENDER NO:

1. Tender Fee Demand Draft_____

2. EMD Demand Draft_____

3. Registration certificate of the firm_____

4. PAN No_____

5. Service Tax_____

6. Sales Tax/VAT/WCT/TIN_____

7. Experience Certificate (Last 3 years)_____

8. Turnover Certificate issued by CA (Last 3 years)_____

9. Income Tax Returns (Last 3 years)_____

10. Annexure:_____

11. Undertaking_____

SIGNATURE OF THE TENDERER
WITH SEAL

INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL (ODISHA) - 759 146
(An Autonomous Institute of Govt. of Odisha)

Tender for Website Design, development and maintenance of Alumni Association

1.   Scope of Work:

The scope of work under this tender is as follows.

i) Website Design, development and maintenance of Alumni Association, IGIT Sarang. In the case of unavoidable circumstances, the Institute can also place a repeat order to the successful bidder, at its discretion within 90 days from the date of original Purchase Order.

Detail work:

Alma Connect Features

- Customization of the portal:

Based on college logo, pictures and information portal can be customized. Searchable database based on Industry, Profile, Company, Present location, and Batch, Export to XLS, Options for alumni, faculty & students to sign up.

- Invitation system:

Auto email invitations, reminders for invitation system available. Alumni data can be imported and invitations can be sent. People can invite their batch mates through facebook / linkedIn /twitter etc.

- Identity verification during sign up:

Identity verification can be integrated when someone is trying to sign up through various ways like asking a security question, auto matching with database, college email id verification, manual approval, vouching, etc

- Tracking of alumni:

Alumni of college are tracked on existing social networks, namely LinkedIn and Facebook.

- Integration with existing social networks:

Profile information of users can be auto-synced with Facebook & linkedin, which will keep the profile information auto-updated. Information can be shared on social networks from here. Information from Facebook groups can be pulled on the product and more.

- Profile Management:

Name, batch, course, current city, current company, email, mobile, profile history (current and past education and employment details), current picture, college time picture, college nick name, college time activities, groups, privacy settings, notification settings and other basic profile management features available.

- User Directory (Browse/Search):

Listing of people alongside feature to filter/search people based on batch, course, location, company, education, groups, and industry available.

- Sharing of Information:

Information can be shared to any selected set of people. Notifications emails are sent to the selected people. Commenting, like and other basic social networking options available.

- Event Creation/News/Announcement:

An event can be created and invitations can be sent out alongside RSVP and other advanced options.

- Jobs and Internships:

Alumni can publish openings in their company, Present students can request internships

- Photo & Video Galleries:

Share photos and videos with Members

- Privacy and Security:

Users and Administrators have complete control over information, Server security is taken care by regular backups

- Poll Creation:

Feature to create a poll with various options like: A user can select multiple answers, a user can change his/her answer, deadline for the poll and so on.

- Mini Dashboard aka notice board:

A place for college to push important notice board/information in a strategic position on the alumni portal.

- Private Message:

A user can send / receive private message.

- Groups feature available:

Various groups based on interests, professions, locations, activities can be created, people can subscribe to it and information can be sent/discussed with the groups.

- Profile/Directory Views:

Innovative presentation of user information to match and surpass the User Experience expectations of users.

- Memories:

Collaboration of pictures. People can request other and upload pictures of events that happened during college in the past.

- Collect Memories: Users request for memories from other users and express gratitude after the memories are re-created.

- Share Memories: Repository of all albums where users can upload pictures of events both past and present.

- Unlimited storage of data:

Unlimited number of files, pictures and links to videos can be posted

Unlimited emails for invites, notifications, posts, private messages, etc.

- Download of alumni database:

Option to get all the Alumni/faculty/student information exported as an excel file

- Permission system available:

The admin can award / take away permissions like deleting any post/comment/user, freeze a user from posting any further comment/post and so on.

- Mobile/Tablet/Desktop:

Platform is mobile, tablet and desktop compatible.

- Alumni spread on maps:

Alumni locations will be marked on google maps, where people would be able to see who the alums are living around them

- Interfacing with Payment gateway:

Can be integrated with payment gateway service providers. This is required only for collecting donations. The default integrated payment gateway can be used for merchandise sales, event registrations, alumni membership fee etc

- List of open for / Preferences:

The institute can put up their own list to ask to alumni what are they open for in terms of giving back to the Alma Mater. For example, Are you open for Mentoring, Are you open for guest lectures & so on.

- Groups & Chapters:

Interest based groups or location based chapters can be created which people can subscribe to. Each group/chapter will have a separate page for sharing all type of information and people can be filtered based on these conditions too.

- Managing of Master Database:

Online editing of database with auto-sync functionality with Facebook / LinkedIn

College Tags based on college activities for organizing of data Search Engine Optimization for better traffic to the website

The following Table shows a brief description of items (Details specified above)

Sl. No.	Brief Description of items	Remarks
1	Customization of the portal	
2	Invitation system	
3	Identity verification during sign up	
4	Tracking of alumni	
5	Integration with existing social networks	
6	Profile Management	
7	User Directory (Browse/Search)	
8	Sharing of Information	
9	Event Creation/News/Announcement	
10	Jobs and Internships	
11	Photo & Video Galleries	
12	Privacy and Security	
13	Poll Creation	
14	Mini Dashboard aka notice board	
15	Private Message	
16	Groups feature available	
17	Profile/Directory Views	
18	Memories	

19	Unlimited storage of data	
20	Download of alumni database	
21	Permission system available	
22	Mobile/Tablet/Desktop accessibility	
23	Alumni spread on maps	
24	Interfacing with Payment gateway	
25	List of open for / Preferences	
26	Groups & Chapters	
27	Managing of Master Database	
28	Time required to build the website	
29	Price for Website design and development	
30	Price/year for Server@3 year	
31	SMS up to 2 lakh per year@3 year	
32	Bulk Email up to 2 lakh per year @3 year	
33	Price for Annual maintenance/year @3 year	

ii) **Supply of items:** The mentioned work shall be made to this Institute within 45 days from the issue of purchase order.

iii) The tenderer should quote the rate including all taxes F.O.R. IGIT SARANG.

iv) The said tender will be awarded on the basis of overall lowest rate as per specification.

2.   Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

i)   The supplier MUST be an established and reputed Manufacturer / Distributor / Dealer / Vendor or authorized supplier to the Central and State Govt. Depts./ public sector undertaking. Copies of proof may be attached.

ii)   The vendor MUST have good knowledge and experience of providing said materials. Copy of work orders/client certificates required. (**Performance Report of last three years**)

iii) The vendor MUST have provided during the last 3 years as on February-2024, predominantly supply, printing of folder, brochure with value as under:

   Similar works such that web design, web maintenance, web server, JAVA, SPRING Framework, Hibernate and MySQL) of Rs 10.00 Lakhs (2021-22), Rs 10.00 Lakhs (2022-23) and Rs 10.00 Lakhs (2023-24) and above in three years.

Similar work means supplying of materials to the Central and State Govt. Depts./Institute /Research Organization/ Public Sector undertaking only / Private educational Institutions. Work Order copies / client certificates required.

iv)   **The total financial turnover during the last 3 years ended 31st March 2024, must be at least 50 Lakh or above.**

v) The bidder MUST have G S T Registration, valid PAN / valid TIN, with the clearance as applicable in their case and MUST submit a copy of each of these

documents along with acknowledgement copies of the IT Returns for the last 3 year.

vi) The manufacturer / supplier or their product should not be blacklisted by the government / any department / Authority / organization in India and abroad. An undertaking to be furnished with the tender document for the above.

vii) No subletting of work will be allowed at any stage.

3. Bidding Procedure (Two Bid System)

Bidding Application must be accompanied by the following:-

Technical Bid on the Tender document appearing at Annexure-I duly filled in & signed and stamped on every page along with following documents,

a. Tender Fees (non-refundable):Rs.500/- and EMD (refundable):Rs.10,000/- are payable only in the form of Bank Draft from any Nationalized bank, in favour of **Principal, IGIT , Sarang payable at SBI , IGIT Sarang.(IFSC CODE: SBIN0010246)**. Cheque / Bank Guarantee / Cash are not accepted, if so in the tenders will not be acceptable.

b. Proof of Permanent address of the Firm/Agency/Person/ Vendor etc.

c. A complete list of clients including clients (along with quantity and year of sale) from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order,

d. Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address,

e. Copies of Income Tax Return of last 3 year,

f. Details of GST/PAN/TAN/TIN/Service Tax, Registration number, EPF& ESI Registration, Contract Labour Registration, if any as applicable,

g. An authorization letter from the firm in favour of the person signing the tender documents,

h. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency,

i. Tender document with Annexure-I, Annexure-II and Annexure-III, Annexure-IV duly signed and stamped on each page as acceptance of the terms and condition laid down by IGIT authority.

j. Copies of Balance Sheet & P/L account for the last Three year,

k. An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad.

l. The EMD of successful bidder will be retained until the submission of Performance Security as security deposit.

m. The EMD of the unsuccessful bidder will be returned to them immediate after finalization of tender or latest on or before the 30 day after the award of the

contract without interest

n. Separate sealed envelopes, containing Technical Bid, Financial Bids, EMD and Tender Fee <u>super-scribed</u> accordingly, and these sealed envelopes be put in a bigger sealed envelope and duly super scribed in block letters as shown below: Technical and Financial Bids should be submitted separately.

o. Technical Bids should be duly sealed and super scribed "**Technical bid for the Website Design, development and maintenance of Alumni Association, IGIT Sarang**".

p. Financial bid for the above should be duly sealed and super scribed with "**Financial Bid for the Website Design, development and maintenance of Alumni Association, IGIT Sarang**".

q. Both technical and financial sealed envelopes should be kept in a big envelope super scribing "**Tender for Website Design, development and maintenance of Alumni Association, IGIT Sarang**", should be submitted.

r. The tender not submitted in the prescribed formats or incomplete in any respect is liable for rejection. IGIT is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

s. The tender should be addressed to "**The Director, (Attention to Vice President, Alumni Association) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA"**, and must reach on or before **16 / 09 / 20 24.** Date of opening of Tender- Dt 18/09/2024 (Time-10.00 AM)

t. The authority is not responsible for non-receipt of tender on or before the schedule date due to the postal delay or any other reason. Tenders should be submitted through Registered / Speed post only.

u. EMD/Tender Fee exemptions and price preference are applicable as per the authentic certificate holders. If the firm claiming EMD/Tender Fee exemptions, thefirm should have to submit the supporting documents like NSIC registration certificate, MSE registration certificate, MSME registration certificate…. issued by competent Govt. bodies to become eligible for the above exemption. Also the certificate (NSIC) / MSE / MSME /etc shall cover the items tendered to get EMD/Tender fee exemptions. NSIC / MSE / MSME / etc certificate shall be valid as on due date / extended due date of the tender. This is not applicable to non NSIC unit.

4. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Committee on the basis of documents submitted by the bidders with the Technical Bid. The Financial Bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions lay in the tender. The work will be awarded to the **lowest bidder**. In this regard the decision of authority shall be final for item mentioned in Annexure III and Annexure IV.

5. General Term & Conditions

i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website - www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.

ii) The offered rates will be valid initially for a period of one year. The Institute can place repeat order on same terms & conditions within this period.

iii) Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.

iv) EMD/Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.

v) This tender is valid up to 180 days from the issue of tender notification.

vi) The rates quoted by the bidder shall be complete for supply of the Chemicals & Glassware as per the specification(s) and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation to IGIT, Sarang installation etc. and nothing extra / additional shall be payable on these rates,

vii) In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,

viii) Conditional Tender will not be accepted

ix) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.

x) All items should certify ISO standard or any other recommended standard.

6. Payment

i) The payment will be made on submission of bills after complete supply of Chemicals & Glassware and verification of items as per OGFR/ IGIT rule. No advance payment will be made against the supplies. Addition to this on complaint whenever reported it should be rectified within 3 days.

ii) Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

7. Penalty Clause

The Time schedule should be strictly followed by the agency. If the supply of items is not completed within stipulated schedule, penalty will be imposed as mentioned

below:

   i)   The Agency will strict to the time schedule i.e. 30 days for completing the supply order,

   ii) In case of any abnormal irregularity noticed the penalty will be levied by IGIT. The decision of authority will be final and binding,

   iii) In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the penalty as deemed fit including forfeiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer,

Director, IGIT Sarang

Tender Form (Technical Bid) format

(To be submitted by the tenderer on their letter head.

To--   Ref:-

--Dt---

Tender Notice No.   and   Date
     Name of Work:
 The date and time of opening of tender: at

Format for Qualifying Details of Technical Bid

A. General Details of the Bidder:			
SI. No.	**Particulars**	**Remarks/Documents to be attached**	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax nomber(if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pvt. Ltd. Company Enclose Details. -		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2021-22 2022-23 2023-24	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2021-22 Financial Year- 2022-23 Financial Year- 2023-24	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	

09	VAT Clearance Copy : -Service Tax Registration		
10.	Details of clients for who similar works are under taken, along with value of orders executed. (A)	Details of the work Client- Name of Work: - Work Order No. Date of Work Order Stipulated Date of Completion as per contract Actual Date of completion: Completion Cost: C Client Address, e-mail & Contact Number	
12	Details of other information		

The following Table shows the brief description of items (Details specified above)

Sl. No.	Brief Description of items	Remarks (Yes or No)	Any other Remarks
1	Customization of the portal		
2	Invitation system		
3	Identity verification during sign up		
4	Tracking of alumni		
5	Integration with existing social networks		
6	Profile Management		
7	User Directory (Browse/Search)		
8	Sharing of Information		
9	Event Creation/News/Announcement		
10	Jobs and Internships		
11	Photo & Video Galleries		
12	Privacy and Security		
13	Poll Creation		
14	Mini Dashboard aka notice board		
15	Private Message		
16	Groups feature available		
17	Profile/Directory Views		

18	Memories		
19	Unlimited storage of data		
20	Download of alumni database		
21	Permission system available		
22	Mobile/Tablet/Desktop accessibility		
23	Alumni spread on maps		
24	Interfacing with Payment gateway		
25	List of open for / Preferences		
26	Groups & Chapters		
27	Managing of Master Database		
28	Time required to build the website		
29	Price for Website design and development		
30	Price/year for Server@3 year		
31	SMS up to 2 lakh per year@3 year		
32	Bulk Email up to 2 lakh per year @3 year		
33	Price for Annual maintenance/year @3 year		

DECLARATION

I _____hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by the_____ can be taken against me. Also we hereby accept all the Terms & Conditions of the Tender will abide by it.

A Processing Fee / EMD demand draft bearing No_____ dated drawn on is enclosed with Technical bid.

Signature.
Name
Address
Mobile
Date: -

Seal of firm.

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me / us are acceptable to me / us. I / we confirm that we will abide by these terms & conditions.

Dated: -   Signature

(Name in Block letters) _____ Name of Tenderer _____

Address _____ Address with stamp

UNDERTAKING

To

 The Director,

 IGIT Sarang, ODISHA

Sir,

1. I / we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.

2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated: SIGNATURE OF THE
                                                    TENDERER WITH
                                                    SEAL

                                                    NAME OF
                                                    THE TENDERER
                                                    WITH ADDRESS

FINANCIAL BID
(Should be submitted in a sealed envelope separately)

The following Table shows the brief description of items (Details specified above)

Sl. No.	Brief Description of items	Unit rate excluding taxes	Quantity	Tax	Total Amount (Rs.)
1	Price for Website design and development		One time		
2	Price/year for Server		3 year		
3	SMS up to 2 lakh per year		3 year		
4	Bulk Email up to 2 lakh per year		3 year		
5	Price for Annual maintenance/year		3 year		

Signature of tenderer with date and seal

CHECK LIST

TENDER NO:

1. Tender Fee Demand Draft_____

2. EMD Demand Draft_____

3. Registration certificate of the firm_____

4. PAN No_____

5. Service Tax_____

6. Sales Tax/VAT/WCT/TIN_____

7. Experience Certificate (Last 3 years)_____

8. Turnover Certificate issued by CA (Last 3 years)_____

9. Income Tax Returns (Last 3 years)_____

10. Annexure:_____

11. Undertaking_____

SIGNATURE OF THE TENDERER
WITH SEAL