



Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam – 686 560

(Established by Kerala State Legislature by Notification
No: 3431/Leg.Cl/85/Law, dated 17th April 1985)

No: 102/02/CMS/2016.

Dated, P.D. Hills, 17.11.2016.

SHORT TENDER NOTICE

Sealed competitive tenders are invited from concerned firms for the purpose of **designing and hosting a new Website for the University**. The Tender in sealed cover super scribed "**Tender for designing and hosting a new Website for the University**" should reach the office of the undersigned not later than **2.00 p.m. on 25.11.2016** Participating firms should clearly mention address and contact number on the envelope.

Tenders will be opened at 2.30 p.m. on 25.11.2016.

The Earnest Money Deposit (EMD): **Rs.3000/-**.

The following conditions should be taken into consideration before submitting the tender. The Tender should be fixed to a qualified bidder only after conducting a negotiation meeting with the participating firms. Dealings are to be done by strictly adhering to Kerala Store Purchase Manual and Information Technology rules, Government of Kerala and University norms. For details regarding the tender, contact Ph.No: 0481-2733618 at Content Management section or e.mail: websitemgu@gmail.com.

The Earnest Money Deposit (EMD) should be furnished by the firms through D.D. in favour of the Finance Officer, Mahatma Gandhi University payable at State Bank of Travancore, M.G. University Campus Branch or by way of Challan from the University Cash Counter, along with sealed tenders. Tender form is available at University General Store on all working days, by paying the form fee of **Rs.300/-**. IT should also be remitted by the firms concerned. Conditions regarding the design and layout, prototype, wireframe, Content updation, hosting, and training shall be clearly specified by the firms. Envelope containing tenders shall be addressed to THE REGISTRAR, MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O., KOTTAYAM - 686560. The tender notice and its details are available in the University website : www.mgu.ac.in.

CONDITIONS

(A). Scope of Services

1. Software certificate issues should be resolved by the firms.
2. The firms are responsible for clearing all the issues during software auditing and testing being conducted by concerned Government organisations, within the timeframe.
3. The tenderer must have valid service tax registration and should be income tax assessed
4. The quoted Price should be inclusive of all taxes/freight/Installation etc.
5. Customs/Excise Duty Exempted price should also be quoted (if applicable) and If the product has a Valid DGS & D rate contract, it may also be quoted.
6. Must be able to provide a presentation containing new concepts/ideas.

(E). Pre-Qualifications

7. The firm should have minimum of 10 years of experience in website or web application development
8. The bidder must have at least five years of experience in creating and managing quality Content Managements System (CMS) based websites of large organizations with more than 2000 stakeholder users.
9. The bidder should have designed websites of at least 25 major academic institutions.
10. The tenderer should have executed at least two websites of the State/Central Govt. Ministries or Departments/Public Sector companies/Government autonomous bodies.
11. The bidder should be a company or firm registered under the Indian Companies Act 1956/2013.
12. The Organization should have a turnover of at least Rs. 1 Crore for the last 3 years and has a turnover of Rs. 30 lakhs from web related product/services alone, during these years.
13. The firm Should have an audited balance sheet for the last 8 years.
14. The Bidder should be based in Kerala and have a local office for the past 5 years. Bidder should also be able to provide onsite support at the University premises, as required.
15. History about your previous work with client recommendations and profile of the firm with contact number is essential.
16. The undersigned reserves the right to accept/reject any tender without assigning any reason thereof.
17. Brochures, Prospectus, Manuals etc. about your firm should be enclosed.
18. Should not have a history of being blacklisted by the Central/State Governments or Government Agencies.
19. The contents provided by the University should be kept confidential.

(B). Technical Specifications

20. Vender should use Industry leading Content Management framework (preference - Word press) and shall be the latest stable version with all security patch applied and upgradable to newer versions.
21. The Website must have Web 2.0 capabilities.

22. Platform neutral, handheld device compatible, Responsive Web Design, Mobile First web design approach etc. shall be adhered.
23. The proposed website shall have the properties of 508 compliance, Multilingual, Concurrency users above 3000, CERT certification compatible, SEO, Google analytics, STQC etc.
24. Design should be capable for future application development and should be able to create sub entities under the main tree.
25. Features to be considered - Infinite scrolling, Infographics, User testing User training and hand holding, LDAP user authentication for managing Articles / threads/subdomians etc.
26. Logos should be designed with high quality standards.
27. Entire code and documentation to be provided.
28. Data migration/Content tagging and naming convention policies and can be easily to migrate available data from existing website.

(C). Overview of Technical/Infrastructure requirements

29. Should be ready with infrastructure for hosting website or otherwise be capable of managing hosting for high traffic websites
30. Should have a minimum of 25 IT professionals in the Web Development team.

(D). Content/Software requirements

31. Should have experience in integrating and managing multiple payment gateways
32. Firms should keep all the formalities for designing and hosting of a Government and Academic organizational website.
33. Organisation shall provide 3 sample templates of the proposed website (colour hard copies and in a CD)
34. Providing training to the designated staff regarding the content management in the new website.
35. Designing templates and hosting of the website must fully match with the vision and idea of the University officials.
36. The redesigned site should be of industry standard having latest security patches.
37. The Vendor shall be responsible for the migration of contents from the existing website.

(F). Implementation Schedule

38. Firms should quote the expected date of completion of the work and split up rate for design and layout of templates, content updations, domain, testing, certification, training and hosting etc.
39. The tenders should have at least Three Months validity.
40. If the date of receipt and opening of tenders is a holiday, the next working day shall be the last day for submission and opening.

Schedule of tender process

- Date of issue - 17.11.2016.
- Due date of submission & Tender opening - 25.11.2016.
- Evaluation - 26.11.2016.
- Negotiation - 28.11.2016.
- Letter of Award - 29.11.2016.
- Signing of agreement - 30.11.2016.
- Fixing templates, prototypes & wireframes - 09.12.2016.
- Mock trial/model presentation - 20.12.2016.
- Final hosting - 30.12.2016.




REGISTRAR

Copy to:-

1. PS to Vice-Chancellor/Pro-Vice-Chancellor.
2. PA to Registrar/FO/CE. JR-I (Admn)/JR-III (Admn)/Website Tech. Supervisor.
3. PRO/System Administrator (i/c)/General Store/Admn. Tap.
4. SF/FC/Records/Notice Board.