OFFICE OF THE PRINCIPAL,

KHARIAR AUTONOMOUS COLLEGE, KHARIAR

No. 853   **Date:22/09/2023**

Invitation of Quotation for Full Dynamic Website development, Office Automation, LMS Upgradation and ICT Works related to NAAC

Sealed quotations are invited from reputed and registered Software Companies/Vendors/Firms for re-designing, development and hosting of College Website, Library Management System, Office Automation and all ICT related works related Naac of Khariar Autonomous College, Khariar. The sealed quotation superscribed as "Full Dynamic website development, Office Automation, Library Management System and all ICT related works related Naac of Khariar Autonomous College, Khariar should reach the Principal, Khariar Autonomous College, Khariar, Odisha- PIN: 766107 by Registered Post/ Speed Post/ By Hand. The last date and time of submission of the sealed quotation is **5PM**, **3rd October 2023**. The Quotation received beyond the due date and time shall be summarily rejected the undersigned reserves the right to extend the date and accept or reject any or all quotations without assigning any reason thereof.

Note: It is for the information of the Software Companies/Vendors/Firms that after opening of the Tender documents, the college authority will select top three or more Quotations based on the eligibility criteria as those selected Software specified under Terms & Conditions mentioned in page no 2. Companies/Vendors/Firms will have to give a demo in front of the College Authority. The date and time will be intimated subsequently in the college website. After going through the presentation and financial bid document. the Authority will choose one of the Software Companies/Vendors/Firms. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

General information

1	last date of receipt of quotation	5PM, 3rd of October 2023
2	Date, time and venue of opening of tender documents	3.30PM, 4th October 2023 Office of the Principal , Khariar college , Khariar

Terms and conditions

General and Establishing the Eligibility for Qualification

1. The sealed tender envelope shall be addressed to "the principal, Khariar Autonomous College, Khariar ,Dist: Nuapada, Odisha, Pin- 766107.
2. The bidder must be a registered firm/company/agencies or service provider having valid GST registration certificate and PAN.
3. Companies with Start India and Start Up Odisha certification will be given top most priority.
4. Vendor should be preferably an ISO registered company with Software development as per NAAC requirement..
5. The vendor should be sole supplier or service provider of all the products/services mentioned in this tender. No third party/joint venture/subsidiary will be entertained.
6. Experience: The vendor must have a minimum of 3 years of experience related to design and development of websites for educational institutions, government institutions and currently successfully maintaining them in a span of 3 or more years. Vendors with high experience in the website development domain, Software and other ICT related works managing more websites related to government and autonomous colleges will be given more preference than others. Experience certificates must be submitted in Annexure -I by the vendors duly signed by the institutions (preferably, in the letterhead) for whom they have developed websites.
7. The Price Bid (Annexure -II) will be opened only if you qualify in the eligibility criteria and technical presentation/demo.
8. One-year hybrid (Online and Offline Both) support to the Website, Library Management System and all ICT related works will be provided by the service provider along with the quotation after the implementation of the services.
9. Implementation and training for at least three days to the all the services in charge and committee of our college.
10. AMC - Annual Maintenance Contract includes maintenance of the website, server hosting, troubleshooting of operational problems, technical problems, unlimited online support through Google meet/zoom/mail/telephone remote access. You can quote the resource cost along with the TA and DA will be paid and that has to be mentioned in the contract price.
11. Free of cost website uptime maintenance should be given and a committed 99% uptime figure is must.
12. Any supply of the software/services will be delivered to the website in charge or website committee of the institution during the office hours.
13. The Contract shall remain in force for One-year which may further be extended as requirement of services.
14. The firm should clearly mention the tools and technologies to be used for the said work.
15. Contract price remains same for the entire contract period until any additional works are given which can be discussed before delivery.
16. All Jobs of the website to be completed within a period of one month only.
17. Payment terms will be decided on milestone basis and running bills as per the job completion of each section.
18. All costs must be clearly mentioned, there should not be any hidden charges.
19. The Institute reserves the right to change or modify or amend or substitute any changes in terms and conditions that are listed above if required, at any time.
20. Any legal disputes, if raised, will be subject to the jurisdiction of a court in Khariar.
21. The Principal, Khariar Autonomous College reserves the right to accept or reject any or all quotations in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection.
22. The Order may be terminated in case of breach of any terms of the agreement or unsatisfactory/ insufficient working on the part of the service provider.
23. That the firm so selected will give an undertaking not to breach provisions of data privacy act.
24. Annexure II & III should be in separate envelop & both the envelop should be packed in 1 envelop.

PRINCIPAL, Khariar Autonomous College

Work Specification – Annexure -I

Details Specification of the work for Full Dynamic Website development, LMS and ICT Works related to NAAC

SI No.	Description	Specification	Quantity
1	Full Dynamic Website Designing and Development - CMS	A very dynamic home page and multiple inner pages with CMS - content management system. All the options must be there to upload doc,PDF, text data, audio, video and pictures.	Maximum of 100 pages
2	Enabling TLS/SSL	Securing Website by Enabling TLS/SSL	all pages
3	All NAAC related pages with creating hyperlinks to provide in SSR and AQAR	The website must be designed with proper consultation of NAAC features. All the five years AQAR hyperlinks must be linked from all the 7 categories of NAAC evaluation process. Same hyperlinks must be created for SSR as well.	Maximum of 50 pages
4	Domain Registration from ERNET INDIA LTD .ac.in/ .edu.in	The domain registration for ac.in/edu.in I ac.in/ edu.in from ERNET India must be done along with all documentation support for the registration.	1 .ac.in/ .edu.in
5	Dedicated or VPS hosting	A full dedicated hosting server should be taken from AWS/GoDaddy or any reputed server hosting provider. The minimum configuration of the server must be with 40GBHDD, 2GB RAM, Processor 3.1 GHz and above	with 40GB HDD, 2GB RAM processor 3.1 GHz and above
6	Training and AMC in HYBRIDMode(Mention both in physical and online mode	After the completion of the website development work the training to at least 2 person for 2-3 days must be given in physical mode.After that there should be a provision of giving training to others in online mode via Google meet/Zoom.	1 time
7	Online Library Management System	A software with Book & Student Barcode generation, Student Teacher Database& Scanning system with a reporting system.	1
8	Creating Domain or Sub – Domain for direct access and a separate home page for access. (library.yourcollege.in)	A separate domain or sub domain to be created for the LMS software in website with a separate home page access to students and teachers.	1
9	Linking with website for students browsing	LMS to be linked with websitefor the students to check the availability of the books.	1
10	Student and Staff Database Inclusion in software	A database for students & staff to be added in the software.	1
11	Adding Student Barcode or QR code in Books and Student	Barcode generation for Books and Students.	1

12	Dashboard solution in LMS	A dashboard with Book, Student, Staff, Stream, Class section, Department, Subject, Issued Books Students & Staff, Subject Wise Book number to be given.	1
13	Online Applying of Books, Automated issue of Books with Barcode or QR Code access	An issuing system with scanning of Book & Student Barcode in the software.	1
14	Taking subscription for online Library resources from INFLIBNET or any other	A subscription to be taken for online Library resources.	1
15	Full Dynamic reporting system	A very dynamic reporting system of Date wise report of issued & returned books.	1
16	Database file CSV/EXCEL supportive	Student & Teacher database should be given CSV/EXCEl importing system in LMS.	1
17	Office Automation	Partial automation along with Accounts package to create the income and expenditure statement.	1
18	Examination Management Software	A partial examination management software has to be installed as per the autonomous college category and current colleges excel formats.	1
19	Student and Staff Database Management	A dynamic database for students & staff with addition, editing & deleting options.	5000 supportive
20	Online Alumni linking with MoCollege and Social Media	Alumni to be linked with MoCollege and Social Media platforms.	1
21	Feedback System and SSS – Student Satisfying Survey	A Feedback system to be created for students to give their feedback through website.	1
22	Complete Photography with Drone.	A complete professional photography is required along drone coverage to showcase the infrastructure.	1
23	Support in AQAR/ IIQA/SSR/	Virtual Support in submitting the AQAR/IIQA/SSR of the college.	
24	Support in PPTs	Help and guide our faculty and Principal to create the best standard PPT for NAAC presentation	

Format of Application

(Annexure -II)

Sub: Full Dynamic website development and hosting & NAAC consulting

1. Name of the Software Company :
2. Complete Postal Address:

   Telephone/Mobile No:
   Email:
   Contact Person
   Mobile no of Contact Person:
   Email Id :

3. Have you ever done domain and server configuration with Ernet India in ac.in or.edu.in extension with any college? If so, attach the authority letter(s) issued by the appropriate bodies in support of your claim.

4. PAN No:
5. GSTIN No :
6. Work Experience: (Attach copies) : Experience in website development & NAAC consulting may be attached. Use separate sheet if required

7. Price bid should be enclosed in a sealed envelope separately.

DECLARATIONS:

1. I ……………………………………. do hereby declare that the entities made in this application form are true to the best of our knowledge and belief.

2. ……………………………………. whose signature is given below, is an authorized representative of this firm.

3. The contact details of authorized signatory : Cell no: Email Id:

Date:

Place:

Authorized Signatory on behalf of the firm

FORMAT FOR PRICE BID (Annexure -III)

Sl. No.	Item No of Annexure -I	Pages/ Quantity/ Year	Price for Unit Page/work	Total	Remarks
1					
2					
3					
4					
.					
.					
.					
	Total				
	GST 18%				
	Grand Total				

Authorized Signatory & seal of the firm

PRINCIPAL
KHARIAR (AUTONOMOUS) COLLEGE
KHARIAR, DIST. NUAPADA
Khariar Autonomous College,
Khariar