



**TENDER NOTICE**

**Tender Reference No.:** SU/ET/2024-25/08

**Date:** 10/09/2024

**E-Tender Notice for Website Upgradation with technical support for Central Library, Sikkim University**

e-Bids are invited from eligible and authorized agencies for **Website Upgradation with technical support for Central Library, Sikkim University** as per the details given below:

Sl. No	Particulars	Scope of work	Quantity (In numbers)
1	Website Upgradation with technical support for Website of Central Library, Sikkim University	<ul style="list-style-type: none"><li>Upgradation of the official website of Central Library, Sikkim University (<a href="https://library.cus.ac.in">https://library.cus.ac.in</a>). The work will be to design, develop, test and deploy a brand-new website for Central Library, Sikkim University.</li><li>The website should be dynamic in design and should be designed using latest content management system (CMS). CMS selection should be done ensuring long term support both technically and in terms of multilingual support.</li><li>The website should have multilingual support. The website should be delivered in two languages: Hindi and English from day 1</li><li>All contents of the existing website contents have to be migrated to the new website and also develop for Hindi content.</li><li>The participating bidder should have expertise on CMS.</li><li>The website developed should have scope of API integration for other services and data exchange.</li><li>The website should be designed to make it friendly and accessible to differently abled users. All such features which is beneficial for differently abled users should be gradually incorporated in the website.</li><li>The design language of the website should be fully responsive, mobile-friendly and screen compatible to most devices.</li><li>The final design template selection will be done by the Central Library, Sikkim University.</li><li>The website should be gradually made compliant to latest Guidelines for Indian Government Websites (GIGW) and other guidelines/orders/practices as issued or prescribed by the Government of India from time to time.</li><li>The website will be subject to clearance of a security audit through a government empanelled/authorized security auditor. The service provider should provide all necessary update / modifications in the website to clear all required criteria of security audit process.</li><li>Support should be provided for migration to new hosting location in case of change of hosting service provider during the service tenure.</li></ul>	1job

		<ul style="list-style-type: none"> <li>• 24x7 Technical support through Email and Phone communications.</li> <li>• Training should be provided for the University's inhouse team for knowledge transfer related to the CMS, Database and other related features and services required for the overall management and upkeeping of the website including both its frontend and backend.</li> <li>• A thorough analysis of the Central Library website (<a href="https://library.cus.ac.in">https://library.cus.ac.in</a>) has to be done by the participating bidder before submitting the quote to understand the scope and volume of work.</li> <li>• For any further clarifications required, email may be sent to <a href="mailto:library@cus.ac.in">library@cus.ac.in</a> / <a href="mailto:webcommittee@cus.ac.in">webcommittee@cus.ac.in</a> before submitting the online bids.</li> <li>• While submitting the online bids, links of few websites developed by the bidding firm has to be submitted for sampling and analysis purpose.</li> <li>• Work should be completed within 90 days from the date of issue of the work order.</li> <li>• Technical support related to all points mentioned above should be provided for a period of one year from the date of completion of work.</li> <li>• The bidder must have experience of creating and managing quality websites, preferably CMS based websites of different educational institutes such as IIT/NIT/IIIT/Central University or Government websites or websites of established companies. Completion certificate from the clients should be produced in support of claimed experience clearly stating the CMS platform and tools used to develop the websites.</li> </ul>	
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a.	Availability of tender document on CPP portal/ website: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .	10.09.2024 from 05:20 PM
b.	Request Tender Document from date and time	10.09.2024 from 05:30 PM
c.	Request Tender documents till date and time	02.10.2024 till 05:00 PM
d.	Date & Time for opening online Technical bid	04.10.2024 at 11:00 AM
e.	Date and time for opening online financial bids	Shall be notified after technical bid is evaluated.
f.	Validity of tenders.	90 Days
g.	Estimated Value of the Contract	₹ 4,00,000.00

#### Terms and Conditions

1. The bid should be submitted in compliance to the NIQ at: <http://eprocure.gov.in/eprocure/app>.
2. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
3. An amount of Rs.1000/- (non-refundable cost of downloaded tender form) and Rs. 12,000/- (Earnest Money Deposit) in the form of NEFT should be remitted to the account details mentioned below:

**Bank account details for NEFT transaction is as follows:**

- I. Account Holder's Name: Sikkim University**
- II. Account No: 112010100231541**
- III. Account Type: Savings Account**
- IV. IFS CODE: UTIB0000112**
- V. Branch: Gangtok [SK]**
- VI. Bank Name: AXIS Bank**

**4. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.**

5.1. The technical documents required shall be as follows:

- I. Annexure I (Company Profile)
- II. Annexure II (Technical bid with eligibility fulfillment)
- III. Signed and sealed copy of Tender form and authorization letter for signatory person.
- IV. Company registration certificate.
- V. Company PAN Card and G.S.T details

5.2. The financial documents required shall be as follows:

- I. BoQ – (Financial Bid in prescribed format)

**5. Bids are to be submitted through online mode at <http://eprocure.gov.in/eprocure/app>. only no hard copy is to be sent to the University.**

6. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises
8. The bidder registered with Micro and small-scale enterprises (MSEs) and Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from submitting bid security/EMD. If EMD and Application fees are claimed for exemption then the relevant certificate supporting the exemption claim may be uploaded along with the online tender document with Annexure-III.
9. The rate should be quoted including all costs and taxes. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
10. Inspection of the whole job will be done by Central Library / Website Committee, Sikkim University
11. All support will be as per scope of the work and duration mentioned.
12. The work should be completed within 90 days of receiving of the supply order failing which delay penalty will be charged @ 1% per week subject to a maximum of 10% will be charged on the total project cost.
13. a) Payment will be made after successful designing, development, testing and deployment of the website.  
b) Performance security shall be retained @ 3% of purchase order value for minimum period of 60 days beyond the date of competition of all obligations of the vendor including technical support.
14. Participating firm may contact/write to [library@cus.ac.in](mailto:library@cus.ac.in) / [webcommittee@cus.ac.in](mailto:webcommittee@cus.ac.in) for any queries related to the tender.
15. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.

16. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderers.

**Sd/-  
Registrar**

**Note: All page(s) of Annexure I has to be printed in official letter head and have to be duly signed and stamped by the authorized signatory.**

**Annexure-I**  
**COMPANY PROFILE**

**Supplier's Ref. No.....**

**Dated.....**

**Tender Reference No.:SU/ET/2024-25/08**

**Dated: 10/09/2024**

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. G.S.T number :
8. Bank Account Number:

Bank name:

Branch name:

IFSC code:

9. Tender fee details –

Name of Bank ..... NEFT No. .... Date:  
..... Amount.....

10. EMD fee details –

Name of Bank ..... NEFT No. .... Date:  
..... Amount.....

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true and the financial bid BOQ has been quoted in compliance to the item specifications listed above in Annexure II (Technical Bid).

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

**Annexure II – Technical Bid**

**Compliance Sheet in reference to E-Tender Notice for Website Upgradation with technical support for Central Library, Sikkim University [To be submitted in official letter head of the firm]**

**Tender Reference No.:** SU/ET/2024-25/08 **Dated:** 10/09/2024

Sl. No.	Item	Bidder response	Required document	Have you submitted the supporting documents?
1.	Is your firm blacklisted by any Central/ State Ministry/ Department/ PSU/ any other Govt Organization?	Yes/No	Declaration document in official letter head	Yes/No
2.	Was a thorough analysis of the Sikkim University website ( <a href="https://library.cus.ac.in">https://library.cus.ac.in</a> ) done and all doubts clarified to understand the scope and volume of work before submitting the quote?	Yes/No	Declaration document in official letter head	Yes/No
3.	Does your firm have the experience of creating and managing quality websites, preferably CMS based websites of different educational institutes such as IIT/NIT/IIIT/Central University or Government websites or websites of established companies?	Yes/No	Completion certificate from clients should be produced in support of claimed experience clearly stating the CMS platform and tools used to develop the websites.	Yes/No
4.	Have you submitted the plan of action for revamping of the Sikkim University Library website within 30 days?	Yes/No	Document stating the plan of action to complete the revamping work within 90 days of issue of work order.	Yes/No
5.	Does your firm have multiple CMS platforms expertise for development and management of websites?	Yes/No	Document stating the list of CMS platform in which the firm has expertise with the links of websites developed in each claimed CMS platform to be provided.	Yes/No
6.	While submitting the online bids, links of websites developed by the bidding firm has to be submitted for sampling and analysis purpose. Have you submitted the same?	Yes/No	Document containing the links of websites developed by the firm to be provided.	Yes/No
7.	Do you agree to provide technical support and training to the University inhouse team for a period of one year from the date of completion of the work?	Yes/No	Declaration document in official letter head	Yes/No
8.	Do you agree with all the terms and conditions of the tender?	Yes/No	Declaration document in official letter head	Yes/No

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true and the financial bid BOQ has been quoted in compliance to the item specifications and details listed above in Annexure II (Technical Bid).

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

**ANNEXURE - III**  
**Bid Security Declaration Form**

Date: \_\_\_\_\_ Tender No. SU/ET/2024-25/08

To

The Registrar

Sikkim University

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)