



EXPRESSION OF INTEREST
FOR DESIGN, DEVELOPMENT AND MAINTENANCE OF NATIONAL LAW
UNIVERSITY AND JUDICIAL ACADEMY, ASSAM (NLUJAA) WEBSITE

Tender No.: NLUJAA/IT/F/WEBSITE/2016-17/02 dt. 14.01.2020

Hajo Road, Amingaon, Kamrup (Rural), Guwahati-781 031, Assam (India)
Ph.: 0361-2738891, E-mail: registrar@nluassam.ac.in Website: www.nluassam.ac.in

1. Introduction:

The National Law University and Judicial Academy, Assam (NLUJAA) has been established by the Government of Assam by way of enactment of the National Law School and Judicial Academy, Assam Act, 2009 (Assam Act No. XXV of 2009). The Hon'ble Chief Justice of Gauhati High Court is the Chancellor of the University. NLUJAA promotes and makes available modern legal education and research facilities to students and scholars drawn from across the country, including the North East, coming from different socio-economic, ethnic, religious and cultural backgrounds.

The purpose of this document is to invite a suitable service provider for “**Design, Development and Maintenance of NLUJAA Website**”. The website shall serve as a powerful communication tool in reaching the potential users.

Existing Web Site

The existing website of NLUJAA can be viewed at <http://www.nluassam.ac.in>

The existing website provides basic information about the institute through various sections/ web pages/ images. The site provides information on history and background about the institute and presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, research, careers/ jobs, tenders, notices etc. The site provides information related to RTIs etc.

Vision of the Web Portal

NLUJAA plans to have a dynamic state-of-the-art web portal which would truly reflect the proposed vision, be a lively platform and add to the institute’s vibrant academic environment and campus life. More details are given in this document.

To meet this objective, NLUJAA invites reputed, experienced and financially sound agencies/ firms having expertise in the design and development of website as Service Providers (SP).

2. SCHEDULE OF SUBMISSION OF BID:

Tender document and other details can be obtained from the institute website www.nluassam.ac.in Amendments, if any, will be notified in the NLUJAA websites. The following is the schedule of events for this tender.

Tender Processing Fee (Non-refundable) and EMD	Rs.500/- (Rupees Five Hundred Only) and Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft from any scheduled bank in favour of the “National Law University and Judicial Academy, Assam, Amingaon, Guwahati -781 031” Payable at SBI ICD Amingaon Branch for the bidding documents at time of bid submission. If the DDs are not received, bids of that tenderer will not be considered for any further evaluation and summarily rejected.
Bid validity	The validity of bids shall be six months from the last date of submission of the bids.

Last Date of Submission of BID	31.01.2020 at 2:00 P.M.
Opening of Technical Bids	31.01.2020 at 2:30 P.M.
Opening of Financial Bids	Intimated later to technically responsive bidders

3. FUNCTIONAL AND TECHNICAL DETAILS

Present Web Site

The existing website of the institute can be accessed/ viewed at <http://www.nluassam.ac.in> which presents information through various sections/ web pages and sub menus.

Vision of Design for the Web Portal

The institute plans to have a dynamic state-of-the-art web portal which would actually reflect various functions, activities, profile and add to the institute's vibrant academic environment and campus life.

This means the proposed website shall have a working blend of Web 3.0 technologies and eye-catching presentation of information. The proposed site shall blend up-to-date information, current data & information that can go lively. The purpose is also having an improved look & feed with latest design features & elements that an international institution be able to capture.

The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

Users

For all the envisaged portal will be used by the students, faculty members and administrative staff for their day-to-day activities. It will also be used by prospective students and employees, visitors, partner institutes and businesses, other government departments and agencies, and the public in India and abroad.

SCOPE OF WORK:

NLUJAA intends to develop a website which would reflect various functions, activities, profile and add to the institute's vibrant academic environment. Website should be elegant and uncluttered in look, easy to use, and easy to search, easy to navigate and visually appealing. Website must be compatible and interoperable with different browsers and different platforms.

3.1 Website Development and Design: -

1. Development on Open Source Platform – preferably DRUPAL/ PHP/ WCMS platform

2. Should be responsive and to work perfectly on all devices (Desktop, Laptop, Smartphones, Tablets) and popular Operating Systems (eg:- Windows, Linux, Android, iOS, Smartphone, tablet etc)
3. Website should comply with UGC, MHRD and GOI Guidelines.
4. Website should follow W3C Guidelines.
5. should have the ability to Add/Edit/Delete the contents and need to have Admin panel.
6. Website should be scalable for future.
7. Anti-spamming feature.
8. Dynamic Photo gallery/video/banner Management System: Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption. Ability to add/modify/delete banner on home page etc.
9. Should have Search Engine Optimization (SEO) facility
10. Feedback /contact us form option
11. Faculty/Staff/Student information pages.
12. Details of various Academic courses UG, PG, Doctoral and Post-Doctoral Programmes, etc., to be integrated in the website
13. Should have separate design templates for Research Centre pages based on the centre's domains/field and also have online feedback/contact form integrated with respective emails ids.
14. The website should have in-built pdf viewer.
15. The portal should support Web 3.0 (any advanced/ latest) based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as YouTube, Linked in, Face book, Twitter etc.
16. Separate Authentication Privileges for Super-User (Administrator) and Normal User for Website & Database Management.
17. The CMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.
18. The CMS site shall be able to create microsites/web portals within a main site as well.
19. Automated templates shall be provided which are customizable.
20. Admin section must be protected by username and password and using salted MD5 encryption. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.
21. Dynamic News/Events/Notification Management System: Facility to manage News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news
22. Database Management – Ability to create new database and user interface to display dynamic content from the database.
23. Menu Management – Ability to add, move, delete, modify menus on the site.

3.2 Security:

The vendor should provide for the following security features:

- i. Tools for control and monitoring Website security
- ii. Protection against defacement, hacking
- iii. Design should incorporate security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service etc.

3.3 Migration of existing website:-

New website should be a super-set of existing NLUJAA website www.nluassam.ac.in. Hence all the contents of existing website should be migrated to the new website. This phase is expected to be part of Web Development and Design.

3.4 Hosting and Backup:-

Cloud based platform with below configuration.

- a. 4 CPU cores.
- b. 250 GB SSD Storage
- c. 16 GB RAM
- d. Daily backup facility (In addition to cloud based backup by Service Provider, there should be facility for user friendly backup feature where the Institute authorized person can take backup/restore from a local machine)

3.5 Website Maintenance: -

One-year maintenance of Website post Go-Live Date (which may be further extended on mutual agreement) will cover regular updating contents in the modules/ sub-modules, software & security feature up-gradation, etc.

3.6 Tentative Proposed Site Map

Main Menu	NLUJAA / About Us	Vision and Mission/Objectives	
		Governing Bodies	<i>List of GC, EC, AC, FC, APB members</i>
		NLUJAA Act	
		RTI	
		Rules and Regulations	
		Accounts and Finance	<i>Contains balance sheets of financial years in .pdf format</i>
		Faculty Members	
		Administration	
	Courses	B.A.,LL.B. (Hons.)	
		LL.M.	
		Ph.D.	
	Admissions	Undergraduate	

		Post Graduate	
		Research Degrees	
	Infrastructure		
	Students Affairs	SBC	
		Academic Calendar	
		Examination / Results	
		Placement	
		Internship and Recruitment	
		Anti-Ragging Information	
		Achievements	
Alumni			
	Gallery		
Quick Links & Important links	Quick Links (to be placed in the footer)	Endowments	
		CLAT	
		Campus	
		Hostel	
		Library	
		RTI	
		Publications	
		News and Events	
		Endowment and Support	
		Campus Recruitment	
		Tenders	
		Careers	
		Grievance Redressal	<i>Online form linked to specific email IDs</i>

		Sexual Harassment	<i>Online form linked to specific email IDs</i>
		Contact	
		NAD	
		Alumni	
		MoUs and Collaboration	
		OPAC	
		Sitemap	
		Moot Court	
		Disclaimer	
		Webmail	
		Annual Reports	
		Newsletter	
		NIRF	
		NDL	
		Proceedings	
		CLAT Brochure of the year	
		Academic Calendar	
		Holiday List	
		Archives	
		Code of Conduct	
		Convocation	
		ICC	
		Organisational Structure	
		Research	

The homepage must contain the following:

- 1. Notification**
- 2. Events**
- 3. Video gallery/Virtual Tour**
- 4. Vice-Chancellor's Message**
- 5. List of Research Centres**

The scope of the work includes planning the design/ development, maintenance, hosting and management gathering relevant information, test run, deliver the existing website in the new form & where needed to the new portal.

The details of various sub-components of the website redesign and development are as follows:

Technology

The website/ portal should be based on Web 3.0 based CMS and preferably use Open Source Tools like Moodle, OpenLDAP /389-DS, HTML5, CSS3 and JAVA Scripts Framework like JQuery/ other necessary futuristic frameworks etc.

Server Side Programming Language – PHP

Server Side Framework – Drupal

Database – My SQL

Hosting O.S Platform – Linux

Webpages customization by latest CSS, Media Players

**** No flash player content permitted**

For any add on features, open source tools (or) educational s/w may be predominately used.

Development Methodology

The development methodology should follow an iterative-prototype approach especially in the initial start-up and design phase.

Other Key Points:

- I. The service provider has to share the source code of product with NLUJAA IT section.
- II. All material/ product and related codes on website would be the property of NLUJAA and service provider would have no claim over the same in future.
- III. All content should be stored and kept confidential and service provider should not reuse/ replicate/ transfer the same to anyone else.
- IV. The service provider should provide all admin/ user manuals along with complete training to NLUJAA IT Team.
- V. The service provider should also provide support for all future upgrades/ initiatives of NLUJAA related to website.

4. BIDDER'S ELIGIBILITY CRITERIA:

Bidder should qualify the following eligibility conditions:

- i. Registered office of the firm in Guwahati is preferred and proof of the same should be attached.
- ii. The firm should have a minimum of five years of experience from the last date of submission of bid in design, development & providing maintenance and management services of websites/portals/web applications.
- iii. The firm should have designed, developed and maintained at least 02 (TWO) websites in any Institute of National Importance (INI), Central and State Universities and/or Central PSUs/State/Central Govt. departments, within past 05 (five) years from the last date of submission of bid.

Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 05 years will be reckoned from the date of publication of this tender.

- iv. The firm should have annual turnover of at least Rs.10 Lakhs per annum during last three financial years ending on 31st March 2019. Copy of Balance Sheet and P&L Account duly certified by a Chartered Accountant along with ITRs of above said three financial years should be submitted.
- v. The firm must have well-qualified and experienced design and service team to execute the project.
- vi. Firm should have GST Registration certificate and PAN.
- vii. Profile of major clients projects handled in the past 3 years supported by necessary documentation and links to the webportals should be submitted.
- viii. Firm shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
- ix. The tender is not transferable.

5. MANDATORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID:

- i. **Bid document must be affixed with non-refundable court fee stamps of Rs. 8.25 (Rupees Eight and Twenty Five paise) only**
- ii. Scan copy of all documents in support of above eligibility criteria from 4. (i) to 4.(vii) along with technical bid checklist format as per **Annexure - III**.
- iii. A Brief of the proposed vision and concept for the design and development of the NLUJAA website.

- iv. Note explaining the scope of the work as understood by the agency and which shall be executed by the firm.
- v. DDs as the proof of remittance of EMD and Tender Processing Fee.
- vi. Bid Forwarding Letter as per **Annexure - I**.
- vii. Undertaking towards Not Blacklisting as per **Annexure - II**.
- viii. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the letter head of the bidder).
- ix. Duly signed and stamped of the entire bid document
- x. All other documents, as required in terms of the tender, to claim eligibility.
[NOTE: Bidders must sign and affix its seal on all pages of above supporting documents].
- xi. **Price bid document must be submitted in a sealed separate envelop** and the rates should be quoted as per the BoQ (Format as per **Annexure - IV**). Taxes/ GST, if any, should be indicated separately. The Bidder shall not tamper/modify financial bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited.

The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.

No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.

The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.

- xii. Conditional bids shall be rejected.

6. TENDER PROCESSING FEE AND EARNEST MONEY DEPOSIT (EMD)

An EMD of Rs.10,000/- and Tender Processing Fee of Rs.500/- (Non-refundable) in the form of Demand Draft (two separate DDs) from any scheduled commercial bank should be submitted along with the technical bid document.

If the successful bidder fails to act on the offer made by the Institute and/or the bidders withdraw/ amend their bids after opening of tender which is not agreeable to the institute, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid without EMD and/ or Tender processing fee will be straightway rejected. The EMD of unsuccessful bidders shall be returned/ refunded after finalization of the contract without any interest.

7. PERFORMANCE SECURITY DEPOSIT (SD)

- a) An amount @ 5% of total contract value in shape of Demand Draft as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.
- b) Performance Security shall remain valid for a period of 90 (Ninety) days beyond the date of completion of the contract including website maintenance period. No interest will be payable on SD.
- c) In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

8. EVALUATION OF TECHNICAL BIDS

Technical Bid details is comprising of Part - 1 & 2.

Part - 1 of 'Technical Bid' contains the information in the format at Annexure - III.

Part - 2 of 'Technical Bid' contains the 'Concept & Vision for the Website':

- i) A Brief of the proposed vision and concept for the design and development of the NLUJAA website. (to be enclosed with the technical bid documents).
- ii) Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents)

NLUJAA retains the right to ask for any further information/ clarification during the tendering process. Based on the above evaluations, the financial bid of only those firms/ bidders who qualify in the above parameters will be opened. The technical bids that are found suitable will only be scrutinized that shall be eligible firms.

The Technical Bid scoring is basis the Part 1 & Part 2

- a) The bidder who fulfils the requirement of submission of TECHNICAL DOCUMENTS AND DETAILS (for PART -1) WILL BE AWARDED 20 (twenty) marks and will be termed as "Technical Responsive". Such bidder will only be allowed to participate in the Part - 2 of technical evaluation (i.e. Presentation).
- b) **PRESENTATION** (Part-2 of the technical evaluation process):-
The applicants may be asked to present 3 options of design templates (not a final) for the NLUJAA website in presence of Technical / Purchase Committee for their understanding of the tender document. NLUJAA is providing the following six (06) sample websites for the reference of bidder to give an overall idea about the requirement of the institute.
 - i) <https://www.iisc.ac.in/>
 - ii) <http://www.jnu.ac.in/node>
 - iii) <https://bgcl.net.in/>
 - iv) <https://www.iimb.ac.in/>
 - v) <https://ilslaw.edu/>
 - vi) <https://www.gniindia.org/>
- c) The presentation will be followed by a 10-15 minutes discussion.

Technical bid will be evaluated out of 80 marks on the basis of 3 criteria:

(a) Understanding and Compliance with requirements and scalability (maximum 20 marks)

The proposal should address each work area in sufficient detail to demonstrate a clear understanding of the statement of objectives/ work, including operations and maintenance. The bidder should provide evidence of sufficient planning to show that work will be accomplished as required and on schedule, utilizing all available resources. Specifically, the proposal from the bidder will be evaluated on whether it addresses each requirement and goal set forth in the scope of work in the tender document.

(b) Design templates and Proof of Concept (POC) (maximum 40 marks)

The design templates and POC presented by the bidder should demonstrate compliance with all the mandatory requirements mentioned in the tender and also demonstrate extra capabilities. During the POC presentation, one IT/ Web design expert from the firm should be present to answer technical queries and to demonstrate the capabilities of the firm to deliver the assignment.

(c) Experience and Ease of Management (maximum 20 marks)

The firm will be expected to provide details their past experience in specific contracts of this nature/ type/ complexity. They will also be asked to provide information on performance in these contracts, and present testimonials from previous or existing clients. They will be asked to furnish details of key personnel, both supervisory and technical. Resumes of personnel must include education, experience, background, accomplishments, and other pertinent information.

9. EVALUATION OF FINANCIAL BIDS

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

Bidder with lowest financial bid (L1) will be awarded 100% score. The Financial Scores (FS) for other than L1 Bidders will be evaluated using the following formula:

$$FS = \{ \text{Financial Bid of L1 (FL)} / \text{Financial Bid of the particular bidder (F)} \times 100 \}$$

(adjusted to 2 decimals)

Errors & Rectification in the Financial Bids:

Arithmetical errors will be rectified on the following basis:

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

10. SELECTION OF BIDDER FOR AWARD OF WORK

The technical scores (TS) and financial scores (FS) secured by each bidder will be added with **weightage of 60: 40** respectively and a Composite Score (CS) arrived at, using the formula:

$$CS = TS * 0.60 + FS * 0.40$$

Tenderers will be ranked accordingly to their Composite Scores like H1, H2, H3 and so on. Bidder ranked as H1 would be successful bidder and eligible for award of work.

However, in the event of tie at the top position between two or more bidders, the preferred bidder shall be selected on the basis of more technical competence i.e. bidder with more technical score (TS). However, the preferred bidder shall be required to match the lowest price bid among the bidders forming the tie.

If the preferred bidder does not agree to match the lowest price bid among the bidders forming the tie, the bidder having 2nd highest technical score (TS) will be considered for award in the similar way with the lowest price bid among the bidders forming the tie.

11. AWARD OF CONTRACT

- a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred Only) within a period of 14 (Fourteen) days from the date of issue of LoA.
- b) The contract will be signed only after furnishing the Performance Security Deposit.
- c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in full.
- d) Costs associated with the preparation of contract documents shall be borne by the service provider.

12. COPYRIGHTS AND TRADE MARKS

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by NLUJAA upon completion of the successful implementation of website by the service provider. Website designed through this tender will not include the name, hyperlink or logo of the web developer anywhere.

Dynamic data including third party data generated through website analytics will remain under complete control of NLUJAA and it shall reserve its copyrights.

13. PAYMENT AND DELIVERY TERMS

- i. The work shall be completed in **SIXTY DAYS** as per below schedule from the date of signing of contract.

Sl. No.	Activities	Time Frame (from the date of award of contract)
1	Basic Templates Design and Approval	15 Days
2	Final Website Design and Approval	15 Days
3	User Acceptance Testing (UAT) of the system	10 Days
4	Go-LIVE of the Website	20 Days
5	Website Maintenance for 1 (One) year after successful implementation and acceptance of the work	will be ongoing activity as per the requirements, terms and conditions of the contract agreement valid for a period of 01 year.

- ii. The service provider will be required to maintain the proper momentum and reveal the progress on regular basis to NLUJAA IT Team. The progress should be made as per the satisfaction of NLUJAA IT Team to ensure that the work will be completed in all respects within the stipulated period, failing which appropriate action may be taken by the institute as decided by the competent authority.
- iii. The service provider shall make a presentation after first two weeks from the contract date and thereafter a weekly presentation of completed pages.

iv. **Payment Terms:**

- **Website Testing at B-Version:** 20% of contract value for website design, development and testing (excluding the maintenance cost)
- **Launch of Website after successful completion of work:** Balance 80% of contract value for website design, development and testing (excluding the maintenance cost).
- **During the maintenance period of 01 year:** payment will be released on successful completion and certification by the IT Section once in every 06 monthly period (twice during the maintenance period of 01 year).

Note:

(a) Above payment shall be released to the service provider on submission of undisputed invoice and certification from the concerned official of NLUJAA

(b) NLUJAA shall reserve the right to recover any dues payable to the institute from the SD of the service provider.

14. FORCE MAJEURE

Notwithstanding the provisions of this contract, the service provider shall not be liable for forfeiture of its SD or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of FORCE MAJEURE. If a Force Majeure situation arises, the service provider shall promptly notify NLUJAA in writing of such conditions and the causes thereof.

Unless otherwise directed by NLUJAA in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15. OTHER TERMS AND CONDITIONS

- i. The service provider should allocate a single point of contact (POC) who can provide support during the development and implementation stage. For an identified number of months/ year, the service provider shall depute a dedicated resource within NLUJAA for up-gradation, maintenance and development of the website.
- ii. The service provider shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/ contract without the express written consent of NLUJAA.
- iii. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.

- iv. The successful bidder shall ensure the compliance of all Statutory Acts and Rules including the EPF Act and any other Labour Acts to the manpower being deployed for the purpose of subject tender. NLUJAA shall not be liable for any financial burden/ liability due to negligence or his failure to comply with labour laws or any other Statutory Acts/ Rules.
- v. Vice-Chancellor, NLUJAA reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- vi. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Vice-Chancellor, NLUJAA, whose decision will be binding on both the parties.
- vii. All disputes arising out of this tender shall be subject to the jurisdiction of court of Guwahati.

BID FORWARDING LETTER

(on the Letterhead of the Bidder)

Date : _____

To
Registrar,
National Law University and Judicial Academy Assam
Hajo Road, Amingaon, Guwahati-31

Subject: EOI for ‘Design, Development and Maintenance of National Law University and Judicial Academy Assam (NLUJAA) Website

Tender No.: NLUJAA/IT/F/WEBSITE/2016-17/02 dt. 14.01.2020.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The Tender Processing Fee of Rs.500/- (Rupees Five Hundred Only) and EMD of Rs.10,000/- (Rupees Ten Thousand Only) both in the form of Demand Draft in favour of **National Law University and Judicial Academy Assam** are enclosed herewith.

I/ We also keep the offer open for six months from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NON BLACK-LISTING

(on the Letterhead of the Bidder)

Date : _____

To
Registrar,
National Law University and Judicial Academy, Assam
Hajo Road, Amingaon, Guwahati-31

Subject: EOI for ‘Design, Development and Maintenance of National Law University and Judicial Academy Assam (NLUJAA) Website

Tender No.: NLUJAA/IT/F/WEBSITE/2016-17/02 dt. 14.01.2020.

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

TECHNICAL BID**PART- 1 DOCUMENTS FOR TECHNICAL EVALUATION**

Date: _____

Subject: EOI for ‘Design, Development and Maintenance of National Law University and Judicial Academy Assam (NLUJAA) Website***Tender No.: NLUJAA/IT/F/WEBSITE/2016-17/02 dt. 14.01.2020.***

(Self-attested photocopies of all supporting documents in support of below particulars must be attached with the bid)

SL No.	Particulars	Compliance (Yes/No)
1	Name of the Firm with Complete Address, Tel/ Mob No. and Email Address	
2	Name of the Authorized Representative and Designation along with Mobile No. and Email ID	
3	Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd.)	
4	Tender processing of fee Rs.500/- and EMD fee Rs.10,000/- both in the form of DDs from any scheduled commercial bank in favour of National Law University and Judicial Academy Assam	
5	The firm should have designed, developed and maintained at least 02 (TWO) websites in any Institute of National Importance (INI), Central and State Universities and/or Central PSUs/State/Central Govt. departments, within past 05 (five) years from the last date of submission of bid. Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 05 years will be reckoned from the date of publication of this tender.	
6	The firm should have annual turnover of at least Rs.10.00 Lakhs per annum during last three financial years ending on 31 st March 2019. Copy of Balance Sheet and P&L Account duly certified by a Chartered Accountant along with ITRs of above said three financial years should be submitted.	
7	Copy of Permanent Account Number (PAN)	

8	Copy GST Registration of Firm	
9	Bid Forwarding Letter as per Annexure - I	
10	Self-declaration about Not Blacklisting as per Annexure - II	
11	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm	
12	Duly signed and stamped of the entire bid document	

TECHNICAL BID

PART-2 DOCUMENTS FOR TECHNICAL EVALUATION

(Part - 2 of ‘Technical Bid’ contains the ‘Concept & Vision for the Website’ :)

1. A Brief of the proposed vision and concept for the design and development of the NLUJAA website. (to be enclosed with the technical bid documents). – Enclosed at Page No. _____ of technical bid documents (page number to be indicated by the bidder)
2. Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents) – Enclosed at Page No. _____ of technical bid documents (page no. to be indicated by the bidder)

Declaration

I/We.....
 (Name of Proprietor/Partners) of.....
 (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Tel/ Mob No.:

FINANCIAL BID

Date: _____

To
Registrar,
National Law University and Judicial Academy, Assam
Hajo Road, Amingaon, Guwahati-31

Subject: EOI for ‘Design, Development and Maintenance of National Law University and Judicial Academy Assam (NLUJAA) Website

Tender No.: NLUJAA/IT/F/WEBSITE/2016-17/02 dt. 14.01.2020.

Sir,

I/We quote the under mentioned rates for subjected tender.

Part 1: Design, Development & Testing of NLUJAA website:

SL. No.	Description of Work	Amount in INR
1	Design, Development & Testing of NLUJAA Website	
2.	GST as per GOI norms	
TOTAL AMOUNT (to be quoted in Indian Rupees)		

Total Amount in**Words.....****Part 2: Maintenance of NLUJAA Website for and its hosting for a period of 01 (ONE) year as below breakup:**

Sl No.	Description of Work	Amount in INR
1	Technical maintenance and of NLUJAA up-gradation of Website	
2.	GST as per GOI norms	
TOTAL AMOUNT (to be quoted in Indian Rupees)		

Total Amount in**Words.....**

Part 3: Cloud Hosting Charges for 01 (ONE) Year as below breakup:

Sl No.	Description of Work	Amount in INR
1	Hosting charges	
2.	GST as per GOI norms	
TOTAL AMOUNT (to be quoted in Indian Rupees)		

Total Amount in Words.....

Note:

1. Bidders should quote rates for providing services in all three parts as mentioned above, failing which their bid will not be considered for acceptance.
2. The financial bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial bid, the value in words shall prevail.
3. NLUJAA reserves the right to accept the bid Item Wise (Part 1 or 2 or 3) (OR) to accept all the items in whole (OR) to accept one or two part, rejecting a single or two parts (OR) to summarily reject all the bids, as the case may be.
4. The technical scores (TS) and financial scores (FS) secured by each bidder will be added with weightage of 60:40 respectively and a Composite Score (CS) arrived at, using the formula: $CS = TS * 0.60 + FS * 0.40$. Tenderers will be ranked accordingly to their Composite Scores like H1, H2, H3 and so on. Bidder ranked as H1 would be successful bidder and eligible for award of subject work.

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.

Place:

Date: