

Indian Institute of Management Bodh Gaya

DDE Building, Magadh University Campus, Bodh Gaya- 824234, India

Indian Institute of Management, Bodh Gaya



Website Design & Development Tender Document

Last Date & Time to Download the Tender Document from Website	5:00 PM, 20 th January, 2019
Last Date & Time of Submission	5:00 PM, 25 th January, 2019
Date & Time of Opening	4 th January, 2019
EMD	Rs 30,000
Address and place of Submission of Tender	Dr. Samant Saurabh, Chairperson IT, Indian Institute of Management-Bodh Gaya, DDE Building, Magadh University Campus, Bodh Gaya- 824234, Bihar, India
Tender Document Delivery Mode	Hard Copy (By Speed Post only)
Contact Person at IIM Bodh Gaya (for clarification with queries during the process of tender submission)	Dr. Samant Saurabh Chairperson IT chairpersonit@iimbq.ac.in

Note: The Institute reserves the right to change/revised the date of opening the tender. In such case, the information will be displayed on institute's website.

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IIM Bodh Gaya Overview

The Indian Institutes of Management (IIMs) were created by the Indian Government with the aim of searching the brightest student talent available and creating a pool of elite managers to lead the various sectors of the economy. Over the course of more than fifty years, IIMs have become recognized as leading management institutions, comparable to the best in the world. Established in 2015, IIM Bodh Gaya is setup under the mentorship of IIM Calcutta, the oldest IIM in the country. Building on the grand heritage of the IIM brand, IIM Bodh Gaya aspires to promote a culture which can create socially responsible managers and emotionally mature leaders. In a short span of a year, IIM Bodh Gaya has already strengthened its position in the league of premiere B-schools. Though we are young, we have been able to attract the best and outstanding talent across the length and breadth of the nation to create future leaders of the businesses. We take special care to ensure our students are well accustomed to the ever-evolving dynamics of professional corporate culture. Our goal is to use education as a tool to change the world, to have a positive impact on the society, to have sustainable progress and to establish ourselves as the enlightened IIM.

Tender Document

Sealed Tender under the two-bid system (Technical bid and Price bid) are invited from registered firms in India, with at least 3 years of experience in the design, development and maintenance of academic institutes of national importance, government bodies and established corporate and MNCs. The tender document can be downloaded from the website of IIM Bodh Gaya (www.iimbq.ac.in) under "Tenders" section.

Both 'Technical Bid' as well as 'Price Bid' are expected to be submitted in conjunction with the same date of receipt. The stipulation that the price bids will be opened only after the technical evaluation of all the offers is done.

Target Audience of Website

The main audience of our website would be

- **The prospective students and their family members:** These are the people who are the aspiring MBA students and their family members.
- **Companies interested in hiring our students (Recruiters)** – We would like to use our website to attract the big recruiters in the management field. Through our website, we would like to attract the companies to come for campus hiring.
- **Current students/faculty/staff of the Institute** – They would be getting all their day- to-day needs met for their study/teaching/courses/schedule/fees.
- **General visitors** – These surfers would be looking at the course curriculum and research happening at IIM Bodh Gaya. We need to showcase all our achievements in teaching and research and all the activities that are going on in the institute.
- **Prospective employees (Faculty/Staff):** To attract faculty and staff that would form the back bone of our institute.

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Current Website

Our current website URL is <http://iimbg.ac.in>. It is a basic website that was developed to satisfy the initial requirements for the institute. However, we are in the growing phase now and we want to make our brand look attractive. So, from having the basic needs met through the website, we are pushing ourselves in the extravaganza mode making brand IIM BG looks gorgeous and striking to all.

New Website Functionality Requirements

The website will be based on a Web Content Management System (Open Source WCMS are preferred). The website should have the following features-

- **Web Content Management System:** We would like to have an easy-to-use web content management system (WCMS) for our website which can be maintained effortlessly and can be learnt easily by users. All the pages including home page must be editable. The content management system should provide an easy User Interface functionality to create event photo gallery, video gallery and it should have Menu Management i.e. Ability to add, move, delete, modify menus on the site.
- **Technology:** The new website should use Web 3.0 based tools and open-source software like LAMP architechure, Javascript/JQuery, HTML5, CSS3, OpenLDAP etc. Following are the advised open-source technologies to be used
 - Server Side Scripting: PHP/Java etc.
 - Con.Mgmt. System: Wordpress / Joomla / Drupal etc.
 - Server Side Database: MySQL /PostgreSQL etc.
 - O.S Platform for hosting: Linux /Windows
 - Any Other Add-On Feature: Only open-source tools will be preferred
- **Single Sign-On:** The website should support Single Sign-On so that future automations like Recruitments Portal/ Placements Portal/ Academic Information System etc can be easily integrated into the website
- **Bilingual language support:** It should provide bilingual language support- Hindi and English
- **Security of Website:** The website should allow secured socket layer. The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard.
- **Navigation:** The navigation system for the website should be intuitive such that people can easily find the required stuff from the website.
- **Clean and focused design:** Our website must be visually appealing, polished and professional. There should be good use of color. It should have easily readable text, meaningful graphics, quality photography and simplicity in design.
- **Professional Branding:** Provide attractive branding to the institute through the website. A site must be visually appealing, polished and professional.
- **Content:** Along with style, our website must have substance and complete information.
- **Functionality:** Each component of our site should work quickly and correctly. It should be kept simple and well organized. It should have fast-loading pages, minimal scroll, consistent layout, prominent and logical navigation and descriptive link text.

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- **Cross-platform/browser compatibility:** The website should work for all the different kind of browsers and their different versions. It should not break or look different across the different platforms. Website should be responsive and should work perfectly and seamlessly on all devices.
- **Screen Resolution:** The screen resolution of the website should be high enough so that the content looks attractive and easily readable.
- **Search Engine Optimized (SEO):** The website should be optimized for the search engine so that it is appearing high in the search results.
- **Mobile website:** The website should be working well when opened from the mobile devices and should look attractive in mobile too as many users are using mobile devices to browse through the websites.
- **Payment Gateway:** Website should be enabled to microsite (Admission, PGP, MDP etc) with payment gateway.
- **Good search feature:** The website should have good search feature. All the content should be easily searchable from the website itself.
- **Interaction with administrative team at IIM Bodh Gaya:** New website design should be approved on the development version and should involve multiple iterations with the IIM Bodh Gaya Admin/ CC team.
- **Good Error Handling:** It should be able to handle failure scenarios well like content not found, link redirection etc.
- **Import of content:** All applicable content should be imported from current website.
- **Web Content Accessibility:** Website should follow Web Content Accessibility Guidelines (WCAG) as per GOI guidelines (GIGW), refer <http://guidelines.gov.in/> and certified by the Standardization Testing and Quality Certification (STQC), refer <http://meity.gov.in/content/stqc> and be social media enabled.
- **Performance Optimization:** Back end performance optimization like DB structure, query optimization to be done to enhance user experience in terms of fast load times and good mobile experience.
- **Deployment and Hosting:** Vendor will deploy the website on IIM Bodh Gaya Servers or on a designated site in the cloud and will ensure Go-Live readiness in all aspects.

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- **Training of the IIM Bodh Gaya IT Staff:** Vendor will provide training (face-to-face or through remote web conference) to IIM Bodh Gaya IT Staff for the deployment and day-to-day administration of the website.
- **Testing:** All types of post-development testing to be performed by the vendor (like Beta testing, Load testing, User Acceptance Testing, etc)
- **Social media integration:** The website should have good social media integration (share buttons, follow buttons, etc.)
- **Copyright and Property:** Designed, technical documents and source code is the property of IIMBodh Gaya. Hence, the vendor is expected to submit all the required documents/ media post go live and after implementation.

Site Map of IIM Bodh Gaya

- **Home**
 - Layout of the Home Page needs to be attractive and eye catching with pictures of campus
 - **About**
 - Welcome to IIM Bodh Gaya
 - Director's Message
 - Board of Governors
 - Academic Advisory Board
 - Our Mission, Core Values and Culture
 - Ranking and Accreditation
 - Alumni
 - Social Responsibility
 - Infrastructure
 - Permanent Campus
 - Library
 - Our Logo
 - Our History
 - About Bodh Gaya
 - **Program**
 - Post Graduate Program (PGP)
 - PGP at a Glance
 - PGP Admission Announcement Calendar
 - PGP Admission Policy
 - Core Courses
 - Curriculum Design
 - First Year Courses
 - Second Year Courses

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- Global Opportunities
- Academic Calendar
- Fees and Financing
- Scholarships
- Fellow Program in Management
 - FPMata Glance
 - Application Process
 - Eligibility Criteria
 - Financial Assistance
 - Academic Calendar
 - Selection Process
 - Important Dates
 - Apply Now
- **Faculty & Research**
 - Faculty
 - Overview
 - Faculty Directory A to Z
 - Faculty Directory by Area
 - Visiting Faculty
 - Visiting Scholars / Postdoc Fellows
 - Faculty Recruitment
 - Professors of Practice
 - Research
 - Research Papers
 - Research Projects
 - Seminar Schedule
 - Research Seminars
 - Working Paper Series
 - Papers presented by IIM BG Faculty
 - Chapters in Monographs and Books
 - Conference Proceedings
 - Invited Talks
 - Scholars in Residence
 - Library
 - Areas
 - Information Technology and Decision Sciences
 - Economic Environment and General Management
 - Finance & Accounts
 - Marketing
 - Human Resources & Organizational Behavior
 - Operations Management

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- **Corporate**
 - Placement
 - Placement Process
 - Summer Internships
 - Final Placements
 - Calendar
 - Student profiles -PGP
 - Placement Reports
 - Past Recruiters
 - The Placement Team
 - Industry Interaction
 - Overview
 - Talk Series
 - Entrepreneurship
 - Know Us
 - Vision and Mission
 - Team
 - Focus
 - Entrepreneurship Education & Awareness
 - Capacity Building & Skill Development
 - Outreach
 - Envision
 - Events
 - Recent
 - Forthcoming
 - Get in Touch
- **Life @IIMBG**
 - Clubs and Committees
 - Student Governance
 - Photo Gallery
- **Media**
 - Publications
 - News
 - Events
 - Jobs at IIMBG
 - NIRF Ranking 2018
 - Blog
 - Students Education Verification
- **Careers**
- **Contact Us**
- **Tender Notices**

At the Bottom of the Home Page

[Hindi Version](#)

[Right to Information](#)

[Publications](#)

[Library](#)

[NIRF](#)

[IIMBG Webmail](#)

[Features](#)

[Campus Tour](#)

[Internal Complaints Committee](#)

[Terms & Conditions](#)

[Privacy Policy](#)

[Copyright Policy](#)

[Hyperlink Policy](#)

[Accessibility Statement](#)

[Feedback](#)

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Time-Frame for the Website Development

Proposal Stage	Activity Plan	Duration	Indicative Timelines
Stage 1	Vendor Selection and Intimation	1 week	1 st February, 2019
Stage 2	Contract Award	1 week	8 th February, 2019
Stage 3	Sample Template Design Submission	2 weeks	22 nd February, 2019
Presentation to the Committee: 25th February, 2019			
Stage 4	Website Design, Development , Deployment and hosting (Including bug fixing and continuous integration)	3 weeks	15 th March, 2019
Stage 5	Maintenance and Support	Ongoing for 2 Yrs	Commencing 1 st April, 2019

The completion of each stage needs to be approved by the website committee and the work on the next stage can only begin after the previous stage has been approved. Each stage deliverable needs to be presented before the IT committee of IIM Bodh Gaya for the final approval.

Signature with Stamp of Bidder

Date

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Proposal Requirements

Sl No	Particulars	Document Reference for Compliance	Page no in submitted document folder
1	<p>Information regarding the Technology to be used for the website design & development strategy, and how the requirements provided in the section: “New website functionality requirement” given in this document is being planned to be fulfilled.</p> <p>Explain in short how individual functionality would be met.</p>		
2	<p>Information about Website Development Experience</p> <p>A. The Bidder must have at least three years in the web site design and development.</p> <p>B. The bidder is expected to have completed at least three web site development projects during the last three years for reputed educational institution or organization.</p> <p>C. The Bidder will have to give proof of such work.</p>		
3	<p>A self-declaration Certificate regarding fraudulent and corrupt practices should be enclosed</p> <p>Bidders should not have ineligibility due to corrupt and fraudulent practices</p>		
4	<p>Information about Hosting and Cloud Service</p> <p>Provide information about web hosting and cloud service provider (server should be in India)</p>		
5	<p>Information about Support and maintenance of website during the warranty period:</p> <p>Information regarding 24x7 Technical staff support should be given to ensure the necessary support to IIM Bodh Gaya during the warranty Annual Maintenance Contract period (Document should be attached.)</p>		
6	<p>Information regarding Registration:</p> <p>Registration No of the bidder firm along with the Local Sales Tax (LST), Goods and Services Tax (GST), Work Contract Tax (WCT) No and the PAN number allotted by the concerned authorities</p>		
7	<p>Proof of Earnest Money Deposit</p> <p>The tenderer is required to submit the Earnest Money Deposit (EMD) of Rs 30,000 by way of demand draft drawn in favor of Indian Institute of Management, Bodh Gaya, payable at Bodh Gaya. The said earnest money will not bear any interest and will be refundable only after finalization of the contract awarding process.</p>		

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8	Information regarding Testing and Quality Certification: Certification by the standardization testing and Quality Certification (STQC) should be provided to ensure that proper quality would be maintained.		
9	Proof of registration with the National Informatics Centre Services Inc The vendor should be registered in National Informatics Centre Services Inc. (A Government of India Enterprise under NIC, Ministry of Electronics & Information Technology)		
10	Information about Annual Maintenance Contract: Information about the Annual Maintenance Contract of the website including maintenance, updates, and minor modifications expansions and installing patches in the application (if required).		
11	Details about your team Provide details (educational qualification, experience, expertise) of your team who will be developing the website		
12	Terms and Conditions of your work Provide details about the terms and conditions of your work		

Signature with Stamp of Bidder

Date

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Evaluation of Technical Bid

Only those bidders who cross the threshold level (60%) of the technical evaluation shall be considered for the evaluation. Scoring Parameters used for scoring will be based on relevance and nature of past-experience, approach proposed, experience in domain area, experience and skill of core team and success stories(case studies in particular).

Evaluation of the technical bid will be based on the following parameters

Serial No	Particulars	Weightage
1	The bidder must display through understanding of the requirements of the project. The bid will be evaluated on the following components - understanding of the Proposed Solution, Information regarding the Technology to be used, website design & development strategy, and how the requirements provided in the section: "New website functionality requirement" given in this document is going to be satisfied	40%
2	Average annual turnover during last 3 financial years - Above 40 lakhs – 10 - 20 Lakhs to 40 lakhs - 8 - 10 Lakhs to 20 Lakhs - 6 - Up to 10 lakhs - 04 Marks	10%
3	Experience - Above 5 years - 5 - more than 4 years and less than equal to 5 years - 4 - more than 3 years and less than equal to 4 years - 3	5%
4	Certification (CMMI Level 3 and above) for Software Design	5%
5	Should have successfully executed at least 3 websites (in the last 5 years) developments, implementation and maintenance projects excluding hardware (Copy of PO & Proven Experience shall be considered as proof of completion of the project) - 3 projects with 10 lakhs and above - 5 Marks - 5 projects with 20 lakhs and above - 8 Marks - 7 projects with 35 lakhs and above - 10 Marks	10%
6	Website update and maintenance support (24 x 7 x 365) details with number of dedicated manpower for this project	10%
7	Demonstration of prior work and success stories for reputed clientele	20%
	Total	100%

Signature with Stamp of Bidder

Date

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Financial Bid Format

Serial No	Item Description	Amount	Tax	Total
1	Cost of creation of Web Content Management System based website of IIM-Bodh Gaya			
2	Annual Maintenance Contract of the website including maintenance, updates, and minor modifications expansions and installing patches in the application (if required).			
	1 st Year			
	2 nd year			
	Total			

Company Name:	
Name & Designation:	
Date & Place:	
(Company Seal)	

Signature with Stamp of Bidder

Date

Note In the financial bid format, the rate shall be quoted in Indian Rupees in figures and words In case of discrepancy between the rate quoted in figures and words, the rate quoted in words will be taken as final and shall be binding on the agency

The bidder should quote for the entire tender as a package and the comparative statement will be made as per package only.

- The bidder should quote for the entire tender as per the given tender specification. Bidder who does not quote for all the specification, as per the given tender specification, is subject to disqualification.
- Sealed hard copy of Technical Bid should be reached on or before the due date of e-tender to the following address to:

Dr. Samant Saurabh
Chairperson IT,
Indian Institute of Management-Bodh Gaya
Gaya DDE Building, Magadh University Campus, Bodh Gaya- 824234, Bihar, India

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Evaluation of Bid

Financial proposals of only those companies who are technically qualified shall be opened on the date & time specified in the presence of the Bidders' representatives who choose to attend. IIM Bodh Gaya will use Cost Evaluation under **Combined Quality Cum Cost Based System (CQCCBS)**, the technical part will be allotted weightage of 60% of the total while the financial part will be allotted weightages of 40%. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up using the formula given below

$$\text{Overall Score} = \frac{\text{Technical Bid Score}}{\text{Score of Best Technical Bid}} \times 60 + \frac{\text{Price of lowest Financial Bid}}{\text{Price of Financial Bid}} \times 40$$

Example calculation of this scoring is given below

Tenderer	Score of Technical Bid (out of 100)	Price of Financial Bid (normalized to 100)	Overall Score	Overall Rank
Company A	95	90	95.55	1
Company B	85	85	91.33	2
Company C	70	95	77.89	4
Company D	75	80	87.37	3

Terms and Conditions

Pricing:

- The prices are to be quoted as per the tender document and also to mention the amount as total package with Taxes.
- All duties, taxes and other levies payable by the vendor shall be included in the total price.
- Vendor should quote only for the specified requirements in the tender. No change in the design/development or deviation from the tender documents will be permitted.
- Website Design & Development should be completed within 30 days of awarding the order.
- The Supplier should ensure smooth hosting of the Servers at IIM Bodh Gaya website (<http://www.iimbg.ac.in>).
- The supplier has to deploy qualified manpower for the installation and commissioning of the webhosting.

Payment Terms:

- 100% payment will be released, only after successful installation and commissioning of the Website.

Design & Development:

- The final payments will be made based on the completion certificate and total works done.
- Website AMC payment will be released on the completion of each quarter.

Procurement Rights:

- IIM Bodh Gaya reserves the right to conclude the purchase with entire or partial bill website design & development as mentioned in the price schedule.

Late Bids:

- Bids received after the due date and the specified time for any reason whatsoever, shall not be entertained.

Disqualification:

- Proposal not submitted in accordance with the document.
 1. During Validity of the proposal, or its extended period, it's any, the bidder increases his quoted prices.
 2. Proposal is received in incomplete form.
 3. Proposal is received after due date and time.
 4. Proposal is not accompanied by all requisite documents.
 5. Information submitted in the tender proposal is found to be misrepresented, incorrect or false accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

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IIM Bodh Gaya's Right to Terminate the Process

- IIM Bodh Gaya may terminate the tender process at any time and without assigning any reason. IIM Bodh Gaya makes no commitments, expressed or implied that the process will result in a business transaction with anyone.
- This tender does not constitute an offer by IIM Bodh Gaya. The bidder's participation in this process may result in IIM Bodh Gaya selecting the bidder to engage in further discussion and negotiations onwards execution of a contract, if necessary. The commencement of such negotiation does not, however, signify a commitment by IIM Bodh Gaya to execute a contract or to negotiations. IIM Bodh Gaya may terminate negotiations at any time without assigning any reasons.

DISPUTEMENT SETTLEMENT AND APPOINTMENT OF ARBITRATOR

All dispute or differences whatsoever arising between the parties out of or relating to the work and the resulting agreement or the breach thereof that cannot be settling by good faith and negotiations between the parties within 60 days of the commencement of negotiation shall be settled by referring the dispute to The Director, IIM Bodh Gaya, who may either himself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with IIM Bodh Gaya. The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996.

By consent of parties the jurisdiction of all other courts are exculpated and the court at Patna, Bihar alone shall have jurisdiction. The language of Arbitration shall be English.
The venue of Arbitration proceedings shall be Patna as the case may be.

Place: (Signature of the bidder with seal)

Name: Seal :
Address :
Contact No. :
E-mail:

Signature with Stamp of Bidder

Date