



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A+' GRADE NAAC Accredited

To

Purchase Committee,
G. J. U. S. & T.
Hisar.

Sub: Invitation for quotation for design and development of University website.

Please submit your most competitive quotation for the following item(s) with the following terms and conditions:

Sr. No	Brief description of the items	Specifications
1	Design and Development of University Website	Annexure 'A'
2	Special Terms and conditions	Annexure 'B'

GENERAL TERMS AND CONDITIONS:

- 1. Quotation Signing** - The quotations must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.
- 2. Conditional Quotation** - Conditional quotations are not acceptable. Hence the supplier is advised neither to alter the specifications nor to mention anything on the quotation form, except cost, signature with seal, otherwise the quotation will not be considered.
- 3. Delivery Destination** - The quotations should be quoted as FOR CDOE, GJUS&T, Hisar.
- 4. Completion Period** - The work is to be made in all respects within 60 days of the date of dispatch of supply order.
- 5. Completion Period Extension** - The supply order(s) shall be executed within the time specified in this regard. However, in case of force Majeure / reasons beyond control of the firm, he may make a written request to the Vice-Chancellor for grant of extension for completion period. The written request in this regard should clearly spell out such reason. The Vice-Chancellor, if he/she is satisfied with such reasons and further if the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for completion of the work.
- 6. Penalty for delayed work** - In the event of delay in completion of work, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the purchase

order, provided that the entire amount of penalty shall not exceed 10% of the total amount of purchase order. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final.

- 7. Rejection of incomplete Quotations** - Incomplete quotations such as unsigned quotations, late submitted quotation, conditional quotation, quotation not confirming to the eligibility criteria and Technical specifications or with any vague term such as 'Extra as applicable', will be considered as rejected.
- 8. Right to Bid rejection** - The University reserves the right to reject any or all offers at any stage without assigning any reason.
- 9. Service Warranty Period** - The Website will be under a service warranty period for one year from the date of launching the website. The successful bidder shall give an undertaking for running the website for the service warranty period of one year.
- 10. Payment** – 90% payment will be made within 45 days after launching the website, security audit by Govt. Empaneled agency and successful inspection. The remaining 10% payment will be made after the successful completion of the service warranty period of **one year**.
- 11. Schedule** – The quotation floating date is 15.01.2025. The sealed quotations by **Registered/Speed Post** should reach in the office of the **Director, Centre for Distance and Online Education, Guru Jambheshwar University of Science & Technology, Hisar (Haryana), Pin Code-125001, Phone No. 01662-263157** on or before 30.01.2025 up to 5.00 pm. The quotation will be opened on 31.01.2025 at 11.00 am in the office of the **Director, CDOE, GJUS&T, Hisar**. The quotation received after the due date and time shall not be entertained.
- 12. Arbitration** - In case of any dispute both the parties will be bound by the decision of the Vice Chancellor, GJUS&T, Hisar, as the arbitrator.
- 13. Jurisdiction** - All disputes shall be subject to Hisar jurisdiction.

I/we agree to the above general/special terms and conditions.

Date: _____

Place: _____

Signature of Authorized Representative
the bidding firm (with official seal)

Annexure "A"

S.No	COMPONENTS	COST (INR)
1.	Design, development and launching of website, writing of content, structure of Bi-lingual website, addition of HTML Pages Conversion to accessible format (PDF, DOC and HTML) with its software for website purpose (off-line site to be maintained in the PC).	
	Taxes	
	Total Amount	

S.N.	Eligibility Condition	Yes / No
1	Firm is at least 5 years old and registered under companies Act (Attach proof for the same)	
2	Firm has developed minimum 2 websites of different organizations (Attach copies of Purchase Order for the same)	
3	Firm never blacklisted by any government department/Organization	

Date: _____
Place: _____

Signature of Authorized representative
of the bidding firm (with official seal)

Annexure 'B'

SPECIAL TERMS AND CONDITIONS:

1. The firm will itself convert / shift the current and complete website to new one with latest technologies.

2. SCOPE

Broad scope of the project is as follows:

- Design & Development of the website (Both Hindi & English) as per GOI Guidelines for website.
- Database driven approach, Windows based.
- Website be responsive for mobile, tablet, desktop & projector platforms.
- Dynamic URL rewriting facility should be there.
- Addition of complete content of existing website (www.ddegjust.ac.in) to the new one.
- Facility to create portals of one-time events like youth festival, conferences, convocation, short term courses on time to time basis by admin panel.
- Option to add pages as and when required.
- Writing of all the contents in the website

Success Criteria:

- Re-platforming of existing website on or before given deadline
- 90% successful transition of existing website information to new website
- 99% implementation of information provided in this document
- Operatable in almost every browser.
- Error free processing and performance

3. PROJECT REQUIREMENTS:

Developer must ensure proper standardization of all content. Website needs to be design with all dynamic features for updation and prescribed web accessibility features as below:

- Least site opening time
- Clean and professional design
- Website reflect our organization indent
- Website should be SEO friendly. Dynamic creation of Meta Tags, Meta Description, Keywords facility should be there in website.
- Website should be sustainable i.e., clean, efficient, open, honest, regenerative and resilient.

- All web address/web links should be hidden except domain name of the website on the client side web browser.
- People with visual impairment should access the website.
- Security of website

4. Development Guidelines:

The following are must- haves for the new website:

- **Includes roughly 90 percent of the existing site content.**
 - CDOE staff will work closely with contractor.
 - Contractor will provide dealing hand-wise log in so that concerned person may update their own content in future.
- **Utilizes an engaging and visually appealing aesthetic.**
 - Clean and focused design template that is in alignment with GJU's Style.
 - Bold imagery tied to powerful statements.
- **Harnesses intuitive navigation.**
 - Information should be grouped and presented in a logical manner.
 - Visitors should be able to easily locate information and take action.
 - Navigation experience should be organized and uncluttered.
- **Includes a site live search capability to find desired information.**
 - Search results will provide relevant information in chronological order.
 - Incorporates a translation plug-in such as Google Translate.
- **Integrates social media.**
 - Contractor should provide the best integration and placement of social media and potential feeds for Instagram and/or Twitter.
- **Content Management System.**
 - Content Management System should allow non-technical staff members of university departments to update website content. Contractor will provide department wise login for this.
 - CDOE's current website is built in old framework. We are open to another content management system as an alternative to this if posed solutions provides improved functionality, enhanced engagement, and ease of use.
 - Once site is complete, provide a brief training via onsite meeting and by supplying a tutorial video on website upkeep and page updates for staff.
 - Manages existing search engine indexing for new site.
 - Carry out URL mapping from old/current website site to new website

5. Functionality Covered in Website

Website-Components: The proposed website should have 2 broad components:

- A. Admin Dashboard:** This section should have all facilities be available as below:
1. **Secure Login:**
 - Admin section must be protected by username and password and using salted MD5 or latest encryption.
 - At database level also password should be stored in encrypted format.
 - After 5 consecutive wrong attempts the password should be reset and new password would be sent to administrator through email.
 2. **Links:** Administrator would be able to add/delete Users and User Types (i.e. Department, Branch, Cells etc.) with the facility assign various roles and privileges to the users. The Menus, Submenus, links can be created by Admin as well as to the Users created. The content management system be provided to admin as well as the users. The control for the same should so user friendly that a simple data entry operator should be able to update the links and contents. Also the administrator should be able to set the order in which the links would appear in the website. Multiple display of employee information be provided based on the multiple portfolios assigned without duplicity of data.
 3. **Page Title:** For each link created the admin and users would specify the title of page.
 4. **Link Validity:** For each link created the admin would specify the date by which the link expires. The default value should be never expiring.
 - **Ownership:** For each content the user should specify the source of the content and owner of the content.
 - **Meta Data:** For each content the user should specify the metadata
 5. **Content Structure:** The admin should add links in the website. Now each link can be a main link. At the same time, it can be a sub-link to some other link. Also, simultaneously it can be a sub-link level 2 thus achieving complete flexibility.
 6. **Latest News/ Announcements:** Through this section the administrator should be able to Add/Delete/Modify the news originating from the administration/branch/department etc. The admin should have the option to add corrigendum for the tender and also cancel or altogether delete the tender.
 7. **Circulars:** Through this section the Administrator of the site should be able to Add/Edit/Delete the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.
 8. **Photo Gallery:** Through this Module the Administrator should be able to add/update the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.
 9. **Downloads:** Administrator should have the option to add/delete/modify the files pertaining to download section.
 10. Website must be responsive to all devices like PC, Laptop, Mobile, Tablet etc.

B. Visitor Section

- i) **Landing Page:** There would be landing page of the website which should contain links to English Version, Hindi Version.
- ii) **Hindi Content:** The Hindi Content should be in Unicode font (Mangal). The visitors would be able to view the content with ease without any requirement of font download. However, there might be a case wherein browser might not support automatic font configuration, so proper guidelines should be there font configuration for such users.

6. Media Centre: This would have following sections:

- a. **Press Release:** All press releases from University should be listed under this section.
- b. **Photo Gallery:** Event-wise photographs should be listed under this section. Each photograph would have a brief description. All photographs would be listed in thumbnail (small) size and on clicking on the photograph it should be opened in a new window with original size.
- c. **Events Calendar:** List along with details of all forthcoming events should be mentioned under this section. When the date of event passes on the event should automatically be moved to archives section under Events.
- d. **Video Gallery:** Event-wise Videos should be listed under this section. Each video would have a brief description. All videos would be listed in thumbnail (small) size and on clicking on the video it should be played in a new window with a player having facility like fast forward, fast backward, start - pause etc.

7. **Tenders:** The visitors to the site should be able to view the Tenders pertaining to University. The tender would be listed category-wise and date of expiry-wise. If a corrigendum is issued for the tender, then it should be listed below that tender. On expiry of the last date of submission the tender should be moved to archives section of Tender. Also cancelled tenders should be listed under cancelled tenders section under Tenders.

8. **Related Links:** Links to other government websites and web applications should be provided.

9. **Banners and Advertisements:** Facility to promote schemes of different ministries of GOI and programs. They can be displayed prominently on University website in the form of banners on center of homepage.

10. **Feedback:** Provision for visitors to the website able to post the feedback through the website. The feedback can be a general feedback, feedback on content and department/section specific feedback.

11. **Visualization:** As per government of India guidelines for website.

12. **Content Structure:** The website should have level content structure (for both Hindi and English) i.e. there should be main links in the website. Under each main link, there should be sub-links. Under each sub-link here should be sub-links level 2 and so on.

13. Full Text Search: Provision of Full text search in the website for all the content. On entering any keyword, the system must be able to search in all links, sub-links and sub sub-links and should provide links where that word is present. On clicking the link, the content should be displayed.

14. Technology Used

The new website for University should be developed under using latest web-application and database technology. The operating system requirements at Server should be Windows and cloud based.

15. Implementation Approach

- i. On receipt of work order, the Developer should prepare 3 sample layouts for the website and should be submitted for approval. All changes suggested for the layout would be done by the Developer.
- ii. Further work should only be started after approval. Work should be done based on cyber security guidelines. All existing content of the website should be converted as so to comply with Govt of India website guidelines including all PDF and HTML files. The website should be subsequently launched.

16. Acceptance Criteria

- a. Website documentation including setup/installation, maintenance guidelines.
- b. Training for the Administrative Interface would be provided at CDOE, GJUST, Hisar.
- c. Website should be security audited by any Govt. agency.

17. Progress Monitoring

Contractor will be required to give the progress report of the work done every week to the Director, CDOE, GJUST Hisar. The program will be subject to alteration or modification at the direction of the Director, CDOE, who may discuss such modifications or alterations as considered necessary.

18. Training

For smooth operation of website developer will develop the website on site at CDOE, GJUST Hisar and give training to IT team step-by-step in the duration of development process. After completion a comprehensive training will be provided at CDOE, GJUST Hisar.