



NIELIT CALICUT
 (Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India)
NIT Campus Post, CALICUT-673 601, KERALA
 Email : purchase@calicut.nielit.in Web : <http://nielit.gov.in/calicut>
 Phone : 0495-2287266 Fax : 0495-2287168

LIMITED TENDER ENQUIRY

Ref. No.: 2(1103)/2018-19/TRNG/M-WEB

Date: **14.01.2019**

(Address of the supplier)

DUE DATE: 28.01.2019

1. Quotations are invited for the supply of the items as per Annexure.
2. The quotations duly **SIGNED, SEALED AND SUPERSCRIBED ON THE ENVELOPE WITH THE REFERENCE No. AND DUE DATE**, should be addressed to the undersigned so as to reach on or before the due date stipulated above. Quotations received after the due date will not be considered.
3. The quotations should be valid for acceptance for a period of **sixty days** from the due date
4. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
5. The quotations should be for goods exactly conforming to our requirements and specifications.
6. If the item is under DGS&D Rate contract, the number and the price applicable must be mentioned. It may also please be indicated whether the supply can be made direct to us at the DGS&D Rate Contract Price.
7. Relevant literature pertaining to the items quoted with full specifications and drawings, if any should be sent along with the quotations, wherever applicable. Samples, if called for, should be submitted free of charges and collected back at the supplier's expenses.
8. Copy of Manufacturing licence, Principal or Authorized Distributor/Dealer Certificate, and Proprietary Certificate, as applicable, should be enclosed.
9. Quotations should be for **free delivery** at our Centre and should clearly specify the **delivery period**. If delivery quoted is Ex-Godown/Consignor Station, delivery charges consisting of freight, packing & forwarding charges, insurance, etc. should be indicated separately. Goods should be supplied duly carriage paid and insured.
10. GST Registration Number of NIELIT Calicut is: **32AAATD0315M1Z6**. GST or any other taxes may be charged as per the rates applicable to Scientific/Educational institutions.
11. Security Deposit @ 5% of the Purchase Order/Invoice value shall be retained, in case order/contract value exceeds Rs.1 lakh, which will be released after the expiry of warranty period.
12. Goods shall not be supplied without an official purchase order.
13. Payment : Payment will be made after completion of supply, installation/assembly and commissioning of the items covered by the order along with necessary spares supplied to the entire satisfaction of NIELIT CALICUT. Payment against invoices shall normally be made within 30 days of receipt and acceptance of equipment/materials at our office. **No advance payment will be made under any circumstance.**
14. Incomplete quotations and quotations which do not comply with all the above instructions are liable to be summarily rejected.
15. NIELIT CALICUT does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained.
16. **Earnest Money Deposit (E.M.D.) for Rs. 7,500/-** be deposited by NEFT in the Bank Account No. 10401158037 (IFSC: SBIN002207) at State Bank of India, NIT Calicut Branch, CREC Campus, Chathamangalam, Calicut – 673 601, in favour of Director, NIELIT CALICUT, failing which the quotation will be rejected. Proof of Deposit of EMD amount should be submitted with the Quotation.

Yours faithfully,

**Purchase In-Charge
For Executive Director**

End: Annexure

ANNEXURE TO ENQUIRY

Your Quotation No.

Date:

1	Name of item(s)	Design and Development of Micro Website for Training Activities.
2	Specifications & Quantity As per Specifications attached.	
3	Price per unit in Rs. (in figures & words)	Attach separate list, if required.
4	Total Price in Rupees (in figures & words)	
5	Delivery Period	
6	Terms of Delivery	
7	Taxes, Duties, Octroi & any other statutory levies or charges	
8	Transportation, Insurance, Packing & Forwarding etc.	
9	Discount/off etc., if any	
10	GST Registration No.	
11	Payment Terms	
12	Validity of Tender	
13	Warranty	
14	Any other remarks / EMD Amount and Payment details	
15	Signature of the Tenderer with Name and Date	
16	Address with Email ID & Mobile No.	
17	Central Public Procurement Portal (www.eprocure.gov.in) Registration, Email login ID	

- NB:** (1) The prices quoted and Taxes charged should be Academic/Educational Prices/rates, wherever applicable.
- (2) Enquiry for the above items and specifications can also be downloaded from our website <http://nielit.gov.in/calicut> or www.eprocure.gov.in
- (3) Please register at www.eprocure.gov.in and intimate login details without fail. Watch website for regular updates.

Specification for the Micro Website

Scope of Work

Design, Development, Implementation, and Maintenance of a dynamic Micro Website with Content Management System for Registration, Fee Payment, and MIS report generation related to short term training programs at NIELIT Calicut and integration of the same with existing Training Software as per guide lines of Govt. of India with cyber security features

Deliverables

This section provides indicative deliverables; however actual deliverables will depend upon project specific requirements and to be finalized in consultation with NIELIT Calicut

Website should have the following user-friendly & easy to upgrade/modify sections

I. Home Page

Home page should have the below features:

- Training/Course Details - Details of short-term courses and internships.
- Placement Details - Companies and Students, photos of placement drive
- Student Testimonials - Reviews / comments / feedback on various courses
- Registration and Login - A section for the students to register and for the registered user to login to the website.
- Gallery – Should display photographs of different facilities and events in the institution in an attractive manner
- News and Events - Selection list, counseling dates, spot admission availability, latest placement news etc.
- Contact Us with Location Map – Contact us information of the institute along with google location map
- Facility for FAQs - Should have features for publishing FAQs

II. Registration and Login

Registration and login module to enable the students to register in the website by entering their email and mobile number which will be verified with OTP/Verification link. Registration acknowledgment should be send to mobile and email along with Password. Once registered, the candidates should be able to login further using their email/mobile number for registering to various courses.

III. Student Module

This module is intended to enable students to view course details and submit application along with fee payment through a secured platform. Below facilities should be provided.

- **Training Calendar/ List of Courses** – Listing various courses as per the schedule and format given by NIELT Calicut, with Upcoming/Admission open courses highlighted.
- **Online registration of courses** – Registered students should be able to register for courses using email/mobile number and password received during registration. When a student register for a course, intimation should be given to respective Course Coordinators through email
- **Online Payment** – Online Payment Facility through net banking, debit cards, credit cards and also using payment wallets.

If fee is paid through any other mode, there should be provision to update the details of fee paid.

- **Fee Structure and Payment** – Listing of all fee structure – Provision for payment of Registration Fee, Full or Installment wise Course Fee, Hostel Fee, Caution Deposit or All together. The fee and fee structure will be different for different course and for different student category (Gen/SC/ST)
- **Send Queries** – Option for students to send queries to either Training Dept. or respective Course Coordinators.

IV. Admin Module (Basic)

The proposed system should consist of following modules under admin dashboard.

- **Course Management**

Course management module should allow the admin to update all the short-term courses and fee structure of the same. This module should also let the admin to create Training Calendars as per the specified format and should be able to highlight Upcoming/admission open courses.

- **Fees Management**

This module is to enable the admin/authorized user to create fees structures for the courses and effectively track the fee remittance status of each student against courses.

V. Admin Module (Advanced)

- **User Type Management**

The system should have a secure admin module with the option to define the types of user who is accessing the system and to set the access privileges, the user types would be Admin, Department Head, Course Coordinator, Placement Officer, Finance Officer, Hostel Warden etc. Each user can login to the system using a secure user name and password and can performs the actions based on the provided access permissions.

- **User Management**

From the admin area, admin/authorized users should be able to create users by selecting a user type and can set access permissions to access the system.

- **Hostel Fees Management**

Allows the admin/authorized user to add and track Hostel fees paid by the students. Detailed report about the payments can also be generated out of this module.

- **Content Management System**

The backend should have a sophisticated CMS module to manage all parts of the website interface dynamically. This includes pages, testimonials, news/events and enquiries.

- **Notification / Automatic Notification**

An easy to access notification system should allow the admin to contact the candidates (through Email/SMS) for reminding pending fee payments on regular intervals

The backend of the website is enabled with notifications that will be sent out automatically on regular intervals to the registered/admitted candidates. This can be payment reminders, updates on courses or events. Notification will be in the form of Email/SMS

- **Report Generation**

The website backend provides all kind of reports that will be helpful for the admin users to get exact analytics of the activities on the website. The backend will be capable of serving all kind of interactive reports whether it is user based, course based or fee and payment based

- **Department Management**

Shall allow the admin to add/edit/delete departments.

VI. API Integration With NIELIT Training Software

NIELIT needs the micro website student registration database to be linked with our internal software and should have the facility to Export all the registration data in Excel format and also payment related information to be made available in a format suitable for Tally latest version.

VII. General Features / Terms & Conditions

Documents Deliverable

- i. Detailed SRS
- ii. High Level Design / Architecture Documents / Manuals
- iii. Performance Test Reports
- iv. Security Test Reports
- v. Deployment Script
- vi. User Manual/SOP
- vii. Data Backup / Archival Process
- viii. Source Code

Detailed SRS based on above requirements shall be submitted along with the bid.

Cost for all the above (if any) shall be included in the quote for all phases

Software Platform - PHP with Laravel framework

Accessibility - Website should be accessible on all platforms and all major popular browsers (e.g. Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Opera, etc) including Mobile phones, & Tablets

Security

- i. Vender should get the SSL certificate required for integrating the payment Gateway. The cost for the same should be quoted separately
- ii. Free from OWASP Vulnerabilities (Open Web Application Security Project).
- iii. Captcha Code on all forms, wherever required.
- iv. Strong Password Policy.
- v. Storing of any kind of username and password in the encrypted form in the database.
- vi. Audit/Log Trail.

Server - Website shall be hosted in NIELIT Calicut Server

Warranty – 1 Year from the date of installation

Period of Completion

The work is required to be completed in all respects within the time frame as given below from the date of issue of the acceptance letter, for respective phase.

Phase 1 – 30 days

Phase 2 – 30 days

Payment terms

50% of development charges on acceptance of successful hosting.

40% after successful completion of acceptance test

10% on completion of 1 year and resolution of all problems reported during the 1 year operation.

Responsibilities of Vendor

The responsibilities of Vendor during the execution of this project will be as follows

- Assign a single point of contact as authority, for all project related activities and communication.
- Allocating the project team within 1 week after receiving Purchase Order
- Identify and start communicating with the client side project contact who will be the single point of contact between the project team and the client.
- Weekly status update to the client over email or through the project management system
- Completing the project fully functional as per the scope of work mentioned in this document
- Timely response for the questions from the client
- Solve any issues in the project for free of cost within the specified warranty period
- Conduct complete testing of all the deliverables before sending to the client
- Provide proper training (installation, operation & maintenance) to the client.

Evaluation Criteria

“Bidders” interested in taking up the micro website design work must fulfil the following criteria:- (documentary evidence to be attached for all)

- (i) Bidder must be an agency/organization, either private or government, incorporated in India with a minimum of 3 years experience in website designing.
- (ii) Total turnover of the firm should not be less than Rupees 15 lakhs for the past three years
- (iii) The following details shall be submitted along with the bid
 - Details of similar work carried out

- List of clients
- Qualification and experience of proposed team members/designers of this work

Award of Work

Vendor meeting all criteria as applicable and the overall lowest for Phase 1 & 2 shall be awarded the work.

Quotation should be valid for minimum 60 days.



Technical Details

Phase I

Sl. No	Description	Requirement	Complied (Yes/No) Deviation if any may be specified
Home Page			
1	Training/Course Details	Should have details of short-term courses and internships	
2	Placement Details	Should have Company Names and Students, photos of placement drive	
3	Student Testimonials	Reviews / comments / feedback on various courses	
4	Registration and Login	A section for the students to register and for the registered user to login to the website	
5	Gallery	Should display photographs of different facilities and events in the institution in an attractive manner	
6	News and Events	Section for Selection list, counseling dates, spot admission availability, latest placement news etc.	
7	Contact Us with Location Map	Contact us information of the institute along with google location map	
8	Facility for FAQs	Should have features for publishing FAQs	
Registration and Login			
9	Registration and Login	Registration and login module to enable the students to register in the website by entering their email and mobile number which will be verified with OTP/Verification link. Registration acknowledgment should be send to mobile and email along with Password. Once registered, the candidates should be able to login further using their email/mobile number for registering to various courses	
Student Module			
10	Training Calendar/ List of Courses	Listing various courses as per the schedule and format given by NIELT Calicut, with Upcoming/Admission open courses highlighted	
11	Online registration of courses	Registered students should be able to register for courses using email/mobile number and password received during registration. When a student	

		register for a course, intimation should be given to respective Course Coordinators through email	
12	Online Payment	Online Payment Facility through net banking, debit cards, credit cards and also using payment wallets. If fee is paid through any other mode, there should be provision to update the details of fee paid.	
13	Fee Structure and Payment	Listing of all fee structure – Provision for payment of Registration Fee, Full or Installment wise Course Fee, Hostel Fee, Caution Deposit or All together. (The fee and fee structure will be different for different course and for different student category (Gen/SC/ST))	
14	Send Queries	Option for students to send queries to either Training Dept. or respective Course Coordinators	
Admin Module (Basic)			
15	Course Management	Course management module should allow the admin to update all the short-term courses and fee structure of the same. This module should also let the admin to create Training Calendars as per the specified format and should be able to highlight Upcoming/admission open courses	
16	Fees Management	This module is to enable the admin/authorized user to create fees structures for the courses and effectively track the fee remittance status of each student against courses	
API Integration With NIELIT Training Software			
17	API Integration With NIELIT Training Software (access to website database to be provided)	Should be able to link the micro website student registration database with NIELIT training software and should have the facility to Export all the registration data in Excel format and also payment related information to be made available in a format suitable for Tally latest version	
Documents			
18	Detailed SRS	Should be attached	
19	<ul style="list-style-type: none"> • High Level Design / Architecture Documents / Manuals • Performance Test Reports • Security Test Reports • Deployment Script • User Manual/SOP • Data Backup / Archival Process • Source Code 	Should be Provided on completion of the phase	
20	Software Platform	PHP with Laravel framework	

21	Accessibility	Website should be accessible on all platforms and all major popular browsers (e.g. Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Opera, etc) including Mobile phones, & Tablets	
Security Features			
22	Vender should get the SSL certificate required for integrating the payment Gateway. The cost for the same should be quoted separately		
23	Should be Free from OWASP Vulnerabilities (Open Web Application Security Project).		
24	Captcha Code on all forms, wherever required		
25	Strong Password Policy		
26	Storing of any kind of username and password in the encrypted form in the database		
27	Audit/Log Trail		
28	Server	Website shall be hosted in NIELIT Calicut Server	
29	Warranty	1 Year from the date of installation	
30	Period of Completion	The work is required to be completed in all respects within the time frame as given below from the date of issue of the acceptance letter, for respective phase. Phase 1 – 30 days Phase 2 – 30 days	
31	Payment terms	50% of development charges on acceptance of successful hosting. 40% after successful completion of acceptance test 10% on completion of 1 year and resolution of all problems reported during the 1 year operation	
Responsibilities of Vendor			
32	Assign a single point of contact as authority, for all project related activities and communication		
33	Allocating the project team within 1 week after receiving PO		
34	Identify and start communicating with the client side project contact who will be the single point of contact between the project team and the client		
35	Weekly status update to the client over email or through the project management system		
36	Completing the project fully functional as per the scope of work mentioned in this document		
37	Timely response for the questions from the client		
38	Solve any issues in the project for free of cost within the specified warranty period		
39	Conduct complete testing of all the deliverables before sending to the client		
40	Provide proper training (installation, operation & maintenance) to the client		
Evaluation Criteria			
41	Bidder must be an agency/organization, either private or government, incorporated in India with a minimum of 3 years experience in website designing (document evidence to be attached)		

42	Total turnover of the firm should not be less than Rupees 15 lakhs for the past three years (Audited statement to be attached)	
43	Details of similar work carried out (copy of purchase order to be attached)	
44	List of clients	Should be attached
45	Details of proposed team members/designers of this work (qualification & experience)	Should be attached
46	Other Terms & Conditions	Pl. specify, if any

Authorized Signatory

Phase 2

Sl. No	Description	Requirement	Complied (Yes/No) Deviation if any may be specified
Admin Module (Advanced)			
1	User Type Management	The system should have a secure admin module with the option to define the types of user who is accessing the system and to set the access privileges, the user types would be Admin, Department Head, Course Coordinator, Placement Officer, Finance Officer, Hostel Warden etc. Each user can login to the system using a secure user name and password and can performs the actions based on the provided access permissions	
2	User Management	From the admin area, admin/authorized users should be able to create users by selecting a user type and can set access permissions to access the system	
3	Hostel Management Fees	Should allow the admin/authorized user to add and track Hostel fees paid by the students. Detailed report about the payments can also be generated out of this module	
4	Content Management System	The backend should have a sophisticated CMS module to manage all parts of the website interface dynamically. This includes pages, testimonials, news/events and enquiries	
5	Notification / Automatic Notification	An easy to access notification system should allow the admin to contact the candidates (through Email/SMS) for reminding pending fee payments on regular intervals The backend of the website is enabled with	

		notifications that will be sent out automatically on regular intervals to the registered/admitted candidates. This can be payment reminders, updates on courses or events. Notification will be in the form of Email/SMS	
6	Report Generation	The website backend provides all kind of reports that will be helpful for the admin users to get exact analytics of the activities on the website. The backend will be capable of serving all kind of interactive reports whether it is user based, course based or fee and payment based	
7	Department Management	Should allow the admin to add/edit/delete departments	
Documents			
19	<ul style="list-style-type: none"> • High Level Design / Architecture Documents / Manuals • Performance Test Reports • Security Test Reports • Deployment Script • User Manual/SOP • Data Backup / Archival Process • Source Code 	Should be Provided on completion of the phase	

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Financial Details

Description <i>(with reference to above specifications and inclusive of all relevant documents as mentioned)</i>	Cost (including GST)
<u>Phase I</u> Website Homepage Registration and Login Student Modules Payment Gateway Integration Administrator Modules (Basic) API Integration With Internal Software Accessibility and Security Features	
Charges towards Security Certificates	
<u>Phase 2</u> Administrator Modules (Advanced)	

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