No.: IIITSNP/EOI/Website/2022/05   Dated: 25th November, 2022

Invitation for Expression of Interest (EoI)
For
Design, Development & Maintenance of IIIT Sonepat Website

The Indian Institute of Information Technology (IIT) Sonepat invites "Non-Commital" Expressions of Interest (EoI) from eligible parties for design, development and maintenance of IIIT Sonepat website as per the attached terms and conditions.

Date of Issue of EoI:	**November 25th 2022**
Last date of submission of EoI	**December 19th, 2022, 5:00 PM by post**
EoI No.	IIITSNP/EOI/Website/2022/05
Address for sending EoI:	**BY POST** **The Director,** **IIIT SONEPAT,** **I-TEC, Technopark, Sonepat Campus,** **plot #4-B, Rajiv Gandhi Education City, Rai,** **Sonepat, Haryana-131029**
For any queries, contact	**01302987902**

Only Sealed Envelopes will be accepted. Any Quotation received through any electronic media will be summarily rejected.

Sd/-
Director
IIIT Sonepat

Document Control

Purpose	To create secure website against EoI No-IIITSNP/EOI/Website/2022/05 dated 25th November 2022
Document Title	SRS
Owner	IIIT SONEPAT
Author	IIIT SONEPAT Admin
Ref Number:	IIITSNP/EOI/Website/2022/05

1. Introduction

1.1 Project Purpose

To Design, Develop and maintenance of IIIT Sonepat Website.

1.2 Deliverables

- Website Code
- MySQL Database
- Website user Manual

1.3 Requirements

1.3.1 Business Requirements

To make a information website for institute so as visitors know about institute, faculty, can see various notification and get contact details.

1.3.2 Functional requirements

Website should have following Dynamic functional requirements

Front End:

1) Website Logo provided by institute
2) Menu-

A) **Home page** - This will be the main page of the website that consist of various Notices, Upcoming Events and highlights, Latest information, and various other links to important pages such as timetable, Examination, Downloads. In the header region there should be a page link for Tenders, Recruitments, Contact, Directory and a search button.

B) In the footer region of home page there should be following pages link –

Main Page	Sub - Pages
Students	Timetables
	Examination
	Scholarships
	Semester Registration Form
	Hostel Leave Form
	Syllabus
	Re- Evaluation Form
	Re- Exam Form
	Convocation
	Student's projects
Employees	Leave order

	C.L,R.H.Station Leave Form (Faculty)
	C.L,R.H.Station Leave Form (Staff)
	Duty Leave Form
	EL, Maternity Leave, paternity Leave, C.C.L Form
	Summer/ Winter vacation Leave Form
	NOC Format for Job Application
Important Links	MoE
	JoSSA
	NSP
	Digi Locker
YouTube Channel	IIIT Sonepat
	Swayam Portal
	NPTEL
	e-Skill India
	National Digital Library
Various Committees	Student's Grievance Committee
	SC/ST Committee
	OBC Committee

C) About Us

Main page	Sub pages
About us	Home
	Vision and Mission
	Director's Message
	IIIT Sonepat: A Strategic Perspective
	BoG
	Senate
	Committees
	Procedure and policies
	IIIT act, Statute and Ordinance
	Right to information
	Mandatory Disclosures
	Guidelines/

Main Pages	Sub- Pages
Academic Calendar	
List of holidays	
Main Page	

Examination	Examination should have following sub pages
	
	A) About
	B) Examination Committee
	    • Unfair means Committee
	C) Examination rules
	D) Notices
	E) Examination Schedule
	F) Various Forms
	    i. Transcript Application
	    ii. Official Transcript Courier Charges
	    iii. Semester Registration Form
	    iv. Syllabus
	    v. Re- Evaluation Form
	    vi. Re-Exam Form
	    vii. Unfair Mean
	    viii. Duplicate marksheet/degree certificate
	• Digi locker
	• Contact

Consultancy	
Faculty	
Academic programmes	
Student Affairs	
Research	
Anti-Ragging	
National Academic depository	

DASA		
Departments	Computer Science and Engineering	A) Home Page B) About us Page Should have following pages – • Overview • Dean's/H.O. D Message • Programs • laboratories • Achievements • Departmental Activities, • Directory • Guest Speakers • Contact Us Scrolling of each subpage should have relevant information and links to various other pages C) Placements • Overview • Final Placements • List of Students • Placement helpdesk D) Faculty Should contains photograph and other relevant details E) Alumni Should contains Alumni testimonials F) Research • Overview • Research Profile • Research publications • Research grants • Research Scholars • Patents G) Syllabus H) Result

	Information Technology	A) Home Page

		B) About us Page Should have following pages –
		
		• Overview,
		• Dean's/H.O.D Message,
		• Programs
		• laboratories,
		• Achievements, departmental Activities, Directory,
		• Guest Speakers
		• Contact Us
		
		Scrolling of each subpage should have relevant information and links to various other pages
		
		   C) Placements
		
		       • Overview
		       • Final Placements
		       • List of Students
		       • Placement helpdesk
		
		   D) Faculty
		
		     Should contains photograph and other relevant details
		
		   E) Alumni
		
		     Should contains Alumni testimonials
		
		   F) Research
		
		       • Overview
		       • Research Profile
		       • Research publications
		       • Research grants
		       • Research Scholars
		       • Patents
		
		   G) Syllabus
		
		   H) Result

E) Admissions		

	On clicking this through home Page it will land up to new page (Admissions)	Admission Page should have following functionalities-
		
		A) Home
		
		B) About
		   • Departments and programmes
		   • Admission team
		
		C) Admission Information
		   • Admission Brochure
		   • Important dates
		   • Fee Structure
		
		D) JoSSA
		
		E) DASA
		
		F) Previous Brochure

F) Life @ IIIT		

	This will have following pages-
	   • Media Coverage
	   • Virtual Tour
	   • Campus Life
	   • Clubs
	   • Forums and Associations
	   • Cultural Council
	   • Sports
	   • Hostels	

G) Placements		

	This will have following pages-
	   • Home
	   • Placements
	   • Industry Interface	

| | • Entrepreneurship and Incubation
• Alumni
• Careers Counselling
• For Companies
• For Students
• Various Forms | |

1.4 Backend:

Website should have admin panel from where admin/ user can handle all front-end changes/ updation with ease without skills in the programming language.

The admin should be able to manage all tasks/functionalities as specified in point no 1.1 to 1.3.2.

Apart from this, following will be the core functionalities of the Website-

`1) Login Page for admin with forgot password functionality

2) Dashboard Page having various statistics

3) Manage Sub users

4) Manage Pages Contents

5) Manage Menu items

6) Manage Gallery

7) Manage Notification items

8) Manage Faculty

9) FAQ

10) Site Settings

11) Admin Edit Profile

12) The website should have facility to add a new page for some event through backend.

12) Logout

1.5 Testing strategy

Both Black box and white box testing techniques should be incorporated

1.6 Project plan

The expected project plan has to be as per following Milestone activities.

Milestone 1

      To design database

Milestone 2

      To code admin panel

Milestone 3

      To test admin panel and fixing bug

Milestone 4

      To code frontend

Milestone 5

      Testing and bug fixing

Milestone 6

      To upload website on server

2 Design and Development

2.1 Design

2.1.1 Visual style
To make website colour theme like IIIT Logo.

2.1.2 Layout
1) Header consists of following
    - 1.1   Logo
    - 1.2   Menu
    - 1.3   Search
    - 1.4   Tenders
    - 1.5   Recruitments
    - 1.6   Contact
    - 1.7   Directory
2) Notification Bar # important notification should be shown here with link if any
3) Page Heading
4) Page Content
5) Footer
6) Powered By information

2.1.3 Colour scheme
As per IIIT logo and feedback from IIIT Sonepat.

2.1.4 Typography
As per standard educational websites and feedback from IIIT Sonepat.

2.2 Development and implementation

2.2.1 Technologies
- Programming Language PHP 7* or advance
- Database MySQL
- Framework Laravel
- HTML5 with Bootstrap4

2.2.2 Site map

3 Testing and Evaluation

3.1 Testing

Website should be well tested as per following functional and no functional requirements

3.1.1 Functionality Testing

Functionality testing should be done so as to make sure there is no broken functionality

3.1.2 Usability testing

Web user should able to navigate easily on website

3.1.3 Device/OS testing

Website should be tested on windows 10/11 And Mac.

3.1.4 Browser testing

Website should be tested on latest browser

1) Firefox/Mozilla
2) Google Chrome
3) Microsoft Edge

3.1.5 Performance Testing

Web page should be open smoothly and all images should be optimized

3.1.6 Security testing

Website should be hosted with ssl certificate so as to follow https protocol.

Framework should be used to prevent various xss and all input E.g., forms information should be validated before saving in to database etc. All mechanism for security checking such as - Clickjacking, Host Header Injection, Information Discloser, Email Harvesting-XSS Protection should be incorporated in the website. Apart from this, **All security loopholes/ suggestions by third party audit (if any) have to be resolved within 10 days of reporting by the institute administration.**

3.1.7 Regression testing

Website should be tested after fixing bug so that no other functionality gets broken

ACCEPTANCE CRITERIA

- User Manual & Web Site Contents (can be shared through electronic media)
- Web site Setup/Installation, Maintenance Guidelines.
- Training has to be provided to a IIIT Staff for handling the website.
- Key Points as mentioned in Terms and Conditions below.

Based on the above design specifications and Functional and Non-Functional requirements. Financial quotations have to be submitted as per the **Annexure -7.**

The parties have to submit following documents in sealed envelopes as-

<u>**Steps to Submit Bids -**</u>

Step-1) Envelope -1 must contain

Technical Quotation should consist of following Annexures in a sealed envelope superscripted as- **"Technical Bid".**

b) **Annexure -1**

c) **Annexure-2**

d) **Annexure -3**

e) **Annexure-4**

f) **Annexure-5**

g) **Annexure-6**

Envelope- 1 must be superscripted as- "Technical Bid"

Step-2) Envelope -2 must contain

Financial quotation should consist of following Annexure(s) in a sealed envelope superscripted as- **"Financial Bid"**.

a) **Annexure-7**

Envelope- 2 must be superscripted as- "Financial Bid"

<u>*Very important – Make sure that Envelope -1 & Envelope -2 must be enclosed in a bigger single envelope that has to be sent to the following address by 19th December, 2022 at 5.00 PM.</u>

**The Director,
IIIT SONEPAT
I-TEC, Technopark Sonepat Campus
plot #4-B Rajiv Gandhi Education City, Rai, Sonepat,
Haryana-131029**

<u>**Annexure - 1**</u>

Cover letter for Expression of Interest

To

The Director,

IIIT SONEPAT,
 I-TEC, Technopark, Sonepat Campus, plot #4-B,
Rajiv Gandhi Education City, Rai, Sonepat,
Haryana-131029

Subject: **Submission of Expression of Interest for the   Design, Development & Maintenance of IIIT Sonepat Website**.

Sir,

In   response   to the Invitation for Expressions of Interest   for Design, Development & Maintenance of   IIIT Sonepat Website, published on_____, we (hereby referred as Firm) would like to express our interest to undertake the task as mentioned in the EOI. As per EOI we have enclosed all the necessary documents, as per the guidelines/format provided, for your information and records.

Thank You

Sincerely,

(Signature)
Name & Designation: Seal:

Annexure-2

Declaration by the Party

We, hereby referred as Firm _____ (Name of Firm), accept to Design and Develop IIIT Sonepat website as per the specification/ points/ terms and conditions mentioned in the EoI No.: IIITSNP/EOI/Website/2022/05, if Selected in the final round of EoI.

Name-

Signature-

Official Stamp-

Office address-

Email –

Contact Number -

A) **Project Schedule Time to be specified**

Annexure -3

S. No	Activity	Start	End	Remarks
1.	Project Initiation			
2.	Preparation of Sample Layout			
3.	Finalization of Home Page/Color			
4.	Website Functionality			
5.	Content Placement			
6.	Web Guidelines Audit			
7.	Security check & submission			
8.	Web Site uploading & Launch			
9.	*Maintenance of website			

*Maintenance Cost-First year is free.

B)   **CONSTITUTION OF THE FIRM**

Annexure-4

1.	Full name of bidder/s constitution of firm and year of establishment along with contact numbers/ email	
2.	Registered Head Office and address	
3.	Branch office in India, if any	
4.	Address on which correspondence regarding this tender should made (Email/Contact numbers)	

*Proof Attached for constitution of firm and year of establishment along with contact numbers/ email

C)   Evaluation Criteria of Technical Bids

Round-1: All Technical Bids will be evaluated as per the terms and conditions mentioned in this EoI and **Annexure-5.** Parties securing **50% or above** will be called to open financial quotations.

Round-2: A Party having lowest price (L1) among all other parties will be selected.

Annexure – 5

(Criteria and Score for Technical Bids)

Sr. No.	Evaluation Criteria	Marks (Please Circle/Tick appropriate Marks for self-evaluation)				Max. Score	Is Supporting Document is Attached (tick Yes or No)		For office use only
1	Experience of the organization	1 <years<= 3	3 <years<= 7 years		>7 years	10	Yes	No	
		5	8		10		Proof can be date of incorporation of company		
2	Number of websites designed and developed for Institute of Higher Education	NIL	1<Number<= 5	5 <Number<= 10	>10	10	Yes	No	
		0	4	7	10		Proof can be - Purchase order/ Delivery Orders Etc.+ **Summary details in Annexure- 6**		
3	Number of websites designed and developed for Industry/ Corporate	NIL	1<Number<= 5	5 <Number<= 10	>10	10	Yes	No	
		0	5	8	10		Proof can be - Purchase order/ Delivery Orders Etc. + **Summary details in Annexure- 6**		
4	Number of website third	NIL	1< Number<= 3	3< Number<= 6	>6	05	Yes	No	
		0	2	3	5		Proof can be - Purchase order/		

	party Audits competed						Delivery Orders Etc. + **Summary details in Annexure- 6**	
5	Average Turnover over last 3 financial years (In Lacs)	**2< Number<= 10**	**10< Number<= 15**		**>15**	**10**	Yes / No Attach Proof	
		5	8		10			
6	Number of days website can be delivered as per the specifications	**10<Days<=30**	**30<Days<=60**		**60<Days<=90**	**10**		
		10	4		2			
7	Active communication with IIIT Staff during design and development/ feedback/ query resolution and response time through email/telephonic calls.	**2<Hours<=12**	**12<Hours<=24**		**24<Hours<=36**	**10**		
		10	7		2			
8	If training to IIIT Sonepat staff will provided to handle website until their satisfaction.	**Full Training/Support regarding website day today handling for first one year**	**No Training/Support will be provided regarding website day today handling for first one year**			**10**		
		10	0					
9.	Will website manual be provided	**Yes**	**No**			**05**		
		5	0					
	Total Maximum Score→					**80**		
	Please fill your score after Self -Evaluation →							
This Space is for Office Use Only								

Please attach supporting documents for each of the criteria in serial order along with the Annexure -5.

Details of the work and services of undertaken by the bidder (including on-going projects)

Annexure- 6

Sl. No.	Project	Name of the Customer	Scope of work	Duration of Contract		Contract Cost (Rs. Lakhs)	Weblink, if any
				Start date	Completion date		
A) **Number of websites designed and developed for Institute of Higher Education**							
1							
2							
3							
4							
B) **Number of websites designed and developed for Industry/ Corporate**							
1							
2							
3							
4							
5							
C) **Number of website third party Audits competed**							
1							
2							
3							
4							

* use additional sheets if required

D) Financial Quotation (COST)

Bidder should quote as per following format Including all taxes and overheads (if any)

Annexure - 7

S. No	COMPONENTS	COST (in INR)
1.	Cost of designing and launching of website, writing of content as per the Design specification	*To be quoted in INR*
2.	Maintenance cost-First year	*Under warranty hence free* **Rs. 0**
3.	Taxes and overheads (if any)	
4.	**TOTAL (1+2+3)**	

<u>**Only Sealed Envelopes will be accepted. Any Quotation received through any electronic media will be summarily rejected.**</u>

Terms and Conditions

1. All Technical Bids will be evaluated as per the terms and conditions mentioned in this EoI and **Annexure-5.** Parties securing **50% or above** will be called to open financial quotations.

2. Supplying false information in technical bids may terminate a party even at later stage of work allocation.

3. Any point claimed in technical bid is binding to the party, if it is found that after allocation of work, the party is not completing the work as per the design specifications/requirements/Points claimed in **Annexure-5** OR not incorporating Institute's feedback during design & development then a legal action or termination of work can be initiated by the institute.

4. After the website is fully developed as per the specifications, the final design, code and user manual has to be submitted to the IIIT Sonepat via Pen drive or suitable media and such code, design and user manual will become the property of IIIT Sonepat, and distribution/ replication of the same need permission from the institute.

5. Party has to incorporate all suggestions/feedback by IIIT Sonepat during design and development of website, and acceptance of the work will only be done when institute is fully satisfied by the work done by the party.

6. Institute Website committee will conduct the final review of the developed website. Any suggestion/ feedback has to be incorporated within time as specified by the committee.