

**TRIPURA UNIVERSITY**

(A Central University)  
Suryamaninagar  
Tripura West – 799022

**F.TU/FIN/Website/33/Vol-III/2020**

**Dated: 26-12-2023**

**NOTICE INVITING e-Tender**

Tripura University invite invites e-Tender from the bonafied firms having experience of designing, developing and hosting a new website for the university. The Details can be seen at Tripura University website: [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in). However, for submission of documents please visit <https://eprocure.gov.in/eprocure/app>

**Sd/-**  
**[Dr. N. Renag]**  
**Finance Officer (I/c)**

**Signature Not Verified**

Digitally signed by NIRMAL REANG  
Date: 2023.12.26 15:32:50 IST  
Location: eProcure-EPROC

# **TRIPURA UNIVERSITY**

## **(A CENTRAL UNIVERSITY)**

**e- Tender No:- F.TU/FIN/Website/33/Vol-III/2020**



### **E-TENDER Document for:**

**Name of the work:- Designing, Developing and hosting a new websites for the university**

**TRIPURA UNIVERSITY**  
**(A Central University)**  
 Suryamaninagar – 799022

**F.TU/FIN/Website/33/Vol-III/2020**

**Dated 26<sup>th</sup> December, 2023**

**Name of Work: Designing, Developing and hosting a new websites for the university**

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**Certified that Notice Inviting e-Tender contains 31 (Thirty One) pages numbered from 1 to 31**

**(Dr. N. Reang)**  
**Finance Officer(I/c)**

## **SECTION- I**

### **NOTICE INVITING TENDERS**

#### **LIST OF DATES**

# TRIPURA UNIVERSITY

*(A Central University)*

Suryamaninagar – 799022

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## **NOTICE INVITING E-TENDER**

1. Tripura University (A Central University), invites e-Tender from the bonafied firms having experience of designing, developing and hosting a new website for the university. The details can be seen at Tripura University University's Website: [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in). However, for submission of bid, please visit: <https://eprocure.gov.in/eprocure/app>.

### **2. Processing Fee**

An online fee of Rs 2,000/- (non-refundable) **in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD may be deposited to Tripura University through post or by hand in the office of the Finance Officer on or before of submission of Technical Bid.**

### **3. Earnest Money Deposit (EMD)**

A demand draft for Rs ,10, 000.00 (Rupees Ten Thousand Only) **in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD may be deposited to Tripura University through post or by hand in the office of the Finance Officer on or before of submission of Technical Bid.** However, Micro and Small Enterprises (MSEs) registered under Govt. of India are exempted for EMD. The proof copy of registration is to be submitted along with the Notice Inviting E-Tender.

### **4. Security Deposit (SD)**

The successful vendors who so ever qualify for the works will have to submit the Security Deposit (SD) of Rs. 50,000/- (Rupees fifty Thousand) in the form of Bank Demand Draft. The Security Deposit will be for the period of twelve months from the date of issuing of order and will be refunded to the Vendor

without any interest. In case further continuation, the same will be kept as security deposit as per the extended period.

5. The tenderers fulfilling the required criteria as mentioned may download the tender document from the website <https://eprocure.gov.in/eprocure/app> and submit online as per the schedule given below. However, the tender documents can also be viewed in the website of the University [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in)

Date and time of tender publication in the websites.	26-12-2023 at 4.30 PM
Date and time for closing of submission.	09-01-2024 upto 12.30 PM
Date and time for opening of technical bid document.	10-01-2024 at 3.30 PM
Date and time for opening of financial bid.	11-01-2024 at 3.30 PM

## **SECTION- II**

### **General Terms & Condition**

## General Terms & Condition

1. The Bidder should be registered under the Companies Act or any other Act of State Government or Government of India for at least five years as on the date of submission of the Proposal/Bid.
2. The bidder should have successfully completed:
  - a. 2 No's of similar projects or web based application consisting of supply and installation of IT enabled solutions of minimum value of Rs. 10 lakhs in Govt./PSU/Educational Institutes in the last 5 financial years. Documentary proof needs to be attached along with the Techno-Commercial Bid.
  - b. The bidder's should have a minimum average turnover of Rs. 1.5 Crores in last three financial years, namely 2020-21, 2021-22,2022-23 The bidder should also submit audited balance sheet duly certified by a Chartered Firm for the last three years, namely 2020-21, 2021-22,2022-23 along with the duly filled **Annexure - I**.
3. If applicable, tender specific authorization letter from the respective partners should be submitted along with the bid for all active components. Any bid without meeting the mentioned criteria shall be deemed as incomplete and shall be summarily rejected. No further communications in this regard shall be entertained. The prescribed format for authorization certificate from the partner.
4. The bidder should be an **ISO certified company/organization**.
5. The bidder need to furnish all documentary proof pertaining to his business along with **Annexure - I**.
6. Post installation training should be conducted after successful implementation of the project.
7. Two (02) technical manpower should be stationed at the university during official hours to handle all website related matters. They should be available on call to attend urgent website related matters during non-working hours and holidays, on demand.
8. The website and mobile app maintenance (including manpower) should be for at least 3 years.



## **SECTION - III**

### **INSTRUCTIONS TO BIDDERS**

**Tripura University (A Central University)**, Suryamaninagar, Agartala, Tripura invites E-tenders for: **“Subject: - Maintenance Work in Economics Building (Deptt of Economics), Tripura University Suryamaninagar, West Tripura”** as per details given in the tender document uploaded on <https://eprocure.gov.in/eprocure/app>.

The offers, in the prescribed format, shall be submitted online at <https://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website <https://eprocure.gov.in/eprocure/app>.

The tender document is also available on Tripura University (A Central University) website: <https://www.tripurauniv.ac.in/> for reference and viewing only but not for submission. **However, for the purpose of submission, the website <https://eprocure.gov.in/eprocure/app> should be referred to NIT (notice inviting tender).**

#### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

Bidders are required to enroll on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

1. with clicking on the link **“Online bidder Registration”** on the e-tender Portal by paying the requisite **Registration fee through online banking.**
2. Aspart of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate **(Only Class III Certificates with signing + encryption key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS/ nCode/ eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-token.
7. The scanned copies of all original documents should be uploaded on portal.

## **SECTION- IV**

# **Technical Specification of University Website**

## Front Page Preferences

- The front page will be the face and gateway of the website
- It will be designed such a way that visitor can navigate across the website and search its contents with minimum complexity
- There will be a showcase of image banner or flash (with slide or any other type of transition). Each of the images of the slide will be linked with any of the content page across the site or an external link or no link as per necessity.
- Recent Major Research Works, Seminars, Workshops, Conferences, Publications will be displayed and highlighted prominently in this section and individually linked with respective article / content page accordingly
- All latest News, Events, Notifications, Tenders will be displayed and highlighted prominently in the front page and will be linked with content pages or resource documents.
- There will be a Expert Insights section this will showcase the text or videos of insights, quotes delivered by distinguished personalities in various seminars, conferences, symposiums, magazines, journals, interviews, press meets, press releases etc. in regards of this University
- In this page a section will be there which will contain links to different section / pages across the website which contains important information and require easy access by the visitors. These links will be change very frequently depending on necessity
- An easy access to the Gallery, Publications, Research Activities etc. will be provisioned there
- Provision for accessing University Webmail (in Google Apps) and University Profiles at different Social Networking Sites viz. facebook, twitter etc. as provided by the University
- Provision for viewing count of the people visiting the website

## Detailed Features

This part of the document will describe detailed overview of University's functional and operational activities, which are supposed to be published and maintained in both of the version of the University website (English / Hindi). A Content Management System (CMS) will be there which will make able to manage and update all these information time to time.

## University Profile

This section will contain –

- All summarized or detailed description of the University

- Various Statistical Data regarding Infrastructure and Operations of the University
- Information of Past Vice Chancellors or other administrators
- All historical events in chronological terms
- Accessibility to the Financial Statements / Reports of the University
- Information of Recent Initiatives under taken by the University
- Information accessibility under Right To Information (RTI) Act

### **University Administration**

- Under this section the individual profiles and contacts of all current administrative dignities (viz. Visitor, Chief Rector, Chancellor, Vice Chancellor, Pro Vice Chancellor and Registrar) will be shown.
- Information and Contact Details of Deans from all Faculties
- Information and Contact Details of different Councils and Committees of the University
- Information and Contact Details of different Offices of the University
- Information and Contact Details other Facilities available at the University such as Bank, Post Office, Cafeteria and Energy Park

### **Academics**

#### University Departments and Centers

All detailed information for departments of more than 34 courses of Post Graduate Studies (Science, Arts & Commerce) & 3 courses of Post Graduate Diploma and 11 University Centers. These will contain following information for each of the departments –

- Brief Description of the Department / Center Profile
- Year of Commencement
- Area of Studies / Researches
- Name and Contact of Departmental / Center Head
- Details of the Programme like – Courses Offered, Intake Capacity, Status of NET / SET Qualifications, Status of Ph. D. Works (ongoing / completed)
- All departmental / center Faculty information along with individual Profile page. Each of this individual Faculty profiles will be created and managed through a separate Content Management System (CMS) named Online Faculty Portal handled by concerned individual Faculty Member. [Detail about this portal described in Section: Online Faculty Portal]

- Information and contact details of all other people related to the department / center – such as Non-teaching staff, Ph. D. Scholars and Project Scholars etc.
- Availability or accessibility of Syllabus of all curriculums conducted under a department / center– such as Post Graduate Studies, Under Graduate Studies, Post Graduate Diploma, Ph. D. Works and RET
- Availability of Information regarding all Seminars, Workshops, Conferences, Guest Lectures, Visitor Talks, Symposiums, Refresher Courses, Orientation Courses, Development Programmes conducted by or association with the department / center.
- Contact details of the departments / centers

#### Directorate of Distance Education (DDE)

- All detailed information for more than 6 programs as offered by the University as of now.
  - Brief Description of the Directorate Profile
  - Year of Commencement
  - Area of Studies / Researches
  - Name and Contact of Director / Directorate Head
  - Details of the Programme like – Courses Offered, Intake Capacity, Status of NET / SET Qualifications, Status of Ph. D. Works (ongoing / completed)
  - All Directorate Faculty information along with individual Profile page. Each of this individual Faculty profiles will be created and managed through a separate Content Management System (CMS) named Online Faculty Portal handled by concerned individual Faculty Member. [Detail about this portal described in Section: Online Faculty Portal]
  - Information and contact details of all other people related to the Directorate – such as Non-teaching staff, Ph. D. Scholars and Project Scholars etc.
  - Availability or accessibility of Syllabus of all curriculums conducted under a department / center– such as Subject or Semester wise Post Graduate Studies, Post Graduate Diploma, B. Ed. Studies and RET
  - Availability of Information regarding all Seminars, Workshops, Conferences, Guest Lectures, Visitor Talks, Symposiums, Refresher Courses, Orientation Courses, Development Programmes conducted by or association with the department / center.
  - Contact details of the directorate

- Availability of assignments / Model Questions / PCP Schedules / Previous Years' Questions of Semesters for various Programs
- Publication of Notices under Directorate of Distance Education (DDE)

### Affiliated Colleges

Information and Contact Details of all Affiliated Colleges viz. General Degree Colleges, Professional Degree College, Technical Colleges and Colleges offering PG Courses

### **Online Faculty Portal**

All Faculty members will be facilitated with a back-end CMS administration portal to create, manage, edit, publish and un-publish their own Profile information as below –

- They will be able to create / modify their own profile subject to approval from the Site Admin
- During creation of a Profile a faculty can upload and later can update following of his / her information
  - ▶ Name
  - ▶ Recent Image
  - ▶ Contact Nos.
  - ▶ E-mail Ids.
  - ▶ Name of Departments
  - ▶ Academic Qualifications
  - ▶ Subject Taught
  - ▶ Area of Interest
  - ▶ Awards / Recognition / Felicitations Received
  - ▶ All Books and Books Chapter (Ongoing / Completed)
  - ▶ All Research Papers/ Journals (Ongoing / Completed)
  - ▶ All Refresher Courses/ Orientations (Ongoing / Completed)
  - ▶ All Seminars / Workshops / Symposium (Organized / Attended)
- They will be able to set / reset their Log In Passwords
- They will be able to access their Google Apps accounts will be displayed here.
- All notification from University Administration regarding Academic and Department related activities will be posted to the Dashboard of this portal, so that faculties can easily check-out those.



- An e-mail copy of the same also will be sent to student e-mail id registered with the portal

## Researches

- **R & D Cell:** Detailed information, functions and responsibilities of R & D Cell
- **Sponsored Projects:** Availability of detailed information (project title / information of sponsor agency) related to all Sponsored Projects under taken by various departments.
- **Ph. D. Awards:** Detailed information related to Ph. D. Awards like – Awardees' Name, Thesis Title, Supervisor, Date of Awards etc.
- **Honours and Awards:** Details of all Honours and Awards given by the University
- **Instrumentation Center:** Detail information of Instruments available at Central Instrumentation Center

## Publications

- Enlistment and extraction of data related to the University Publications such as – Research Papers, Journal Papers, Articles, Books, Books Chapters, Conference Papers, Magazines, Periodicals and Newsletters etc.
- All publications data are to be maintained under key parameters – Title, Authors & Co-Authors, Publisher Name, Publication Place, Publishing Year, ISBN or ISSN, Citation Info, Abstract and Excerpts etc.
- All publications data are to be maintained classifiably according to the source of publication, related faculty and departments / centers.

## Seminar, Conference, Workshops and Others

- **Notification:** This section will publish information about all current / forthcoming Seminars, Workshops, Conferences, Guest Lectures, Visitor Talks, Symposiums, Refresher Courses, Orientation Courses, and Development Programs conducted by the University or in association or participation of the University; and make available of the related documents. Concerned visitors will be able to download those resources if needed.
- **Detailed Information:** All these data are to be maintained under key parameters – Topic, Speakers, Guests, Place, Date of Event, Abstract and Excerpts etc.
- **Mapping to the Relevant Parts:** All these data are to be maintained classifiably according to the related faculty and departments / centers profile

## **University Central Library**

- Availability of detailed information, rules and facilities available at University Central Library
- Accessibility to the all E-Book Resources of the University
- Accessibility of data of UGC-INFONET E-Journal Program
  - List of UGC-INFONET E-resources under Tripura University
  - JCCC UGC-INFONET E-journal gateway for Tripura University
  - Links to all resources offered by the INFLIBNET
- Accessibility of INFLIBNET ISI Web of Knowledge
- Accessibility of INFLIBNET Open Journal Systems (OJS)
- Accessibility of Online Public Access Catalogue (OPAC)

## **Students Activities**

### Syllabus

Availability syllabus of all courses / programs offered under Post Graduate Studies, Under Graduate Studies, Post Graduate Diploma, and Other Certificate Courses etc.

### Notifications

Provision for publishing various notifications meant for intimating students regarding following events –

- Student News
- Admission
- Examination
- Results

### Self Service

There will be self service portal for all students or a selective category of students which will make them able to access their own information, notifications, e-mails over a single sign-in. [Detail about this portal described in Section: Students Portal]

## **Students Portal**

All University students or a selective category of students will be facilitated with a secured Portal to check out their own academic and class related information such as –

- All Students will be able to self register themselves to this portal subject to approval from the Administrator
- Personal Information and Contact Details here he / she will be able to change any of his / her personal and contact related information subject to approval of site admin
- By accessing this portal students will be able to check Class Test Scores, Internal Test Scores
- A student can keep track of his / her Attendance Status by accessing portal
- A student can access and download the Syllabus for the Curriculum he / she is pursuing.
- Class Teachers will be able to post their Reviews regarding student performance and the concerned student can check his / her review by logging into the portal
- All notification from University Administration regarding Student News, Admission, Examination, Results and any other student related activities will be posted to the Dashboard of this portal, so that students can easily check-out those.
- However, a e-mail copy of the same also will be sent to student e-mail id registered with the portal
- If the access for Google Apps is given to students, they will be able to sign-in the Google Apps account from this portal

### **Placement Cell**

- General information regarding Placement Cell of the University along with Cell contact details
- Provision for publishing various notifications for upcoming placement events
- There will be an integrated Online Placement Management Portal – Here in this portal besides of the University students all willing recruiter companies / firms / agencies will be able to register themselves, set their preferences, access the student database and shortlist candidates for interview. On the contrary, students will also have the ability to express their interests to the company / firm of their choice. [Detail about this portal described in Section: Online Placement Portal]

### **Online Placement Portal**

This portal will create a bridge between recruiters and its students. This application will have following facilities –

- Recruiting firms / companies will be able to register themselves in this portal and will set their recruitment criteria and other requirements accordingly

- On the other hand University will register all its final year students, upload their resumes, set their knowledge domains, skill points and other information
- Based on this information recruiting firms / companies will be able to search students profile in accordance with its requirement parameters.
- A student also will be able to express his/her interest to any of recruiting firms / companies of his/her choice.
- After searching and evaluation of students profiles recruiting firms / companies will shortlist its preferred candidates and intimate the University Placement Cell to arrange a campus interview.
- After campus interview, recruiting firms / companies will be able to update interview(s) results, selected candidates list etc. Respective students and University Placement Cell will be notified accordingly in a automated way
- Besides of Application Notification, SMS and E-mail Gateways will be integrated for all ways of communication
- This application will keep and maintain history / records of previous year recruitments

### University Results

Results of all Examinations taken by University – Post Graduate Studies, Under Graduate Studies or of any other courses will be published in this section. Basically results can be retrieved from this section by two means one is Database Searching by using Key Parameters and another one is Downloading PFD files.

- **PDF Download:** In this variation results of all candidates of a particular examination will be published in a single or common PDF file and which will be available to download publicly. There will be no key parameter to find a record. Comparatively very light loaded results will be published in this mode.

Special Note: Please note that –

1. There will be separate Content Management System (CMS) Gateway [separated from Website Admin] for Uploading and Managing University Results
2. During publish of any results traffic to the website goes alarmingly high. So, Optimized Load Balancing and Other Maintenance to Handle Network Traffic are required to the Server End.

### Tripura University Alumni Association (TUAA)

This section will contain the all detailed information related to Tripura University Alumni Association. Following information are to be published under this section –

- **Introduction and Contacts:** A General Description about Tripura University Alumni Association and Contact Details to the designated per of the Association
- **Aims and Objectives:** Detailed information about Aims and Objectives of Association
- **Executive Committee:** Detailed information about the members of Executive Committee of the Association
- **Eligibility Criteria:** Information about eligibility criteria to join the Association
- **Membership:** Information about detailed procedure to become a member, payment of fees and availability of Tripura University Alumni Association (TUAA) Registration Form
- **Members' Directory:** Alumni Association Members' Directory with Comprehensive Search facility and Restricted Access
- **Events:** A content part will be there to show all Recent Events / Activities conducted by or with association of Tripura University Alumni Association
- **Newsletter:** A section will be there to publish Periodical Newsletter of Tripura University Alumni Association. This newsletter will be published in both PDF and E-book format (Standard). An E-book Reader must be integrated which will be compatible to all modern browsers (Internet Explorer, Firefox, Google Chrome, Opera, and Safari etc.) including all versions.
- **Resolutions & Proceedings:** Detailed information and Availability of all Resolutions and Meeting Proceedings of the meetings held in the Association
- **Apply Online:** There will be a responsive form available for those ex-students are interested to be a member of Tripura University Alumni Association (TUAA). There will be a separate Admin Console part for Admin Users of TUAA to access and process those applications accordingly
- **Alumni Speak:** this section will displayed insights / speaks from various distinguished alumnus of Tripura University. This Alumni Speak section will be designed so dynamically that as contents – video files, audio files or text file – all can be fitted.
- **Alumni Photo Gallery:** This gallery will be an integral part of Main Photo Gallery. This section will be compatible to show one or more photo gallery based on events conducted by or in association with Tripura University Alumni Association.

## Other Facilities

### Hostel

- I. Gents' Hall

## II. Women's Hostel

- Availability of General information of the Hall / Hostel
- Personal and Contact details Superintendents

### Sports Board

- Personal and Contact details of Sports Officer
- Personal and Contact details of other Staff members
- Availability of activities of University Sports Board
- Availability of Reports of Various Tournaments organized by Sports Board

### Tripura University Film Study Circle

- Availability of General information of Tripura University Film Study Circle
- Availabilities of Notifications of Events organized by Tripura University Film Study Circle

### Women's Club (Mohona)

- Availability of General information, Board Members and Contact Details of Women's Club
- Availabilities of Notifications of Events / Activities organized by Women's Club

### NSS Unit

- Personal and Contact details of Program Officer
- Availability of activities of University Sports Board

## **University Notifications**

- **University News:** This section will publish all University News of current / forth coming affairs and make available of the related documents. Visitors will be able to download those resources if needed.
- **University Notices:** This section will publish all University Notices, Corrigendum issued by the administration time to time and make available of the related documents. Visitors will be able to download those resources if needed.
- **University Tenders:** This section will publish all University Tenders, Corrigendum published by University to carry out different tasks or procurements and make available of the related documents. Visitors will be able to download those resources if needed.

- **University Forms:** This section will be a basic form of download repository. This make available of different standard forms of University to relevant parties of Internal or External Affairs
- **University Employment Notifications:** This section will publish all Advertisements, Notifications, Corrigendum, Results related to the University Employment of Teaching or Non-Teaching Staff, issued by the administration time to time and make available of the related documents. Visitors will be able to download those resources if needed.

### **University Newsletter**

This section will be there to publish Periodical Newsletter of Tripura University. This newsletter will be published in the website in both PDF and E-book format (Standard). An E-book Reader must be integrated which will be compatible to all modern browsers (Internet Explorer, Firefox, Google Chrome, Opera, and Safari etc.) including all versions.

### **Google Apps**

Log in facility to the Tripura University Google Apps Account will be integrated

### **Communications**

This section will be divided into two basic parts – one for communications with outside of university and another one is communication inside the University campus.

- **Contact Us:** This part will contain the Name of the University, Postal Communication Address, and Official E-mail address to communicate with public. As an added part of this –
  - There will be guideline how to reach to the University Campus from nearby cities or other part of the country.
  - Route directions from nearest Railway Station and Airport to the University Campus
  - A Pointed Google Map also needs to be integrated for more convenience of the visitors

### **Gallery**

The gallery section will be parted into two basic parts –

1. Video Gallery
2. Photo Gallery

**Note:** All videos and photos in the gallery will be stored in Google Account of the University, and will be linked with the respective gallery sections. This will help to save storage space of the University server and help the website to be run in more optimized way.

## Video Gallery

This video gallery will be a section where all videos of major events of the University will be showcased. This gallery will have following features –

- **Category:** All videos in gallery will be categorized according to the events organized by the University
- **Highlights:** Most recently uploaded video(s) will be displayed prominently in the front page of the Gallery
- **Recent & Popular:** Recently uploaded and most viewed videos will be categorized and highlighted separately
- **Rate & Comment:** There will be a provision (may be restricted) for visitors to rate a video or make comment on video. However publish this rate and comment will be subject to verification form admin
- **Social Network Sharing:** Registered Visitors will be able to share gallery video over their social networking profiles – viz. facebook, twitter, linkedin etc.

## Photo Gallery

Like the Video Gallery there will be Photo Gallery of the University as well for similar course of action –

- **Category:** All photos in gallery will be categorized according to the events organized by the University
- **Highlights:** Most recently uploaded photo(s) will be displayed prominently in the front page of the Gallery.
- **Caption and Excerpts:** Each of the photos will be well distinguished with proper caption and excerpts with date of events or shoot. There must be provisions to display all parameters
- **Recent & Popular:** Recently uploaded and most viewed photos will be categorized and highlighted separately
- **Rate & Comment:** There will be a provision (may be restricted) for visitors to rate a photo / album or make comment on those. However publish this rate and comment will be subject to verification form admin
- **Social Network Sharing:** Registered Visitors will be able to share gallery photos over their social networking profiles – viz. facebook, twitter, linkedin etc.



**University Mobile App**

A comprehensive mobile App for Android and IOS platform to be designed and all designs should be approved by university authority. Design of the mobile app will different from web site design and it will be more compact with essential functionalities.

## **SECTION- V**

### **SPECIAL TERMS & CONDITONS**

## **Special Terms and conditions**

1. Tripura University reserves the right to reject bids in the following cases:

- a. If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.
- b. Incomplete bids are liable to be rejected.
- c. Bidders will be short listed after evaluation of Technical Bid i.e. technically incompetent bidder shall not be considered for selection.
- d. Non-fulfilment of any of the information in Technical bid, therefore, technically incompetent bidder's Price Bid shall not be considered for further course of evaluation.
- e. Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
- f. Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection.
- g. The schedule for accepting the tenders shall be strictly followed- late tenders shall not be accepted.
- h. Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- i. The Tenderers must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
- j. Bidder have to fill up all the Annexures and upload the same along with e-tender

2. **Forfeiture of EMD:** The Earnest Money is liable to be forfeited in the event of (a) withdrawal of offer during the validity period of the offer, (b) non-acceptance of orders when placed, or (c) Non confirmation of acceptance of orders within the stipulated time after placement of offer, (d) Any unilateral revision made by the bidder during the validity period of the offer.

**3. Rate:** The bidder should quote the rate in Indian Currency i.e. INR. Bidders are required to quote their rate exclusive of taxes, Government Taxes will be paid as per prevailing Government rules at the time of payment.

**4. Payment Terms:**

- a. 90% of the website design and implementation cost will be paid on successful implementation of the website and go-live
- b. The remaining 10% will be paid after one year from the date of implementation, subject to technical scrutiny of the performance of the website. The performance guarantee shall be adjusted against the security deposit during the tender process.'
- c. Cost of manpower (2 resource persons) provided for support and maintenance will be paid quarterly.
- d. TDS shall be recovered as per the rules in force
- e. Payment will be made strictly through RTGS/NEFT/Bank Transfer.

**5. Time for Completion:** The total work should be completed within 60 (Sixty-One) days from the date of issue of purchase order.

6. The contract shall be governed by the Laws and Procedures established by the Government of India and subject to exclusive jurisdiction of competent Court and Forum in Agartala only.

**Note:** All pages of the attached documents must be duly signed and stamped by the authorised signatory of the firm. All pages should be attached sequentially. Further, by signing in the documents, you are agreed to supply print books, print journals and other Library resources on the terms and condition mentioned on the above.

**Annexure I**

**All the documents mentioned should be submitted/uploaded in the Central Procurement Portal**

**Technical Bid**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Firm	
2.	Complete Postal Address	
3.	Contact Address ; Name of the Contact Person; Email No.; Mobile No.; Website Address, etc.	
4.	Date of Establishment of Firm	
5.	Certificate of the Firm Registration	
6.	Name of the Proprietor/Director	
7.	Proprietorship Certificate	
8.	If partnership, Name and address of the partners	
9.	Experience Certificate: 2 No's of similar projects or web based application consisting of supply and installation of IT enabled solutions of minimum value of Rs. 10 lakhs in Govt./PSU/Educational Institutes in the last 5 financial years. Documentary proof needs to be attached along with the Techno-Commercial Bid (Document needs to be attached)	
10.	Permanent Account Number (PAN) and GSTN No.	
11.	Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organisation / Agencies.	
12.	<b>Annual Turnover of the firm for</b>	

	<b>the last 3 financial years:</b> (a) 2020-21 (b) 2021-22 (c) 2022-23 (Last three years financial turnover should be minimum Rs. 1.5 Crore. Attach proof copies duly certified by the Chartered Accountancy Firm ) (Documents needs to be attached)	
13.	ISO certified company /organization. (Documents needs to be attached)	
14.	EMD (Refundable) Amount ..... Transaction No..... Dt. .... Name of the drawing Bank .....	
15.	Cost of Tender Document (Non Refundable) Amount ..... Transaction No..... Dt. .... Name of the drawing Bank .....	

**Annexure-II****DECLARATION**

I / We..... (Names of Vendor(s)/proprietor(s) / partner / shareholder (s) hereby declare that the information provided in this application form is/are true to the best of my/our knowledge;

I / We hereby declare that all matters related to Tripura University shall/will be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the competent authority;

I/We ..... , whose signatures are appearing below, is / are the authorized representative (s) of the firm;

I / We undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above;

I / We have read and understood the terms and conditions mentioned in this Notice Inviting E-tender, and are clear and acceptable to my /our Firm.

I/ We do hereby declare that entries made in this Notice Inviting E-tender format are true to the best of my/ our knowledge and belief. Deliberately no information has been hidden or misled. If at any stage during and after award of work, any information furnished and documents provided in this Notice Inviting E-tender are found to be incorrect/false/fabricated/concocted/misled, then Tripura University reserved all the rights to cancel the order and take appropriate action against my/our firm.

Signature& Seal of the Vendor/ Proprietor: .....

Place : .....

Date : .....

**Annexure-III**

<b>Sl.No</b>	<b>Name of the Client</b> (any Government University- Central / State)	<b>Order Copy Enclosed (Y / N)</b>	<b>Satisfactory supply certificate enclosed (Y / N)</b>	<b>Order Date</b>

**Signature Not Verified**

Digitally signed by NIRMAL REANG  
Date: 2023.12.26 15:34:39 IST  
Location: eProcure-EPROC

