

SHIVAJI UNIVERSITY, KOLHAPUR.



QUOTATION DOCUMENT

FOR

DESIGN, DEVELOPMENT & MAINTENANCE OF UNIVERSITY WEBSITE

www.unishivaji.ac.in

May 2025

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Preamble:

Shivaji University, Kolhapur, intends to develop a website which is multi-lingual, easy to use, easy to search, easy to navigate and visually appealing. Also PWD friendly.

The website must have an easy to use web content management system (WCMS) and must support dynamic content from a database or web applications. Website must be compatible and interoperable with different internet browsers such as MS Edge, Firefox, Chrome, Opera, Safari, etc. It should be easily browsed on any device computers, laptops, mobile phones or tablets running on standard OS Windows/Linux/Android/MacOS.

The present website at <http://www.unishivaji.ac.in> needs a fresh design and development to permit the dynamic updates. It has been decided to replace this site with a website based on Web Content Management System (WCMS) containing a modular structure and work-flows. Either customized using PHP or ASP.NET framework or Open Source WCMS.

The new website is to be hosted in the Data Centre of the Shivaji University. Requisite Web server and space will be provided. The bidder has to configure the web server and other software as per requirements.

The design guidelines will be given from the Website Updation Committee of the University.

Other requirements after development of the website:

- Successful Bidder has to migrate the old data from the existing website to the website under development.
- For dynamic website: provision for auto update / display the data received from the other web applications of the University.
- Static content updation should be web based and simple to operate after a short training period.
- Training to the users who will be responsible to update the contents.
- The bidder must provide an API to enable Single Sign-On (SSO) functionality across Shivaji University's web applications developed for staff, faculty, and students. This will ensure seamless access to the website's content management system. Designated users will be granted web-based access to update specific sections of the website, including the creation or removal of links and uploading of files.
- **Technical support for regular maintenance and static updates of the website during warranty period.**
- Provision of security of the website
- Provision of web statistics application for logging and analyzing the daily web page hits. Should be available from day one of the launching of the website.
- Bidder should enlist the software viz. OS, SQL, CMS, frameworks, usage stats software versions/licenses required for smooth functioning of the website. Open source software will be preferred.

General Instructions to Bidders (Prebid)

(Eligibility criteria, Technical compliances)

SUK= Shivaji University, Kolhapur

1. The successful bidder shall be required to present several designs of output templates out of which some templates will be selected by a Committee with/ without suggestions for changes which the bidder will have to incorporate.
2. The time for completion of the website design work shall be 90 **days** from the date of issue of the Letter of award & full-fledged data migration within the next 90 days. Total completion time: 180 days.
3. The interested parties can go through the existing SUK Website (<https://www.unishivaji.ac.in>) and estimate the variety and quantum of information that needs to be available on the website. They can also make suggestions for presentation of more information on the website which is not yet on the website at the time of making presentations, which will form part of the technical bid.
4. The bidder must have (i) at least five years experience of creating and managing quality websites, preferably WCMS based websites of large educational Institutions/ reputed companies/ Government undertakings. No. of websites currently in use must be more than 10. Documentary evidence by way of completion certificate should be produced in support of experience and performance clearly mentioning use WCMS Tools.
5. The company/firm must have annual average turnover of not less than **15 lakhs rupees** in each of the past three financial years (2021-22, 2022-23, 2023-24) from website creation/ maintenance work only and should produce balance sheets of the relevant periods certified by a Chartered Accountant. If necessary the bidder may produce certificates from a Chartered Accountant clearly mentioning annual turnover from the website creation/ maintenance work alone for each of the past 3 financial years.
6. The bidder should be registered for GST(Copy to be enclosed). If GST is not applicable, necessary documents must be provided.
7. **EMD Rs.9,500/- in** the form of DD drawn in favour of "The Finance and Account Officer, Shivaji University, Kolhapur"
8. **Addresses:** For all purposes related to the contract, including arbitration, the address of the bidder as stated in the quotation shall be considered final unless the bidder notifies a change of address through a separate letter sent by registered post with due acknowledgment to Shivaji University, Kolhapur. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
9. **Signing of quotation:** Individual signing the quotation or other documents connected with contract must specify whether he signs as:-
 - (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
 - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
10. The bidder should sign and affix his/his firm's stamp at each page of the quotation and all its Annexure as the token of having read and understood the documents.

SCOPE OF WORK

- SUK = Shivaji University, Kolhapur

Pre-Bid Activities

1. Pre-Bid Meeting

Shivaji University, Kolhapur (SUK) will conduct a pre-bid meeting on a specified date and time. All interested bidders are encouraged to attend. The University will explain the detailed scope of work and address bidder queries. Only after this meeting the bidding process will formally commence.

2. Preliminary Assessment

Prospective bidders must review the existing SUK website (www.unishivaji.ac.in) to understand the scope, content structure, and diversity of data to be migrated. The redesigned website will be hosted on the University's in-house Data Centre. Bidders are expected to visit the Data Centre to assess infrastructure and suggest hardware/software requirements. Proposals with relevant value additions beyond the stated scope may be considered favorably during technical evaluation.

3. Requirement Study

Bidders are expected to conduct a requirement study, the findings of which—once approved by SUK—will form part of the final Agreement. The desired navigation, functionality, and design references will be finalized in consultation with the selected bidder before project initiation. SUK welcomes constructive design and development inputs from the selected bidder.

4. Information Collection

The selected bidder must deploy personnel to gather relevant content and multimedia from various departments and units, including material not already available on the existing website. Post-launch, content updates will be the responsibility of individual departments; however, the bidder must coordinate with the SUK Website Cell for any updates required during the maintenance period.

Functional Requirements

1. Web Content Management System (WCMS) Capabilities

1.1. The website shall be based on a robust Web Content Management System (WCMS) allowing **non-technical users** to create and update content through **browser-based administrative modules** using WYSIWYG (What You See Is What You Get) editing tools.

1.2. The WCMS must enable **content editing by multiple authorized users** from any location with internet access.

1.3. It shall provide a clear **separation of content and design**, storing content in a database and managing design through Cascading Style Sheets (CSS), with separate CSS for desktop and mobile browsers.

1.4. The WCMS should support **multi-site management**, allowing one implementation to handle multiple domains.

1.5. The system should support **microsites or web portals** within the main website.

1.6. The WCMS must allow for **modular extensions or plug-ins** to enhance functionality.

1.7. **User group and role management** must be supported, allowing restricted access and actions based on roles and permissions.

1.8. **Workflow management** should guide users through task-specific approval processes. This includes the ability to create content, send for approval, and publish only after approval.

1.9. The system should act as a **collaborative platform**, allowing multiple users to simultaneously comment, edit, or modify a page. Changes should be trackable, reversible, and manageable through version control.

1.10. **Dynamic content modules** should be included:

- **News/Events/Notifications Management:** Admins should manage content via a control panel, upload images with captions, and use a powerful search engine.
- **Photo/Video Gallery:** Admins should manage photo and video content, dynamically create categories, upload, edit, delete images, and assign captions.
- **Menu Management:** Ability to add, move, delete, or modify menus.
- **Database-driven dynamic content display:** Allow custom UI for displaying database content.

1.11. **Approval-based publishing system:** Content must go through a structured approval process before going live.

1.12. **Multilingual support:** Website should support content in **English and Marathi** by default, with the ability to add more languages later. If a translation is missing, English content should be shown by default.

1.13. **Link Management:** Each admin-created link should have a title and an optional expiry date, with a default setting of “never expire”.

1.14. **User Management:** Ability to create and manage users such as students, faculty, departments, and centers, and assign role-based access rights.

1.15. The selected bidder must offer **full operational support for 5 years** post-launch. If the WCMS fails to meet evolving university needs, the bidder must ensure required modifications at no additional cost. All troubleshooting is the bidder’s responsibility.

1.16 Compatibility Requirements

The website must be fully compatible across all modern browsers and operating systems. It must also support responsive design for optimal performance on desktops, laptops, tablets, notebooks, and mobile devices.

1.17 Scalability:

The website shall be capable of incorporating the data generated from the web applications developed by SUK or SUK vendors through API scaling / expansion. Dynamic website.

1.18 Access to Visually Impaired:

The contents of the website should be readable using any Screen access Reader Software to the Visually Impaired users.

1.19 Image Enhancement

Images and scanned documents must be optimized for web display. Enhancement activities such as deskewing, despeckling, contrast adjustment, and high-resolution scanning (minimum 600 DPI or grayscale for poor-quality originals) are mandatory. No additional payment will be made for such activities. A campus tour module and an interactive campus map must be incorporated into the new website.

Technical Specifications

2. Programming and Database Features

2.1. Unlimited SQL databases with **administrator access**.

2.2. Secure admin section using:

- Username/password authentication
- **Salted MD5 encryption** for passwords
- Encrypted password storage at the database level
- Password reset via email after multiple failed login attempts

3. Control Panel Features

3.1. Comprehensive admin control panel with the following tools:

- Website statistics and raw log manager
- Referrer and error logs
- Password-protected directories
- Custom error pages
- Web-based file manager
- Hotlink protection
- IP deny manager
- URL redirection management

Security Requirements

4.1. The successful bidder shall ensure website security through industry-standard practices, including requesting the University to procure necessary licenses or security audit services if needed.

4.2. The website must support **SSL** and undergo security auditing per **OWASP application security standards**.

4.3. Security features must include:

- RFI (Remote File Inclusion) Prevention

- CSRF (Cross-Site Request Forgery) Prevention
- XSS (Cross-Site Scripting) Prevention
- DoS (Denial of Service) Prevention
- Session Hijacking Prevention
- Source Code Exposure Prevention
- SQL Injection Prevention
- Regular security patch updates

4.4. The bidder must also complete **WCAG (Web Content Accessibility Guidelines)** certification for accessibility compliance.

4.5 Guidelines to be followed: The Website Update Committee of the University, has established the guidelines for the website. The guidelines must be strictly adhered to. A draft version of the website will be reviewed to ensure full compliance with these guidelines.

4.6 Downtime

The website of the university will be accessed by the stakeholders spread globally. Therefore the downtime is not permissible. If inevitable, downtime should be minimized to 2 hrs only and declaration may be arranged on the first page of the website.

Pre-bid Meeting

A pre-bid meeting will be conducted to address queries and provide clarifications regarding the website development project. Interested bidders are encouraged to attend the meeting to understand the scope of work, technical requirements, and bidding process. The session will also offer an opportunity for interaction with the university's technical team.

Pre-bid meeting Date: 27/05/2025 at 11.30 am at Room No. 325 Computer Center Main Administrative Building, Shivaji University, Kolhapur.

Submission of Quotation

After attending the RFP meeting, the registered bidders must complete the requirement study.

Sealed quotation prepared in accordance with the procedures enumerated in this Quotation Notice should be submitted to the following address on & before 17:00 hours IST on or before 10/ 06/ 2025.

**The Registrar (Internet Unit)
Shivaji University,
Kolhapur – 416 004.**

The quotation must be submitted in two parts in two separate envelopes:

1. Technical Part Envelope:

The envelope should be marked as “Technical part of Website Development work Internet Unit, Shivaji University, Kolhapur” and the bidder's name & address. Should contain following information

- a. **Earnest Money Deposit (EMD)** An amount of Rs.9,500/- in the form of a Demand Draft (DD) drawn in favor of “The Finance and Account Officer, Shivaji University, Kolhapur.”
- b. Details of the bidder's experience
- c. Annual turnover as mentioned in **General Instructions**
- d. Client list, client certificates, work orders
- e. Proposed method of implementation (a detailed write up)
- f. Photocopy of PAN card
- g. Photocopy of GST Certificate
- h. Photocopy of Udyam Adhar
- i. Photocopy of Shop Act

2. Commercial Part:

Marked as “Commercial part of Website Development work Internet Unit, Shivaji University, Kolhapur” and bidders's address. Should contain following information duly filled, signed and stamped, as per the format provided

- a. Bid letter
- b. Financial Bid

(To be included in commercial part envelope)

Bid Letter

DESIGN, DEVELOPMENT & MAINTENANCE OF UNIVERSITY WEBSITE

To,
The Registrar
Shivaji University,
Kolhapur – 416 004.

Sir,
We declare:

1) That we are sole owner/authorized agents/ of.....
.....

2) That we are equipped with adequate infrastructure for Development/ Redesigning of Website of SUK such as hardware/software and other facilities required for Development/ Redesigning of Website and the same will be open for inspection by the representatives of SUK.

3) We hereby offer to provide Services at the prices and rates mentioned in the financial bid in Financial Bid Format of this Quotation. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the Quotation terms and conditions to the Bid and that we shall perform all the incidental services. The prices quoted are inclusive of all charges inclusive of hardware / software, infrastructure, manpower, indexing and all incidental charges incurred during the Development/ Redesigning of the Website of SUK. We enclose herewith the complete Financial Bid as required by you. We have carefully read and understood the terms and conditions of the Quotation and the conditions of the contract applicable to the Quotation and we do hereby undertake to provide the services as per these terms and conditions.

4) Certified that we are: a sole proprietorship firm and the person signing the Quotation is the sole proprietor / constituted attorney of the sole proprietor,

OR

a partnership firm, and the person signing the Quotation is the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

OR

a company and the person signing the Quotation is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the Quotation document.)

5) We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the Quotation document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated Signature of authorized representative

Name of bidder :.....

Full Address :.....

Company Seal :.....

Detail of Enclosures:

(To be included in commercial part envelope)

DESIGN, DEVELOPMENT & MAINTENANCE OF UNIVERSITY WEBSITE**Financial Bid**

Sr. No.	Particulars	Amount in Rs. (inclusive of all taxes)
1	Creation of WCMS based website of SUK as per detailed in "Scope of Work", within 90 days Content migration/collection, training and documentation within the next 90 days. Technical support for maintenance, content updates and minor modifications, during warranty period	
	Total Rs.	
	Total: (in words) Rupees	

Signature/ stamp

Name : -----

Designation : -----

Place : -----

Date : -----

BID OPENING & EVALUATION

Bid opening sessions

The bids will be opened, in two sessions, in the presence of bidders' representatives (only one per bidder) who choose to attend the Bid opening session on the specified date, time and address. The bidders' representatives who are present shall sign a register evidencing their attendance.

Opening of Technical Bid

Technical bid envelopes of only those bidders, whose EMD is in order, shall be passed on to an Evaluation Committee set up by SUK for evaluation.

The Evaluation Committee will assess and shortlist the bids based on eligibility criteria, bidder presentations, and adherence to the requirements. Shortlisted bidders may present their project concepts, methodologies, proposed technologies, relevant website samples, and design templates. The Committee may request additional information, live demonstrations, or clarifications within a specified timeframe. Non-compliance may result in assumptions for evaluation purposes. Submission of additional information or clarifications does not imply bid acceptance. Bidders must provide all required documents and references.

Bidders who meet the specified Technical Evaluation criteria will be deemed qualified and shortlisted.

Opening of Financial Bid

Financial bids of the bidders shortlisted by Evaluation committee shall be opened on the same date or on a notified date and time in the presence of authorized representatives of each applicant qualifying in the technical evaluation. The financial bids will then be passed on to the Evaluation Committee for evaluation. **The committee will evaluate the financial bids of technically qualified shortlisted bidders, and the contract will be awarded to the bidder with the lowest average total cost (L1).**

SUK's right to terminate the bid process

SUK reserves the right to accept any bid, and to cancel/abort the Quotation process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or agencies, or any obligation to inform the affected bidder of the grounds for SUKs action.

Contract Finalization

SUK shall reserve the right to negotiate with the bidder whose proposal has been ranked first on the basis of Joint Evaluation of Technical and Commercial Bids. SUK reserves the right to award the contract to the bidder selected for negotiations.

(g) Award of Contract

Award Criteria

SUK will award the Contract to the successful bidder based on the evaluation of technical and financial bids and to the one who is determined as the Best Value Bidder.

(h) Notification of Award

Prior to the expiration of the validity period, SUK will notify the successful bidder in writing or by fax or email, to be confirmed in writing by letter, that it's bid has been accepted.

(i) Requirement Study:

The vendor will be required to do a requirement study for the website, which when agreed upon by the University, will form part of the Agreement to be signed with SUK. The desired navigation structure, general functionalities and reference points for the design will be part of the requirement study document.

(i) Signing of Contract/Agreement

The successful bidder, having been communicated about acceptance of his offer and award of the quotation, shall have to enter into an agreement with the Shivaji University, Kolhapur in non-judicial Stamp Paper of Rs.500/-.

At the same time as SUK accepts the requirement study by the successful bidder and SUK shall enter into a contract/ agreement. Such agreement shall cover terms and conditions as mentioned in the next section **Terms and Conditions of the Agreement/Contract**

Failure of the successful bidder to sign the contract within the time stipulated by SUK, shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event SUK may make the award to another bidder or call for fresh bids.

Terms and Conditions of the Agreement/Contract

1. Deliverables are as mentioned in Scope of Work mentioned in this quotation document within 180 days from the date of award of contract.
2. Prices: As per Schedule A enclosed
3. **Payment Schedule:**
 - A) 80% upon final commissioning of the website and acceptance by SUK
 - B) 20% after 3 months of satisfactory performance certified by SUK and the website code and database is handed over to SUK
4. **Security Deposit:**
A security deposit of 3% of the contract value shall be deducted from the payment if the bidder fails to furnish a Performance Bank Guarantee.
5. **Taxes and Deductions:**
Payments are subject to applicable deductions, including TDS under the Income Tax Act, 1961, and other statutory taxes.
6. **Warranty and Maintenance of the Website during warranty period**
The successful bidder must maintain the website for a one-year warranty period from its commissioning date. Maintenance includes self-initiated and reported debugging, as well as content updates requested by various university Sections and departments. Technical support must be available for maintenance, content update and minor activities after office hours and on holidays in case of urgency.
7. **AMC** Upon completing the one-year term, the bidder may be offered a paid Annual Maintenance Contract (AMC) for the website.
8. **Sub-letting of Work:** The bidder shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
9. **Termination**
 - 9.1 Termination for Insolvency and Default Termination for Insolvency
SUK may at any time terminate the contract by giving written notice of four weeks to the bidder, without any compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SUK.
 - 9.2 Termination for default
Default is said to have occurred:
If the bidder fails to complete the Development / Redesigning of Website of SUK in accordance with the Quotation Notice within the time period(s) specified in the contract or any extension thereof granted by SUK.
 - 9.3 If the bidder fails to perform any other obligation(s) under the contract / work order.
If the bidder fails to comply with instructions of SUK with respect to improving the quality of Website Designing, Content, Format, WCMS software, Navigation Structure, Pictures, Ease of Use etc.
 - 9.3 Termination for Fundamental Breach
SUK can terminate the contract if the bidder causes a fundamental breach of the contract. Fundamental breach of the contract include but shall not be limited to
(i) the bidder stops work for 7 days, when no stoppage of services is instructed and stoppage has not been authorized by the SUK or it's nominee, (ii) SUK gives notice that failure to correct a particular defect is a fundamental breach of contract and bidder fails to correct it within a reasonable period of time determined by SUK or its nominee, and (iii) the bidder does not maintain high standard, which is desirable.
10. **Obligations of the selected bidder**
The bidder selected for Developing / Redesigning of Website of SUK shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional website development standards recognized by national / international

professional bodies. The bidder shall always act, in respect of any matter relating to this Contract, as faithful advisors to SUK and shall, at all times, support and safeguard SUK legitimate interests in any dealings with third parties.

11. Penalties

Performance of Services shall be made by the selected bidder in accordance with the time schedule specified by SUK in its work order assignment. An un-excused delay by the selected bidder in the performance of its obligations under the contract shall render the selected bidder liable for a deduction at the rate of 1.0% of the total amount of contract per week of delay subject to a maximum of 20% of the value of the contract which will be recovered from the pending bills. SUK may also proceed to take such reasonable remedial action as may be necessary, at the bidder's risk and expense and without prejudice to any other rights, which SUK may have against the bidder under the contract and such action may include invoking of the PBG. A Committee would be set up by the SUK to assess the quality of the website created. SUK may order the bidder to conduct re-designing of the database or the WebPages at the bidder's cost, if the feedback obtained from the Committee is not satisfactory.

12. Indemnity

The selected bidder shall indemnify the SUK against all claims of loss of data, loss of documents or damages to the files arising from the handling / updation by the bidder.

13. Training:

Extensive training should be undertaken for users at SUK to handle web content related to their Department/Faculty etc. Additionally a separate training should be done for the website administrators

14. Documentation:

Complete documentation on the WCMS web site- User Manual and Technical Manual has to be provided. Source Code : bidder has to hand over the final version of source code to university.

15. Confidentiality Complete secrecy and confidentiality is required to be maintained by the bidder and his employees.

16. Remedial Measures

If the bidder, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from SUK, (or takes longer period in spite of what SUK may authorize in writing), SUK may terminate the contract / work order in whole or in part. In addition to above, SUK may at its discretion also take the following action. SUK may transfer upon such terms and in such manner, as it deems appropriate, a work order for similar service to other bidder and the defaulting bidder shall be liable to compensate SUK totally for any extra expenditure involved to complete the scope of work.

17. Force Majeure

The bidder shall not be liable for forfeiture of its PBG, penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other statutory bodies, which are beyond the control of the bidder, which prevents or delays the execution of the order by the bidder. If a Force Majeure situation arises, the bidder shall promptly notify SUK in writing of such condition, the cause thereof and the change that is necessitated due to the conditions. Until and unless otherwise directed by the SUK in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

The bidder shall advise SUK in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure conditions. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, SUK reserves the right to cancel the order without any obligation to compensate the bidder in any manner for whatsoever reason.

18. The SUK will have copyright on the product, format, concept layout and design developed by the successful bidder. The SUK will have exclusive rights to use it anywhere, in any manner.
19. Time is the essence of the contract and the Bidder shall adhere to the time schedule and deadline as prescribed by the SUK for execution of the work.
20. **Applicable Law**
The Contract shall be interpreted in accordance with the governing laws of India and Kolhapur shall be the place of jurisdiction.