



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
UNA [HP]**

An Institute of National Importance under MoE

**Saloh Una-177209**

Website: [www.iiitu.ac.in](http://www.iiitu.ac.in)

**Prof. A. N. GILL  
REGISTRAR(i/c)**

ICT/Website/Bid/Invitation-2021/

22, Oct.'21

**NOTICE INVITING BIDS  
FOR  
OUTSOURCING THE WEBSITE MIGRATION, HOSTING, AND MAINTENANCE**

IIIT Una is an Institute of National Importance established by the Ministry of Education, Govt. of India under Public Private Partnership (PPP) Model. The Institute is expected soon to operate from its permanent campus located at Saloh, Una, Himachal Pradesh. The Institute offers B.Tech. programs in three streams, viz., CSE, IT, and ECE. The current student/employee strength is around 600.

The Institute invites competitive bids to provide website migration, hosting, and maintenance services to the Institute. All the reputed and registered firms (proprietorship, partnership/ company) are encouraged to participate in the bidding process. The General Terms and Conditions and Scope of Work are annexed to this notice as Annexure-I.

The sealed bids from the eligible bidder shall reach the office of the Registrar at the following address on or before 1:00 pm of 16, Nov.'21.

**The Registrar**

**Indian Institute of Information Technology, Una  
Saloh, Haroli, Una (H.P.)-177209**

Any bid submitted after the specified time and with incomplete information will not be accepted. The bidder may be asked to demonstrate (in-person) the solution offered in response to the notice.

The undersigned may be contacted at [registrar@iiitu.ac.in](mailto:registrar@iiitu.ac.in) for any genuine queries in this regard.

**Canvassing in any form will straight away lead to blacklisting of the firm in the Institute.**

**REGISTRAR**

*Aman Nath Gill*



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ICT/Website/Bid/Invitation-Annexure-I/2021/

22, Oct.'21

## Annexure-I: GENERAL TERMS & CONDITIONS AND SCOPE OF WORK

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### 1. SCOPE OF WORK:

- i. Designing CMS-based (WordPress) replica of Current Website ([www.iiitu.ac.in](http://www.iiitu.ac.in))
- ii. Cloud-based Hosting Space for One year
  - a. 250GB of Storage
  - b. 8GB of RAM
  - c. 4 CPU
  - d. Unlimited/Unmetered Bandwidth
- iii. Website hosting, DNS configuration
- iv. Day-to-day Content/Design updating of website for one year
- v. Time to complete the Job: 8 days from the date issue of work order for the same.

### 2. BIDDER ELIGIBILITY CRITERIA

The bidder should be an Indian registered business entity (company/proprietorship/ firm/company) having the following:

#### i. EXPERIENCE CRITERIA

- a. At least two contracts of the similar service with Educational Institutes/Ministries/Govt. Departments/PSU's/Autonomous Bodies.

##### **Admissible Document:**

The bidder must submit (at the time of bidding) a copy of the same contracts/purchase orders.

- b. At least 05 years of experience in running registered business in ICT/Website Designing/Software Development.

##### **Admissible Document:**

The Bidder must submit (at the time of bidding.) the business registration certificate to support the 05 years existence claim.

#### ii. FINANCIAL CRITERIA

- a. The bidder should have a cumulative turnover of Rs.05/- Lacs in three of the last 05 financial years.
- b. The bidder should have made profit for at least two year in the last five years.

##### **Admissible Document:**

The bidder must attach (at the time of bidding) a certificate issued by registered Chartered Accountant to support the financial criterions (a, and b) claimed. The certificate should clearly state the turnover and profit/loss individually for the last 05 years.

### **3. EMD AND PERFORMANCE BANK GUARANTEE**

- i. The Bidder should submit an EMD of Rs.5,000/- along with the bid (DD in favour of Director IIIT, Una, HP, Payable at Una, HP).
- ii. The bidder should submit a Bank Guarantee of Rs.10,000/- to the Institute, if the contract is awarded.

### **4. BIDDING PROCESS**

#### **i. TECHNICAL BID (ENVELOPE-I)**

The sealed Technical Bid (Envelope-I) should contain the following:

- a. The Complete Bidder Eligibility Compliance Sheet (Form-I).
- b. EMD

#### **ii. FINANCIAL BID (ENVELOPE-II)**

The sealed Financial Bid (Envelope-II) should contain the following:

- a. Form-II (Bid Quotation Form)

#### **iii. BID EVALUATION PROCESS**

- a. **Date and time of bid opening: 16, Nov.'21 at 3.00PM, IIIT Una Saloh Campus**
- b. The authorised representative of the bidders may also be present at the time of bid opening.
- c. The received bids will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and it will be examined by a technical /committee (as per the eligibility criteria, specification, and requirement).
- d. The financial offer/bid of all the technically qualifying bids only will be opened.
- e. The bidder offering the lower price will be awarded the contract.
- f. The Institute may split the order among multiple vendor in case of major price difference in the various job components mentioned in Form-II.

### **5. RIGHT OF ACCEPTANCE**

IIIT Una reserves the right to reject/withdraw any bid without assigning any reason.

### **6. GENERAL CONDITIONS**

- i. The bidders are expected to offer the uninterrupted services to the Institute. A web developer/Software Engineer should be available 24\*7 \*365 days offsite, including holidays, to deal with the time-bound work of the Institute. Failure to provide uninterrupted services will lead to financial penalty in terms of deduction from performance bank guarantee.
- ii. The successful bidder is bound to comply all the requests of the Institute regarding website designing and updation.
- iii. The successful bidder must handover the code, space, admin rights, passwords, etc, to the Institute when ever the same is requested without any delay. A legal action will be initiated for any non-cooperation in this regard.
- iv. The Institute will follow two-bid process (Technical bid and Financial bid).
- v. The bids should be submitted in sealed envelopes clearly mentioning the technical bid and financial bid. Both the Envelope-I and Envelope-II should be put in third envelope. The third envelope should also be sealed.

- vi. The bids should be submitted on or before the last date for the same as given in the notice.
- vii. IIT Una reserves to right to withdraw the bidding notice at any stage of the process without assigning any reason.

## **7. JURISDICTION**

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at Una, Himachal Pradesh.

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**Saloh Una-177209**

Website: [www.iiitu.ac.in](http://www.iiitu.ac.in)

ICT/Website/Bid/Invitation/Form-I/2021/

22, Oct.'21

## Form-I: Bidder Eligibility Compliance Form

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Sr. No.	Description	Compliance (YES/NO)	Certificate/ Document Attached (YES/NO)	Page No. of the attachment Certificate
<b>EXPERIENCE CRITERIA</b>				
1.	At least two contracts of the similar service with Educational Institutes/Ministries/Govt. Departments/PSU's/Autonomous Bodies. <b>Admissible Document:</b> A copy of the contracts/purchase orders.			
2.	At least 05 years of experience in running registered business in ICT/Website Designing/Software Development. <b>Admissible Document:</b> A valid business registration certificate.			
3.	Links of the Five websites developed by the bidder (live websites only). These websites would be treated as quality evaluation parameter by the Institute. A quality demonstrated in the website should be deliver in the price quoted in the financial bid. The Institute reserves the right to disqualify the bidder based on this criterion only.			

<b>FINANCIAL CRITERIA</b>				
4.	<p>The bidder should have a cumulative turnover of Rs.05/- Lacs in three of the last 05 financial years.</p> <p><b>Admissible Document:</b></p> <p>A certificate issued by registered Chartered Accountant to support the claim. The certificate should clearly state the turnover and profit individually for the last 05 years.</p>			
5.	<p>The bidder should have made profit for at least two year in the last five years.</p> <p><b>Admissible Document:</b></p> <p>A certificate issued by registered Chartered Accountant to support the claim. The certificate should clearly state the turnover and profit/loss individually for the last 05 years.</p>			
6.	<p>EMD – Rs. 5,000/- (DD in favour of Director IIIT, Una, HP, Payable at Una, HP)</p>			

Note:

1. All the supporting documents attached to this form should be numbered, signed and stamped.
2. Unreadable/Incomplete certificate/documents will lead to rejection of the bid straight away.

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ICT/Website/Bid/Invitation/Form-II/2021/

22, Oct. '21

### Form-II: Quotation Form

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Sr. No. (I)	Description (II)	Price (inclusive of all taxes) Rs. (in fig., using the digits 0-9) (III)	Price (inclusive of all taxes) Rs. (in words) (IV)
1.	Designing CMS-based (WordPress) replica of Current Website		
2.	Cloud-based Hosting Space for One year, Website hosting, DNS configuration, etc.,		
3.	Day-to-day Content/Design updating of website for one year		
4.	Total (Sr. No. 1-3)		

Date:

Place:

Sign and Seal of the Bidder:

Name of Authorised Signatory of Bidder:

Note: The bids will be rejected straight away in case of the following:

1. If there is a difference in the value mentioned in Column III and IV.
2. If the values in any of the Column (III and IV) are unreadable/unclear.