



VASANTDADA SUGAR INSTITUTE
MANJARI BK., HAVELI, PUNE- 412307
Phone: 020-26902316/26902286 Fax. 020-26902244
WEBSITE: www.vsisugar.com

Tender Notice

Sealed tender offers (in Prescribed Format) are invited from reputed /experienced firms for design and development of Website for Vasantdada Sugar Institute, Manjari BK.

For Detailed Tender form & detailed Tender Notice please visit our website. The pre-bid meeting will be held on **25/07/2022 (03.00pm)** at VSI manjari Office, Last date of submission of tender form is **01/08/2022**. Vasantdada Sugar Institute reserves the right to accept or to reject any or all tenders without assigning any reason thereof.

DIRECTOR GENERAL



VASANTDADA SUGAR INSTITUTE
MANJARI BK., HAVELI, PUNE- 412307
Phone: 020-26902316/26902286 Fax. 020-26902244
WEBSITE: www.vsisugar.com

TENDER NOTICE

Sealed offers in two envelopes (in prescribed format) are invited from reputed firms for design & Development of website for Vasantdada Sugar Institute as detailed below;

Sr. No.	Item/Description	Tender form fees	EMD Amount
1.	Design and Development of Website	Rs.1,120/- GST Incl.	Rs.5,000/-

For further details please visit website. The tender form can be downloaded from website during the period from 19.07.2022 to 28.07.2022. The Pre bid meeting will be held on **25/07/2022 (03.00 PM)**. Last date for submission of Tender form is **01/08/2022**. Institute reserves the right to accept or to reject any or all tenders without assigning any reason thereof.

DIRECTOR GENERAL

Tender Terms & Conditions

1. Please quote for the rate, GST, other taxes, freight, warranty, loading & unloading, installation, commissioning and successful operation separately.
2. Offer should be valid for 90 days.
3. Demand Drafts of Tender form fee and Earnest money deposit (as mentioned in tender notice) should be of Nationalized/schedule Bank in favor of Vasantdada Sugar Institute, Pune.
4. Supplier/Agency will have to complete the order/work as per the purchase/work order. If the supplier/agency failed to complete the job within 30 days, penalty equal 0.5 of cost of contract value per week will be recovered as liquidated damages.
5. The Institute is not responsible for any accidents/claims during the transportation/work/installation of the material/equipment.
6. Supplier/Agency should submit the delivery challan, without delivery challan/invoice unloading will not be allowed.
7. The Supplier/Agency should give prior intimation before unloading.
8. No advance payment is allowed.
9. Earnest money deposit will be forfeited if supplier withdraw his offer or refuse to sign an agreement of supply.
10. The decision of Director General, Vasantdada Sugar Institute is binding on supplier in respect of the entire dispute.
11. T.D.S. provisions of I.T. Act are applicable, and according T.D.S. at applicable rate would be deducted from bill amount.
12. Selected Supplier/Agency will have to deposit the security deposit of 4 % of the total order cost and sign an Agreement before placement/receiving of purchase order on non-judicial stamp paper of Rs.500/-.
13. The demand drafts of tender form fee and earnest money deposit should be submitted along with offer in envelope no.1 (Technical bid)
14. 90% payment will be made within 15 days against completion of work as per order/specification at our site. Balance 10 % amount will be made on submission of satisfactory work completion report of user department within 30 days from the date of receipt of bill.
15. If the Supplier/Agency failed to complete the work ordered, the same would be purchased from other agency at the risk & cost of the firm.

IMPORTANT: The Tender should be submitted in two separate sealed envelopes in the following manner with clearly mentioning the subject of the tender.

Envelope No. 1. : D.D. of Tender form fee and EMD, a copy of firm registration, a copy of GST registration, a copy of PAN card, technical manpower available, the list of customers for whom similar Website development work done. Technical Information & brochure, if any

Envelope No. 2. Commercial offer only. The rates should be quoted both in words and in figures. In case of variation in rate quoted in figures & word, the rate quoted in word shall be considerable.

Chief Accountant & I/c. Purchase

TENDER FORM

(Tender form for _____)

From: _____

Ph/Mobile No. _____

To,
The Director General,
Vasantdada Sugar Institute,
Manjari Bk., 412 307,
Tal. - Haveli, Dist. - Pune

Sub: Tender for “ _____ ” ..

Dear Sir,

As per your tender notice published in Daily _____ dated: / /2022,
We are submitting herewith our lowest offer as under.

Sr.No.	Particulars	Rate	Quantity	Amount Rs.

Note: The rate should be quoted in words & figure.

Terms & Conditions:

1. Taxes :
2. Delivery :

Declaration: I/We agreed to supply the material/complete the work within stipulated period and also accept all terms and conditions mentioned in tender.

Yours faithfully,

Signature:

Name :

Stamp of the firm:

Scope of Work

- Preparation of the website (English) as per VSI Guidelines for website.
- Preparation of home page of the website
- Database driven approach & in latest technology.
- Website will contain four separate portals student portal, Sugar Mill Portal, Farmer portals, Vendor portal.
- Addition of content of approximately 95 pages including static and dynamic to be added as and when required.
- Each department should be provided separate login id and password (approx. 30 departments)
- Training to our respective departments officers for content placement and modification.
- Data provided by VSI for updating website in form of word, text, PDF, JPG should be updated.
- Vendor will use www.vsisugar.com website data and guideline as per instruction by VSI.
- 3 years' maintenance of the website with rectification of errors, addition or up gradation of contents.
- Website should open in any platform including mobile, tablet, desktop and in any browser (like google, mozilla, Microsoft edge etc).
- VSI employee webmail with existing mail backup.
- Dynamic forms like online exam, Seed requirement form etc. given by VSI.
- Any additional minor work which is not listed in tender document.

Project requirements:

Developer must follow guidelines for Government of India websites to ensure proper standardization of all content Website needs to be designed with all dynamic features for updating and prescribed web accessibility features as below

- Website should be load in minimum time
- Clean and professional design
- Search engine friendly website (keyword will be provided)
- Security of website content

Functionality Covered in Website

a. Visitors Section

Our website will be divided in four major parts.

1. Home Page (Dashboard)
2. Department page
3. Cross section links
4. Portals

1. Dashboard: -

- i. Menu bar will contain
About Us Department, Academic, Product, General Information, Job opportunity, Contacts, Webmail etc
- ii. Photo slide show
- iii. Latest news and VSI events
- iv. Quick link will be provided on home page.
- v. Common footer will be provided for all pages.

2. Department Page:

Department page will contain photos and related information and quick links.

3. Cross Section Links:

Cross section links are common links which will interconnected to departments links. It will be providing on main page

4. Portals

Home Page will contain following portals.

- Students portal – it is dedicated only for students will contain two sections existing students and new students. It will contain student results, notes, hostel and college fee details, admission, online exam platform etc.
- Farmer porter – its dedicated for farmers.
- Sugar Mill Portal – platform for member and nonmember sugar mills.
- Vendor portal – it is only for vendors contain tenders, quotations information for vendors etc.

- **Related Links:** Links to other government websites and web applications should be provided.
- **Frequently Asked Questions:** Provision of frequently asked questions along with answers to those questions. The department administrator should also have the option to link the feedback received from visitors with frequently asked questions.
- **Feedback:** Provision for visitors to the website able to post the feedback through the website. The feedback can be a general feedback, feedback on content and department/section specific feedback.
- **Full text search:** Provision of Full text search in the website for all the content. On entering any keyword, the system must be able to search in all links, sub-links and sub sub-links and should provide links where that word is present. On clicking the link, the content should be displayed.

b. Administrator Section:

Each department should be provided admin login for data entry and modification. and separate administrator login is provided for all this users and website.

Technology Used

The new website for VSI should be developed in latest technology platform. The operating system requirements at Server should be windows.

Implementation Approach

1. On receipt of work order, the Developer should prepare at least 3 sample layouts for Home Page, Department Page and Portals layout and should be present VSI for approval.
2. All changes, modification and development suggested by VSI should be incorporated by the developer and work may be initiated after due approval.
3. Work should be done based on cyber security guidelines.
4. Training should be provided to VSI officers for management of website.
5. The vendor should provide three-year technical maintenance for the website which would essentially mean rectification of errors and addition would if any.

Project Schedule Time to specified

Sr. No	Activity	Start	End	Remark
1.	Project Initiation			
2.	Preparation of Sample Layout			
3.	Finalization of Home page, Department page, Portal pages/Color			
4.	Website Functionality			
5.	Approval of functionality			
6.	Content Placement			
7.	Web Guidelines Audit			
8.	Security Audit & submission			
9.	Web Site uploading & Launch			
10.	Maintenance of website			
