



TENDER NOTIFICATION

Sealed item rate tenders in the prescribed form are invited from reputed firms for executing the following work at **National University of Study and Research in Law, Ranchi (NUSRL)**:

Sl. No.	Name of the work	Time for completion
1	Website Redevelopment with dedicated cloud hosting and annual maintenance contract for 1 Year	60days

Bid Schedule

Sl. No.	Information	Details
1	RFP No. and Date	NUSRL/RFQ/23-24/007 Dated 18.09.2023
2	Email ID for submission of queries for clarifications	Email: purchase@nusrlranchi.ac.in
3	Bid validity period	60 days from the last date (deadline) for submission of proposals.
4	Last date (deadline) for submission of bids	17:00 hours on 03.10.2023
5	Opening of Proposals	11:00 hours on 04.10.2023
6	Addressee and address at which proposal in response to RFP notice is to be submitted	Registrar: registrar@nusrlranchi.ac.in National University of Study and Research in Law At: Nagri, PO: Bukru, PS: Kanke Kanke Pithoria Road, Kanke, Ranchi (Jharkhand) - 834006

Instructions to Bidders

1. Blank Tender Forms with the Instructions to Bidders and the Scope of Services can be downloaded from our website www.nusrlranchi.ac.in under the head **Tenders** or obtained from the office of **Registrar, National University of Study and Research in Law, Ranchi**
2. Interested bidders must read this Notification and accompanying Tender documents, in detail. Any clarifications on the tendering process may be sought in writing to toregistrar@nusrlranchi.ac.in.
3. The Sealed bid (including the Pre-Qualification Proposal and the Financial Proposal), duly filled and signed, is to be submitted to **The Registrar, NUSRL, Ranchi, Jharkhand** up to **15.00 hrs on 03.11.2023**. The bids will be opened in accordance with the Bid Schedule provided above at the office of **The Vice Chancellor, National University of Study and Research in Law, Ranchi**.
4. The Bid Proposal is to be submitted in two covers which shall comprise:
 - (i) Pre-Qualification proposal per clause 6.1 below.
 - (ii) Financial Proposal per clause 6.2 below.



5. Submission of Proposals

The bidders should submit their responses as per the format given in this RFP in the following manner:

- I. Pre-Qualification Proposal - (1 Original) in first envelope
- II. Financial Proposal - (1 Original) in second envelope
 - a. The response to Pre-Qualification Proposal and Financial Proposal (as mentioned above) should be covered in separate sealed envelopes super scribing, "Pre-Qualification Proposal" and "Financial Proposal" respectively. Each copy of each bid should also be marked as "Original" OR "Copy" as the case may be.
 - b. Please note that prices should not be indicated in the Pre-Qualification Proposal but should only be indicated in the Financial Proposal.
 - c. The two envelopes containing copies of Pre-Qualification Proposal and Financial Proposal should be put in another single larger sealed envelope clearly labelled in the prescribed format. The tender cover must be super scribed as below. "Response to RFP for - < RFP Reference Number>Date of Opening". The tenders which are not superscribed as above are likely not to be opened before due date & may not be considered.
 - d. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
 - e. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
 - f. The original proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
 - g. All pages of the bid including the duplicate copies, shall be initialled and stamped by the person or persons who is authorised to sign the bid.
 - h. In case of any discrepancy observed by NUSRL in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.

6. Criteria for Evaluation of Bids:

6.1 Pre-Qualification Criteria

All interested bidders must meet the pre-qualification criteria specified. The University will only open and consider the Financial Proposals of those bidders who are found to have met all the pre-qualification criteria:

S. No.	Qualification Criteria	Documents/Information to be provided in the submitted proposal
1.	Legal Entity a. Firm/ Company should be registered under the relevant Act. b. Registered with the GST Authorities c. Should have been operating for the last three years (FY 2020-21, FY 2019-20)	1. Certificate of Incorporation/ Registration Certificate 2. GST Certificate 3. PAN



	and FY 2018- 19)	
2.	The Firm/Company should be in the business of Website Development Services for at least 3 years as of 1st August 2021.	Work orders confirming years of activity
4.	The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.	Bidder has to provide an undertaking confirming the same.

6.2 Financial Proposal

- a. The interested bidder shall quote its rates in the format provided in **Annexure I – Financial Proposal** to this Tender on the basis of the website plan development structure at **Annexure II- Website Plan / Sitemap for NUSRL**.
 - b. The **Website Plan/Site Map** in **Annexure-II** might have slight changes and bidder should support the required customizations.
 - c. The Bidder or its Authorised Representative shall sign each page and affix the seal of the firm alongside.
 - d. Only fixed price financial bids indicating total price (inclusive of all taxes except GST) for all the deliverables and services specified in this bid document will be considered.
 - e. Any conditional bid would be rejected.
 - f. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
 - g. If there is no price quoted for certain material or service, the bid shall be declared as disqualified.
7. NUSRL shall have no responsibility for any delay; loss or non-receipt of bids sent by post.
 8. Incomplete tenders without pre-qualifications will be rejected.
 9. Rates quoted shall be exclusive of GST and any other applicable taxes, duties and levies.
 10. Telex/Telegraphic, Tele-fax, E mail offers will not be accepted.
 11. **Opening of Bids:** The University will open the Proposal covers of all the bidders received (except those received late or withdrawn) on the date specified in the Bid Schedule.
 12. The Tender shall be valid for a period of not less than ninety (60) days after the date of opening of Tender.
 13. **Award:** NUSRL will award the Contract to the successful bidder whose Financial Proposal is considered as substantially responsive as per the process outlined above. NUSRL reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any



liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NUSRL action.

14. **General Terms:** Contractors/ Agencies are subjected to be disqualified, even though they meet the qualifying criteria if they:

- Provide misleading or false information in the request, statements and attachments submitted in proof of qualification requirement including withholding information.
- Have a record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in competition, litigation history or financial failures, requesting for claims not admissible under the contract conditions etc.

Sangita Saha

REGISTRAR, NUSRL



Annexure I

Financial Proposal

Financial Proposal Description	Value in INR	Taxes in INR	Sub Total Contract Value in INR
Website Development / Design Charges (1 st Year AMC Included)			
Hosting a Dedicated Cloud Server (2 Core v CPU, 2 GB Ram, 50 GB Storage, Linux Ubuntu OS Latest Version)			
Annual Maintenance Contract from next year			
Total Contract Value in INR			



Annexure I

To Be Filled by the Bidder

The bidder is required to provide the following details in the prescribed format and also enclose self-attested copy in support of the information provided, wherever applicable:

1.	Name of the Bidder (Firm)	
2.	Address of the Bidder/ Firm	
3.	Contact Phone number(s) of the bidder: Email ID:	
4.	Year of Establishment	
5.	GSTIN & PAN No. (Enclose GST Registration certificate and PAN)	GSTIN: PAN:
6.	Experience of last three year in similar field. (Enclose work orders/ completion certificate)	
7.	Whether the offered make/ model meet the technical specification mentioned in Annexure-A. If yes, attached signed copy of Annexure-A.	

This is to certify that I have understood the terms & condition of the tender document and all the information provided above & enclosed is true to the best of my knowledge and belief.

Signature of the Bidder _____

Date: _____



Annexure II - Website Plan / Sitemap Details

SN	Main Tab	Sub-Tab	Sub-Sub-Tab
1	About US	NSURL	
		Chancellor	Current & Former
		Vice-Chancellor	Current & Former
		Registrar	
		Governing Bodies	GC,EC,FC,AC
		Regulating Statutes	UGC/BCI/NUSRL Act/ Finance Reg /Service Reg / Internal Reg
		Internal Regulatory Bodies	IQAC /SC/ST/Equality Cell/ICC
		People	Faculty / Administrative Staff / Research / Academic Fellow
2	Study	BALLB	Admissions 2023/ Eligibility / Fees /Course Curriculum/Academic Regulations/Calendar / FAQ's
		LLM	
		PhD	
	Admission	CLAT 2023-24	
		Admission FAQ's	
4	Research & Publications	Centres	
		Projects	
		Publications	
		Library Resources	
5	Infrastructure	Physical	Acad- Admin Building
			New Academic Building
			Library
			Moot Court Halls
			Conference Halls
			HORs
Dining Hall			



National University of Study and Research in Law, Ranchi

			Cafeteria
			Utility Centre
			Guest House
			Medical Centre
		Digital Infrastructure	IT Infrastructure
			Campus-wide WiFi
			Zoom
			Turnitin
6	Students	SBA	
		Campus Discipline	Academic/Hostel
		Moots	
		Legal & Social Service	
		Sports & Culture	
		Students Achievements	
7	NUSRL Outreach	Conferences	
		Workshops	
		Webinars	
		Seminars	
		Competitions	
8	Internship & Placements	ICC	About ICC/ RCC/ Members/Internship Reports/Placement Brochures / Placement Reports
		RCC	
9	Examination	Date Sheets	
		Results	
		Past-Year Papers	
		Project Submissions	
		Gold Medal	