



SRI VENKATESWARA VETERINARY UNIVERSITY

ADMN.OFFICE :: DR.Y.S.R.BHAVAN :: TIRUPATI - 2

Advt.No.1/Acad.II/2017

Dt: 15.07.2017

TENDER NOTICE

Sealed Tenders are invited for the “Design, Development and Maintenance of Sri Venkateswara Veterinary University Website” from the reputed firms / authorized companies.

The tender form can be downloaded from University Website **www.svvu.edu.in**. Sealed Tenders should reach the under signed on or before **16.08.2017 by 11.00 AM** which will be opened on the same day at 3.00 PM in presence of the tenderers.

**Sd/- G GANGARAJU
REGISTRAR**

SRI VENKATESWARA VETERINARY UNIVERSITY
ADMINISTRATIVE OFFICE, DR YSR BHAVAN, TIRUPATI – 517 502,
ANDHRA PRADESH

**TENDER DOCUMENT FOR DESIGN, DEVELOPMENT AND
MAINTENANCE OF SVVU WEB-SITE**

Tender No. 4788/AcadII/2017 dated 15-07-2017

Note: This document contains total 66 pages. No change in the document by the bidder is permissible.

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PART-I
INFORMATION ABOUT TENDER

SECTION – I

Tender No. 4788/Acad.II/2017 Dated: 15-07-2017

**SRI VENKATESWARA VETERINARY UNIVERSITY
ADMINISTRATIVE OFFICE, DR YSR BHAVAN, TIRUPATI
ANDHRA PRADESH – 517 502**

NOTICE INVITING TENDERS

1. Sealed tenders are invited for “Design, Development and maintenance of SVVU Web-site” including addressing the security threats and maintenance of the Web-site for a period of 2 (two) year after successful launch.
2. Detailed scope of work, eligibility criteria, bidding procedure, conditions of contract and other information relating to the contract are given in the tender document.
3. Last date and time for submission of duly filled and complete tender at SVVU is 16th August at 11.00 AM
4. The interested parties may obtain a copy of the tender document containing conditions along with relevant specifications and scope of work etc. from the Registrar Sri Venkateswara Veterinary University, Administrative Office, Dr YSR Bhavan, Tirupati-517 502 on payment of Rs. 2000/- (Rupees Two thousand only), non-refundable, in the form of an Account Payee Demand Draft drawn on any Scheduled Bank, in favour of “SVVU” payable at Tirupati. The Tender document is also available on the website of SVVU : “www.svvu.edu.in” under the “What’s New” section for information of all concerned and interested parties, which can also be downloaded and used for submission of the tender. However, companies who wish to use the downloaded tender document shall submit a tender application fee of Rs2000 (Rupees Two thousand only), non-refundable, in the form of an Account Payee Demand Draft drawn on any Scheduled Bank, in favour of the “Sri Venkateswara Veterinary University” payable at Tirupati along-with the tender.
5. SVVU reserves the right to accept or reject any or all the proposals without assigning any reason whatsoever.

SECTION – II

SCHEDULE OF IMPORTANT EVENTS

SL. NO.	EVENT(S)	DATE (Unless otherwise notified separately)
1.	Publication of Notice Inviting Tenders	15 July 2017(Saturday)
2.	Last date for receipt of letters seeking clarifications, if any, from Bidders	31 st July 2017(Monday)
3.	Pre bid Meeting at SVVU	08 th August 2017 (Tuesday)
4.	Last date for submission of tenders	16 th August 2017 11:00 AM (Wednesday)
5.	Opening of Tenders (Sealed cover envelope & inner envelopes – I & II)	16 th August, 2017 03.00 PM
6.	Opening of Financial bids (Sealed envelope –III)	To be intimated to successful prequalified bidders
7.	Announcement of successful bidder and issuance of Letter of Award (LOA)	Normally within 2 weeks of date of opening of Financial Bids
8.	Successful bidder to furnish acceptance along with Performance Bank Guarantee (PBG)	By the date specified in LOA (within 2 weeks)

NOTE: The above-mentioned schedule of event(s) may be changed, at the discretion of SVVU, without assigning any reason. Such change of date(s), if any, will be suitably notified only through SVVU's website www.svvu.edu.in. Interested persons/ Prospective Bidders are advised to periodically monitor the information relating to this tender on the SVVU's website.

SECTION – III

INFORMATION TO BIDDERS

1. BACKGROUND AND REQUIREMENT

- 1.1. Sri Venkateswara Veterinary University (SVVU) was constituted by an act of Assembly, Andhra Pradesh, SVVU Act 18.
- 1.2. SVVU's mandate is to organize veterinary, dairy and fisheries education, research and extension in the state of Andhra Pradesh
- 1.3. SVVU has constituent farm polytechnics and also affiliated Colleges & Polytechnics.
- 1.4. The Headquarters of SVVU is located at Tirupati. SVVU has 3 Veterinary Colleges, one Dairy Technology College and one Fishery Science College, Research Stations, KVK and Polytechnics which are spread all over the State. Each College is headed by Associate Dean, Research Stations are headed by Principal Scientist/Sr. Scientist/Scientist. KVK is headed by Prog Coordinator.
- 1.5. The Head Office at Tirupati already has a Local Area Network (LAN) providing Data and IP Telephony connectivity to its users. SVVU also has collocated some of its Application Servers Server at NIC.
- 1.6. Sri Venkateswara Veterinary University has a web-site www.svvu.edu.in The web-site contains information about SVVU, its work programs including projects under implementation, tenders and other information related to the University.
- 1.7. The successful bidder would be expected to design, development and maintenance SVVU Web-site, address the security threats and maintain the Web-site for a period of two years after launch.
- 1.8. Prospective bidders are advised to carefully go through the detailed Terms of Reference (TOR) containing scope of work, details of existing system, specifications, performance standard etc. to get them acquainted with the job requirements before taking part in the bidding process.

2. ELIGIBILITY CRITERIA

- (a) The Bidder should be an Indian company and doing related business as per main objects of the company.
- (b) The Bidder should have at least one of their offices in Tirupati / Chennai/Bangalore/Hyderabad
- (c) The bidder's average annual financial turnover should be Rs. 6,00,000/- (Rupees Six Lakhs only) or more during last three financial years, ending 31st March of the previous financial year viz. 2014-15, 2015-16 and 2016-17. A certificate from a

chartered accountant/ company secretary about the financial turn over for the reference years shall be submitted [Form-T3(A)]. OR The Bidder should have a minimum net-worth of Rs. 5,00,000/- (Rupees Five Lakhs only) as on closing date of preceding financial year or on the last day of quarter preceding the date of submission of tender. A certificate from the company secretary or a chartered accountant regarding the Net-worth shall be submitted [Form-T3(B)];

- (d) The Bidder should be capable of undertaking web-site related projects and should have successfully completed similar projects relating to design/ development/ maintenance or hosting of web-site or e-governance related web based solutions for Government Sector/ Public Sector Units/ Autonomous bodies/ Institutions/ Reputed Companies etc. and should have successfully completed at least one or more such projects of value aggregating Rs.7 (Seven) Lakhs or more during the last two years ending last day of month preceding the date of submission of tender.

Note 1: Summary of projects completed/ being executed must be furnished in the prescribed format (Form-T4).

Note 2: The bidder shall attach a self certified copy of work order and completion certificate issued by its Client and if the completion certificate is not available a copy of the work order with an affidavit mentioning title and scope of project executed, project value, date of commencement of project, date of completion of project and payments received against similar works.

- (e) Government-owned enterprises may participate only if they can establish that they are legally and financially autonomous and that they operate under commercial law.
- (f) A firm declared ineligible by SVVU or any Government organization of AP for indulging in corrupt or fraudulent practices shall be ineligible to bid in this tender.
- (g) A firm determined non-performing by SVVU shall also not be eligible to bid during the period so determined.

3. TENDER APPLICATION FEE AND BID SECURITY

- 3.1. The Bidder shall furnish Tender Application Fee (non-refundable) in the form of Demand Draft/ Banker Cheque/ Pay order amounting to Rs. 2000/- (Rs Two Thousand only), drawn on a scheduled commercial bank and payable to "Sri Venkateswara Veterinary University" at Tirupati. In case, the tender document has been purchased by the bidder on payment of Rs. 2000/-, copy of proof of purchase may be enclosed in lieu of Demand Draft/ Banker Cheque/ Pay order towards non-refundable tender application fee.

- 3.2. The Bidder shall furnish Bid Security equivalent of 2% of the bid amount or Rs 50000 whichever is higher in the form of Earnest Money Deposit (EMD).
- 3.3. The EMD shall be furnished in the form of Demand Draft/ Banker Cheque/ Pay order of requisite amount, drawn on a scheduled commercial bank and payable to “Sri Venkateswara Veterinary University” at Tirupati.
- 3.4. Any bid not accompanied by an acceptable Bid Security and Tender Application Fee shall be summarily rejected and the envelope containing Technical bid of such Bidder shall not be opened.
- 3.5. The Bid Security of unsuccessful bidders shall be returned without interest after finalization of the tender and that of the successful bidder shall be returned without any interest, on receipt of Performance Bank Guarantee in accordance with the requirement of the Contract.

4. LAST DATE FOR SUBMISSION OF TENDERS

- 4.1. Tenders, complete in all respects, must be submitted on or before the last date and time specified in the schedule of events. In the event of the specified date for the submission of bids declared a holiday for the SVVU, the Bids will be received up to the appointed time on the next working day.
- 4.2. SVVU may, at its own discretion, extend the last date for submission of tenders. In such a case, all the eligibility requirements shall get automatically modified for the extended timeframe.
5. In order for their tenders be considered, the Bidders are requested to furnish all the relevant documents in support of their claim in respect of eligibility. Claims, which are not supported by relevant documents, shall not be considered during evaluation of bid.
6. No change in the tender document by the bidder is permissible. In case any bidder submits bids after making any changes in the tender document or submits a conditional bid, the same shall be summarily rejected.
7. Even though the bidders meet the qualifying criteria, they are subject to be disqualified if they have: - made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; - record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, delay in payment of salary to its staff deployed to client’s site, litigation history, or financial failures etc.; - submitted a bid which is not substantially responsive to the conditions of the tender document.

8. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of his Bid and any incidental expenditure toward that, and the SVVU will in no case be responsible and liable for those costs.

9. SITE VISIT

The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine SVVU Head Office and existing internet facilities and obtain all information that may be necessary for preparing the Bid and entering into a contract. The costs of visiting the Site shall be at the Bidder's own expense.

10. BIDDING PROCESS

10.1. Tender Submission

- a. Bidders are advised to study the Tender Document carefully. Submission of the Tender will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms & conditions, requirements and specifications available in the tender document with full understanding of its implications. The bidder is expected to examine carefully all instructions, conditions of contract, forms for submitting Technical and Financial bids and Terms of Reference (scope of work) in the Tender Document before submitting their bids. Failure to comply with all the requirements of Tender Document shall be at the bidder's own risk. Bids, which are not substantially responsive to the requirements of the Tender Document, shall be rejected.
- b. The bidders are advised to use the forms prescribed in this tender document for submission of their technical as well as financial bids. Any bid not conforming to the prescribed forms, is liable to be summarily rejected.

10.2. Content of Bidding Documents The set of bidding documents comprises the documents listed below:

A. Tender Application Fee and Bid Security (To be placed in the first sealed envelope).

B. Technical Bid (To be placed in the second sealed envelope in Hard Bound form duly indexed and signed & stamped on each page), must contain :

- (i) Index page showing page numbers of documents in the proposal

(ii) Copy of board resolution/ Power of Attorney/ Authorization letter/ any other supporting document indicating that the person signing the bid has the required authority to sign on behalf of the bidder

(iii) Technical Proposal in the prescribed format (Form-T1) with requisite supporting documents

(iv) Complete Memorandum of Association & Article of Association of the Company

(v) A brief write-up about the company profile containing details about its areas of business(es), technical/ core competencies, financial capacity, proposed staffing for the project, CVs of key personnel etc.

(vi) Complete Tender Document

(vii) The queries raised by bidders and replies/ clarifications thereof placed on the SVVU web site, if any

(viii) Any addendum/ amendment to Tender Document issued by SVVU subsequent to issue of Notice inviting Tenders and placed on SVVU web site.

Note : All the above mentioned documents are to be submitted in Hard Bound Form and all pages serially numbered. Hardbound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document. All pages of the bid shall be signed & stamped, otherwise, the tender proposal is likely to be summarily rejected.

C. Financial Bid (To be placed in the third sealed envelope in Hard Bound form duly filled in, signed & stamped on each page), must contain :

(i) Financial proposal (Form – F1)

(ii) Detailed Breakup of Rates (Form – F2)

10.3. The tender should be submitted in an envelope containing three separate envelopes as mentioned above. The envelopes should be sealed and superscripted “SVVU Tender No. 4788/AcadII/2017 dated 15-07-2017 to design, development and maintenance of SVVU Web-site due on 16th August at 11.00 AM.” The envelope may be addressed to the Registrar, Sri Venkateswara Veterinary University, Administrative Office, Dr YSR Bhavan and submitted at SVVU, Tirupati before the due date and time specified above.

10.4. The Bidders shall ensure that before submission of the tender, the envelopes are sealed and marked as below:

- i. First envelope shall contain Tender Application Fee (nonrefundable) and Bid Security in the form of EMD. The envelope should be sealed and superscripted "Tender Application Fee and Bid Security for SVVU tender for Up-gradation/ Optimization/ Re-designing of SVVU Web-site".
 - ii. Second envelope shall contain the hard-bound documents for Pre-qualification including this tender document and subsequent clarification, if any. The envelope should be sealed and superscripted "Technical Bid for SVVU tender for Up-gradation/ Optimization/ Re-designing of SVVU Web-site".
 - iii. Third envelope shall contain the Financial Bid. The envelope should be sealed and superscripted "Financial Bid for SVVU. In case, requisite documents are not submitted or partially submitted, the bid may be declared non-responsive. Here, "signed" means signature of the authorized signatory as per specimen duly attested in the authorization letter/ power of attorney.
- 10.5. All the proposals will have to be submitted only in HARD BOUND form with all pages sequentially numbered at the bottom right corner of each page. It should also have an index giving page wise information of above documents. Loose documents submitted, if any, shall be discarded while evaluating the proposal. Incomplete proposals shall be summarily rejected.
- 10.6. Bidders are required to submit an all-pages-signed and all-pages stamped copy of this tender document as part of the Technical Proposal as a conformance and acceptance to all the terms and conditions and scope of work mentioned in the tender document.
- 10.7. All the personnel/ equipments offered by the Bidder shall also conform to the statutory requirements. The Bidder shall be responsible to comply with all the Acts/ Rules of Government of India, the State Governments and Rules/ Regulations framed by any other Regulatory bodies.
- 10.8. The inner and outer envelopes shall bear the name and identification number of the Tender as well as bidder's name & address.
- 10.9. All the envelopes containing the Tender including the inner envelopes containing Tender Application Fee & EMD, Technical and Financial Bids shall be addressed to the SVVU at the following address : The Registrar, Sri Venkateswara Veterinary University, Administrative Office, Dr YSR Bhavan, Tirupati-517 502, Andhra Pradesh. The bidder shall submit each set of bidding document in hard bound form. In case, it is not in hard bound bid will be summarily rejected. Technical and financial proposal will be separately hard bound and not spiral bound.

- 10.11. If the envelope is not sealed and marked as above, the SVVU will assume no responsibility for the misplacement or premature opening of the bid. Such bids may also be summarily rejected as being nonresponsive.
- 10.12. The Bidder shall prepare one original set of the documents comprising the bids hard bound.
- 10.13. Bidders may please note that the formats prescribed in this tender document shall be used for preparing their bids. If any requisite document/ certificate is not in the prescribed format or the inviting Tender, the same shall not be certificate is dated prior to the date of Notice considered while evaluating the bids and the same may lead to outright rejection of the bid.
- 10.14. The Bid shall be typed or written in indelible ink and all pages including Clarifications and Amendment/ Addendum shall be stamped and signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the bid where entries or amendments have been made shall be Signed by the person or persons signing the bid.
- 10.15. The Bid shall contain no alterations or additions, except those to comply with instructions issued by the SVVU, or as necessary to correct errors made by the bidder, in which case such corrections shall be Signed by the person or persons signing the bid.

11. LANGUAGE OF THE BIDS

- 11.1. All documents relating to the bid shall be in the English language.

12. TECHNICAL PROPOSAL

- 12.1. In preparing the Technical Proposal, Bidders are expected to examine the documents comprising his bid in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 12.2. While preparing the Technical Proposal, Bidders must give particular attention to the following:
- (i) It is desirable that the majority of the proposed key professional staff to be deployed for this project should be permanent employees of the firm or have an extended and stable working relation with it so that the progress of the project is not hampered due to non-availability of some key professional.
 - (ii) The SVVU web-site has web-pages in English language. It is desired to have telugu language also at some places. Therefore, it is desirable that the firm's personnel have a working knowledge of both Telugu and English.

12.3. The Technical proposal should also provide the following information:

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the scope of work and on the data/ information management, a list of services, and facilities to be provided by the SVVU. But it should not be a conditional bid.
- (iii) The list of the proposed staff team by specialty, the tasks in accordance with the terms of reference that would be assigned to each staff team member.
- (iv) Brief Profile of the proposed personnel to be deployed on site in the prescribed proforma (Form-T2). Detailed CV should also be enclosed with each brief profile.
- (v) Any additional information the bidder may like to bring to the notice of SVVU.

12.4. The Technical Proposal shall not include any financial information.

13. FINANCIAL PROPOSAL

13.1. In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions of the bid documents. The financial proposal should follow standard terms. It should include all costs associated with the terms of reference of the assignment.

13.2. The Financial Proposal should clearly indicate that rates are inclusive of all the taxes, duties, fees, levies, and other charges imposed under the applicable law, on the Bidder, the sub-bidders, and their personnel. Bidder should express the price in the currency of Indian Rupees. Corrections, if any, shall be made by crossing out, signing, dating and rewriting.

13.3. The rates and prices quoted by the bidder shall be inclusive of all taxes, levies etc. and shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.

13.4. It may be noted that the reimbursement of taxes, duties, fees, levies, and other charges imposed on the service billed by the bidder under the applicable law shall be made by SVVU subject to production of proof of payment. It is clarified that income tax payable by the deployed resources or the bidder is not reimbursable by SVVU.

14. CURRENCIES OF BID AND PAYMENT

14.1. The prices shall be quoted by the bidder entirely in Indian Rupees. All payment shall be made in Indian Rupees.

15. BID VALIDITY

15.1. All the bids must be valid for a period of 120 days from the last date of submission of the tender for execution of Contract Agreement. However, the quoted rates should be valid for the initial/ extended period of the contract from the effective date of the Contract Agreement. No request will be considered for price revision during the contract period.

15.2. A bid valid for a shorter period shall be rejected by the SVVU as nonresponsive.

15.3. During validity period, the bidder is expected to keep available the key professional staff proposed for the assignment.

15.4. The SVVU will make its best effort to complete the tender process within this period. In exceptional circumstances, prior to expiry of the original time limit, the SVVU may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 120 days. The request and the bidders' responses shall be made in writing or by cable. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

16. MODIFICATION AND WITHDRAWAL OF BIDS

16.1. Bidders may modify or withdraw their bids by giving notice in writing before the prescribed deadline i.e. last date & time of submission of bids as specified in the schedule of events or as extended. Modification or withdrawal notice shall be duly sealed and marked appropriately as specified for submission of tender with the envelope additionally marked "MODIFICATION" or "WITHDRAWAL", as appropriate.

16.2. No bid may be modified subsequent to the last date for receipt of tenders. No bid may be withdrawn in the interval between the last date for receipt of tenders and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal or modification of a Bid during the intervening period between the last date & time for submission of bids and the expiration of the period of bid validity may result in the forfeiture of the Bid security.

16.3. Bidders may only offer discounts to original bid prices, or otherwise modify the prices of their Bids to a lower value by submitting Bid modifications before last date of submission of bids. Increase in the original Bid prices after its submission shall not be allowed/ considered.

17. ALTERNATIVE PROPOSALS BY BIDDERS

17.1. Bidders shall submit offers that comply with the requirements of the tender document, including the basic technical specifications. Alternatives will not be considered, hence need not be submitted.

18. LATE BIDS

18.1. Any Bid received by the SVVU after the prescribed deadline will be returned unopened to the bidder.

19. INVALID OFFERS

19.1. The offers submitted by telex/ telegram/ fax/ Email or any manner other than specified above shall not be considered. SVVU is not bound to reply/ respond to any representation/ letter or request for change in scope of the works, eligibility criteria or any relaxation in respect of the tender conditions. No correspondence will be entertained on this matter.

20. OPENING OF BIDS

20.1. SVVU shall convene a bid opening session on the date & time specified in the schedule of events, where one representative from each of the bidders, who have successfully submitted the tender, can participate. The Tender Opening Committee constituted by SVVU shall open the bids received up to the prescribed time on the last date of submission of tender.

20.2. In the event of the specified date for the submission of Bids being declared a holiday for the SVVU, the Bids will be opened at the appointed time and location on the next working day.

20.3. The tenders shall be numbered in the sequence of receipt by SVVU. The tenders shall be opened in the same sequence. Envelopes/ letters marked 'withdrawal' shall be opened/ read first. Bids for which acceptable notice of withdrawal has been submitted shall not be opened. For remaining bids, the outer envelope shall be opened and the first envelope containing the Tender Application Fee and Bid Security shall be opened. The technical bids of only those bidders whose Tender Application Fee and Bid Security are found to be in order shall be opened. Bidders' representatives can remain present during the bids opening process.

- 20.4. Bidder's names, withdrawals, the presence of Bid Security along with its amount, form and validity, 'modification of technical Bid' and such other details, as the SVVU may consider appropriate will be announced by the SVVU at the time of opening.
- 20.5. After the opening of the technical Bids, the same will be passed on to a duly constituted Tender Evaluation Committee (TEC) for evaluation. The TEC shall examine the technical bids with respect to acceptability of Bid Security, qualification information and other information as per requirements of the tender and a list will be drawn up of the responsive Bidders whose financial Bids are eligible for consideration.
- 20.6. The SVVU shall inform the Bidders, whose Technical Bid is found responsive, of the date, time and place of opening of the Financial Bids. The Bidders so informed, or their representative, may attend the meeting of opening of Financial Bids.
- 20.7. At the time of the opening of the 'Financial Bid', the names of the Bidders whose bids were found responsive will be announced. The Financial Bids of only these Bidders will be opened. The remaining Bids will be returned unopened to the respective Bidders after a prescribed timeframe on conclusion of tender process. The responsive Bidders' names, the Bid prices, the total amount of each Bid, any discount/ rebate, modification of Financial Bids, if any, and such other details as the SVVU may consider appropriate will be announced by the SVVU at the time of Financial Bid opening. Any Bid price, which is not read out and recorded, will not be taken into account in Bid evaluation. The bids will then be examined for evaluation by the TEC.

21. PROCESS TO BE CONFIDENTIAL

- 21.1. Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a Contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the SVVU's processing of Bids or award decisions may result in the rejection of his Bid.

22. EVALUATION OF BIDS

22.1. TECHNICAL EVALUATION

- (i) The technical bids will be evaluated by a duly constituted Tender Evaluation Committee (TEC). Initially, the TEC shall examine as whether the bid is substantially

responsive based on the tests of responsiveness. A technical proposal shall be considered responsive only if:

- (a) it is received in accordance with prescribed format;
 - (b) it is received by the last date & time of tender submission
 - (c) it is signed, sealed, bound together in hard cover, and marked as stipulated in
 - (d) it is accompanied by the Power of Attorney as specified
 - (e) it contains requisite Tender Application Fee and Bid Security;
 - (f) it contains information in formats same as those specified in this Tender document;
 - (g) it contains requisite certificates indicating financial strength in the specified formats;
 - (h) it contains requisite documents in support of experience claimed by the bidder;
 - (i) it contains all the information and documents (complete in all respects) as requested in this Tender document;
 - (j) it does not contain any condition or qualification; and
 - (k) it is not non-responsive in terms hereof.
- (ii) The SVVU reserves the right to reject any bid which is nonresponsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the SVVU in respect of such bids.
- (iii) Secondly, the documents submitted against proof of eligibility claimed by the bidders shall be examined to ascertain whether the bidder satisfies the eligibility conditions specified in this tender document. Bids of those Bidders not meeting the eligibility conditions shall be liable to be rejected.
- (iv) Subsequently, the TEC may examine the technical details supplied by the bidders, whose bid is found to be normally in order, to ascertain their technical capability to perform the assigned work. If felt necessary, the TEC may call the eligible bidders for a presentation of their capabilities for evaluation. The time limit, in which the bidders' have to make presentation, will be decided by the TEC and its decision will be final in this regard. Bids of such bidder, who fail to adhere to the specified time limit, will be rejected.

22.2. FINANCIAL EVALUATION

- (i) After approval of the TEC report on Technical Evaluation by the competent authority, the processing of the second stage will commence with the opening of the Financial Bids of only the technically qualified Bidders. The TEC would scrutinize the financial bids. The bids, found lacking in strict compliance to the financial bid format will be rejected straightaway.
- (ii) The bidder shall be declared successful, whose proposal costs least to SVVU. The evaluation committee shall also determine whether the Financial Proposals are complete. The evaluation committee shall also correct computational errors based on unit rates quoted by the bidder.
- (iii) The total cost to SVVU as above shall be calculated for all qualified bidders. The total cost so arrived at shall be used for evaluation of the bid, the bidder shall be arranged as Lowest1 i.e. L1, L2, L3 etc. based on the total cost of their proposal. L1 (or Lowest 1) shall be the bidder quoting lowest total cost in the financial bid. In case two or more bidders happen to quote prices leading to the same total cost, the bidder who shall have highest financial strength shall be taken as L1. Similarly, based on above criteria, the bidders shall be marked L2, L3... etc.
- (iv) The entire work at the discretion of SVVU may be awarded to the bidder who stands L1 as above.

23. CORRECTION OF ERRORS

23.1. Financial Bids determined to be substantially responsive will be checked by the SVVU for any arithmetic errors. Errors will be corrected by the SVVU as follows:

- (a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

23.2. The amount stated in the Financial Bid will be adjusted by the SVVU in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid security may be forfeited. However to bring the financial strength of bidders claiming net-worth and average annual financial turnover at a common base, the average annual financial turnover shall be multiplied by a factor 25/30 before comparing with net-worth to arrive at a conclusion about highest financial strength.

24. EVALUATION AND COMPARISON OF FINANCIAL BIDS

24.1. While evaluating the Financial Bids, for each Bid SVVU will determine the evaluated Bid Price by adjusting the Bid Price as follows:

(a) Making any correction for errors;

(b) Making an appropriate adjustments for any other acceptable variations, deviations;

and

(c) Making appropriate adjustments to reflect discounts or other price modifications offered by the bidder.

24.2. There will be no preference as to domicile/ place of establishment to any Bidder.

25. CLARIFICATION OF BIDS

25.1. To assist in the examination, evaluation, and comparison of Bids, the SVVU may, at his discretion, ask any Bidder for clarification of his Bid. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the SVVU in the evaluation of the Bids.

25.2. Except in case any clarification is asked by SVVU, no Bidder shall contact the SVVU on any matter relating to its Bid from the time of the Bid opening to the time the Contract is awarded. If any Bidder wishes to bring additional information to the notice of the SVVU, it should do so in writing at the address: The Registrar, Sri Venkateswara Veterinary University, AO, Dr YSR Bhavan, Tiruapti-517502.

26. Any effort by the Bidder to influence the SVVU in the SVVU's Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidders' Bid.

27. SVVU'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

27.1. The SVVU reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the 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 the SVVU's action.

28. AWARD OF CONTRACT

28.1. The Lowest Bidder (L1) shall be declared successful for award of contract subject to fulfillment of all the conditions of the tender.

28.2. Letter of Award (LOA) shall be issued by SVVU to the successful bidder and the bidder shall be asked to submit a performance security and sign the contract agreement within the specified timeframe as per the LOA. Failing which the offer will be treated as withdrawn and the Bid Security forfeited.

28.3. SVVU will have a Contract Agreement for availing the services during the period of contract. Depending on the project requirements and past performance of the Service Provider, SVVU may extend the period of contract for additional period on mutually agreed terms and conditions.

29. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT

29.1. The Bidder whose bids are successful and acceptable will be notified of the award by the SVVU in writing through email or cable or telex or facsimile confirmed by post/ courier. This letter [hereinafter and in the Conditions of Contract called the "Letter of Award (LOA)"] will state the sum that the SVVU will pay to the successful bidder in consideration of the execution and completion of the Works as per TOR by the successful bidder as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

29.2. Upon receipt of LOA, the Successful Bidder, shall comply with the conditions of LOA and submit a Letter of Acceptance along with Performance Security of requisite amount within the specified timeframe. Failing which, the LOA shall stand cancelled and also lead to annulment of the award, forfeiture of the Bid Security and any such other remedy the SVVU may take under the Contract.

29.3. Upon furnishing of the Letter of Acceptance along-with Performance Security by the Successful Bidder, he shall be asked to sign the contract agreement.

29.4. After signing of the contract agreement with the successful bidder, the SVVU will promptly notify other Bidders that their Bids have been unsuccessful.

30. PERFORMANCE SECURITY

30.1. On receipt of the Letter of Award, the Successful Bidder shall deliver to the SVVU a Performance Security in the form of a Performance Bank Guarantee (PBG) in the format given in Annexure-I. The PBG shall be for an amount equivalent to 10% of the Contract price, which shall be equivalent to the offered price of successful bidder and in the name of the SVVU, Tirupati. After acceptance of performance security by SVVU the Bid Security of successful bidder shall be released. The performance security shall be valid for a period up to 365 days beyond the contract period. As such initially the validity of performance security shall be for a period of two years six months + 365 days. Subsequently, the Service Provider may be

required to renew/ re-submit the Performance security in such away that it remains valid for a period up to 365 days beyond the extended period of contract, if any.

30.2. The PBG from following banks shall only be accepted:- • State Bank of India or its subsidiaries, • Any Indian Nationalized Bank..

30.3. The acceptance of the PBG shall also be subject to the following conditions:- • The capital adequacy of the Bank shall not be less than the norms prescribed by RBI • The bank guarantee issued by a Cooperative Bank shall not be accepted.

31. FORFEITURE OF BID SECURITY

The Bid Security can be forfeited if a Bidder • carries out any modification in the downloaded tender document while submitting its proposal; • withdraws his Bid during the period of bid validity; or • does not accept the correction of errors of his Bid Price in accordance with the tender conditions; or • having been notified successful bidder by the Employer during the period of bid validity :

- a. fails or refuses to execute/ sign the Contract Agreement within the stipulated time frame; or
- b. fails or refuses to furnish the Performance Security, in accordance with the tender conditions.

32. START OF SERVICE

The start date of agreement will be reckoned from the day of signing of the Contract Agreement or the date specified in LOA, whichever is earlier.

33. ADVANCE PAYMENT AND FINANCIAL SECURITY

The SVVU will not make any Advance Payment or provide any financial security against the work order/ contract agreement.

34. CORRUPT OR FRAUDULENT PRACTICES

The SVVU requires bidder observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy:

(a) defines, for the purposes of this provision, the terms set forth below as follows :

(i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in Contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the SVVU, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the SVVU of the benefits of free and open competition.

(iii) “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;

(iv) “undesirable practice” means

- (i) establishing contact with any person connected with or employed or engaged by the SVVU with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or
- (ii) having a Conflict of Interest; and
- (iii) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a SVVU Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a SVVU Contract.

35. CLARIFICATION OF TENDER DOCUMENT

All bidders are requested to go through the tender document carefully to understand the bidding process and the scope of works. A prospective bidder requiring any clarification of the conditions specified in the tender document may notify the SVVU in writing or by cable (hereinafter "cable" includes telex, facsimile and e-mail) at the SVVU's address indicated in the Notice inviting Tenders. All the questions/ clarifications related to the tender may be sent by bidder, one day before the date of pre-bid meeting. The queries can be sent to The Registrar, Sri Venkateswara Veterinary University, Tirupati. Queries received, from the bidders, one day prior to the pre-bid meeting will be addressed. The SVVU will also respond to any request for clarification which it received up to one day before the pre-bid meeting.

36. PRE-BID MEETING

36.1. SVVU will hold a pre-bid meeting with the prospective bidders at the time and date specified in the schedule of events at SVVU Head Quarters, Tirupati. The purpose

of the meeting will be to clarify issues and to answer questions on any matter related to tender conditions that may be raised at that stage.

36.2. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder. However, if a bidder fails to submit Minutes of the pre-bid meeting including the text of the questions raised and the responses as well as the queries/ clarifications raised for pre-bid meeting and replies thereof placed on the SVVU web site duly signed/ stamped on each page with the Technical Bid, the Bid shall be summarily rejected as non-responsive.

37. AMENDMENT OF TENDER DOCUMENT

37.1. At any time prior to the last date for receipt of tenders, SVVU, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the conditions specified in the Tender Document by an amendment. The amendment will be notified on SVVU's website www.svvu.edu.in and should be taken into consideration by the prospective bidders while preparing their bids.

37.2. Any amendment/ addendum thus issued shall be part of the tender document and shall be communicated by hosting the same only on SVVU's web site. Bidder will provide acceptance and confirmation of such amendment/ addendum also by submitting the signed and stamped document as part their proposal.

37.3. In order to give prospective bidders reasonable time to take the amendment into account in preparing their tenders, SVVU may, at its discretion, extend the last date for the receipt of tenders.

38. Bidders must quote for all the items of the tender. In case any item is not quoted the bid can be either treated non-responsive or else for non quoted item highest rate quoted in the tender will be taken by SVVU to arrive at the total bid value. The decision to opt for either of above options will be of SVVU.

39. The successful bidder would provide all the service through their own company. If sub contracting for specialized work is required, the successful bidder will take prior permission from SVVU. Under all circumstances the value of works sub contracted by the successful bidder should not exceed 25% of the total value of contract. The successful bidder will be solely responsible to ensure compliance of all obligations under the contract.

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PART-II

CONDITIONS OF CONTRACT

SECTION – IV FORMAT OF CONTRACT AGREEMENT

CONTRACT AGREEMENT No-----/--/2017

This Contract Agreement is made on this day of -- . BETWEEN Sri Venkateswara Veterinary University (SVVU), constituted by an act of Assembly, The SVVU Act, 2008, and having its head office at AO, Dr YSR Bhavan, Tirupati-517 502 (hereinafter referred to as "SVVU" which expression shall, unless repugnant to or inconsistent with the context, mean and include its successors and assigns) of the first part. AND _____, a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at _____ (hereinafter referred to as "Service Provider" which expression shall unless repugnant to or inconsistent with the context, mean and include its successors and assigns) of the OTHER PART: WHEREAS the service provider, in the ordinary course of its business, is engaged in providing services in the information technology field viz. web-site design/ upgradation/ optimization, security feature implementation, web-site maintenance, development of web-based software systems for their clients. AND WHEREAS the Service provider has submitted their tender against SVVU's notice inviting tenders (No4788/Acad.II/2017 Dated: 15-07-2017) for the Design, Development and Maintenance of SVVU web-site for the which they have been adjudged the successful bidder and SVVU has agreed to award the contract on the terms and conditions hereinafter contained. NOW THIS CONTRACT

AGREEMENT WITNESSTH

1. Both the parties agrees as follows : (a) The Service provider shall carry out the work in accordance with scope of work/ Terms of Reference to the satisfaction of SVVU; and (b) SVVU shall make payments to the Service provider for the services rendered in accordance with the conditions of the contract agreement.
2. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of the contract hereinafter referred to.

The following documents shall be deemed to form and be read and constructed as part of this agreement viz. (a) Conditions of contract including Special Conditions of Contract, if any (b) Terms of Reference/ Scope of work (c) Contractor's Bid (d) Letter of Award (e) Letter of Acceptance (f) Any other addendum.

3. The foregoing documents shall be constructed as complementary and mutually explanatory one with another. Should any ambiguities or discrepancy be noted then the order of precedence of these documents shall subject to the conditions of particular applications be as listed above.

4. This contract agreement together with the annexure hereto, constitutes the entire contract agreement between the parties with respect to the subject matter hereof and supersedes in all respects all prior proposals, negotiations, conversations, discussions and contract agreements between the parties concerning the subject matter hereof and/or subsequent alterations, amendments, changes or additions hereto shall be binding and valid unless agreed to in writing and signed by each party. IN WITNESS WHEREOF, the parties hereto have caused this contract agreement to be executed by their respective authorized representatives on the day and year first before written. FOR AND ON BEHALF OF (Sri Venkateswara Veterinary Univerisyt) FOR AND ON BEHALF OF (M/s _____) (Authorized Representative) Name : _____ The Registrar, Sri Venkateswara Veterinary University, Tirupati-517 502 (Authorized Representative) Name : _____ Designation : _____ M/s _____ Address : _____ In the presence of following witnesses : Sri Venkateswara Veterinary University M/s _____

1. Name	1. Name
Designation	Designation
Address	Address
2. Name	2. Name
Designation	Designation
Address	Address

CONDITIONS OF THE CONTRACT

1. GENERAL PROVISIONS

- (a) Definitions : Unless the context otherwise require, the following terms whenever used in this Contract Agreement shall have the following meanings :
- o “Applicable Law” means the laws and other instruments having the force of law in India as applicable from time to time.
 - o “Contract” means the contract agreement signed by the parties, to which these Conditions of the Contract are attached.
 - o “Contract price” means the price to be paid for the performance of services in accordance with the scope of work/ terms of reference attached to the contract agreement.
 - o “Government” means the Government of India/AP.
 - o “SVVU” means Sri Venkateswara Veterinary University.
 - o “Party” means the SVVU or the Service Provider, as the case may be, and Parties means both of them.
 - o “Personnel” means persons hired by the service provider or by any sub-contractor as employees and assigned to the performance of the services or any part thereof under this contract.
 - o “Services” means the work to be performed by the service provider pursuant to this contract.
 - o “Service provider” means the entity to which the Services to be provided under this contract has been entrusted by SVVVU.
 - o “Sub-contractor” means any entity to which the Service provider subcontracts any part of the Services to be provided under this contract.
- (b) Amendments : Any amendments or modifications to this contract agreement shall be valid and binding on the parties only if made in writing and signed on behalf of both the parties by their respective authorized signatories.
- (c) Survival : Rights and obligations which have accrued at that time of termination or expiry of this contract agreement shall survive even after the termination or expiry of this contract agreement and any provisions hereof which, by their nature are intended to survive this contract agreement, will so survive.

- (d) Notices : Any notice or communication required to be given under this contract agreement shall be in writing and shall be sent by registered or speed post to the party's authorized representative defined under this contract agreement with a copy to the person signing this contract agreement on behalf of the party concerned.
- (e) The service provider will not outsource the work to any other associate/ franchisee/ third party under any circumstances. If it so happens then SVVU will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees and/ or termination of the Contract for default.
- (f) The service provider will not, without SVVU's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of SVVU in connection therewith, to any person other than a person employed by the service provider engaged in the performance of the Contract. Disclosure to any such employed person will be made in confidence and will extend only so far as may be necessary for purposes of such performance.
- (g) SVVU expects the Service provider to provide proactive support in all IT related areas. In case of problems, the Service provider must provide immediate and timely solutions to the problem with back end resources from its head office.
- (h) It will be the responsibility of the Service provider to foresee the areas not covered in the contract and suggest appropriate action to be taken by SVVU whenever a new facility is added during the contract period.
- (i) This contract agreement together with the annexure hereto, constitutes the entire contract agreement between the parties with respect to the subject matter hereof and supersedes in all respects all prior proposals, negotiations, conversations, discussions and contract agreements between the parties concerning the subject matter hereof and/or subsequent alterations, amendments, changes or additions hereto shall be binding and valid unless agreed to in writing and signed by each party.

2. SERVICE LEVEL CONDITIONS

2.1 The service provider shall and does hereby indemnify and hold harmless SVVU from any loss, liability, damage or expenses arising from or in connection with :

- any claim that the service provider or any other assignee of the service provider are employee of SVVU for any purpose;
- any claim that the service provider has failed to compensate its employee, including the payment of prevailing wages in accordance with the applicable law;

- any claim that the service provider has not complied with any wage and/or employment laws, rules regulations or common law;
- commitment to compensate its employee, including the payment of prevailing wages in accordance with the applicable law.

2.2 Service level warranty: The service provider warrants the SVVU that it will be able to deploy the requisite manpower resources on the project under this contract without any substantial delay and that in case of failure to meet the required performance level; it shall be liable to pay damages in terms of penal provisions of the contract agreement.

2.3 The service provider shall be liable for any breach, non-performance or delay in carrying out any obligation contained in the contract. In case a complaint is not attended within one week of reporting, OR a professional resource is not deputed as required under the contract it may be carried out through some other source at the risk and cost of the service provider, after issue of seven days notice or penalty will be imposed as per conditions of the Contract Agreement.

2.4 The service provider shall be responsible for accidents attributable to him, during course of the execution and shall be liable for paying compensation to his staff as well as to the SVVU for the damages to IT infrastructure.

2.5 If the service provider or their employee damage or destroy any computer and accessories, cable, electric lines etc. at SVVU premises, the service provider shall make good the damages at their expenses or in default SVVU can deduct the expense from any sums that may be due or at any time thereafter become due to the service provider under the contract agreement or otherwise, if it is attributable to bidder.

3. PAYMENT TERMS (a) The payments to the service provider will be made in a fixed lump sum on the basis of quoted price for different phases of the work as per payment schedule specified below. The agreed price for different phases of the work as well as breakdown of prices shall be as per payment schedule for **Phase-I & II** as below:

Period	Items completed	% amount to be paid
Phase – I		
Part - 1	i) System requirement study (SRS) Report and identification of web pages to be developed for mobile handsets and finalization of their layout ii) Completion of design, development and maintenance web-site iii) Submission of final design of web portal including www.svvu.edu.in portal in both Telugu as well as English, hosting and loading the data/information on SVVU's web server after approval and operational zing the same. iv) Supply and installation of hard ware, operating and system software	50% of Cost of Phase – I (Total of Sl. Nos. 1,2 &3 of Form – F2)
Part - 2	i) On testing the application software and successful demonstration using hardware/software supplied & installed by the service provider ii) On completion of modification/amendments as per initial observation of SVVU iii) After final review and completion of bug free operation, furnishing of “Certified for Security” report, documentation, training of officers/staff iv) After Completion of 12 months of Phase-I	Remaining 50% of Cost of Phase – I (Total of Sl. Nos. 1,2 &3 of Form – F2)
Phase – II		
	i) Subject to satisfactory performance and timely updating of the web-site both in Telugu and English on completion of 50% period	50% of cost of Phase – II for half time and final 50% at the completion of Phase – II period (Total of Sl. No. 4 of Form – F2)

Normally, payment shall be made within 30 days of receipt of invoice and the relevant documents. In case of final payment, the time period shall be 60 days from the receipt of final invoice and the relevant document.

(b) All payments to the service provider will be made subject to deduction of TDS (Tax Deduction at Source) as per the Income-Tax Act, 1961, penalty for late payments and other taxes if any as per Government of India rules.

(c) Re-imbursement of Service Tax, if any, shall be made only on production of proof of payment.

4. SPECIAL PROVISIONS

(a) During the term of this contract agreement the Service provider shall refrain from directly or indirectly:

(i) Recruiting, hiring, engaging or attempting to recruit, hire or engage or discuss employment with or otherwise utilize the services in any capacity of any person who has been an employee of SVVU or associated with SVVU's work through other contractor/ Service provider for rendering services under this contract agreement; or

(ii) Induce any person who shall have been an associate of the other contractor/ Service provider at any time to terminate his/ her relationship with the other.

(b) If SVVU at its sole discretion, determine that the services are not being performed satisfactorily or that any security rules, standards, guidelines, policies, or procedures are not being followed, SVVU shall inform the Service provider of the same, the Service provider shall take within the mutually agreed time period such steps as necessary and appropriate to remedy the situation, including, but not limited to, replacing individuals who have been assigned for rendering the services.

(c) Neither the Service provider nor any employee of the Service provider or any individual assigned by the Service provider shall be or shall be deemed to be an employee of SVVU for any purpose whatsoever. In conformance with and without limitation on any application of the foregoing statement, the Service provider shall be solely responsible for payment of compensation and any other costs to its employees/ agents/ associates, including any amounts that may be due as prevailing wage under applicable law to Service provider's employees/ agents/ associates who are assigned to perform services of SVVU under this Contract. The Service provider will furnish SVVU with a written declaration that the payments of all statutory obligations have been/ will be made by the Service provider itself and that the SVVU is indemnified from such obligations. Such a declaration shall accompany the payment requests made by the Service provider.

(d) The Service provider shall and does hereby indemnify and hold harmless SVVU from any loss, liability, damage or expense arising from or in connection with: (i) Any claim that the Service provider or its associate/ sub vendor has failed to compensate

its employees, including the payment of prevailing wages in accordance with the applicable law; (ii) Any claim that the Service provider has not complied with any wage and/or employment laws, rules regulations or common law.

- (e) Conflict of Interest : The Service provider shall not receive any remuneration in connection with the assignment, except as provided in the contract. The Service provider and its affiliates shall not engage directly or indirectly in activities that conflict with the interest of the SVVU under the contract, and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the 'Services' under the ongoing contract not connected with the job concerned.
- (f) Professional Liability Insurance : The Service provider will be expected to carry out the assignment with due diligence and in accordance with prevailing standards of the profession. He will always act, in respect of any matter relating to the Contract or the Services, as faithful adviser to SVVU and will at all times support and safeguard the legitimate interests of SVVU in any dealing with the subcontractors or third parties.
- (g) Assignment or transfer of obligations : This contract shall insure to the benefit of each of the parties and their respective successors and neither party shall otherwise assign the benefit or burden of this contract to any others, without the previous written consent of the other party.
- (h) Relationship of Parties: It is clearly understood that the relationship of the parties is in terms of this contract. Neither party shall be deemed to be the legal representative or agent of the other. (i) Limitation of Liability: Under any circumstances the total liability under this contract shall not exceed 10% of the contract value. Notwithstanding anything to the contrary in the contract Agreement, in no event shall either party be liable, whether in contract, tort, or otherwise, for special, punitive, indirect or consequential damages, including, without limitation, loss of profits or revenues arising under or in connection with this contract even if such party has been advised in advance of its possibility.
- (j) Intellectual property: All plans, drawings, specifications, designs, reports, other documents and software prepared by the service provider for SVVU as well as latest software(s) & its licenses procured under this contract shall become and remain the property of SVVU, and the service provider shall, not later than upon termination or expiration of this contract, deliver all such documents to SVVU, together with a detailed inventory thereof. The service provider wishes to retain a copy of such document, if any, shall be specified in the tender.

5. Right & Ownership of equipments/ software system or documents:

- 5.1 All services rendered by the Service provider under this Contract agreement and the software, hardware, equipments or documents of such services including but not limited to written materials manifested in programs, documentation design, disks, and tapes shall belong to SVVU.
- 5.2 All documentation, wherever called for, shall be in good, simple and concise English using accepted technical terms and symbols. All documents, except for the standard documentation that accompanies the appropriate hardware and software shall be made available in hard copy and/or on CD to SVVU. All such documents shall have comprehensive index to facilitate quick reference. All printed documentation shall come with ring folders and proper font size labels. The documentation shall be properly arranged and sorted.
- 5.3 The Service provider shall be responsible for the provision of adequate and suitable documentation wherever applicable. All documentation shall be completed and delivered to SVVU.
- 5.4 The Service provider shall provide satisfactory answers to any reasonable queries raised by SVVU concerning any information stated in the documentation.
- 5.5 On the completion of contract period, the Service provider will handover the source code, all related documents and demonstrate that the source code is executable. In summary, the Service provider shall be responsible for technology transfer of the system in such a way that the same can be put to use by SVVU through alternate resources. The technology transfer procedures shall be completed before submission of final bills on completion of the contract.

6. Confidential Information:

- 6.1 Both parties shall keep confidential any confidential with information of the other the same degree of care as it would treat its own confidential information. The parties agree that the confidential information will be used only for the purposes of this Contract agreement and shall not be disclosed to any third party for any reason whatsoever.
- 6.2 As used herein, the term “Confidential Information” means any information, including without intimation, information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts,

transactions, proposed transactions or security procedures of either party or any of its affiliates, or any SVVU of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by successful bidder in rendering the services hereunder are the Confidential Information of the Service provider.

- 6.3 At all times during the performance of the Services, the Service provider shall abide by all applicable SVVU's security rules, policies, standards, guidelines and procedures. the Service provider agrees that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the term of this Contract agreement and such rules, policies, standards, guidelines and procedures by its employees or agents.
- 6.4 The parties hereto agree not to disclose to any other party and to keep confidential the terms and conditions of this Contract agreement, any amendment hereof, and any Attachment or Annexure hereof.
- 6.5 The obligations of confidentiality under this section shall survive termination or expiration of this Contract agreement.

7. Representatives and Warranties:

- 7.1 The Service provider represents and warrants that it has all requisite power and authorization to enter into and perform this contract agreement and that nothing contained herein or required in the performance hereof conflict or will conflict with or give rise to a breach or default under, or permit any person or entity to terminate, any contract or instrument to which the party is bound.
- 7.2 The Service provider hereby agrees to indemnify, defend and save SVVU harmless, from and against any and all loss, damage or liability of any kind whatsoever ("Claims") to which SVVU may be subjected by reason of the breach of this contract agreement solely attributable to the Service provider or breach of any one of the foregoing representations and warranties, or incurred in the settlement or avoidance of such claims. SVVU being indemnified shall endeavor to provide prompt notice of the assertion of the claim thereof and afford the Service provider the opportunity to assume control of the defense and/or settlement thereof.
- 7.3 Except for the warranties expressly mentioned hereunder, the Service provider excludes and disclaims all warranties, conditions or statements, whether express, implied or statutory. Except for the warranties expressly mentioned hereunder, the Service provider excludes and disclaims all warranties, conditions or statements,

whether express, implied or statutory, including, without limitation, the implied warranties of merchantability and fitness for purpose.

8. SECURITY

- (a) The service provider will ensure that no information about the software, hardware, database and the policies of SVVU is taken out in any form including electronic form or otherwise, from any of the work site by the manpower posted by them.
- (b) The service provider or its deployed personnel, by virtue of working on SVVU project, can't claim any rights on the work performed by them. SVVU will have absolute rights on the work assigned and performed by them. Neither any claims of the service provider or its deployed professionals will be entertained on the deliverables.
- (c) For security reasons, individuals assigned by the service provider to perform the services at SVVU's premises shall also comply with the rules of SVVU.

9. INDEMNITY

- (a) The service provider will indemnify SVVU of all legal obligations of its professionals deployed for SVVU project. (b) SVVU also stand absolved of any liability on account of death or injury sustained by the Service provider's professionals/ staff during the performance of this contract and also for any damages or compensation due to any dispute between the Service provider and its staff.

10. PENALTIES

- 10.1 For any delay in completion of the task beyond the stipulated period from the date of award of work, the liquidated damages of a sum equivalent to 0.5% of the project value for every day of delay, up to a maximum of 10% of the contract value shall be deducted from the project value. Once the maximum, penalty amount is reached, termination of the contract of shall also be made.
- 10.2 During phase II, if the updating of website is not done on receipt of request on the same working day or if a problem is not resolved within 24 hours from the time of reporting, penalty in such case shall be 2% of 'cost of that quarter payment' per day up to maximum of 10% of contract price. Once the maximum has reached, SVVU at its discretion may consider termination of the contract and forfeit Performance Security.

11. TERMINATION

- 11.1 SVVU on its sole discretion and for any reason whatsoever may terminate this contract agreement by giving to the other party 60 days notice in writing.

11.2 SVVU may at any time terminate the work order / contract by giving written notice of 30 days to the service provider in case of occurrence of any of the following events : (a) if the service provider do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days of receipt after being notified or within such further period as the SVVU may have subsequently approved in writing; (b) if the service provider becomes bankrupt or otherwise insolvent; (c) if, as a result of Force Majeure, the service provider is unable to perform material portion of its obligation for a period of not less than 60 days; or (d) if the service provider in the judgment of the SVVU has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

11.3 The service provider may terminate this contract by giving written notice of 30 days to SVVU in case of occurrence of any of the following events : (a) If SVVU fails to pay any money due to the service provider pursuant to this contract agreement and not subject to dispute within 45 days after receiving written notice from the service provider that such payment is overdue; or (b) if, as a result of Force Majeure, the service provider is unable to perform material portion of its obligation for a period of not less than 60 days.

11.4 On the termination of this contract agreement, the service provider shall be entitled to all undisputed sums that are due for services rendered prior to the date of termination. Accordingly, upon termination, SVVU shall, after offsetting any advances, pay for the services satisfactorily done before the effective date of termination, and also of reimbursable expenditures which have been actually incurred before the said date.

11.5 In the event of termination, the service provider will refund the sums on pro rata basis, if the advance sums are with service provider, for the period unutilized, after considering the period of notice. On termination of the contract, the service provider shall also surrender all the documents and equipments/ material belonging to SVVU.

12. FORCE MAJEURE

(a) For the purposes of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the party invoking force majeure to prevent), confiscation or any other action by government agencies.

(b) Force Majeure shall not include

(i) any event which is caused by the negligence or intentional action of a party or such Party's Sub-contractors or agents or employees; or

(ii) any event which a diligent party could reasonably have been expected to both

(A) take into account at the time of the conclusion of this contract and

(B) avoid or overcome in the carrying out of its obligations hereunder.

(c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

(d) The service provider will advise SVVU in writing, duly certified by the local Chamber of Commerce, 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 clauses of force majeure, SVVU reserve the right to cancel the order without any obligation to compensate the service provider in any manner for what so ever reason.

13. ARBITRATION In the event of any dispute or difference arising out or touching to this agreement/ contract and/ or in relation to the implementation or interpretation hereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to sole arbitration of the Registrar of the SVVU or his nominee and the decision of the Arbitrator shall be final and binding upon the parties. The arbitration shall be held in Tirupati and the Arbitrator shall give his award in accordance with "The Arbitration and Conciliation Act, 1996". Both the parties know that sole Arbitrator might have dealt with the contract / agreement in question and is an employee or officer of Sri Venkateswara Veterinary University (SVVU) but the same shall also not disqualify him in any manner from acting as a Sole Arbitrator. In this clause the expression The Registrar of Sri Venkateswara Veterinary University (SVVU) shall also include any person who is for the time being is the administrative head of Sri Venkateswara Veterinary University (SVVU) or any person for the time being is officiating as Registrar of Sri Venkateswara Veterinary University. In the event of arbitrator dying, neglected or refusing to act or resigning or being unable to act for any reason or his award being set aside by the Court for any reason it shall be lawful for the Registrar, SVVU or his nominee to appoint another arbitrator in place of outgoing arbitrator in the manner aforesaid.

14. APPLICABLE LAW The contract will be governed by the procedures established by SVVU, within the framework of applicable laws of the land and statutory provisions.

15. AUTHORIZED REPRESENTATIVES

- (a) In all dealings between the Service provider and SVVU under this Contract agreement the Manager (Tech), SVVU and/ or Registrar, SVVU shall be the authorized representative(s) of SVVU. The contract shall be under overall supervision of the Registrar, SVVU. The Service provider shall nominate suitable persons as their authorized representatives to deal on behalf of the Service provider.
- (b) Changes in authorized representative(s) are to be notified in writing by either party immediately and in any case within one week of such change.

16. JURISDICTION This contract agreement shall be subject to the jurisdiction of the courts in Tirupati.

SECTION – V

TERMS OF REFERENCE (TOR)

Terms of Reference (TOR)

The successful bidder shall be required to study the existing website, its features and the availability of hardware/ software on which the existing website is operating and interact with the concerned officers of SVVU dealing with the subject for preparation of detailed requirement for carrying out the project. The work shall be carried out based on the System Requirement Study (SRS) report finalized in consultation with SVVU.

1. BRIEF SCOPE OF WORK

1.1 Design, Development and Maintenance of SVVU Website by the addition of latest content Information and develop equivalent web-pages in Telugu.

1.2 Home page design with flash banner.

1.3 Designing of Static and Dynamic pages with database.

1.4 Web portal search and provision of uploading document by authorized users of SVVU

1.5 Use of keywords to optimize search result and increase the ranking with search engines.

1.6 Content Management system based web portal.

1.7 Implementation of security features to maintain data security, prevent from unauthorized access, and misuse of web portal.

1.8 Providing links to various applications.

1.9 Internal/ External linking to important websites.

1.10 Development of web pages conducive to mobile hand sets using URL : www.svvu.edu.in

1.11 Supply of licensed version of latest software(s) for design/ development/ successful launch and subsequent maintenance of the website.

1.12 Supply and Installation of requisite hardware having minimum specification as mentioned in Appendix-I

1.13 Development of Intranet site

2. WEB PORTAL CONTENT

2.1 The existing Web Portal has following Sections/pages:

- ✓ Home
- ✓ About us
- ✓ Authorities
- ✓ Academics
- ✓ Institutions
- ✓ Research
- ✓ Extension
- ✓ Acts & Statutes
- ✓ Gallery
- ✓ Archives
- ✓ Bulletin Board
- ✓ Alumni page-Successful alumnus
- ✓ Student login
- ✓ Farmers login
- ✓ Virtual tour of the campuses of SVVU
- ✓ News and updates
- ✓ Events
- ✓ Library
- ✓ Phone book
- ✓ Archives
- ✓ Contact us

2.2 The above pages may be required to be designed for better dissemination of information. New pages for additional information such as site map, privacy policy, disclaimer etc., may be required to be added. The prospective bidders are advised to visit the existing web site of SVVU (<http://www.svvu.edu.in>)

2.3 The bidder has also to develop and implement an Intranet site for SVVU users. The Intranet site should enable users disseminate/ share the information among employees, access SVVU's application from anywhere anytime. The Intranet site should host policy circulars, office order etc. The Intranet site should be able to host documents and should be secure and accessible through secure login user ID and password by the employees.

3. TECHNICAL REQUIREMENTS

- 3.1 **E-mailing System:** An e-mailing system for SVVU officials with creation of official mail IDs is required. The website shall provide a link to access the e-mailing system so that SVVU officials can see their email, compose, send and do all the activities, just like any standard emailing system using the link from SVVU web portal.
- 3.2 Information about: SVVU University, Strategic plan, Divisions & Departments, Farms, SVVU research, Fees & Funding, Libraries, Museums & Collections, Glossary, Sports and Conferences
- 3.3 Information for Prospective Undergraduates, Prospective Postgraduates, Prospective continuing education, Prospective online & distant learning students, Current SVVU students, current SVVU faculty, visitors, tourists, Media, Alumni, Teachers, Parliamentarians, Business/Partnerships.
- 3.4 Quick Links: Contact Search, Jobs & Vacancies, Term dates, Maps, Nexus Webmail, Giving to SVVU, Social Media Hub, SVVU images, Discoveries & News
- 3.5 Research: Divisions, Research Impact, Libraries, Innovation & Partnership, Support for Research, Research in Conversation, Public engagement with research
- 3.6 News & Events: Science Blog (AH, Dairy & Fisheries), News for journalists, Find an Expert.
- 3.7 About: Organization, Facts & Figures, SVVU people, increasing access, International SVVU, The campaign and Jobs
- 3.8 E-Tender: There need to be a link to access e-tender web portal
- 3.9 Online submission of job application: A Recruitment Management System is likely to be developed for online submission of job applications to SVVU and subsequent monitoring of status by the applicants.
- 3.10 Civil works: Allotted, ongoing, completed
- 3.11 Portal Administrator should be provided a CMS (content management system) so that he can make changes (textual changes) in all static pages. Database should be available online for administrator/ authorized user. Selected users of SVVU should be able to upload their documents in the selected categories.
- 3.12 Implementation of Security features: The website should have security features for access to authorized users on certain restricted web pages. General users may not be able to access such web pages without proper login id and password.

3.13 Online submission of farmers queries through farmers portal which can be directed to the expertise system of SVVU for answering the queries

3.14 Other new features to be added: The web site may be required to add new features as and when required. The website should have provisions for the same.

4. DESIGN/ INTERFACE REQUIREMENTS

4.1 Preferred Color combination: To be decided in consultation with SVVU

4.2 Preferred layouts: <http://www.un.org>, <http://www.india.gov.in>

4.3 Preferred side menu: To be decided in consultation with SVVU

4.4 Preferred main menu: To be decided in consultation with SVVU

4.5 Web portal for reference: <http://www.svvu.edu.in>

5. IMPLEMENTATION OF RECOMMENDATIONS CONTAINED IN SECURITY AUDIT REPORT

The recommendations of IT Security Auditor on the existing web-site may be required to be implemented so as to plug the loopholes and mitigate the risk/ vulnerabilities for unauthorized intrusion and defacement of website. In addition, the web-site developed by the successful bidder shall be got security audited and “Certified for Security” before launch as well as after specified period.

6. CUSTOMIZATION / RE-DESIGN OF WEB-SITE

Customization/ Redesign of web pages as per requirement of SVVU shall be done without any additional cost within the maintenance period of 2 (two) years.

7. SILENT FEATURES REQUIRED

7.1 Adherence to various design principles.

7.2 Aesthetically appealing and clean user interface.

7.3 Adherence to affordable principles.

7.4 Well structured Information display and flash image integration.

7.5 Easy to use as well as professional website design.

7.6 Search engine friendly website.

7.7 User friendly navigation to locate required information very easily.

7.8 Modular Development making it easy to add features later.

7.9 Support for all modern browsers.

7.10 Support for all platforms (Operating Systems).

7.11 Secured enough from vulnerable attacks/ hacking etc.

8. After successful launch of the Website, during Phase-II, the successful bidder shall be required to deploy a suitable personnel for the purpose of Web Administration/ management of website to the SVVU HQ Tirupati/ Constituent/affiliated colleges/polytechnics, Research Stations, KVK located at different places in the state of AP from Monday to Saturday excluding National/ Gazetted holidays for the purpose of Web Administration, maintenance and customization for the service during working hours.

9. The service provider shall supply all the requisite hardware and associated software required for hosting of the proposed solution. The service provider should specify the hardware sizing (including hardware configuration) subject to minimum specifications mentioned in Appendix I and the software/ applications to be installed on the said hardware. The proposed hardware / software should with minimum warranty period of 3 years. The service provider is expected to provide the costs pertaining to the hardware as well as software and its associated costs including overheads and contingencies in the prescribed format for submission of financial bids. Such hardware shall be required to be installed/ operationalized in the Internet Data Centre (IDC) or in Centers arranged by SVVU for hosting of the proposed solution.

10. PROJECT COMPLETION TIME

Before launching the web site, the service provider would be expected to get a security audit from empanelled security Auditors on Indian Computer Emergency Response Team (CERT-In), under the Department of Information Technology, Government of India, having a valid empanelment certificate. The auditor will have to carry out an assessment of the vulnerabilities, threats and risks that exist in website through Internet Vulnerability Assessment and Penetration Testing etc. This will include identifying remedial solutions and recommendations to be complied for mitigating all identified risks, with the objective of enhancing the security of the website. The service provider will also be expected to propose a risk mitigation strategy. The website and Web application should be audited as per the Industry Standards and also as per the OWASP (Open Web Application Security Project) model. Documentary evidence in respect of security compliance as mentioned above shall be required to be submitted to SVVU for obtaining clearance for launch

of web site. This security audit also needs to be carried out at the end of one year and before handing over the application to the SVVU during Phase-II along with the certificate that the website/web application has a tag of “Certified for Security“

Phase-I of the project relates to Up-gradation/ Optimization/ Re-design of the website as well as its security audit before successful launch and shall be completed within 3 (three) Months from the date of award of the work. The service provider shall be required to achieve following milestones within the prescribed timeline:

Sl. NO.	Milestone(s) Expected	Completion timeline
1.	Submission of System Requirement Study (SRS) Report, identification of web pages to be developed for mobile handsets and intranet as well as finalization of their layout	01 Week
2.	Completion of design and development of the SVVU web-site	01 week
3.	Submission of final design of web portal including www.svvu.edu.in portal in both Telugu as well as English, hosting and loading the data information on SVVU’s web server after approval and operationalizing the same	02 Weeks
4.	Supply and Installation of requisite hardware(s), operating system(s) and other related software(s) for successful implementation of the project	02 Weeks
5.	Testing the application software and successful demonstration using the hardware/ software supplied & installed by the service provider	01Week
6	Completion of modification/ amendments as per initial observations of SVVU	02 Weeks
7.	Completion of modifications and incorporation of suggestions on better presentation after final review, submission of report thereupon	02 Weeks
8.	“Certification for security” of the application software – To ensure bug free operation of the solution, furnishing of “Certified for Security” report and launching	01Week

Note : The above timeline shall be calculated from the date of award of work.

Phase-II of the project relates to maintenance/ updation of the website for 2 (two) years after successful launch. Service provider shall be liable for any breach, non-performance or delay in carrying out any obligation contained in the contract during this phase. In case a complaint is not attended within one week of reporting, OR a professional resource is not deputed as required under the contract, it may be carried out through some other source at the risk and cost of the service provider, after issue of seven days notice or penalty will be imposed as per the Contract Agreement.

Note: Since certification for security may be required to be carried out by a CERT-in empanelled security auditor, granting of grace period on justification may be considered by SVVU

FUNCTIONAL RESPONSIBILITIES ALONG WITH DESIRED MINIMUM QUALIFICATION AND EXPERIENCE OF RESOURCES TO BE DEPLOYED DURING PHASE-II

1. WEBSITE ADMINISTRATOR (for website related activities)

Functional responsibility : These resources will be responsible for timely updating/ maintenance/ management of website of the SVVU, to monitor the hosting of downloadable tender documents, liasoning with web hosting service providers as and when required, re-casting of website from time to time to make it eye catching and focused as well as preparing corporate presentations.

Minimum qualification and experience: Graduate with certification in web development/ web programming and thorough knowledge of flash, photoshop, Java Aplets, HTML, XML, scanning/ PDF creation and Microsoft office along with minimum three years post qualification experience in web designing, maintenance.

Desirable : Preference shall be given to candidates having Post Graduate Degree in the field of Computer and/ or Information Technology. Candidates having more than three years experience in the relevant field shall also be given preference.

Note : Brief Profile for Website Administrator shall be submitted in the technical bid as per **Form -T2**

SERVER SPECIFICATIONS

Server should have minimum specifications as follows or more

(a)	CPU	Two Intel Xeon. E5.2600 v3
(b)	Mother Board	Intel mother board
©	Slots	Slots : 6 PCI/ PCI Express (with at least 2x4 and 2x8 PCI Express)slots
(d)	Memory	8 GB 667 MHz DDR2 FBD RAM upgradeable up to 128 GB
(e)	Hard Disc Drive	3 x 500 GB, 10000 rpm SAS Hot Plug
(f)	RAID Controll	4 port SAS Controller with 256 MB cache
(g)	Monitor	24" HD 4K
(h)	Video Controller	To support VGA or above resolution
(i)	Keyboard	101 Keys Keyboard
(j)	Mouse	Optical Mouse
(k)	Bays	4 or higher Internal Hot Plug bays
(l)	Ports	Minimum 3 USB Port, 1 Serial Port
(m)	Cabinet	Rack Mounted, Maximum 4U
(n)	Certifications	Linus, Red Hat or Novell certified, Compliance & Support and windows 10
(o)	DVD RoM	8x or better DVD ROM Drive
(p)	Power Supply	Redundant Power Supply
(q)	Fan	Redundant fan
®	Net Working	Dual LAN (10/100/1000) Network Card with asset tracking Feature and security management, remote wake up
(s)	Power Management	Screen blanking, hard disk and system idle mode in power on, set up password, power supply surge protected, automatic server reboot

(t) Warranty

3/3/3 Y

Note : The above specifications are only **indicative**, the bidder shall indicate the latest server with better specification, which can support the proposed application smoothly as per requisite Service level along with other on-line applications to be hosted on the same server at a later date.

PART-III

FORMS FOR SUBMISSION OF BIDS

SECTION – VI

FORMS FOR SUBMISSION OF TECHNICAL BID

Format for Technical Bid

(to be submitted on the letterhead of the Bidder)

TECHNICAL BID FOR TENDER

“Design, Development and Maintenance of SVVU Website”

Ref: SVVU Tender No.: 4788/Acad.II/2017 Dated: 15-07-2017

General instructions:

- (a) All the pages of the form/ supporting documents must be separately signed along with the stamp by the Authorized Signatory of the bidder, as required. The name and designation of the signatory and the stamp of the bidder must also appear wherever documents have been signed.
 - (b) In case the bidder has to furnish no information against any of the items below, either ‘Nil’, ‘No’ or ‘Not applicable’, as the case may be, should be mentioned. If in the information supplied, against any item, a dash is marked or is left blank, it shall be treated as incomplete and the technical bid may not be considered for further evaluation and declared as non-responsive.
1. (a) Name of Bidder : (Note: Please attach certified copy of Certificate of Incorporation along with Memorandum of Association and Articles of Association. Authorized Signatory is required to certify all pages of the copy.)
 - (b) Constitution of the bidder entity e.g. Government enterprise, private limited company, limited company etc.
 - (c) In case of a Government enterprise, please indicate as to whether legally and financially autonomous and operate under commercial law. Yes/ No/ Not applicable
 - (d) Name(s) of Partners/ Directors
 2. Complete postal address with Telephone/ Fax numbers/ e-mail address
 - i) Corporate Office
 - ii) Registered Office
 3. Address of local office in Tirupati/Chennai/Bangalore/Hyderabad for correspondence with Telephone/ Fax numbers/ e-mail address. Please provide at least one fixed and one mobile telephone number on which the Authorized Person can be contacted during the tender process. It is the Bidder’s responsibility to

ensure that ALL these means of communications are working and being monitored regularly from the date of Application to the conclusion of the tender process :

4. (a) Complete postal address : (to which the correspondence will be made)
- (b) Fixed telephone number
- (c) Mobile telephone number (Note: the mobile telephone specified should be capable of receiving SMS)
- (d) E-mail address

5. Name & Address of the principal banker:

6. Name of the Company Secretary/ Chartered Accountant certifying the documents along with his/ her Membership number, if applicable :

7. (a) Whether the bidder is financially sound : Yes/ No
- (b) If yes, please indicate as to whether a certificate in the prescribed format (FormT3(A)/ T3(B)) along with certified copy of Balance sheet and Profit and Loss account is attached? Yes/No

(Note: Please indicate the page numbers of the document submitted in support of the above claim)

8. Whether the bidder have undertaken similar work within last one year: Yes/ No

(Note: Please indicate the page numbers of the document submitted in support of the above claim, the summary of projects completed/ being executed must be attached in the prescribed proforma)

9. Whether the bidder have been declared ineligible by SVVU or Government of Andhra Pradesh for indulging in corrupt or fraudulent practices : Yes/ No

10. (a) Whether the bidder have been declared/ determined non-performing by SVVU : Yes/ No (b) If so, period of debarment:

11. In case the bidder is a Government-owned enterprise, whether it is legally and financially autonomous and that it operates under commercial law. Yes/ No/ Not applicable

12. Whether copy of Resolution of Board of Directors/ Power of Attorney/ Authority Letter stating that the person signing the Application is an authorized signatory has been attached: Yes/ No

(Note: Copy to be certified by Company Secretary/ Director/ Managing Director of the Company and should also bear the signature of the authorized signatory)

Certificate / undertaking:

- A. It is hereby certified that the contents of the Notice inviting tenders has been carefully gone through and the bidder undertakes to fully comply with the terms and conditions specified in the tender document including addendum thereof.
- B. It is hereby certified that neither the bidder nor any of its Directors are the subject of criminal or civil proceedings that could be expected to adversely affect its business or its ability to bid in the present tender.
- C. It is hereby certified that the bidder understands that this technical bid, if found incomplete in any respect and/ or if found with conditional compliance or not accompanied with the requisite Bid Security (Earnest Money Deposit), shall be summarily rejected.
- D. It is hereby certified that the bidder understands that the tender application fee is nonrefundable irrespective of whether or not the contract is granted to it.
- E. It is hereby certified that the bidder hasn't been blacklisted by a central/ state Government institution/ Public Sector Undertaking/ Autonomous body and there has been no litigation with any Government Department/ PSU/ Autonomous body on account of similar services.
- F. It is hereby certified that the bidder will intimate the SVVU promptly in case of any change in the information submitted as part of this technical bid.
- G. It is hereby certified that the bidder understands that all matters relating to the tender or contract if granted to it will be subject to jurisdiction of courts/ Tribunal(s) in Tirupati/ Tirupati only.
- H. It is hereby certified that the bidder understands that if at any time, any averments made or information furnished as part of this bid is found incorrect, then its bid and the contract if awarded on the basis of such bid shall be cancelled.
- I. It is hereby certified that the bidder offers to execute the works described above in accordance with the Conditions of Contract, Specifications and Terms of Reference accompanying this bid.
- J. It is hereby certified that the bidder understands that SVVU is not bound to accept the lowest or any bid received by SVVU.

K. The bidder undertakes that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

L. I hereby confirm that this bid complies with the Bid Validity and Bid Security required by the conditions of tender document.

M. It is hereby certified that the information provided in this technical bid (including the attachments) is true, accurate and complete to the best of my knowledge & belief.

Date:

Signature of the Authorized Signatory
Name & Designation/ Title of the Authorized Signatory

Place:

(Company's Seal)

Brief Profile for Website Administrator

Sl. No.	General Description	
1.	General Qualification	
a.	Essential qualification Graduate with certification in web development/ web programming and thorough knowledge of flash, photoshop, Java Aplets, HTML, XML, scanning/ PDF creation and Microsoft office	Qualification possessed by the proposed key personnel to meet the essential qualification
b.	Essential Experience Three years post qualification experience in web designing/ maintenance	Experience possessed by the proposed key personnel to meet the essential experience
c.	Desirable qualification Post Graduate Degree in the field of Computer and/ or Information Technology	Additional qualification of the proposed key personnel in the relevant field
d.	Desirable experience Please specify, if experience is more than 3 years	Additional experience of the proposed key personnel in the relevant field
e.	Knowledge of English and Hindi language	Knowledge of English and Telugu language possessed by the key personnel
	English	
	Read	Excellent/ Proficient/ Good*
	write	Excellent/ Proficient/ Good*
	Speak	Excellent/ Proficient/ Good*
	Telugu	
	Read	Excellent/ Proficient/ Good*
	write	Excellent/ Proficient/ Good*
	Speak	Excellent/ Proficient/ Good*
2.	Period of continuous Association with the Company/ Firm	
(a)	Whether proposed to be hired for SVVU project or already working with Company/ Firm?	Proposed to be hired/ Already working with the Company/ Firm*
(b)	If already working with Company/ Firm, please state from when working ?	
3.	Adequacy for the project	

(a)	Experience of handling similar projects (web based projects) in the similar capacity	Please indicate number of projects handled after obtaining requisite qualification
(b)	Working experience on web development/ web programming and thorough knowledge of flash, photoshop, Java Aplets, HTML, XML, scanning/ PDF creation :	Website development/programming : Yes/ No* Flash, photoshop : Yes/ No* Java Aplets : Yes/ No* HTML, XML : Yes/ No* Scanning/ PDF creation : Yes/ No*
©	Proficiency on MS Office system	MS Front page : Yes/ No* MS Word : Yes/ No* MS Power Point : Yes/ No* MS Access : Yes/ No* MS Excel : Yes/ No*

Format of Certificate showing Bidder's Annual Turnover

(To be issued on letter-head of the Chartered Accountant

Dated

Certificate of Annual Turnover

It is certified that we have examined the books of accounts of M/s. ____ (name and address of the bidder) ____ and the average annual turnover of the company/ firm is not less than Rs. _____ (Rupees _____) during the last three financial years.

The details of the annual turnover are as under:

Sl.No.	Particulars	2014-15	2015-16	2016-17
1.	Total Annual Turnover of M/s _____			

(Signature of CA)

Name of the CA:

Seal:

Important Notes: (i) The above data should relate only to the Bidder who has submitted the tender.

(ii) In the above table, FY means Financial Year i.e. a period from 1st April of preceding year to 31st March of the succeeding year.

Format of Certificate showing Bidder's Net-worth

(To be issued on letter-head of the Chartered Accountant)

Dated

Certificate of Net-worth

It is certified that we have examined the books of accounts of M/s. ____ (name and address of the bidder) ____ and certify that the Net-worth of the company/ firm as on ____ (date)* _____ is Rs. _____ (Rupees _____).

The details of the Net-worth are as under:

Sl. No.	Particulars	Amount
1.	Total Assets	
2.	Deduct : Total Outside Liabilities	
	Net-worth	

OR

Sl. No.	Particulars	Amount
1.	Paid up Equity Capital	
2.	Add : Free Reserves	
	Net-worth	

(Signature of CA)

Name of the CA:

Seal:

Important Notes:

- (i) The above data should relate only to the Bidder who has submitted the tender.
- (ii) The date* as on which the net-worth is calculated should be as on the last day of the quarter preceding the date of submission of tender.

Format showing summary of Work undertaken

(Supporting documents to be enclosed)

Date

Summary of similar Work undertaken

We hereby declare and confirm that we, _____ (Name of the Bidder), having registered office at _____ (address) have been involved in the design/ development/ Optimization/ Maintenance of Websites for the clients. The details of work done during last one year as well as works in hand are furnished below:

2. Completed Similar Works by the Bidder:

Sl. No.	Details of Work including scope of work and name of the organization for which project is undertaken	Project Value	Start Date	End Date	Whether copy of work order & completion Certificate is attached (Yes/No)

B. Similar Works in hand :

Sl. No.	Details of Work including scope of work and name of the organization for which project is undertaken	Project Value	Start Date	Likely completion Date	Whether copy of work order & completion Certificate is attached (Yes/No)

Authorized Signature:

Name & Title of Signatory:

Name of Bidder:

Important Notes: The above information should relate only to the Bidder who has submitted the tender.

SECTION – VII

FORMS FOR SUBMISSION OF FINANCIAL BID

Form-F1

[Location, Date]

From :
(Name and Address of the Bidder)

To
The Registrar
Sri Venkateswara Veterinary University
Administrative Office, Dr YSR Bhavan
Tirupati-517 502
Andhra Pradesh

Subject : Tender for providing services for Design, Development and Maintenance of SVVU Web-site – Regarding.

Ref : SVVU's Tender No. 4788/07/2017-P&IS-II dated 10-07-2017

Sir,

We, the undersigned, offer to provide the Services for the above mentioned project in accordance with your Tender Notice referred above and our Proposal. The amount indicated in this financial bid is inclusive of agency charges and all taxes/ levies etc. The period wise details are as follows:

Particulars	Amount in figures	Amount in words
Total Cost of providing services described under Terms of Reference		

Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations, if any, up to expiration of the validity period of the proposal i.e. 120 days from the last date of submission of the bid or as extended in accordance with the tender conditions.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988". We understand that SVVU is not bound to accept any proposal it receives.

Yours sincerely,
Authorised signatory
Name & Title of Signatory:

Detailed breakup of Rates of the Financial Bid

Sl No	Particulars	Amount in figures	Amount in words
1.	Cost of supply, installation and networking of requisite hardware (servers etc.) *		
2.	Cost of supply of licensed version of following latest software(s) : a. Linux server as Operating System b. Data Base – MS SQL Enterprise edition 2008 Adobe (Full Pack i/c Photoshop, Flash, Acrobat reader/ Writer) c. Cute FTP d. Any Other (Please specify below)		
3.	Cost of providing services for Phase 1 described under Terms of Reference except cost of necessary Hardware/ Software as mentioned above**		
4.	Cost of providing services of Phase 2 described under Terms of Reference		
	Sub Total (Rs.)		
	Applicable Taxes (Rs.)		
	Total Cost (Rs.)		

*The list of hardware (servers etc.) along-with cost breakup shall be indicated on a separate sheet.

**All the software(s) required for launching the website on the supplied hardware. Website operation & maintenance along with SSL etc. should be included. NHA shall not provide any software for this purpose.

PART-IV

ANNEXES

Format for submission of Performance Bank Guarantee (PBG)

The Registrar
Sri Venkateswara Veterinary University
Administrative Office, Dr YSR Bhavan
TIRUPATI-517 502
ANDHRA PRADESH

1. Against contract awarded by Sri Venkateswara Veterinary University (SVVU) (hereinafter called "SVVU") to M/s _____ having its registered office at _____ and branch office at _____ (hereinafter called "Service Provider") vide Letter of Award No. _____ dated _____ against the Tender No. 4788/AcadII/2017 Dated: 10-07-2017 for Design, Development and Maintenance of SVVU Web-site (hereinafter termed as "Contract"), this is to certify that at the request of the Service provider, we, _____ the Bank having its Registered/ Head office at _____ and branch at _____ are holding in trust, in favour of the SVVU, the amount of Rs. _____ (Rupees _____) to indemnify and keep indemnified the SVVU against any loss or damage that may be caused to or suffered by the SVVU by reason of any breach by the Service provider of any of the terms and conditions of the said contract/and/or in the performance thereof.
2. We agree that the decision of the SVVU, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Service provider and the amount of loss or damage that has been caused or suffered by the SVVU shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand, and without demur to the SVVU. The decision of SVVU in this regard shall be final and binding upon the parties and the bank.
3. We, _____, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Service Provider i.e. till _____ (viz., the date 365 days after conclusion of the contract) hereinafter termed as the said date and that if

any claim accrues or arises against us, we the Bank by virtue of this guarantee before the said date, the same shall be enforceable against us. Notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us by the SVVU within this period. Payment under this letter of guarantee shall be made promptly within seven days upon receipt of notice to that effect from the SVVU.

4. It is fully understood that this guarantee is effective from the date of the said contract and that we _____ the Bank undertake that no change or addition or modification of the terms of the contract or the work to be performed there under or any of the contract documents which may be made between "The SVVU" and the Service provider, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.
5. We undertake to pay to the SVVU any money so demanded, notwithstanding any dispute or disputes raised by the Service provider in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Service provider shall have no claim against us for making such payment.
6. We _____ the Bank further agree that the SVVU shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the Service provider from time to time or to postpone for any time any of the power exercisable by the SVVU against the said Service provider and is to forbear or Bank shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Service provider or for any forbearance by the SVVU or any other matter or thing what-so-ever, which under the law relating to sureties would, but for this provision have the effect of so releasing us from liability under this guarantee.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service provider.

8. Notwithstanding anything contained hereinbefore our liability under this bank guarantee is limited to Rs. _____ (Rupees _____) only and the guarantee shall remain valid till _____; and unless a claim or demand under this guarantee is made on us in writing on or before _____ all our liability shall cease.

(Authorized signatory)
With Bank Code No.

Date:

Place:

Signature of the witness

Name and address of the witness