Expression of Interest (EoI) Design, Development
&
Maintenance of Website
For
Maharashtra National Law University Mumbai

Maharashtra National Law University Mumbai

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Maharashtra, India
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1. Introduction:

The Maharashtra National Law University Mumbai (MNLU MUMBAI) has been established under the Maharashtra National Law University Act 2014 on 20th March 2014.The Hon'ble Dr. Justice D.Y. Chandrachud, The Chief Justice of India, Supreme Court of India and Chancellor Maharashtra National Law University Mumbai. MNLU Mumbai promotes and makes available modern legal education and research facilities to students and scholars drawn from across the country, coming from different socio-economic, ethnic, religious and cultural backgrounds.

The purpose of this document is to invite a suitable service provider for "Design, Development and Maintenance of MNLU MUMBAI Website". The website shall serve as a powerful communication tool in reaching the potential users.

Existing Web Site

The existing website of MNLU MUMBAI can be viewed at https://mnlumumbai.edu.in/index.php

The existing website provides basic information about the institute through various sections/ web pages/ images. The site provides information on history and background about the institute and presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, research, careers/ jobs, tenders, notices etc. The site provides information related to RTIs etc.

Vision of the Web Portal

MNLU MUMBAI plans to have a dynamic state-of-the-art web portal which would truly reflect the proposed vision, be a lively platform and add to the institute's vibrant academic environment and campus life. More details are given in this document.

To meet this objective, MNLU MUMBAI invites reputed, experienced and financially sound agencies/ firms having expertise in the design and development of website as Service Providers (SP).

2. SCHEDULE OF SUBMISSION OF BID:

Tender document and other details can be obtained from the institute website https://mnlumumbai.edu.in/tendernotice.php Amendments, if any, will be notified in the MNLU MUMBAI websites. The following is the schedule of events for this tender.

Tender Processing Fee (Nonrefundable) and EMD	Rs.2500/- (Rupees Two Thousand Five Only) and Rs.10,000/- (Rupees Ten Thousand Only) The prescribed EOI fee and Earnest Money Deposit (EMD), as mentioned in the EOI document, shall be sent with your offer through Demand Draft (DD) drawn in favor of **"Maharashtra National Law University Mumbai"**, payable at Mumbai. Any subsequent amendments in the EOI will be available on the above mentioned website.

	If the DDs are not received, bids of that tenderer will not be considered for any further evaluation and summarily rejected.
Bid validity	The validity of bids shall be six months from the last date of submission of the bids.
Last Date of Submission of BID	**15.12.2023 at 5:00 P.M.**
Opening of Technical Bids	To be decided later.
Opening of Financial Bids	Intimated later to technically responsive bidders

3. FUNCTIONAL AND TECHNICAL DETAILS Present Web Site

The existing website of the institute can be accessed/ viewed at https://mnlumumbai.edu.in/index.php which presents information through various sections/ web pages and sub menus.

Vision of Design for the Web Portal

The institute plans to have a dynamic state-of-the-art web portal which would actually reflect various functions, activities, profile and add to the institute's vibrant academic environment and campus life.

This means the proposed website shall have a working blend of Web 3.0 technologies and eye-catching presentation of information. The proposed site shall blend up-to-date information, current data & information that can go lively. The purpose is also having an improved look & feel with latest design features & elements that an international institution be able to capture.

The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

Users

For all the envisaged portal will be used by the students, faculty members and administrative staff for their day-to-day activities. It will also be used by prospective students and employees, visitors, partner institutes and businesses, other government departments and agencies, and the public in India and abroad.

SCOPE OF WORK:

MNLU MUMBAI intends to develop a website which would reflect various functions, activities, profile and add to the institute's vibrant academic environment. Website should be elegant and uncluttered in look, easy to use, and easy to search, easy to navigate and visually appealing. Website must be compatible and interoperable with different browsers and different platforms.

3.1 Website Development and Design: -

1. Development on Open Source Platform – preferably DRUPAL/ PHP/ WCMS platform
2. Should be responsive and to work perfectly on all devices (Desktop, Laptop, Smartphones, Tablets) and popular Operating Systems (eg:- Windows, Linux, Android, iOS, Smartphone, tablet etc)
3. Website should comply with UGC, MHRD and GOI Guidelines and Quality Certification 4. Website should follow W3C Guidelines.
5. Should have the ability to Add/Edit/Delete the contents and need to have Admin panel.
6. Website should be scalable for future.
7. Anti-spamming feature.
8. Dynamic Photo gallery/video/banner Management System: Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption. Ability to add/modify/delete banner on home page etc.
9. Should have Search Engine Optimization (SEO) facility.
10. Feedback /contact us form option.
11. Faculty/Staff/Student information pages.
12. Details of various Academic courses UG, PG, Doctoral and Post-Doctoral Programmes, etc., to be integrated in the website.
13. Should have separate design templates for Research Centre pages based on the centre's domains/field and also have online feedback/contact form integrated with respective emails ids.
14. The website should have in-built pdf viewer.
15. The portal should support Web 3.0 (any advanced/ latest) based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as YouTube, Linked in, Face book, Twitter etc.
16. Separate Authentication Privileges for Super-User (Administrator) and Normal User for Website & Database Management.
17. The CMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.
18. The CMS site shall be able to create microsites/web portals within a main site as well.
19. Automated templates shall be provided which are customizable.
20. Admin section must be protected by username and password and using salted MD5 encryption. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.
21. Dynamic News/Events/Notification Management System: Facility to manage News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news.
22. Database Management – Ability to create new database and user interface to display dynamic content from the database.
23. Menu Management – Ability to add, move, delete, modify menus on the site.

3.2 Security:

The vendor should provide for the following security features: i. Tools for control and monitoring Website security ii. Protection against defacement, hacking iii. Design should incorporate security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service etc.

3.3 Migration of existing website:-

New website should be a super-set of existing MNLU MUMBAI website https://mnlumumbai.edu.in/index.php . Hence all the contents of existing website should be migrated to the new website. This phase is expected to be part of Web Development and Design.

3.4 Hosting and Backup:-
Cloud based platform with below configuration.
   a. 4 CPU cores.
   b. 512 GB SSD Storage
   c. 16 GB RAM
   d. Daily backup facility (In addition to cloud based backup by Service Provider, there should be facility for user friendly backup feature where the Institute authorized person can take backup/restore from a local machine)

3.5 Website Maintenance: -

One-year maintenance of Website post Go-Live Date (which may be further extended on mutual agreement) will cover regular updating contents in the modules/ sub-modules, software & security feature up-gradation, etc.

3.6 Tentative Proposed Site Map

Main Menu	**MNLU MUMBAI / About Us**	**Vision and Mission/Objectives**	
		Governing Bodies	*List of GC, EC, AC, FC, APB members*
		MNLU MUMBAI Act	
		RTI	
		Rules and Regulations	
		Accounts and Finance	*Contains balance sheets of financial years in .pdf format*
		Faculty Members	
		Administration	
	Courses	**B.A.,LL.B. (Hons.)**	
		LL.M.	
		Ph.D.	

	Admissions	**Undergraduate**	
		Post Graduate	
		Research Degrees	
	Infrastructure		
	Students Affairs	SBC	
		Academic Calendar	
		Examination / Results	
		Placement	
		Internship and Recruitment	
		Anti-Ragging Information	
		Achievements	
		Alumni	
	Gallery		
Quick Links & Important links	**Quick Links (to be placed in the footer)**	**Endowments**	
		CLAT	
		Campus	
		Hostel	
		Library	
		RTI	
		Publications	
		News and Events	
		Endowment and Support	

		Campus Recruitment	
		Tenders	
		Careers	
		Grievance Redressal	*Online form linked to specific email IDs*
		IQAC	
		Committee Against Sexual Harassment	*Online form linked to specific email IDs*
		Contact	
		NAD	
		Alumni	
		MoUs and Collaboration	
		OPAC	
		Sitemap	
		Moot Court	
		Disclaimer	
		Webmail	
		Annual Reports	
		Newsletter	
		NIRF	
		NDL	
		Proceedings	
		CLAT Brochure of the year	
		Academic Calendar	

		Holiday List	
		Archives	
		Code of Conduct	
		Convocation	
		ICC	
		Organisational Structure	
		Research	

The homepage must contain the following:

1. Notification 2. Events 3. Video gallery/Virtual Tour 4. Vice-Chancellor's Message 5. List of Research Centres

The scope of the work includes planning the design/ development, maintenance, hosting and management gathering relevant information, test run, deliver the existing website in the new form & where needed to the new portal.

The details of various sub-components of the website redesign and development are as follows:

Technology

The website/ portal should be based on Web 3.0 based CMS and preferably use Open Source Tools like Moodle, OpenLDAP /389-DS, HTML5, CSS3 and JAVA Scripts Framework like JQuery/ other necessary futuristic frameworks etc.

Server Side Programming Language – PHP

Server Side Framework – Drupal

Database – My SQL

Hosting O.S Platform – Linux

Webpages customization by latest CSS, Media Players

For any add on features, open source tools (or) educational s/w may be predominately used.

Development Methodology

The development methodology should follow an iterative-prototype approach especially in the initial start-up and design phase.

Other Key Points:

I. The service provider has to share the source code of product with MNLU MUMBAI IT section.

II. All material/ product and related codes on website would be the property of MNLU MUMBAI and service provider would have no claim over the same in future.

III. All content should be stored and kept confidential and service provider should not reuse/ replicate/ transfer the same to anyone else.

IV. The service provider should provide all admin/ user manuals along with complete training to MNLU MUMBAI IT Team.

V. The service provider should also provide support for all future upgrades/ initiatives of MNLU MUMBAI related to website.

VI. The should be a free newsletter subscription service wherein latest announcements gets emailed to the users.

4. BIDDER'S ELIGIBILITY CRITERIA:

Bidder should qualify the following eligibility conditions:

i. The firm must be located in Maharashtra preferably in Mumbai. Proof of registered office must be attached.

ii. The firm should have a minimum of five years of experience from the last date of submission of bid in design, development & providing maintenance and management services of websites/portals/web applications.

iii. The firm should have designed, developed and maintained at least 02 (TWO) websites in any Institute of National Importance (INI), Central and State Universities and/or Central PSUs/State/Central Govt. departments, within past 03 (three) years from the last date of submission of bid.

Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 03 years will be reckoned from the date of publication of this tender.

Out of 2 such contracts executed during the past 03 years, minimum 1 (one) contract should have been successfully executed in any NLU /IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/AIIMS/ Central/ State Universities/Educational Institute alone.

iv. The firm should have annual turnover of at least Rs 20 Lakhs per annum during last three financial years ending on 31st March 2023. Copy of Balance Sheet and P&L Account duly certified by a Chartered Accountant along with ITRs of above said three financial years should be submitted.

v. The firm must have well-qualified and experienced design and service team to execute the project.

vi. Firm should have GST Registration certificate and PAN.

vii. Profile of major clients projects handled in the past 3 years supported by necessary documentation and links to the webportals should be submitted.

viii. Firm shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.

ix. The tender is not transferable.

5. MANDATORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID:

i. Scan copy of all documents in support of above eligibility criteria from 4. (i) to 4.(vii) along with technical bid checklist format as per **Annexure - III**.

ii. A Brief of the proposed vision and concept for the design and development of the MNLU MUMBAI website.

iii. Note explaining the scope of the work as understood by the agency and which shall be executed by the firm.

iv. DDs as the proof of remittance of EMD and Tender Processing Fee.

v. Bid Forwarding Letter as per **Annexure - I**. vii. Undertaking towards Not Blacklisting as per **Annexure - II**.

viii. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the letter head of the bidder).

ix. Duly signed and stamped of the entire bid document

x. All other documents, as required in terms of the tender, to claim eligibility.
[NOTE: Bidders must sign and affix its seal on all pages of above supporting documents].

xi. **Price bid document must be submitted in a sealed separate envelop** and the rates should be quoted as per the BoQ (Format as per **Annexure - IV**). Taxes/ GST, if any, should be indicated separately. The Bidder shall not tamper/modify financial bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited.

The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.

No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.

The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.

xii. Conditional bids shall be rejected.

6. TENDER PROCESSING FEE AND EARNEST MONEY DEPOSIT (EMD)

An EMD of Rs.10,000/- and Tender Processing Fee of Rs.2500/- (Non-refundable) in the form of Demand Draft (two separate DDs) should be submitted along with the technical bid document.

If the successful bidder fails to act on the offer made by the Institute and/or the bidders withdraw/ amend their bids after opening of tender which is not agreeable to the institute, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid without EMD and/ or Tender processing fee will be straightway rejected. The EMD of unsuccessful bidders shall be returned/ refunded after finalization of the contract without any interest.

7. PERFORMANCE SECURITY DEPOSIT (SD)

a) An amount @ 5% of total contract value in shape of Demand Draft as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.

b) Performance Security shall remain valid for a period of 90 (Ninety) days beyond the date of completion of the contract including website maintenance period. No interest will be payable on SD.

c) In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

8. EVALUATION OF TECHNICAL BIDS

Technical Bid details is comprising of Part - 1 & 2.
Part - 1 of 'Technical Bid' contains the information in the format at Annexure - III. Part - 2 of 'Technical Bid' contains the 'Concept & Vision for the Website':

i) A Brief of the proposed vision and concept for the design and development of the MNLU MUMBAI website. (to be enclosed with the technical bid documents).
ii) Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents)

MNLU MUMBAI retains the right to ask for any further information/ clarification during the tendering process. Based on the above evaluations, the financial bid of only those firms/ bidders who qualify in the above parameters will be opened. The technical bids that are found suitable will only be scrutinized that shall be eligible firms.

During this stage participants' technical proposals are examined against the following evaluation criteria:

No.	Evaluation Criterion	Max. Marks
1.	Presentation Made by the Agency	30
2.	Proven practical experience with all stages of developing Website, technology skills, with previous experience of website maintenance, management, editing, and/or development.	25
3.	Past experience of handling similar assignments.	10
4.	Qualifications (education, general qualifications, publications, articles, previous experience within or outside the company) of proposed staff	10
5.	Readiness and Preparedness of the Agency for developing Website for the University/ Design templates and Proof of Concept (POC) (	15
5.	Turn over for the past three years	05
6	For Documents compliance	05
TOTAL		**100**

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference.

The Technical Bid scoring is basis the Part 1 & Part 2

PRESENTATION (Part-2 of the technical evaluation process):-
The applicants may be asked to present 3 options of design templates (not a final) for the MNLU MUMBAI website in presence of Technical / Purchase Committee for their understanding of the tender document. MNLU MUMBAI is providing the following six (06) sample websites for the reference of bidder to give an overall idea about the requirement of the institute. i) https://www.iisc.ac.in/ ii) http://www.jnu.ac.in/node iii) https://nludelhi.ac.in/home.aspx iv) https://www.iimb.ac.in/ v) https://ilslaw.edu/ vi) https://jgu.edu.in/ vii) https://www.nlunagpur.ac.in/ viii) https://www.gnlu.ac.in/GNLU/Home

a) The presentation will be followed by a 10-15 minutes discussion.

9. EVALUATION OF FINANCIAL BIDS

Please provide detail financial implication to the organization with break up.(All prices/rates quoted must comply with the terms and conditions)

S. No.	Item Description	Price (in INR)	Taxes (if applicable)VAT/ Service Tax/etc. (in INR)	Total Price (Including all taxes) (in INR)

1	New Website (in English & Hindi) including maintenance for the first year	
2	Design, Development and Maintenance/ AMC (after 1st Year)	
	Grand Total	

PRICE SCHEDULE FOR ANNUAL MAINTENANCE CONTRACT
(A.M.C.)

(RATES SHOULD BE QUOTED IN INDIAN RUPEES ONLY)

For Second Year	For Third Year

10. AWARD OF CONTRACT

a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred Only).

b) The contract will be signed only after furnishing the Performance Security Deposit.

c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in full.

d) Costs associated with the preparation of contract documents shall be borne by the service provider.

11. COPYRIGHTS AND TRADE MARKS

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by MNLU MUMBAI upon completion of the successful implementation of website by the service provider. Website designed through this tender will not include the name, hyperlink or logo of the web developer anywhere.

Dynamic data including third party data generated through website analytics will remain under complete control of MNLU MUMBAI and it shall reserve its copyrights.

12. PAYMENT AND DELIVERY TERMS

i. The work shall be completed in **SIXTY DAYS** as per below schedule from the date of signing of contract.

Sl. No.	Activities	Time Frame (from the date of award of contract)
1	Basic Templates Design and Approval	15 Days
2	Final Website Design and Approval	15 Days
3	User Acceptance Testing (UAT) of the system	10 Days
4	Go-LIVE of the Website	20 Days
5	Website Maintenance for 1 (One) year after successful implementation and acceptance of the work	will be ongoing activity as per the requirements, terms and conditions of the contract agreement valid for a period of 01 year.

ii. The service provider will be required to maintain the proper momentum and reveal the progress on regular basis to MNLU MUMBAI IT Team. The progress should be made as per the satisfaction of MNLU MUMBAI IT Team to ensure that the work will be completed in all respects within the stipulated period, failing which appropriate action may be taken by the institute as decided by the competent authority. iii. The service provider shall make a presentation after first two weeks from the contract date and thereafter a weekly presentation of completed pages.

iii. Further 30 days extension will be given on the request of the vendor with proper reasoning

iv. If vendor fails to deliver the work within the stipulated time frame the penalty will be charged at 5% per annum on the contract value till the completion of the work

iv. **Payment Terms**:

• **Website Testing at B-Version:** 20% of contract value for website design, development and testing (excluding the maintenance cost)

• **Launch of Website after successful completion of work:** Balance 60% of contract value for website design, development and testing (excluding the maintenance cost).

• **Balance 20% after 3 months from the completion of work(i.**e. after release of above 60%)

• **During the maintenance period of 01 year:** payment will be released on successful completion and certification by the IT Section once in every 06 monthly period (twice during the maintenance period of 01 year).

Note:

(a) Above payment shall be released to the service provider on submission of undisputed tax invoice and certification from the concerned official of MNLU MUMBAI

(b) MNLU MUMBAI shall reserve the right to recover any dues payable to the institute from the SD of the service provider.

14. FORCE MAJEURE

Notwithstanding the provisions of this contract, the service provider shall not be liable for forfeiture of its SD or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of FORCE MAJEURE. If a Force Majeure situation arises, the service provider shall promptly notify MNLU MUMBAI in writing of such conditions and the causes thereof.

Unless otherwise directed by MNLU MUMBAI in writing, the service provider shall continue to perform its obligations under the contract as for as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15. OTHER TERMS AND CONDITIONS
   i.   The service provider should allocate a single point of contact (POC) who can provide support during the development and implementation stage. For an identified number of months/ year, the service provider shall depute a dedicated resource within MNLU MUMBAI for up-gradation, maintenance and development of the website.
   ii. The service provider shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/ contract without the express written consent of MNLU MUMBAI.
   iii. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.
   iv. The successful bidder shall ensure the compliance of all Statutory Acts and Rules including the EPF Act and any other Labour Acts to the manpower being deployed for the purpose of subject tender. MNLU MUMBAI shall not be liable for any financial burden/ liability due to negligence or his failure to comply with labour laws or any other Statutory Acts/ Rules.
   v.   Vice-Chancellor, MNLU MUMBAI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
   vi. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Registrar, MNLU MUMBAI, whose decision will be binding on both the parties.
   vii. All disputes arising out of this tender shall be subject to the jurisdiction of court of Mumbai.

BID FORWARDING LETTER

(on the Letterhead of the
Bidder)

Date : _____

To
The Registrar,
MaharashtraNational Law University Mumbai,
2nd Floor, MTNL Building, Technology Street,
Hiranandani Gardens, Powai, Mumbai, Maharashtra 400076

Subject: EOI for 'Design, Development and Maintenance of Maharashtra National Law University Mumbai (MNLU MUMBAI) Website

EOI No. *NLUM/ADM/02/647/2016-0.*

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The Tender Processing Fee of Rs.2500/- (Rupees Two Thousand Five Hundred Only) and EMD of Rs.10,000/(Rupees Ten Thousand Only) both in the form of Demand Draft in favour of **Maharashtra National Law University Mumbai** are enclosed herewith.

I/ We also keep the offer open for six months from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NON BLACK-LISTING

(on the Letterhead of the
Bidder)

Date : _____

To
The Registrar,
 MaharashtraNational Law University Mumbai,
 2nd Floor, MTNL Building, Technology Street,
Hiranandani Gardens, Powai, Mumbai, Maharashtra 400076

 Subject: EOI for 'Design, Development and Maintenance of Maharashtra National Law University Mumbai (MNLU MUMBAI) Website

EOI No. *NLUM/ADM/02/647/2016-01*

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

ANNEXURE – III

TECHNICAL BID

PART- 1 DOCUMENTS FOR TECHNICAL EVALUATION

Date: _____

Subject: EOI for 'Design, Development and Maintenance of Maharashtra National Law University Mumbai (MNLU MUMBAI) Website

EOI No. *NLUM/ADM/02/647/2016-01*

(Self-attested photocopies of all supporting documents in support of below particulars must be attached with the bid)

SL No.	Particulars	Compliance (Yes/No)
1	Name of the Firm with Complete Address, Tel/ Mob No. and Email Address	
2	Name of the Authorized Representative and Designation along with Mobile No. and Email ID	
3	Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd.)	
4	Tender processing of fee Rs.2500/- and EMD fee Rs.10,000/- both in the form of DDs drawn in favor of **"Maharashtra National Law University Mumbai"**,	
5	The firm should have designed, developed and maintained at least 02 (TWO) websites in any Institute of National Importance (INI), Central and State Universities and/or Central PSUs/State/Central Govt. departments, within past 03 (three) years from the last date of submission of bid. Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 03 years will be reckoned from the date of publication of this tender. Out of 2 such contracts executed during the past 03 years, minimum 1 (one) contract should have been successfully executed in any NLU/IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/AIIMS/ Central/ State Universities/Educational Institute alone.	
6	The firm should have annual turnover of at least Rs.10.00 Lakhs per annum during last three financial years ending on 31st March 2023. Copy of Balance Sheet and P&L Account duly certified by a Chartered Accountant along with ITRs of above said three financial years should be submitted.	
7	Copy of Permanent Account Number (PAN)	

8	Copy GST Registration of Firm	
9	Bid Forwarding Letter as per Annexure - I	
10	Self-declaration about Not Blacklisting as per Annexure - II	
11	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm	
12	Duly signed and stamped of the entire bid document	

TECHNICAL BID

PART-2 DOCUMENTS FOR TECHNICAL EVALUATION

(Part - 2 of 'Technical Bid' contains the 'Concept & Vision for the Website' :)

1. A Brief of the proposed vision and concept for the design and development of the MNLU MUMBAI website. (to be enclosed with the technical bid documents). – Enclosed at Page No._____.....of technical bid documents (page number to be indicated by the bidder)

2. Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents) – Enclosed at Page No._____ of technical bid documents(page no. to be indicated by the bidder)

Declaration

I/We……………………………………………………………………………………………………
………
(Name   of   Proprietor/Partners)
of……………………………………………………………………..
…………………………………… (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Tel/ Mob No.:

FINANCIAL BID

Date: _____

To
The Registrar,
 MaharashtraNational Law University Mumbai,
 2nd Floor, MTNL Building, Technology Street,
Hiranandani Gardens, Powai, Mumbai, Maharashtra 400076

 Subject: EOI for 'Design, Development and Maintenance of Maharashtra National Law University Mumbai (MNLU MUMBAI) Website

EOI No. *NLUM/ADM/02/647/2016-01*

Sir,

I/We quote the under mentioned rates for subjected tender.

Part 1: Design, Development & Testing of MNLU MUMBAI website:

SL. No.	Description of Work	Amount in INR
1	Design, Development & Testing of MNLU MUMBAI Website	
2.	GST as per GOI norms	
	TOTAL AMOUNT (to be quoted in Indian Rupees)	

Total Amount in Words…………………………………………………………………

Part 2: Maintenance of MNLU MUMBAI Website for and its hosting for a period of 01 (ONE) year as below breakup:

Sl No.	Description of Work	Amount in INR
1	Technical maintenance and of MNLU MUMBAI upgradation of Website	
2.	GST as per GOI norms	
	TOTAL AMOUNT (to be quoted in Indian Rupees)	

Total Amount in Words…………………………………………………………………

Part 3: Cloud Hosting Charges for 01 (ONE) Year as below breakup:

Sl No.	Description of Work	Amount in INR
1	Hosting charges	
2.	GST as per GOI norms	
	TOTAL AMOUNT (to be quoted in Indian Rupees)	

Total Amount in Words…………………………………………………………………

Note:

1. Bidders should quote rates for providing services in all three parts as mentioned above, failing which their bid will not be considered for acceptance.

2. The financial bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial bid, the value in words shall prevail.

3. MNLU MUMBAI reserves the right to accept the bid Item Wise (Part 1 or 2 or 3) (OR) to accept all the items in whole (OR) to accept one or two part, rejecting a single or two parts (OR) to summarily reject all the bids, as the case may be.

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.

Place:

Date: