



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.- Burdwan, West Bengal
Phone No.: 0341-227 0456, FAX: 0341-227 1024,
Email: regknuasn@gmail.com, Website: www.knuedu.in

Ref. No: KNU/R/website/239/16

Date: 16.03.2016

Request For Proposal

Website design & float

Based on Application Service Provider Hosting/(ASP) model

The information submitted by the bidders in response to this Request For Proposal (RFP) should cover Technical, Functional and Commercial features. KNU reserves the right to revise, quash or reissue this RFP and all modifications will be advised to the bidders and such modifications will be binding on them. KNU reserves the right to accept or reject any or all the responses to this RFP without assigning any reason whatsoever. KNU prepared this document for Website design & float. It should not be reused in any form.

1. Backdrop

The Kazi Nazrul University was established under West Bengal Act XIX of 2012. Assent of the Governor was first published in the Kolkata gazette, extraordinary 16th August 2012.

The 'Request for Proposal' (RFP) document is being issued to the Bidder who desire to come together to offer the proposed comprehensive solution. The Prime Bidder will be the single point of contact for KNU and will be entirely accountable for implementation of the proposed network as detailed in this RFP document as well as post implementation support including up-time and response-time guarantees pertaining to all components of the proposed comprehensive solution. The entire project will be executed on a total Hosting/Application Service Provider (ASP model). A total contract will be executed for provision of the entire services as detailed in this RFP, on a turnkey basis. It shall be the responsibility of the bidder to provide end-to-end solution to meet the Service Level Agreement (SLA) specifications as per the project schedule. The SLA will include uptime as well as response time guarantees.

2. All responses to the RFP must be received in sealed covers superscribed "Request For Proposal for website design & float" to the following address by 12 hrs on 28.03.2016 at Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Burdwan, West Bengal and would be opened in the presence of available representatives of the bidders on that day at 1 p.m. at the same address.



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3. Minimum requirement

Bidder must have executed the job of website design and float in at least one College/University/Govt. Institution/ Big Private establishment in India.

4. Scope of RFP

This document constitutes a formal Request For Proposal (RFP) for Website design & float. The Bidder shall also be responsible for providing handholding support in post implementation period. The Prime Bidder shall also be responsible for providing end user training to the administrator/users of the University and minimum one year warranty.

5. RFP Respondent

The Prime Bidder will also be responsible for the entire implementation on a turnkey basis and will be the single point of contact for KNU for all issues including satisfactory performance of the overall system including uptime and response time guarantees.

6. Disclaimer

This RFP is an invitation to receive response from Bidder not an offer by KNU. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised officers of KNU.

7. The Bidder will provide helpdesk support for resolving the problem/dispute/defacing of website/hacking/upload/removal as per SLA

8. Liabilities of KNU

This RFP is not an offer by KNU, but an invitation for Prime Bidder's responses. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised officers of KNU.

9. Bidder Meeting

Bidder may request in writing for clarification, if any. KNU will be governed only by written response/ clarification provided by the officers authorised to respond to Bidders. Any response provided verbally over the phone or person will not be binding on KNU in future negotiations and contract of delivery.

10. Appraisal Process



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Bidder should submit the documents in support of their eligibility. There will be no scoring involved in the eligibility evaluation.

11. Finalization of the preferred solutions

At the completion of the selection process, KNU will hold detailed discussions with the selected Bidder(s) to identify any needed enhancements to the proposal. The final proposal must stipulate that the solutions specified will satisfy the functions as stated in the RFP. Bidder should also be aware that the following documents would be included as attachments to the final proposal that they will need to submit to KNU:

- This Request for Proposal
- The Bidders' proposal to this RFP
- The implementation plan identifying the tasks to be completed, the assigned responsibilities, and the scheduled completion date.
- Any enhancements to the proposal
- KNU reserves the right to stipulate, at the time of finalisation, any other document(s) to be enclosed as part of the final proposal

12. Commercial Bid only from short-listed Prime Bidders

The Bidder short-listed from the Functional appraisal stage will be considered to open the commercial bid as per the format to be prescribed by the KNU for the 'Commercial bid'.

B. Commercial Bid Evaluation.

Commercials to be submitted in following format only.

Component	Amount with all applicable taxes (Rs)
Dynamic, CMS based and database driven Website design and development for the University: A fully database driven website that segregates the design of the web pages from the content that is displayed on it.	



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There will be a secured backend interface that will allow University admin users to change the content on the live website without having to bother about any linkages, formatting, archiving, version-controlling and down-time issues.

The updation would be restricted to only the content and not be design and navigation. Provisions need to be made to upload and store any downloadable files on the Website for users to download the file of their choice.

The structure of the Website (menus, navigational items, arrangement of contents, header, footer, placement of banner etc.) and the design of the website should be as per the requirement of the University. The basic structure and design once fixed after discussion and development can't be changed. Options like dynamic photo gallery creation with title, Alumni registration, feedback from, enquiry from, Email integration and SMS integration are available.

The site can be integrated with intranet applications which will have functionalities for managing different Staff and student management activities.

Dynamic E-Circular, E-Notice facility where updation can be done fully from Admin panel. Dynamic updation of Faculty profile.

SMS pack charges	
Hosting charges	
New features, if any rate	



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The commercial evaluation will be the second stage of the evaluation process and conducted on the basis of commercial parameters prescribed above. The University's decision in this regard will be final and binding upon the respondents.

Yours faithfully,

(Dr. Sougata Chakrabarti, 16/03/2016)
(Dr. Sougata Chakrabarti)

Finance Officer & Registrar (Addl. Charge)

Registrar (Addl. Charge)
Kazi Nazrul University
Asansol - 713340 (W.B.)

