



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(निफ्ट अधिनियम 2006 द्वारा शासित और वस्त्र मंत्रालय, भारतसरकार द्वारा स्थापित एक वैधानिक संस्थान)

National Institute of Fashion Technology

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

Date: 01.02.2024

ई-निविदा दस्तावेज प्राप्त करने का नोटिस

NOTICE INVITING E- TENDER DOCUMENT

निविदा संख्या/Tender No.10 NIFT/IIHT/New Website/2024

**NAME OF WORK** - Notice Inviting Tender for Designing, Developing, Hosting, Upgrading and Maintenance of Official Websites of the 06 Indian Institute of Handloom Technology (IIHT) located at Varanasi, Jodhpur , Salem , Bargarh, Fulia and Guwahati.

निविदा अधिसूचना जारी करने की तारीख/Date of tender notification	01.02.2024
विधिवत भरी हुई निविदाओं की प्राप्ति की अंतिम तिथि (ऑनलाइन)/Last date for receipt of duly filled in tenders(online)	21.02.2024 at 15:00 hrs
निविदाओं की तकनीकी बोली खोलने की तिथि और समय/Date and time of the opening of Technical bid of tenders	22.02.2024 at 16:00 hrs
निविदाओं की वित्तीय बोली खोलने की तिथि और समय/Date and time of the opening of Financial bid of tenders	तकनीकी रूप से योग्य निविदाकर्ताओं बिडरों को सूचित किया जाएगा/Will be informed to the technically qualified tenderers Bidders
आवश्यक बयाना राशि (रु. 32,000/-)/Earnest Money Required (Rs. 32,000/-) (Exempted in case of Start-ups/MSME/MSE/NSIC subject to submission of relevant certificate)	ईएमडी एन आई एफ टी के पक्ष में मुंबई में देय बीमा प्रतिभूति बांड/खाता आदाता मांग ड्राफ्ट/सावधि जमा रसीद/बैंकर्स चेक या बैंक गारंटी के रूप में अंतिम तिथि को 21.02.2024 at 15:00 hrs को अपराह्न 3:00 बजे उससे पहले लिफाफे में भेजा जाना है EMD in the form of Account Payee Demand Draft /Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee in favour of NIFT, payable at Mumbai to be sent in the envelope on or before last date i.e. 21.02.2024 at 15:00 hrs

**नोट/Note:**

इस निविदा दस्तावेज में 35 पृष्ठ हैं (अनुबंध सहित पृष्ठों की कुल संख्या) और बोलीदाताओं से अनुरोध है कि वे हस्ताक्षरित और स्कैन किए गए सभी पृष्ठों को जमा करें।

This tender document contains 35 pages (Total no. of pages including Annexures) and bidders are requested to submit the all the pages duly signed and scanned.

**Account Payee Demand Draft /Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee** of EMD in original must be sent in the envelope with caption 'Tender no. **10/NIFT/IIHT/New Website/2024** & Date. 01.02.2024 and "Tender for Designing, Developing, Hosting, Upgradation and Maintenance of Official Website of the 06 Indian Institute of Handloom Technology (IIHT)" and address to the "Project Coordinator-IIHT National Institute of Fashion Technology, Plot No. 15, Sector 4, Kharghar, Navi Mumbai – 410 210, Maharashtra" on or before the last date of bid submission date i.e. **21.02.2024 at 15:00 hrs**

ऑनलाइन आवेदन करने के लिए, फर्म को <https://eprocure.gov.in/eprocure/app> (CPP पोर्टल) पर पंजीकृत होना चाहिए।

For applying online, the Firm should get itself registered at <https://eprocure.gov.in/eprocure/app> (CPP Portal).

**नोट/Note:**

निविदाकर्ता को सभी प्रासंगिक दस्तावेजों की स्व-सत्यापित/मूल स्कैन की गई प्रतियां CPP पोर्टल के माध्यम से अपलोड करें।

*The tenderer must upload self-attested/original scanned copies of all the relevant documents through CPP Portal.*

**आवश्यक ईएमडी को छोड़कर केवल ऑनलाइन प्रस्तुत किए गए दस्तावेजों पर मूल्यांकन के लिए विचार किया जाएगा। Documents submitted online only will be considered for evaluation except required EMD .**

ईएमडी की बीमा जमानत बांड/खाता आदाता मांग ड्राफ्ट/सावधि जमा रसीद/बैंकर चेक या बैंक गारंटी निविदा की अंतिम तिथि और समय के बाद स्वीकार नहीं की जाएगी अर्थात् **21.02.2024 at 15:00 hrs** को अपराह्न 3:00 बजे के बाद कोई निविदा स्वीकार नहीं की जाएगी

**Account Payee Demand Draft /Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee of EMD will not be entertained after closing date & time of the tender i.e. 21.02.2024 at 15:00 hrs**

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# **INTRODUCTION**

## **1. ABOUT NIFT :**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in the field of Fashion Design Management and Technology.

## **2. ABOUT IIHT's**

Indian Institute of Handloom Technology (IIHTs) are educational institutes functioning under the aegis of O/o Development Commissioner for Handlooms, Ministry of Textiles. There are six IIHT's campuses located at Varanasi (U.P.), Salem (Tamil Nadu), Guwahati (Assam), Jodhpur (Rajasthan), Bargarh (Orissa), Fulia (West Bengal). IIHT's offer diploma and degree courses.

## REQUEST FOR PROPOSAL - TENDER DOCUMENT

- i) NIFT has been working on an assignment to restructure and re-branding IIHTs. Presently, each of the IIHTs has an individual website.

The assignment includes re-design, developing, hosting, Upgrading and maintenance of a unified website of IIHT with 6 microsites of each IIHT.

- The interested firms should apply online and original scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on <https://eprocure.gov.in/eprocure/app> (CPP Portal) by **21.02.2024 at 15:00 hrs.** E-Tender document is also available for viewing on the “tenders” link of the NIFT website i.e. <http://www.nift.ac.in>.

• **Applications to this tender will be accepted only through the online mode through <https://eprocure.gov.in/eprocure/app> (CPP Portal). No other mode of application will be considered & application will not be accepted.**

- For applying online, the Firm should get itself registered at <https://eprocure.gov.in/eprocure/app> (CPP Portal).

- The bidder needs to mention his Company Name, Address and User-ID to register in CPP Portal.

- The basic requirements for registration and applying for tender online are as under:

- Operating System should be at least windows 7.
- 25 Java version: Java 8 updates 25.
- Use Internet Explorer 8 and above.
- All java add-ons must be enabled in the system.
- Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

- The bidder should ensure that it complies with the above requirements before applying for tender.

- The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

- ii) The technical bid of the tender will be opened on the **22.2.2024** at 4:00 PM. at NIFT **Plot No. 15, Sector 4, Kharghar, Navi Mumbai – 410210, Maharashtra** in presence of such bidders/ companies their authorized representatives who may wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders/

companies who are found to be technically qualified after evaluation of technical bids.

- iii) Any further clarifications can be sought from the office of project Coordinator, NIFT, New Academic Block, 4<sup>th</sup> Floor, Plot No. 15, Sector 4, Kharghar, Navi Mumbai – 410 210 on Telephone Nos. 022-27747000/27747100.

### 3. SELECTION/ EVALUATION CRITERIA

The selection of company will be based as per following terms and conditions:

Estimated Cost	Rs. 8 (Eight) Lakh
Contract Period	Design, develop, hosting, Upgradation and AMC  30 days from date of award of work order for completion of unified website of IIHT with 6 microsites of each IIHT website which includes design, develop, hosting.(Shouldn't exceed 60 days from the date for issuance of work order  &  01 (one) year AMC and upgradation after hosting
EMD - refundable without the interest (Exempted in case of Start-ups/MSME/MSE/NSIC subject to submission of relevant certificate)	Rs. 32,000/- (Thirty-two thousand only)
Bid Validity	90 (ninety) days

**Financial Bid:** Total cost of design, develop, hosting + 01 (one) year AMC and upgradation of IIHT Website with six campuses as per the present requirement. The total price should include the total work cost along with security audit of website and one-year AMC and all taxes as applicable to be shown separately.

**The award of Contract will be based on combined Quality cum Cost method basis. The evaluation of Technical and Financial bids will be made as mentioned below.**

(i) **Pre-requisite for Eligibility for bidder/ company**

(a) The company should have experience in satisfactorily designing, maintaining & managing Websites & live Hosting of educational institutions / University / Government / PSU / Corporate bodies / Private Companies / Sectors during the last 05 (five) years as under.

(b) No. of website developed (any of the following):

Sl. No	Nos. of completed Projects	Amount in (Lakhs) Rs.	Last 05 (Five) years as on 31 <sup>st</sup> March 2023
1	3	3.2 lakhs each	Last 05 years
2	2	4.8 lakhs each	Last 05 years
3	1	6.4 lakhs	Last 05 years

(c) Average annual turnover of the company should be at least Rs. 10 (TEN ) lakhs in each year during last 03 (three) consecutive financial years ending 31<sup>st</sup> March 2023 i.e. 20-21, 21-22 & 22-23.

(Note: - bidder/ company who does not qualify the above criteria of a, b, c will not be considered for opening of Financial Bid)

## EVALUATION OF BID

A two-stage procedure shall be adopted in evaluation of the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weight-age would be given to the Technical evaluation and 30% weightage would be given to the financial bid.

Out of 100 marks the weightage in evaluation will be given as under:

1. 70% of the marks obtained in the evaluation of Technical criteria will be awarded for Technical Evaluation.
2. 30% marks will be awarded for Financial Evaluation.

**Scores obtained on financial offer will be added to scores obtained on technical offer to get a consolidated score (CS) according to the formula: CS=TS+FS. Bidder with the highest consolidate score (H-1) i.e. CS=TS+FS will be selected.**

The Technical bids will be evaluated as per technical criteria. The shortlisted bidders/companies would be required to make presentations to the Technical Evaluation Committee of officers constituted for the purpose. The presentation will broadly cover the following:

Presentation of 3 sample website templates*	
a. Presentation Quality	5 Marks
b. Layout	5 Marks
c. Overall Aesthetics	5 Marks
d. Execution Plan	5 Marks
e. Technology	5 Marks
<b>Total Marks (Max)</b>	<b>25 Marks</b>



## Evaluation Criteria

Sl. No	Evaluation Type	Maximum Marks	Criteria	Compliance (Yes/NO)
1	The proof of Average Annual turnover of Rupees Thirty lakhs in each year during last three financial years i.e. 2020-21, 2021-22, 2022-23 which shall be duly certified by CA.	10	If the annual average turnover is Rs. 10 lakhs in each year then <b>7 marks</b> will be given (10X70%) and if the annual average turnover is more than 10 lakhs then 10 marks will be given (10X100%)	
2	Presentation of 3 sample website templates* a. Presentation Quality (5 Marks) b. Layout (5 Marks) c. Overall Aesthetics (5 Marks) d. Execution Plan(5 Marks) e. Technology(5 Marks)	25	Presentation will be made before committee.	
3	Nos. of Website of Educational Institute/University/ Government Sector/Private Sector	20	<ul style="list-style-type: none"> <li>➤ If the nos. of website as indicated are minimum 03 numbers then 12 marks (20X60%) will be awarded</li> <li>➤ If the nos. of website are 4 to 8 then 16 marks (20X80%) will be awarded,</li> <li>➤ If the nos. of website are more than 8 then 20 (20X100%) marks will be awarded.</li> </ul>	
4	<b>Work experience</b> The company should have had at least Five (05) years of experience in designing, maintaining & managing Websites & live Hosting of educational institutions/University/Government/PSU/Corporate bodies/Private Companies/Sectors.	20	<ul style="list-style-type: none"> <li>➤ If the year of experience is 05 years then <b>12 (20X60%)</b> marks will be awarded.</li> <li>➤ If the year of experience is 06 to 08 years then <b>16 (20X80%)</b> marks will be awarded.</li> <li>➤ and if the year of experience is more than 8 Years then <b>20</b></li> </ul>	

Signature of Bidder/ Company with rubber stamp

			<b>(20X100%)</b> marks will be awarded	
5	Performance Certificate for similar works during the last five years (i.e. 01.04.2018 to 31.03.2023/till date) from clients.	10	2 marks will be awarded for each work performance certificate with excellent/very good/ /satisfactory rating by the issuing authority.	
6	Nos. of Technical Personnel in company	5	If the nos. of technical person are 10 then <b>03 (5X60%)</b> marks will be awarded and if the nos. of technical person deployed are more than 10 then <b>05 (5X100%)</b> will be awarded.	
7	Capability of handling multilingual projects, if any	5	If nos. of multilingual project are 2 nos. then 5 marks and if one project then 3 marks, if none then 0 marks.	
8	Affidavit of not having been Blacklisted on <b>prescribed format</b> (Annexure- g) as given in the tender (on Rs. 100 Stamp. Paper)	5	Proof Copy required	
<b>TOTAL</b>		<b>100</b>		

\* Participation bidder/ company to submit and present three layouts of proposed website before committee.

**Note:** The minimum cut-off marks to qualify in Technical Bid is 60%. Hence, the bidder has to score minimum 60 marks out of total 100 marks. Only those tenderers who secure 60% marks on evaluation of their Technical Bids by the duly constituted Technical Evaluation Committee will be eligible for opening their financial bids.

#### 4. DOCUMENTS REQUIRED :

Following relevant documents shall be submitted online with Technical Bids (Annexure 1a) duly certified by authorized representatives of the company: -

- (i) The proof of Annual turnover of each year during last three financial years i.e. 2020-21, 2021-22 and 2022-23 for preceding three years which shall be duly certified by CA ending 31<sup>st</sup> March 2023.
- (ii) The company should have had at least Five (05) years of experience in designing, maintaining and managing Websites & live Hosting of educational institutions / University / Government / PSU / Corporate bodies / Private Companies / Sectors. (Certificate to be attached).
- (iii) The company should have experience as per pre requisite for eligibility for bidder/ company. The list of live websites along with the detail of the organizations whose websites have been developed.
- (iv) Copy of PAN/TAN and GSTN number of the firm/ company.
- (v) The Bidder may have the capability of handling multi lingual projects and should attach proof / certificate from referable clients. if any.
- (vi) Certificates / Undertaking to the effect that the bidder/company had never been blacklisted by any of the Government Organization/ Agencies.
- (vii) Earnest Money Deposit of Rs. 32,000/- in the form of Account Payee Demand Draft /Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee in favor of "NIFT" payable at Mumbai.
- (viii) No. of technical personnel employed in organization with complete list duly self attested.
- (ix) Detailed Technical Proposal content shall be provided in the Format at ANNEXURE – I (a).

**(THE ORIGINAL SCANNED COPIES OF ALL RELEVANT DOCUMENTS SHOULD BE ENCLOSED SERIALIZED/ INDEXED IN BOLD AND AS MENTIONED ABOVE /DULY SIGNED BY AUTHROIZED PERSON(S).**

#### 5. SCOPE OF WORK

- (i) The company will depute technically qualified executive to coordinate the job with NIFT team and IIHT team.
- (ii) To design, develop and host Unified IIHT Website with 6 microsities of each IIHT.
- (iii) To design, develop and host the dynamic unified website with 6 microsities of each IIHT as per GOI, GIGW guidelines in Hindi and English with Content Management System (CMS). For this, the company will coordinate with NIFT, IIHT team. Post hosting i.e for AMC and upgradation the company will be in touch with IIHT team for which the

names of team members from IIHT with their location will be provided by NIFT project team.

- (iv) Ability to add more languages in Campus micro website.
- (v) Comprehensive search facility of individual section of the website as well as entire website both in English and Hindi.
- (vi) Graphical, Pictorial and audio video interfaces, wherever and whenever needed.
- (vii) To prepare the administrative interface for content entry by IIHT webmaster.
- (viii) To prepare the administrative section of the website for bilingual content.
- (ix) Training should be provided to Webmaster of IIHT and all Campuses for the main website and all microsities for content management.
- (x) To provide clearance of website from CERT-In empanelled agency or any Government of India Agency for security audit certificate for safe hosting of website.
- (xi) Transfer and editing of existing content to new website.
- (xii) Work Plan Schedule.
- (xiii) Source Code with Complete Documentation (including System & Operations Manuals).
- (xiv) Copyright / License Violations & Provision of Legal Copies: NIFT/IIHT will not be responsible against any liability for the use of Software with regard to copyright / license if any.
- (xv) The bidder/ company undertakes to comply with all the confidentiality and non-disclosure conditions spelt out in the contract agreement, and confirms that this will be binding upon the company and all its employees, and associate partners, if any, who are or may be involved in the project at any stage.
- (xvi) Indicative Site Map of the IIHT website is at Annexure IV.

## **6. TECHNICAL REQUIREMENTS**

- (i) Design, aesthetics, color combination, background and screens according to the logo and screens, structure and layouts to be in consultation with IIHT / NIFT Team.
- (ii) It should ensure adherence to commonly accepted standards and practices, including W3C compliance. The website should be accessible by differently abled people and should be Web content accessibility guidelines(WCAG) 2.0 Level II compliant.
- (iii) The Sections like News and Events, Student Affairs, Careers, Establishment, Tender, Gallery etc. must be dynamic with provision to maintain Archives for the same.
- (iv) Provide extensive Website analytics and statistics like visitor analysis.
- (v) User administration services as part of a comprehensive Content Management System (CMS) which should be integrated into the Website design and development.
- (vi) Provide Super Administrator credential for User Management, Content Management, Menu Management, microsities / web portals.
- (vii) Rich User Interface (Web 3.0 or web 2.0) based on framework like Bootstrap.
- (viii) Design of the website as per the GIGW guidelines and user responsive page design compatible to multiple devices (computers, tablets, mobiles and any other).

- (ix) The development approach should conform to the best practices in the website development and maintenance industry. The Website should be developed with the latest technology, using up-to-date and well established development tools and software.
- (x) Website should be developed using *Free and Open Source Software (FOSS) solutions* along with content management software. Use open source programming language like PHP etc and database like MySQL etc.
- (xi) The bidders will be required to give a presentation about the layout and the presentation should include at least 3 design layouts of the proposed website and should contain details about the work flow and CMS of the proposed website.
- (xii) Website is expected to reflect the activities of IIHTs and to showcase IIHTs as a premier institute of handloom technology.
- (xiii) Web content must be published and validated to the grammar HTML (latest version) XHTML (latest version).
- (xiv) Website developed will be tested by NIFT/IIHT or its appointed agent/representative with required technical and other capabilities to inspect, test and evaluate the Website and determine whether it satisfies the acceptance criteria as agreed upon in the work plan.
- (xv) Bidder/ company will rectify the deficiencies and other deviations from work plan identified by IIHT / NIFT immediately and not later than 10 days from the date of intimation by NIFT. Re-evaluation will be done by IIHT/NIFT or its representative and if deficiency is not rectified, NIFT will be at liberty to invoke suitable penalty clauses and/or cancel the contract without further notice. Payment release will be subject to NIFT conveying acceptance after evaluation.
- (xvi) The bidder/ company will provide for the following security features:
  - (a) Tools for control and monitoring Website security.
  - (b) Protection against defacement, hacking.
  - (c) Design should incorporate security features to protect the site from Session Hijacking, SQL injection, Cross scripting, Denial of Service etc.
  - (d) Payment Terms: 90% payment of order value will be made on delivery, completion, hosting of portal and successful audit from CERT-In empaneled agency or any Government of India Agency for security audit certificate / safe to host certificate along with transfer of final source code and balance 10% payment shall be released after closure of maintenance contract. However, an advance payment of 30% of the contract value can be considered against demand by the agency subject to the approval of Competent Authority.

## **7. WARRANTIES AND LIABILITY:**

- (i) The bidder/company will warrant that the Website will be free of programming errors and defects in workmanship and materials, and that it will be in full conformity with the specifications in the work plan. Any shortcomings noticed or identified by the IIHT / NIFT in this regard will make the bidder liable to penalties and the bidder will be required to rectify the defects promptly at own expense.

- (ii) The bidder/company will not sub-let the contract or part it to any other agency or individual(s).
- (iii) The bidder/company further warrants that it owns and has complete rights to license, convey and without any encumbrance the Website and deliverables covered in the contract.
- (iv) The bidder/company further warrants that it has obtained all required registrations, permissions and consents from all third parties necessary to deliver the Website, background technology and deliverables.
- (v) The bidder/company expressly warrants that the Website does not contain any protective feature designed to restrict or prevent its use by IIHT or its agents and customers.
- (vi) The bidder/company further warrants that the Website or any associated portion of it does not contain any virus, worm, Trojan horse routines, trap door, time bomb, or any other codes or instructions that may be used to access modify damage or disable the Website or computer system including that of the customers and other users of the Website.
- (vii) The bidder/company warrants that the Website will be compatible for hosting on the server of ERNET as specified in the work plan.
- (viii) The bidder/company warrants that the Website does not infringe upon the trademark, copyright patent trade secrets or any other rights of any third party and where there is a use or infringement the bidder/ company shall obtain a license for use from the rights holder permitting such use. The bidder/ company shall indemnify NIFT/IIHT against liability for infringement.
- (ix) The bidder/company warrants that all content forming part of the Website is provided from or obtained only from NIFT. The intellectual property rights of website will be the propriety of IIHT and cannot be used by anyone else without the permission of IIHT.
- (x) **Assignment:** The bidder/ company shall not assign any rights or obligations to a third party.
- (xi) **Penalties for Non-Compliance:** The bidder/ company undertakes to comply fully with the NIFT's requirements for the project. The project should be completed as per the work plan agreed upon. In case the bidder/ company does not complete the project as per work plan, NIFT will be at liberty to levy a penalty of up to 2% of the Contract Amount for every two weeks of delay. The maximum amount of penalty shall not exceed 10% of contract value including Performance Security that shall also be forfeited.

In case of any breach of the contract, NIFT will be entitled to withhold any payments due and accrued and also to invoke performance security submitted by the bidder/ company. NIFT will also be entitled to initiate any actions to recover in whole or part any of the amounts already released to the bidder/ company up to that time, besides any other action that NIFT may like to take against the bidder/ company.

## 8. TRADEMARKS & COPYRIGHT:

- (i) The deliverables and any other documentation materials or transfer of all related intellectual property rights and as such will be the sole property

of IIHT and the IIHT will be vested with all rights, title and interest therein. Role of NIFT will be till designing, developing and hosting of website Post hosting work like upgradation and AMC shall be under the supervision of IIHT where NIFT will have no role.

- (ii) The copyright in respect of all works associated with the Website developed for IIHT will be vested with IIHT. All associated patents, copyrights and trade secret rights shall be the exclusive property of IIHT.
- (iii) Bidder/ company shall provide to the IIHT complete website source code and modified source code of website, related dependencies as well as CMS, along with transfer of all related Intellectual Property Rights of the modified source code to IIHT used for the Website development.
- (iv) The bidder/ company shall also assist IIHT in hosting of the Website if there is a relocation of the Website during the currency of the contract.

#### 9. GENERAL TERMS AND CONDITIONS:

- (i) The bidders/companies shall acquaint himself fully with requirement of IIHT. No compensation on account of any difficulties will be entertained at a later stage after award of works.
- (ii) That the technical bid shall be opened first and only the qualified bidders/companies selected by Tender Committee shall participate in the financial bid which shall be opened on the date fixed.
- (iii) In the event of the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
- (iv) All the pages of the Tender document should be signed by the owner of the company or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
- (v) *The agency to whom order will be placed have to submit the **Performance security** (i.e. 5% of the value of contract) in the form of Account Payee Demand Draft/BG & should be valid for a period of **60 days** beyond the date of completion of all contractual obligations of the agency. No interest will be paid on the performance security. The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee. In case of successful Tenderer, Earnest Money Deposit if paid, may be adjusted towards Performance Security payable.*
- (vi) The earnest money will be forfeited in case of bidder/ company withdraws his bid during the validity period.
- (vii) The Bid security (EMD) shall be returned to the unsuccessful bidders/companies after finalization of contract without any interest.
- (viii) The bidder/company must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words. Any omission to fill the rates and units shall altogether debar the quote from being considered.
- (ix) In case two or more companies/agencies are found to have score same marks as per evaluation criteria, the Competent Officer authorized by

- NIFT shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
- (x) The tender document/ work award is not transferable under any circumstances.
  - (xi) Any change(s) w.r.t. this tender will be notified through website only
  - (xii) All costs incurred in connection with submission of bids like preparation, submission any personal visits, submitting the bids personally, subsequent processing etc. shall be borne by the bidder. NIFT will not be responsible / liable for the same regardless of the outcome of the tendering process.
  - (xiii) NIFT reserves the right to accept or reject any or all the tenders without assigning any reason.
  - (xiv) TDS and other Taxes as applicable will be deducted from bidder/ company bills as per Govt. instructions from time to time.
  - (xv) The tenders not strictly in accordance with the conditions / specifications as per Tender Document are liable to be rejected.
  - (xvi) The successful firm shall have to execute an agreement on the non-judicial paper of the value of Rs. 100/- duly signed and stamped.
  - (xvii) (a) A bidder/company shall have the right to be heard in case it is felt that proper procurement process is not being followed and/or his or her tender has been rejected wrongly.  
(b) The bidder/company may be permitted to send written representation, which may be examined by NIFT.
  - (xviii) After technical evaluation of the bids by the Committee, only bidders/companies found to be eligible will be short-listed for opening of the financial bids. Incomplete, unsigned pages, non-submission of required documents or evidence as specified by the NIFT will be treated as non-compliance and the bidder/ company's bid will be liable for rejection.
  - (xix) The bidder/company is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the tender prior to submitting the proposal. Requests for clarifications should be sent to E-mail: [sushil.raturi@nift.ac.in](mailto:sushil.raturi@nift.ac.in).
  - (xx) **Compliance with IIHT's Requirements:** The indicated work specifications given in the tender document should be strictly complied with. Insufficient, incorrect or invalid information provided by the bidder or his representative, if any, will disqualify the bidder and bidders' quotation will not be considered valid. NIFT reserves the right to accept or reject any/all the tender without assigning any reason.
  - (xxi) **Delivery Terms and Period:** The regular up-dation will be handled by the successful bidder and will start from the date of award of contract. The bidder will undertake a study to finalize the requirements in consultation with NIFT/IIHT. The work plan outlining the different phases and delivery schedule will be submitted to NIFT for approval. The bidder should ensure timely completion of work as per schedule. The proposal should specify the schedule and delivery period to be completed within mutually agreed schedule.
  - (xxii) **Period of Contract:** IIHT/NIFT will enter into a contract for the Design, Development, hosting of the unified website of IIHT with 06 microsites of IIHT to be completed in 30 days from the date of award of contract (should not exceed 60 days from the date of award of contract). Also, for the upgradation and AMC of the Website for one year after hosting for



which the company will work in consultation with IIHT. IIHT reserves the option to extend the contract for further specified period under mutually agreed terms and conditions or to maintain the Website on its own after the end of the contract period.

- (xxiii) **Award of Contract and Execution of Contract Agreement:** NIFT will award the work contract to the bidder on the basis of evaluation done under Combined Quality cum Cost Based Systems. The bidder will execute an agreement on acceptance of the contract, incorporating the terms of engagement based upon the terms specified in the tender document as per format approved by the NIFT.
- (xxiv) **Completion the Contract:** The Contract will be deemed to be completed on successful development, designing and hosting of website, ,upgradation , AMC of 1 year , handing over of the source code along with design and technical details including documentation which should be provided to IIHT till satisfaction of the user and during acceptance Testing.
- (xxv) **Time Frame:** The time frame for study, design and development, hosting of the Website including successful audit from CERT-In empaneled agency or any Government of India Agency for security audit certificate / safe to host certificate and completion of the portal along with the transfer of final source code will be 30 days from the date of award of the contract/ mutually agreed schedule(should not exceed 60 days from the award of contract). After hosting 1-year upgradation of website and AMC for which the company will be in touch with IIHT.
- (xxvi) **Cancellation / termination of agreement:** NIFT at its sole discretion with prior notice can cancel / terminate the agreement without assigning any reasons there. The bidder will deliver to NIFT all the work product deliverable completed and confirm in writing that all rights and permissions and licenses are also vested now with NIFT and that it is free of royalty and is fully paid up. All payments due to bidder and payable till that time will only be paid by NIFT.
- (xxvii) **Relaxation in turnover & Experience:** As per the Govt. of India policy circular 1(2)/2016/MA dated 10th March 2016 relaxation shall be provided to Startups/MSME/MSE/NSIC in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications.

## 10. CONCILIATION / ARBITRATION

- (i) If any dispute(s) or difference of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG-NIFT
- (ii) In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG-NIFT.
- (iii) The Arbitration proceedings shall be in accordance with the Preventing Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- (iv) The venue of the Arbitration shall be Mumbai.
- (v) The Arbitrator will give the speaking & reasoned award.

## **11. APPLICABLE LAW & JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court at Mumbai.

NIFT reserves the right to cancel the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder/company or any obligation to inform the affected bidders/companies on the ground of NIFT action.

## **12. VALIDITY**

- (i) The bidders/companies should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.
- (ii) The bid validity period is 90 days.
- (iii) The tender should be submitted and signed by a duly authorized person, giving full name of the company with its current business address.
- (iv) The bidders/companies should satisfy themselves before online submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.
- (v) Clarifications regarding the tender documents, if any, can be sought not later than 5 days before the last date of tender from the office of Project Coordinator, NIFT, New Academic Block, 4th Floor, Plot No. 15, Sector 4, Kharghar, Navi Mumbai – 410 210 on Telephone Nos. 022-27747000/ 27747100.

## CHECKLIST

<b>Sl.</b>	<b><u>Documents to be submitted</u></b>	<b>Proof Required</b>
<b>1</b>	The proof of Average Annual turnover of Rupees Thirty lakhs in each year for the last three financial years i.e. 2020-21, 2021-22, 2022-23 related to Website development for preceding three years as on 31 <sup>st</sup> March, 2023 which shall be duly certified by CA .	To be attached
<b>2</b>	The company should have had at least Five (05) years of experience in designing, maintaining & managing Websites & live Hosting of educational institutions/University/Government/PSU/Corporate bodies/Private Companies/Sectors.	To be attached
<b>3</b>	The company should have had experience of similar completed projects as per criteria listed at Point No. 3 <b>(i.e. Selection/Evaluation Criteria) Part (II) (b)</b> of live websites along with the detail of the organizations whose websites have been developed.	To be attached
<b>4</b>	Performance Certificate for similar works during the last five years (i.e. 01.04.2018 to 31.03.2023/till date) from clients.	To be attached
<b>5</b>	Copy of PAN/TAN and GSTN number of the firm/ company.	To be attached
<b>6</b>	The Bidder capability of handling multi lingual projects and should attach proof / certificate from referenceable clients, if any.	To be attached
<b>7</b>	Detailed Technical Proposal content shall be provided in the Format at ANNEXURE – I (a).	To be attached
<b>8</b>	Affidavit of not having been Blacklisted on <b>prescribed format</b> (Annexure- g) as given in the tender (on Rs. 100 Stamp. Paper)	To be attached
<b>9</b>	Earnest Money Deposit of Rs. 32,000/- in the form of Account Payee Demand Draft /Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee in favour of "NIFT" payable at Mumbai.	To be attached
<b>10</b>	No. of technical personnel employed in organization with complete list duly self attested.	To be attached

## ANNEXURE – 1(a)

### TECHNICAL BID FOR DESIGNING, DEVELOPING, HOSTING, UPGRADING AND MAINTAINANCE OF UNIFIED IIHT WEBSITE WITH 06 MICROSITES

1. Name of Company
2. Name of the Authorized Person(s)  
(WHO SIGNS ON THE TENDER DOCUMENT)
3. Address of the company
4. Phone No-
5. Email- Address
6. Mobile No-

#### Technical Evaluation

Sl.	Details	Information to be filled by bidder/ company	Points
<b>Profile of the Company</b>			
1	Average Annual Turnover of the company in last three consecutive years ending upto 31 <sup>st</sup> March 2023 (i.e. 2020-21,2021-22, 2022-23)		
2	Presentation	Not to be submitted with bid. Presentation to be made before committee	
a	a. Presentation Quality		
b	b. Layout		
c	c. Overall Aesthetics		
d	d. Execution Plan		
e	e. Technology		
3	No. of designed, maintained & managed Websites & live Hosting of educational institutions/University/Government/PSU/ Corporate bodies/ Private Companies/Sectors.		
4	No. of years of work experience in website Development <b>(Relevant Proof must be attached)</b>		
5	Nos. of Technical Personnel		

6	PAN/TAN No. of the firm/company		
7	Multilingual projects, if any		
8	Never been blacklisted by any of the Govt. Organisation/agencies		
9	EMD (Exempted in case of Startups/MSME/MSE/NSIC subject to submission of relevant certificate )		
10	Tender Cost		

**Signature & Seal of Company** :.....

**ANNEXURE – I (b)**  
**National Institute of Fashion Technology**  
**Read and Accepted (Signature and Stamp of the Bidder)**  
**Declaration by the Tenderer for acceptance of all tender conditions.**

**DECLARATION BY THE TENDERER:**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions. This is also certified that I/We/our principal firm have no objection in signing the Work Order for consultancy of development services, if the opportunity for the designing, developing hosting , upgradation and maintenance of official website of National Institute of Fashion Technology against this tender is given to me/us.

I/We hereby undertake that the information provided with this tender are true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

**Signature & Seal of Company :.....**

**Name of Authorized Signatory:.....**

**Name of Company :.....**

**Address of Company:.....**

**Contact No. of Company:.....**

**Seal of the Company:.....**

**ANNEXURE – I (c)**  
**National Institute of Fashion Technology**

**General Information about the Bidder**

Details of the Bidder/Prime Bidder (Company)		
1	Name of the Bidder/Prime Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd / Pvt. Ltd company registered under the Companies Act, 1956 / Firm registered under the Indian Partnership Act, 1932 or under the Limited Liability Partnership Act)	
4	Valid GST registration no.	
5	Permanent Account Number (PAN)	
6	Name & Designation of the contact person to whom all references shall be made regarding this RFP	
7	Telephone No. (with STD Code)	
8	E-Mail of the contact person	
9	Mobile No. of authorized person	
10	Website	

**ANNEXURE – I (d)**  
**National Institute of Fashion Technology**

**Financial Information**

Annual Turnover/ Net Profit of the Bidder/ Prime Bidder

Turnover of the Bidder:

FY 2020-21	FY 2021-22	FY 2022-23

Net Profit of the Bidder:

FY 2020-21	FY 2021-22	FY 2022-23

**Note: Certificate duly certified by CA for the same needs to be attached.**



**ANNEXURE – I (e)**  
**National Institute of Fashion Technology**

**Format for Past Experience**

Please provide the relevant documentary proofs for a citation need to be attached just below the details of the citations in this format.

Project Title			
<b>(Attach separate sheet for each Project)</b>			
Country		Address	
Name of Client			
Type of (Govt./PSU/Others)		Order Value of the Project / Revenue Generated (in Lakh)	
		Revenue Generated (in Lakh) year-wise (please state the year and the revenue generated)	
		Current Conversion Rate (if applicable)	
Duration of the Assignment Location of the Assignment		Start Date (month/year):	
		Date of implementation (month/year):	
		End Date (month/year):	
Referrals (Client side): Provide one referral only	Name		
	Designation		
	Role in Project		
	Contact Number		
	Email Id		
Brief Description of Project			

**Relevant Proof/Completion certificate from the concerned authority must be attached**

**ANNEXURE – I (f)**  
**National Institute of Fashion Technology**

**Declaration Regarding Clean Track Record**

I have carefully gone through the Terms & Conditions contained in the RFP Document No. \_\_\_\_\_ regarding Tender for Designing, Developing, Hosting, Upgrading and Maintenance of Unified IIHT website Websites and microsite of the 06 Indian Institute of Handloom Technology (IIHT) located at Varanasi, Jodhpur, Salem, Bargarh, Fulia and Guwahati. I hereby declare that my Company as on date of submission of the proposal is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law. I further certify that I am competent officer in my Company to make this declaration.

Yours faithfully,  
(Signature of the Bidder)

Designation

Seal

Date:

Address:

**ANNEXURE – I (g)**  
**National Institute of Fashion Technology**

**Affidavit on prescribed format**  
**Evaluation Criteria for Financial Bid of technically qualified firm: -Bid**  
**evaluation criteria and selection procedure**

A two-stage procedure shall be adopted in evaluation the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. **70%** weightage would be given to the Technical evaluation and **30%** weightage would be given to the financial bid.

**Note:** DECLARATION HAS TO BE SUBMITTED ON NON-JUDICIAL NOTARIZED STAMP PAPER OF RS. 100/- SEPARATELY FOR ALL FORMATS MENTIONED BELOW (Failing which the Bid of the Firm will be cancelled): -

**Affidavit (Format)**

- 1- I / We declare that I/we have never been blacklisted/debarred by any State Government/Central Government or any State/Central PSU during the last 5years.
- 2- That I/We have been .....or by \_\_\_\_\_but .....it has been revoked. (Copy of the same to be attached.)
- 3- I / We hereby declare that I / We are capable to pay performance security i.e. 3% of estimated bid value in the form of Account Payee Demand Draft/BG.
- 4- I/We, hereby declare that the Particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We Understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature:  
Name of the Agency:  
Phone No.& Mob. No.:  
Date:

Name: Designation:  
Address of the Agency:  
Email Address:

Place:

## ANNEXURE – II

### FINANCIAL BID FOR DESIGNING, DEVELOPING, HOSTING, UPGRADATION AND MAINTENANCE OF IIHT WEBSITE

#### Price Schedule

Sl. No	Particulars	Fee (Rupees & in Words)
1	Designing, developing, hosting of the Unified IIHT website with six Microsites of each of six IIHT campuses in regional languages per the present requirement. This cost should include the cost of Security Audit of website as per ERNET.	The bidders should download the BOQ from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal ( <a href="https://eprocure.gov.in">https://eprocure.gov.in</a> ) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2	Upgradation, Annual Maintenance Contract Charges, Services support must include – Online/offline maintenance support, trouble shooting, regular contents upload/changes, date backups service support etc. as per the user department requirements & convenience-For a period of 1 year after hosting	
3	Total cost (Sl.1+2) excluding all taxes	
4	Taxes to be indicated separately	
5	Total project cost (Sl.No.3+4) including taxes	

#### **GUIDELINES :**

1. The above table is only for reference purpose. The estimated cost of the Project/work is Rs. 8.00 lakh approx. The bidder is expected to go through the tender and quote accordingly.
2. The minimum cutoff marks to qualify in Technical Bid is 60%. Hence, the bidder has to score minimum 60 marks out of total 100 marks for opening of Financial bids.
3. The Financial bid (price bid) i.e Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee member and the result will be displayed on the <https://eprocure.gov.in/eprocure/app> which can be seen by all bidders who participated in the tender.
4. Financial Bid to be quoted per details in BOQ excel sheet
5. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

6. Any aspect of financial bid should not be quoted in technical bid and in the event of the same, the bid of the bidder is liable to be rejected.
7. **Price obtained in BOQ will be taken as reference for further evaluation/score based on QCBS. Scores obtained on financial offer will be added to scores obtained on technical offer to get a consolidated score (CS) according to the formula:  $CS=TS+FS$ . Bidder with the highest consolidated score (H-1) i.e.  $CS=TS+FS$  will be selected.**

**ANNEXURE - III**  
**(On Rs. 100/- Non-Judicial Stamp Paper) CONTRACT AGREEMENT**

(To be signed by the qualified bidder, before rendering services to NIFT)

1. This agreement is made on ..... (date) between National Institute of Fashion Technology (Hereinafter called NIFT which expression shall unless excluded by repugnant to context, include his successors and assignees) and \_\_\_\_\_ (Hereinafter called the bidder/ company which expression shall unless excluded by or repugnant to context, include his successors and assignees) on the other part. The agreement shall remain valid from..... to.....
2. Whereas NIFT has invited tender for design, development, hosting , upgradation and maintenance for the official website of Indian Institute of Handloom Technology (IIHT) for.....
3. NIFT has approved the tender for the work at an amount of Rs..... The work is to be carried out as per the direction of the designated officer.
4. The contract period shall be initially for ..... with effect from.....to..... for designing , development , hosting work and post hosting upgradation and AMC for 1 year in mutual consultation with IIHT where NIFT will have no role . The agreement can be extended on mutual consent of both the parties for the additional period. The following documents have been annexed as integral part of contract and initiated one behalf of parties hereto:  
(a) Tender document. (b) Price bid No. .... (c) Letter No. ....
5. It shall be the sole responsibility of the bidder/ company to ensure effective services and if there is any loss/shortage of any material to the institute during the course of their duties on account of dishonesty, theft, connivance or due to any cause other than natural calamity. The same shall be recovered from the agency.
6. The bidder/ company will take all steps as required under law in case of any loss or other contingency in consultation with NIFT.
7. The bidder/ company has furnished a Performance Security of , .....  
(Rupees.....only) in shape of "Deposit at Call" No.....duly pledged and renewed upto ..... in favour of "NIFT", Mumbai, which shall carry no interest.
8. That in case of any dispute arising between the parties with reference to the contract, interpretation of the terms or any claim whatsoever, NIFT or any person appointed by NIFT shall be the sole Arbitrator to decide the matter and the provisions of Arbitration and Conciliation Act 1996 shall be applicable. The bidder/ company shall have no objection to the Designated Arbitrator or other appointed person as Arbitrator by him. The place of Arbitration proceedings shall be at New Delhi
9. The bidder/ company will not sub-let the contract of these services to any other agency or individual(s).
10. The bidder/ company amount of this work is as per the rate approved with services charges.
11. The bidder/ company will be responsible for compliance of various statutory obligations and law enacted from time to time.
12. The bidder/ company shall maintain absolute security with regard to all the matter that comes to his knowledge by virtue of this contract.

Signature of Bidder/ Company with rubber stamp

13. It is clearly understood by both the parties that this agreement is a financial agreement and not one is creating any employment.
14. Consolidated bill with the full details pertaining to the specified period / stage of completion will be submitted by the bidder/ company and after due scrutiny NIFT will make requisite payment to bidder/ company.
15. That the terms of tender which have not been mentioned in the contract shall also apply and form part of the contract for all the intents and purposes.
16. Decision of NIFT in regard to interpretation of the Terms and Conditions and the Contract Agreement shall be final and binding on the bidder/ company.
17. That in case of any loss being suffered by NIFT or the violation of the terms and conditions of contract; the NIFT shall have right to deduct all claims against bidder/ company for the security and NIFT shall have right to forfeit and deduct the claim amount from the security amount partly or entirely as per the claim.
18. The time frame for study, design and development, hosting of the Website including successful audit from CERT-In empanelled agency or any Government of India Agency for security audit certificate for safe hosting of website and completion of the portal along with the transfer of final source code will be 40 days from the date of award of the contract. The upgradation and AMC is for 1 year post hosting for which the company shall be in touch with IIHT for consultation and NIFT will have no role in that matter.
19. The bidder/ company undertakes to comply fully with the NIFT's requirements for the project. The project should be completed as per the work plan agreed upon. In case the bidder/ company does not complete the project as per work plan, the NIFT will be at liberty to levy a penalty of upto 2% of the Contract Amount for every two weeks of delay. The maximum amount of penalty shall not exceed 10% of contract value. In addition, amount of security shall also be forfeited.  
In case of any breach of the contract the NIFT will be entitled to withhold any payments due and accrued and also to invoke the NIFT guarantees furnished by the bidder/ company. NIFT will also be entitled to initiate any actions to recover in whole or part any of the amounts already released to the bidder/ company upto that time, besides any other action that the University may like to take against the bidder/ company.
20. That in case of any loss being suffered by NIFT or the violation of the terms and conditions of the contract, the NIFT shall have right to deduct all claim amount against bidder/ company and NIFT shall have right to deduct the claim amount from the security amount partly or entirely as per the claim.
21. **Termination:** The Contract may be terminated by giving one months' notice, in case the agency:
  - (a) Assigns or sub-contracts any of this service.
  - (b) Violation/contravention of any of the terms and conditions mentioned herein.
  - (c) Does not improve the performance of the services in spite of instructions.
  - (d) Any violation of instruction/agreement or suppression of facts.
  - (e) Bidder/ company being declared insolvent by competent court of law. On termination of the contract, NIFT shall not indemnify any loss caused to the agency by such terminations, whatsoever it may be. During the notice period for termination of the contract in the situation contemplated above, the bidder/ company shall keep on discharging his duties till the expiry of notice period.
22. **Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by Sole Arbitrator to be appointed by NIFT.

THIS WITNESS WHEREOF both the parties have set and subscribed their respective hands with their seal in the presence of the witness:

23. Payment Terms: 90% payment of order value will be made on delivery, completion, hosting of portal and successful audit from CERT-In empanelled agency or any Government of India Agency for security audit certificate / safe to host certificate along with transfer of final source code and balance 10% payment shall be released after closure of maintenance contract. However, an advance payment of 30% of the contract value can be considered against demand by the agency subject to the approval of Competent Authority.

National Institute of Fashion Technology (NIFT)

Witness:

- 1.
- 2.

AGENCY

Witness:

- 1.
- 2.



## **Annexure- IV**

Website sitemap

### **UNIFIED – Main IIHT website**

About us

- History & Background
- Vision/Mission/Objectives
- Campuses
- Infrastructure (linked to individual IIHT microsite)
- Jurisdiction (seats across states)
- Accreditations (NBA and NAAC)

Administration

- O/o DCHL
- Governing body
- Board of academic affairs
- Tenders/Circulars/Office Memorandums
- Recruitment (connected to individual centers)

Academics

- Courses and Syllabus (will also be connected to the respective institute microsites)
- Eligibility
- Admission procedure
- Affiliating University
- AICTE
- Financial assistance

- Exam Conduct Rules

#### Examination

- Rules and Regulations
- Examination fee
- Schedule
- Old QPs / Results

#### Placement:

- Expected roles and profiles of diploma and degree holders from various courses
- Highlights of Best Placement Packages secured by previous year's students

### **Social media Presence**

#### **Campuses**

- Bargarh
- Fulia
- Guwahati
- Jodhpur
- Salem
- Varanasi

The main unified website should have a link to campus websites

### **Main information required in campuses websites**

#### **1. About particular IIHT**

##### General

- a. Director's Message
- b. Director and Faculty Profile
- c. Organization setup (department wise)

## Location and facilities

- a. Address and how to reach
- b. Infrastructure – facilities and Virtual tour

## **2. Academics**

### **General**

- a. Curriculum (connected to the main site)
- b. Admission (connected to the main site)
- c. Exam rules connected to the main site)

### **Student affairs**

- a. Extra-Curricular activities
- b. Annual sports
- c. Student circulars (user charges)
- d. Committees (currently in Governance)

## **3. Latest from IIHT**

- a. Conferences/Workshops/Symposium/Seminars
- b. Social media Presence , Social media picture gallery
- c. New Research and innovation

## **4. Important Links**

- a. Citizen's Charter
- b. Downloads
- c. Tenders
- d. Circulars
- e. Office Memorandums
- f. FAQ

## **5. Industry Links**

- a. Internship/ Placements (past recruiters and packages)
- b. Alumni (well-known alumni in the industry of the IIHT)

## **6. Contact Us**

- a. RTI Contact
- b. Grievances

## **7. Pictures/Images / Videos of campus**

**“This is indicative and not an Exhaustive”**