



# SOUTH ASIAN UNIVERSITY

Akbar Bhawan, Chankyapuri

New Delhi - 110 021

Phone: +91 -11-24122512-13 Fax: +91-11-24122511 www.sau.int

## INVITATION OF BIDS For Website Related Services

Tender No. SAU/ICT/2019080102 dated 28 August 2019

*PROPOSAL DUE DATE (PDD): 13 September 2019 by 3:00PM*

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The University invites sealed Bids from reputed agencies / vendors / firms, etc. to provide services as per following specifications:

S. No.	Description	Specification
1	Website Graphic Designer  <i>Expected period of engagement: at least one month; up to three months.</i>	SAU seeks services of Web Graphic Designer to improve the look & feel of the existing University website. Familiarity with web technologies in relation to Joomla platform & Joomla templates is essential. Tasks expected to be done are from a Design and Layout perspective of the existing site so that various page element choices about layout, fonts, colors and images can be made. The same will have to be implemented via appropriate provisioning and/or editing/modification of images, icons, style sheets, template code or other website assets as may be needed.

### **Eligibility:**

1. Proposals are invited from bidders having expertise in web design & development who have designed & developed **at least five Joomla based websites in the last five years (prior to bid submission date)**. Bidders must submit documentary evidence (work orders & completion certificates) in support of claimed experience. If required, the University may contact client(s) of the bidder to establish the claims in respect of work done.
2. Bidder must be located in New Delhi / Delhi / NCR

Proposals without necessary experience and sufficient documentary proof in support thereof are liable to be rejected.



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## Terms and Conditions for Submission of Bids

1. The Bid with all required enclosures (EMD, financial bid, experience with documents in support thereof, etc.) must be made in a duly sealed and signed cover with the Contract Name and Tender Number at the top left corner of the envelope and submitted to the **Assistant Registrar Stores & Procurement Section, Room No. 424 Floor, South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi 110021** or submitted at the Reception of South Asian University. The university assumes no responsibility in respect of a bid not made and/or not submitted as required.
2. The Bid must reach the university no later than the Proposal Due Date specified herein. The university may reject any late submitted Bid. All timely-received bids are scheduled to be opened on the same day **at 3:30 p.m.**
3. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then due date of receipt/opening of the tender will be the next working day at the same time.
4. Bids shall remain valid for a period of sixty (60) days after the Bid submission deadline date.
5. The bidder is required to make with the bid an Earnest Money Deposit (EMD) of Rs. 5000.00 (Rupees Five Thousand only) by a demand draft/Pay order drawn on any scheduled banks in favour of "South Asian University", payable at New Delhi. NSIC & other exemption certificate will not be accepted as EMD. Bids not accompanied by the required EMD will be summarily rejected. EMD is refundable to the bidder without interest.
6. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.
7. The Bid shall be typed or written in English with indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor. Official Stamp should be placed after the signature.
8. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
9. The bid proposal must be properly indexed and bound and all the pages shall be signed and stamped. Any loose document submitted by bidders is liable to be rejected.
10. Unit Price of each item should be indicated in the format of financial bid given in **Annexure I. The applicable Tax/Duty shall be indicated separately.** Any additional charges to be levied should be clearly specified. The vendor shall quote only in Indian Rupees.
11. Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account.



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12. Alternative offers/partial offers shall not be considered. The vendors are advised not to quote different options for the same item but, furnish the most competitive among the options available to the bidder. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
13. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible. A self-declaration to this effect shall be furnished by the bidder.
14. The University has the right to reject any Bid, and to annul the process and reject all Bids at any time prior to acceptance, without thereby incurring any liability to bidders and without assigning any reason.
15. The University will accept the Bid of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
16. Services shall be delivered at South Asian University, Chanakyapuri, New Delhi 110021.
17. Service shall be commenced within two weeks from the date of purchase order. The date of service commencement shall strictly be adhered to, failing which the University reserves the right of not accepting the service and to charge suitable damages or to effect procurement at the bidder's cost and risk. If and when required, the extension for date of delivery should be obtained with proper justification.
18. The payment will be made 100% within 30 days of completion of work against a particular order to the satisfaction of the University.
19. Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the President of SAU, whose decision shall be binding and final.
20. Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

## **We have been allotted UIN: 0717UNO00175UNQ**

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;
- Name, address and GSTIN of the supplier;
- Invoice Number;
- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services (SAC);



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- Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof;
- Total value of supply of goods or services or both;
- Taxable value of supply of goods or services or both considering discount or abatement, if any;
- Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
- Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- Address of delivery where the same is different from the place of supply;
- Signature or digital signature of the supplier or his authorized representative.



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## Annexure I

### Financial Bid

*Please quote ONLY man-month rate for the required service*

Item No	Description of Services	Tax Exclusive Man-Month Rate in INR	Applicable Taxes
1	<p>SAU seeks services of Web Graphic Designer to improve the look &amp; feel of the University website. Familiarity with web technologies in relation to Joomla platform &amp; Joomla templates is essential. Tasks expected to be done are from a Design and Layout perspective of the existing site so that various page element choices about layout, fonts, colors and images can be made. The same will have to be implemented via appropriate provisioning and/or editing/modification of images, icons, style sheets, template code or other website assets as may be needed.</p> <p><i>Expected period of engagement: at least one month; up to three months.</i></p>		

### DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by the Institute.

Full Name of the Bidder: .....

Signature of the Bidder: ..... Date: .....

Official Seal



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## DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

**(Signature of Authorized Signatory)**

**Date:**

Name of the bidder: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Contact Nos. \_\_\_\_\_