



“Vidya Vinayena Deepyate”

Invitation for Expression of Interest (EOI)
for
Design, Development & Maintenance of IIT Goa
Website

Date of Issue of EOI: July 19, 2019
Last date of submission of EOI: July 31, 2019 (11.59 PM by email; 5 PM by post)
Date of Presentation in IIT Goa: August 19, 2019 (Details to be communicated later)

EOI No: IITGOA/CITS/EOI-01/2019

Address for sending EOI:

BY POST

Coordinator, Center for IT Services (CITS), Indian Institute of Technology (IIT) Goa, At GEC Campus, Farmagudi, Ponda 403401, Goa, India.

BY EMAIL

sysad@iitgoa.ac.in

For any queries, contact: sysad@iitgoa.ac.in, +91-9900882272

The Indian Institute of Technology (IIT) Goa invites Expressions of Interest (EoI) from eligible parties for design, development and maintenance of IIT Goa website. This EoI is meant to select firms/companies/bidders which will be eligible to submit full-fledged technical and commercial bids at a later date for the design, development and maintenance of IIT Goa website. However, this is a “Non-committal” EoI as per GFR 2017.

A. General Instructions

A.1 Eligibility Criteria to submit EoI:

- (i) The agency/firm/bidder should be a registered body under Indian laws (proof to be attached).
- (ii) The agency/firm /bidder should have minimum of 02 years of experience of professional web site development (attach purchase orders, work-orders etc. as proof).
- (iii) The agency/ firm/ bidder should have experience of working on cross platforms and must have developed websites for at least 03 reputed educational institutes like NITs/IITs/IIITs/CFTIs. (attach purchase orders, work-orders etc. as proof)
- (iv) Average annual turn-over of the firm must be more than 10 Lakhs in the last two financial years i.e. FY 2018-2019 and FY 2017-2018 (proof to be attached).
- (v) The agency/firm /bidder must have GST registration (attach GST registration certificate)

A.2 Essential Competencies & Experience:

- (i) Past experience in creating and maintaining professional and exceptionally creative websites
 - (ii) Strong editorial team with communications skills to write clearly and compellingly in English and Hindi.
 - (iii) Ability to juggle priorities and deadlines and perform well under pressure.
 - (iv) Awareness on the latest technologies for website design, development and maintenance.
- **The Director, IIT Goa, reserves the right to modify contents of this Invitation for EoI or withdraw it completely at any point in time, without assigning any reason.**

B. Criteria for Evaluation of EoI

All bidders who meet the eligibility criteria will be evaluated based on the table below. IIT Goa reserves the right to invite only a few bidders for a presentation as the next round of evaluation of EoI.

No.	Evaluation Criterion	Points
1.	<p>A Demo website of IIT Goa (based on current website content: www.iitgoa.ac.in) and demonstration of previous designed websites.</p> <ol style="list-style-type: none">1. Note that the scope of work will have more details and data than the current website.2. The current website is for reference only and only for creating a demo website for demonstration.3. The bidder is free to re-organize the data as per past experience and decide the aesthetic appearance.4. The demo website should have as much information as possible within the given time-frame for EoI submission.	40
2.	<p>Background of organization (date of start, types of IT related tasks performed in past besides web development, if any) (based on attached proof).</p>	10
3.	<p>Proven practical experience with all stages of developing websites of any IIT, NIT, CFTI/Govt. educational institute, web-technology skills, with previous experience of website management, editing, hosting. (Attach sample of Software Requirements Specification or any related document from any previous project of an educational institution's website; IIT Goa will sign a Non-Disclosure Agreement, if required)</p>	20
4.	<p>Past experience of maintaining web-sites (AMC document agreement, bill of payments required to be attached).</p>	10
5.	<p>Technology Stack familiarity of the bidder's team, including familiarity with W3C and accessibility guidelines and cross platform website accessibility (desktop, laptop, mobile etc.), design and development. The technology stack listed in the EoI should be matched with the previous website design and development experience.</p>	20
	<p>TOTAL</p>	100

C. Documents to be Submitted for EoI

1. Compliance sheet with necessary proofs for the items listed in Section A.
2. A demo website link as per Section B, item 1. This link needs to be active by August 16, 2019 and accessible to sysad@iitgoa.ac.in
3. Necessary documents as per Section B, items 2, 3, 4 and 5.
4. Annexures A, B, C and D

D. Post EoI Presentation

1. Post EoI presentation, IIT Goa will invite parties to submit their financial quotation as per the scope of the work shared during the presentation.
2. The parties will have one week to submit their quotations and technical bids to comply with the scope of work.

ANNEXURE A

Cover letter for Expression of Interest

(To be on the Firm/Agency Letter Head)

To

Center for IT Services (CITS),
IIT Goa,
At GEC Campus,
Farmagudi, Ponda 403401,
Goa, India

Subject: Submission of Expression of Interest for the Design, Development & Maintenance of IIT Goa Website.

Sir,

In response to the Invitation for Expressions of Interest for Design, Development & Maintenance of IIT Goa Website, published on _____, we _____ (hereby referred as Firm) would like to express our interest to undertake the task as mentioned in the EOI. As per EOI we have enclosed all the necessary documents, as per the guidelines/format provided, for your information and records.

Thank You

Sincerely,

(Signature)

Name & Designation:

Seal:

ANNEXURE B

Description of the Firm

1. Name of the Bidder:
2. Head Office Address:
3. Website of the Bidder:
4. Name & Designation of the Concerned Officer to be Referred for
Communication:
5. Contact No.:
6. Email ID:
7. Head of the Organization:
 - a. Name:
 - b. Contact No:
 - c. Email ID:
8. Type of Organization:
9. Main Areas of Business:
10. Total no. of Employees:
11. Branch Offices and Their Addresses:
12. Any other information the bidder would like to include:

Place:

Name & Signature:

Date:

Designation:

Company Seal

ANNEXURE C

Details of Representative from Bidder

Name of the Bidder	
Name of the employee	
Date of Birth (DD/MM/YYYY)	
Duration of work experience with the Bidder (in years)	
Nationality	
Current designation, with details of responsibilities assigned at the firm	
Summary of relevant technical experience	
Certification: I, the undersigned, certify that the above provided data is correct and confirm my availability to the firm for the proposed work should it be awarded to the firm.	
[Signature of employee]	Date:
Full Name of the employee	
[Signature of authority]	Date:
Full Name of the authority	

ANNEXURE D

Technical Credentials of the Firm

Details of the work and services of undertaken by the bidder (including on-going projects)

Sl. No.	Project	Name of the Customer	Scope of work	Duration of Contract		Contract Cost (Rs. Lakhs)	Weblink, if any
				Start date	Completion date		
1							
2							
3							
4							
5							
6							
7							
8							
9							

* use additional sheets if required