

**AUD CENTRE FOR INCUBATION, INNOVATION & ENTREPRENEURSHIP (ACIIE)  
WS-3, AUD Kashmere Gate Campus, Lothian Road Delhi - 110006**

**Email ID: [ed.acie@aud.ac.in](mailto:ed.acie@aud.ac.in)**

**Invite for Expression of Interest (Eoi)**

**DESIGN, DEVELOPMENT, MAINTENANCE and HOSTING  
OF WEBSITE FOR AUD CENTRE FOR INCUBATION,  
INNOVATION & ENTREPRENEURSHIP**

Eoi Reference Number:	ACIIE/20-13/2016-17/Procurement/20
Date of Issue of Eoi:	7 <sup>th</sup> October 2016
Last date to submit queries on Email:	14 <sup>th</sup> October 2016 on ed.aciie@aud.ac.in
Last date for receipt of Eoi:	21 <sup>st</sup> October 2016
Awarding of Contract:	31 <sup>st</sup> October 2016
Address for Communication:	AUD Centre for Incubation, Innovation & Entrepreneurship (ACIIE), WS-3, AUD Kashmere Gate Campus, Lothian Road, Kashmere Gate, Delhi - 110006

## **Expression of Interest (Eol)**

### **DESIGN, DEVELOPMENT, AND MAINTENANCE OF WEBSITE FOR AUD CENTRE FOR INCUBATION, INNOVATION & ENTREPRENEURSHIP (ACIIE)**

#### **About ACIIE**

AUD Centre for Innovation, Incubation & Entrepreneurship (ACIIE) is a section 8 company (not-for-profit) set up in 2016 under the Companies Act, 2013, with a vision to develop a culture of entrepreneurship within Ambedkar University Delhi. The main objective of ACIIE include (i) translate theoretical and conceptual learning into socially useful practice, and (ii) reach out to the less-privileged section of society at the bottom of the pyramid who may not otherwise have access to new knowledge and contemporary practices.

The Incubation Centre's endeavor will be to encourage graduates to become wealth creators generating employment, while addressing the many social problems facing our country. The interdisciplinary space of AUD, especially in applied fields such as business, design, development practice, education, ecology, mental health etc. is seen as an appropriate environment for setting up the Incubation Centre.

#### **Mission**

ACIIE has been set up with the mission to facilitate translation of theoretical learning across inter-disciplinary areas into real-time practice anchored around innovation, creativity and entrepreneurship.

#### **Activities of ACIIE**

1. Invite & encourage innovative ideas and enable them to be converted into executable business ventures, especially to find solutions to the many problems in the social sector
2. Support pilot and start up phase of (social) enterprise development
3. Extend technical and psychological support through mentoring and assist to arrange financial resources from angel investors, venture capitalists, and other sources
4. Enhance capacity building by organizing workshops, seminars and experience sharing

#### **Confidentiality**

All information included in this RFP is confidential and only for the knowledge of the recipient. No information included in this document or in this discussion connected to may be disclosed to any other party.

#### **Contacts**

For questions regarding this RFP, contact us:

Phone: 9560691199 (Quote reference as **ACIIE**

**RFP)**

Email: [ed.aciie@aud.ac.in](mailto:ed.aciie@aud.ac.in)

#### **Critical Information**

1. Vendors are advised to study this Eol document carefully before submitting a proposal. Submission of a proposal in response to this Eol shall be deemed to have been done after a careful study of this document with a full understanding of its terms, conditions, and implications.

2. A vendor submitting the proposal must be a registered entity having an annual turnover of Rs. 3 Crore and an existence of a minimum of 5 years.
  3. Proposal complete in all respects should be sent to [ed.aciie@aud.ac.in](mailto:ed.aciie@aud.ac.in) and not later than **4 PM on Tuesday 18<sup>th</sup> October 2016**. The **proposal received after stipulated time and date, conditional proposal, or incomplete proposal may be rejected**.
  4. ACIIE reserves the right to accept or reject any or all proposals without assigning any reason. The successful vendor will have to enter into a contract / agreement with ACIIE before rendering its services to ACIIE.
  5. The vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the EoI prior to submitting the proposal. Requests for clarifications should be sent to [proed.aciie@aud.ac.in](mailto:proed.aciie@aud.ac.in) or asked on a stipulated 'query invite' day and time.
  6. ACIIE will enter into a contract for the design and development of the website. The contract will provide design, development, and maintenance for a minimum period of one year from the date of successful completion of work. ACIIE reserves the option to extend the contract for further specified period under mutually agreed terms and conditions or to terminate the contract.
  7. The vendor will execute an agreement on acceptance of the contract, incorporating the terms of engagement based upon the terms specified in the EoI document as per format approved by ACIIE.
  8. **Completion of the contract:** Contract will be deemed to be completed on successful installation, completion of training of the ACIIE's Technical Team and handing over of the source code as well as the access password for the control panel of the website hosting service along with design and technical details including documentation.
  9. **Time Frame:** The time frame for study, design, and development of the website and its completion along with the transfer of final source code will be **01 (One) month** from the date of award of the contract or as mutually agreed upon.
  10. **Cancellation / termination of agreement:** ACIIE at its sole discretion with prior notice of one week can cancel / terminate the agreement without assigning any reasons thereof
  11. When emailing your proposal, kindly keep the subject line as **"WEBSITE FOR ACIIE: [INSERT ORGANIZATION NAME]"**
12. **Warranties and Liabilities:**
- Vendor will warrant that the website will be free of programming errors and bugs in workmanship and materials and that it will be in full conformity with the specifications in the work plan.
  - Vendor warrants that it has obtained all required registrations, permissions, and consents from all third parties necessary to develop a website, use background technology, and deliverables
  - Vendor 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 vendor shall obtain a license/permission for use.
  - Vendor warrants that all content forming part of the website are provided from or obtained only from ACIIE. The intellectual property rights of the website will be the property of ACIIE and cannot be used by anyone else without ACIIE's permission.

***Vendors are requested to read the EoI document carefully and ensure compliance with all specifications / instructions herein. Non-compliance with specifications / instructions in this document may disqualify vendors from the evaluation process.***

**ACIIE invites proposal from reputed and eligible agencies to design, develop, and maintain ACIIE's website.**

### **Specifications / Requirements for the Website:**

1. SPOC for the project with agreement
2. The website should be developed using ***Free and Open Source Software (FOSS) solutions*** along with the following features:
  - Look and feel with aesthetics design, good colour combination, background screens, and structure.
  - Feature to add addendum/amendments to any document through appropriate links enabling the visitors to view main and linked documents in an integrated manner.
  - Dynamic and robust website with interactive presentation of content.
  - ~~Suggest and~~ procure domain name.
  - User-friendly with easy to navigate features and functions
  - Faster website accessibility - Multiple users access
  - Feedback or post comments feature
  - Provide extensive website analytics and statistics covering traffic reports including region/state wise report, visitor analysis, duration analysis, content wise analysis, top landing pages and top exit pages, other statistics and reports as may be required by ACIIE
  - Support to create additional web pages within the main website
  - User-friendly SEO & SMO for digital marketing activities.
  - Provide photo and video gallery.
  - Internal Site Content search engine.
  - Mobile app integration and should be optimised for mobile devices including mobile app
  - Provide admin login access to download and upload documents
  - Provide online survey form/testimonials and polling option
  - Activate payment gateway within the website to acquire payments & give acknowledgment of payment transition to the user.
  - Marquee for announcements.
  - Perform periodic up gradation of all software including their dependencies
  - Don't use the popup window
  - Cross-platform support for all operating systems and their respective web browsers like Firefox, Internet Explorer, Google Chrome, Safari, and Opera.
  - Responsive or fluid layout of website and be viewed without compromising the design, on variety of devices including computers, laptop, tablets and mobile phones.
  - The website should have features like blog.
  - Website should enable Event/ Workshop/ Seminar/ Short Training process management. – including the ability to email to registered users.
  - The website should have Social Publishing Capability (Facebook, Twitter, LinkedIn)

**3. Website Administration:** Admin should be able to:

- Create users, group, admin, department, and define permission to update content on the website.
- Manage overall content of the main website and also should have the option to edit/ delete content updated by any user.
- Update database to modify website content with permission of version control.
- Create microsites/web portals within the main website.
- Integrate the revised content of a page and have the option to preview changes before making it live.

**4. Security:** The vendor will provide the following security features:

- Enable Security tools or plug-ins for controlling and monitoring website security
- Protection against defacement, hacking, additional script, and ad block
- Design should incorporate security features to protect the site from Session Hijacking, SQL injection, Cross scripting, Denial of Service etc.
- SSL Implemented

**5. Secure Hosting:**

The vendor shall specify and recommend suitable systems to ensure complete security and performance of the website. The proposal should include details as under:

- Systems required
- Software required including control and monitoring tools
- Security of systems, databases, software, and access controls
- Installation of antivirus, anti-malware, or similar software to protect server and website
- Enable mail server
- Display capability and experience with hosting of similar websites.

**6. Training:**

Vendor will provide training in the use/maintenance of the website

- All technical aspects of website maintenance including requirements for hosting, registrations, submission to search engines, and other link sites
- **Complete website source code and other technical documents associated with the website development, administration and use**
- Vendor will provide necessary technical details including requirement of software, software tools, and systems required for the proper upkeep and maintenance of the website
- Vendor will provide technical support to ACIIE team to get trained in the organization and administration of the website
- Vendor will share a working manual of the website (online and offline)

7. **Copyright / License Violations & Provision of Legal Copies:**

ACIIE will not be responsible against any liability for the use of software with regard to copyright/license, if any, hence, vendor to be solely responsible for relevant commits.

8. **Confidentiality & Non-disclosure agreement:**

The vendor undertakes to comply with all the confidentiality and non-disclosure conditions that will be spelled out in the contract agreement. Moreover, the vendor 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.

**Awarding Process:**

Awarding will be based on a two-bid system with technical and financial bid sealed separately. The bidder should put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the ACIIE by the specified time and date at the specified place. Signed and scanned copy (password protected) of the proposal may also be submitted via email at [ed.aciie@aud.ac.in](mailto:ed.aciie@aud.ac.in)

**A. Technical bid should include the following:**

1. Your company profile with portfolio
2. Details of similar work previously undertaken and successfully executed.
3. A brief note illustrating how the proposed project is conceived and visualized.
4. Phase wise deliverable plan with proposed time line.
5. A presentation and discussion by the organisations/ agencies shortlisted based on the above 1, 2 & 3.

**B. Financial Bid should include:**

- The *Project Budget Summary*, indicating major categories of expenses of the project. *Project Budget Summary* should be submitted in Indian Rupees (INR).
- Rate cards (includes resource rates per hour on the basis of skills and experience)
  - Submit your proposal, cost, and payment terms at [ed.aciie@aud.ac.in](mailto:ed.aciie@aud.ac.in)
  - The proposal should be submitted online with password encryption
  - Password should be shared in a separate email
  - Shortlisted companies may be called for a discussion
  - Process and cost will get equal weightage

**Post Awarding:**

- Minimum of three periodical meetings are expected during the development of the website
- Telephonic/Skype conversations to be conducted as may be defined in SOW
- ACIIE & partner will identify SPOC for association
- **Final website to be ready within 30 - 45 days post receiving Purchase Order from ACIIE.**
- Complete website source code and other technical documents associated with the website development, administration and use will be provided to ACIIE post completion and hosting
- Project IP should be in hand of ACIIE