



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
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Web site: <http://www.iimk.ac.in>

NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR
DESIGNING AND DEVELOPMENT OF IIMK WEBSITE

Tender No : 11-01(12)/EOI-31/2018-IIMK.PUR dt 28.11.2018

Cost of Tender Form	₹560/- [500+60 (GST@12%)] payable by way of DD in favour of Indian Institute of Management Kozhikode payable at Kozhikode/Calicut. Tender should accompany the cost of Tender Form.
Date of Issue of EoI	28.11.2018
Last date of downloading EoI	26.12.2018
Due date of receipt of EoI	27.12.2018 (upto 3.00 pm)
Date of Opening of EoI	27.12.2018 (upto 4.00 pm)

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1. Introduction

The Indian Institute of Management Kozhikode (IIMK) was set up by the Ministry of HRD, Government of India in collaboration with the State Government of Kerala as the 5th Indian Institute of Management. IIMK is also ranked 5th among all IIMs in Ministry of HRD's NIRF rankings.

Institute's main campus is located at Kunnamangalam, Kozhikode, (also known as Calicut) in the State of Kerala. Institute also has a satellite campus located at the Info-Park in Kochi, Kerala.

IIMK plans to have a dynamic state-of-the-art website which is expected to act as the digital communication platform for the Institute, would truly reflect our vision and identity, be a lively platform and reflect the institute's vibrant academic environment and campus life. This EoI is for the selection of an agency to design and develop the platform, address security issues, manageability of content while maintaining compliances.

2. Objectives of our web site

Being an Institute of national importance and international repute, IIMK needs to engage with a diverse set of audiences including industry, academia, government, students, executives and international partners seeking different kinds of information and engagement on the web platform. However, the following describe the key objectives of the website:

- To act as the primary digital platform for disseminating information to all stakeholders
- To enhance visibility of the Institute's activities and programs in an interactive and engaging way
- To reflect innovation and thought leadership as a key characteristic of the Institute's personality
- To contribute to brand and reputation building in line with its visual identity and personality
- To build highest levels of trust and credibility among national and global stakeholders

The website should provide the visitor appropriate information at the click of a button. The information provided on the site should be relevant to the person visiting the site and to be up to date so as to make the website effective.

3. Target audience for the website

- Students - seeking admissions to business schools
- Executive participants - interested in short and long duration programmes
- Industry – Recruiters looking to hire management students and Companies seeking consulting and collaborations

- Academia – researchers, collaborators and funding agencies exploring engagement
- Potential employees - seeking employment (Faculty, Staff and others)
- Media, Accreditation agencies and B-School Ranking Agencies – seeking information about the Institute’s achievements
- Other stakeholders – such as alumni, government and society at large

4. Scope of work

IIMK invites Expression of Interest (EOI) from reputed Firms/Organizations to design and develop a dynamic website for the institute (<http://iimk.ac.in/>) with latest modules and tools. The institute website will be bilingual that is in Hindi and English Languages. The EoI should consist of two parts:

- a. Submission of tentative design, technique of development, proposed technology and project management;
- b. Submission of a brief write-up on each of the above aspects for evaluation.

Objectives

- i. Study, Requirement understanding and Analysis concerning developing new Websites.
- ii. Design, Development and Maintenance of Web based applications and integration with technologies like Payment Gateway, e-Forms etc.
- iii. The website be user friendly to access information needed at a sight, design should be flexible to accommodate new pages, and it should provide flexibility to modify the design when a significant event has to be published.
- iv. Design should allow changing the interface templates for fresh new look as and when required.
- v. Provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, job application, student fees, conference registration etc.
- vi. The website/ portal should comply with the comprehensive content management system to support a variety of users ranging from Administrators to Guests. It should allow the administrator to creates user roles and setting up of access rights ranging from entire site to a specific page.
- vii. Agency would be required to provide off-site Warranty, Maintenance, and Technical Support from the date of issue of completion certificate, and Annual maintenance of website/ application with onsite technical support as required.
- viii. To ensure that websites comply with the ‘Guidelines for Indian Government Websites (GIGW)’ <http://guidelines.gov.in/> in full along with mobile compatibility.
- ix. Ensure that the website is security audited by a CERT-IN empaneled agency.
 - x. Getting the Security Audit by CERT-IN empaneled agency and obtaining all necessary certificates will be the responsibility of the service provider including the cost involved.
- xi. Identify and execute training requirements for successful execution of project along with preparation of User Manual.
- xii. Creation of manuals and documents for the project executed.

5. Eligibility criteria

- a. The Tenderer/Bidder must be a Firm or Agency registered in India. The bidder should be in existence for a minimum period of 3years.
- b. The Tenderer/Bidder or any of its Directors/Board Members should not have been black-listed by any Government/Semi-Government Organization / Statutory Body during the last three years
- c. Prospective Bidders should have annual financial turnover of at least **10 Lakhs** during the past three financial years for Indian operations.
- d. The agency should have a minimum of 3years of experience in digital communications designs including website design and development.
- e. The agency should have experience in developing and designing professional and creative websites for at least 5 reputed clients similar to Indian Institute of Management (documentary evidence will be required).
- f. Awareness of the latest smart technologies for website development is required.

6. General conditions

- a. The domain name (www.iimk.ac.in) is available and it hosted inside the institute. It is the responsibility of the firm to check the domain and database account first for support issue of any new web technology opted by the firm for the development of new website.
- b. The firm will be responsible to provide maintenance and support the website for one year after obtaining the completion certificate from the IIMK.
- c. The firm will hand over all the codes and materials used in the website to the institute after the completion of work.
- d. The institute reserves all rights of the webpages and the institute will have sole ownership of the developed content. The firm shall not make or allow to make an unauthorized copy, use, access or other utilization of Institute's materials commercially or otherwise, directly or indirectly except as agreed to by the IIMK. The firm shall also ensure complete confidentiality of the information and data provided to carry out the job
- e. The firm shall not appoint any sub-contractor or sub lease the contract in any circumstances. If violated the conditions, the firm will be terminated from the assignment.
- f. For any issues arising during the development process of website, the decision of the competent authority of the Institute will be final and binding to the firm.
- g. The procuring entity IIMK reserves the right to accept or reject any or all EoIs without assigning any reason thereof.

7. Evaluation criteria

The proposals submitted by firms would be examined by the committee formed by IIMK. The proposal should be submitted along with a brief synopsis; a brief report on 3 top websites (which the applicant might have created and/or maintained) must be enclosed (including the screenshot of the websites) and any other relevant information including certifications which demonstrates the capability of the firm/ organization regarding the website development in sync with the requirement of the institute's website.

If shortlisted by the committee after the evaluation, the firm/organization will have to make a detailed presentation before the committee regarding their proposal, technology and concept. The firm/organization will be then selected/ invited at the discretion of the institute based on the presentation for next bidding phase. Decision of the IIMK in this regard would be firm and final.

8. Confidentiality

- i) The BIDDER acknowledges that all material and information which it has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to IIMK will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The BIDDER agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to the IIMK in divulging the information by the employees of the BIDDER, IIMK shall be indemnified. The BIDDER agrees to maintain the confidentiality of the IIMK's information after the termination of the agreement also.
- ii) The BIDDER/IIMK will treat as confidential all data and information about the BIDDER/IIMK/Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

9. Conciliation

Any dispute or difference whatsoever arising between the parties relating to or arising out of Contract, shall be settled first by Conciliation in accordance with the Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. Reference to Arbitration shall be made only when the Conciliation has failed.

10. Procedure for submission of EoI

- a) The EoI should be submitted in an envelope super-scribed "Selection of Agency for Design, Development and Maintenance of Website". This envelope should contain all the relevant Documents in support of the credentials of the bidder.
- b) The EoI should also address the following points:
 - Methodology and approach for design
 - Project Plan, structure and team – the project timelines, resource loading, and expertise deployed for the project, the mechanisms for review, feedback, risk mitigation etc.
 - Support and maintenance – the approach, methodology, plan, resource loading etc.

- c) The envelope shall indicate the name and address of the bidders to identify the EoI and to enable the EoI to be returned unopened in case it is declared 'late' or 'rejected'.
- d) The EoI may be sent by the bidders by Courier/Speed-post, with the envelope marked as above to the following address:

**THE CHIEF ADMINISTRATIVE OFFICER,
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIMK CAMPUS P.O., KOZHIKODE – 673 570, KERALA
Phone: 0495-2803001-2803009**

- e) Alternatively, EoI may also be deposited by the bidders in the tender box kept in Indian Institute of Management Kozhikode, IIM Kozhikode Campus Post Office, Kunnamangalam, Kozhikode 673 570, Kerala.
- f) EoIs received through Fax/E-mail or through open letter shall be rejected.
- g) Any EoI received late/after the dead line for submission of the bids shall be rejected and returned un-opened to the bidder.
- h) The shortlisted bidders meeting the Eligibility criteria, will be required to make a presentation tentatively on dd/mm/yyyy. Those who are shortlisted based on Eligibility criteria and presentation will be invited to submit their Technical and Financial Bids.

11. Clarifications on the EoIs

To assist evaluation and comparison of the EoIs, IIMK may at its discretion ask the bidder for clarification on the EoI. The clarification and response from bidder shall be in writing.

12. Cancelling the EoI

IIMK reserves the right to cancel/reject the EoI and any or all the bids without assigning any reason whatsoever at any time/stage.

Sd/-
Lt Col M Julius George (Retd)
Chief Administrative Officer