

TENDER

No. KUDSIT/0027/ALUMNI PLATFORM/2023-24 Date:06.11.2023 Due on: 20.11.2023. 03.00PM

On behalf of Kerala University of Digital Sciences, Innovation and Technology (DUK). the Vice Chancellor invites offers for **"Supply and deployment of Alumni platform for the University"** (As per Annexure -i) from experienced and qualified vendors. The contract will be for a period of one year initially and may be extend, subject to satisfactory performance of the firm and with the approval of Competent Authority.

Terms & Conditions

- Tender Documents shall be available only on the online and shall not be available for sales elsewhere. Cost of tender document, Rs.250/- as applicable to be submitted along with the tender.
- The tenderer must pay earnest money along with his tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money Deposit of Rs. 1000/- be paid as demand draft favoring The Vice Chancellor, Kerala University of Digital Sciences, Innovation and Technology payable at Trivandrum. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest on delivery and acceptance of product.
- The agency/tenderer should have at least four years of relevant experience in executing/rendering such services. who has executed similar service contract at least two reputed Organizations/Universities/R&D Institutes/Academic Institutions.
- Parties who have supplied this item or an equivalent product to at least two reputed Organizations /Universities/ R&D Institutes/Academic Institutions. A list of two similar items, supplied within the last four years and having a PO value of at least 3 lakhs for annual subscription.
- Reference letters from Chairs/ Alumni Coordinators of two academic institutions/universities/R&D institutions/Academic institutions (preferably central or state) where the party had supplied the item within the last four years.
- The vendor needs to strictly follow the Digital Personal Data Protection (DPDP) Act 2023 issued by MeitY, Govt of India. The data ownership will be with Digital University Kerala (DUK). Data Privacy of the alumni and employees of DUK needs to be strictly

maintained. Taking into consideration issues of data privacy, DUK does not permit the vendor to sell or share any Personally Identifiable Information to a third party. Any Personally Identifiable Information of alumni members or any other data related to DUK captured and stored in the data storage/cloud facilities of the vendor or on any other data storage/cloud facility should be transferred to DUK and subsequently deleted/destroyed within a period of one month of the completion of contract period.

- The Agency shall handover the data from the Alumni portal to digital University after the completion of contract period in Industry Standard format.
- Startup & MSME relaxations- Govt directions/ circulars will be followed.
- Development of Alumni Platform should strictly be completed within the stipulated period of delivery i.e. four weeks from issue of purchase order.
- Supplier will have to pay penalty on non-delivery after expiry of delivery date @ 0.5% per week subject to maximum of 10% of the PO value.
- Supply at Kerala University of Digital Sciences, Innovation and Technology, Trivandrum
- Technical literature/ hand book /data sheets if any etc. must be sent along with the bid.
- DUK reserves the right to cancel the order in case the items are not supplied within the stipulated period or non-fulfillment of contractual obligations.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- DUK shall make payment within 30 days of satisfactory installation and acceptance of the items supplied and issue of warranty certificate. Any condition for payment of advance shall not be acceptable to DUK. In case of any defects to the materials supplied by the bidder, it should be corrected prior to release of the payment.
- Quoted rate: The quoted rates shall be inclusive of all taxes and also the bidder shall include charges like GST, Hosting charges, Maintenance charges etc., insurance premiums and placement at the facility Supply and deployment.
- A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified. Also, must comply with the Technical

Specification, General Conditions and Format/Requirements for Technical and Financial proposal.

- Firm period of Tender will be 90 days from the date of notification.
- Last date of receipt of filled in Quotations is 20.11.2023, 03:00 pm & Bid opening on same day at, 3.30 pm
- Interested bidders are request to submitted their duly signed and sealed quotation along with all requisite documents as per prequalification in separate sealed envelope super scribing "Tender reference and due date "on or before due date 20.11.2023, 03:00 pm. Late bids are not be consider.
- Bid should be addressed to **The Purchase section**
Digital University Kerala, Technopark Phase IV,
Thonakkal P O, Thiruvananthapuram-695317, Kerala.
- DUK reserves the right to accept any quotation and to reject any or all quotations.

Place: Technocity

Date: 06.11.2023

Vice Chancellor

Digital University Kerala

Technical Bid (SCOPE OF SUPPLY)

Tender Enq. No. —

Required Modules of Set-up of Alumni platform

- i. Free Email Credits up to users of 10,000
- ii. Mailing Engine
- iii. Yearbook
- iv. Directory
- v. Biogs & Stories
- vi. Careers Module
- vii. Event Module
- viii. Payment Gateway
- ix. Noticeboard Photo Gallery
- x. Alumni Group
- xi. Alumni Mentoring
- xii. Chapters
- xiii. Business Network Module
- xiv. Processing of Digital Database
- xv. Building the Alumni Community on Platform
- xvi. Online Training to Institute Admins
- xvii. Cloud Hosting of Alumni Platform
- xviii. Maintenance and Security of Alumni Platform
- xix. Regular Knowledge Support for Alumni Activities and Campaigns
- xx. Integrated Payment Gateway
- xxi. Support Customer Success Support No. of Registered Alumni
- xxii. Unlimited Mobile Application, on Android & iOS

[To be submitted in letter head of the supplier]

Digital University Kerala

Financial Bid

Tender Enq. No. _____

Total amount for providing **Supply and deployment of Alumri platform for university** at DUK as per the terms and conditions contained in the Tender document shall be Rs. _____
(Rupees. _____) including all taxes.

Sl.No	Description and Specification	Amount (incl GST)
1	Annual Subscription Fees Set-up Cost of Alumni platform	

[To be submitted in letter head of the supplier]

BID FORM

To,

The Kerala University of Digital Sciences. Innovation and Technology
 TechnoCity Campus, Mangalapuram
 Thiruvananthapuram 695 317

Dear Sir,

Sub: Bid form

Tender Reference Number:

1. Having examined the conditions of tender contract. the receipt of which is hereby duly acknowledged. I/we undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
 2. I/We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 30 days calculated from the date of issue of your purchase order/LOI.
 3. We understand that you are not bound to accept the lowest or any bid, you may receive.
 4. I/We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
 5. I/We hereby confirm that all the items supplied are in proper working condition and tested successfully.
 6. The tender document for the works mentioned above have been obtained by me from the URL <https://duk.ac.in>, the official website of Digital University and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.
- GST Registration Number .
- PAN NUMBER:
- MSME Details: Yes/No (enclose details)
8. Dated this _____ day of _____ 2023.
- Duly authorized to sign the bid for and on behalf of -----

[To be submitted in letter head of the supplier]