



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA  
Po.- Burla Engineering College, Dist.- Sambalpur, Odisha, 768018  
www.vssut.ac.in

No. VSSUT/OOR/ 437/2026

Dated- 27.04.2026

**TENDER CALL NOTICE**

Veer Surendra Sai University of Technology (VSSUT), Burla invites sealed tenders for the development and maintenance of University website (www.vssut.ac.in) in sealed envelope from reputed firms/service providers/vendors so as to reach the undersigned through speed or registered post by 13.05.2026. The detailed information and tender documents are available in the tender section of the University Website.

Registrar

REGISTRAR

V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018

Dated- 27.04.2026

No. VSSUT/OOR/ 438/2026

Copy to:

1. The Director, I&PR with request to publish the above advertisement in one issue of "the Samaj" (all Odisha edition) & Times of India using minimum space at the I&PR approved/lowest rate. The bill in triplicate along with a copy of the paper may be sent in which the publication is made.
2. Dean Faculty & Planning for kind information with request to upload the tender documents in the University website.
3. COF for kind information.
4. PA to Registrar for kind information of the Registrar.
5. PA to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.

Registrar

VSSUT, Burla

REGISTRAR

V.S.S. University of Technology  
Burla, Sambalpur, Odisha-768018



## **Tender Document for VSSUT Website Development and Maintenance**

**Veer Surendra Sai University of Technology (VSSUT)**

**Burla, Odisha- 768018**

**PH: (0663)2430211 (O) Fax: (0663)2430204**

**E-mail: registrar@vssut.ac.in**

**<http://www.vssut.ac.in/>**

## **Introduction**

### **Existing Web Site of Veer Surendra Sai University of Technology (VSSUT)**

The existing website of Veer Surendra Sai University of Technology (VSSUT) can be accessed through <http://www.vssut.ac.in>. The website provides a vast amount of information through various sections/web pages. The site provides information on the history and background of the University and also furnishes up-to-date accounts of administrative and academic structure, courses offered, faculty members, admission prospectus, forms, results, jobs, tenders, notices, etc. The web portal also provides information related to all Departments separately. Provision is available to update individual faculty profiles through OTP so that faculty profiles will be updated with the latest information.

## **Vision**

VSSUT plans to have a dynamic state-of-the-art web portal that would truly reflect and add to the University's vibrant academic environment and campus life. This entails a working blend of the latest Web technologies and eye-catching presentation of information. The website should be elegant and uncluttered in look and user-friendly in its layout and content. Finally, the newly intend website should maintain all the features of Govt. India Website Guideline. Apart from the dynamic CMS web portal, the University has an intent to create separate sub-domains for all Departments / Schools where all the information about that particular Dept. will be stored. All faculties will be provisioned to update their profile through proper authentication and upload lectures notes will be beneficial for the students.

## **Tender Document**

Sealed tenders are invited from eligible firms having experience in web portal designing and developing for reputed academic institutions and universities. The tender document containing the terms and conditions can be downloaded from website [www.vssut.ac.in](http://www.vssut.ac.in). Eligible firms downloading the tender documents from the website are requested to notify the **Dean, Faculty & Planning**, Veer Surendra Sai University of Technology (VSSUT), Email- [deanfp@vssut.ac.in](mailto:deanfp@vssut.ac.in) for any clarification in the tender document if needed by the prospective venders/services provides.

## **Tender Fee, EMD and Performance Security**

**Tender fees (compulsory & non-refundable) Rs. 500/- (Five Hundred only) and EMD (refundable) Rs. 10,000/- (Ten thousand Only)** to be submitted in the form of Demand Draft from any Nationalized EMD Bank in favor of the **COF, VSSUT, Burla**. The selected Service Provider/Vendor has to deposit the **5% Performance Security** of the total quoted value by Vendor/Service Provider (Refundable value after the completion of the tender contract period) from any Nationalized Bank in favor of the **COF, VSSUT, Burla**. Bids received without tender fees, EMD, and other essential documents will be rejected. EMD should be attached with the Quotation (Technical Bid)



## SCHEDULE FOR SUBMISSION OF TENDERS

The following is the schedules of the events for tis projects. The schedule may change depending on the result of the responses and a final schedule will be established prior to contacting with the successful Vendor.

Event	Date
Tender Publication	27.04.2026
Tender Submission	13.05.2026
Opening of Technical Bids	14.05.2026
Opening of Financial Bids	21.05.2026

### **Envelope – 1 (Eligibility Documents: Refer to Eligibility Criteria)**

The envelope should be superscribed as “VSSUT Website Development and Maintenance Eligibility Documents”. The tender committee will examine all tender- eligible documents thoroughly as per with all required supporting documents and may also verify through third-party agencies. Only tender eligibility passed bidder’s documents will be processed further such as technical evaluation or presentation or financial bid opening.

### **Envelope – 2 (Technical Bid Documents: Refer to Annexure - I)**

The envelope should be superscribed as “VSSUT Website Development and Maintenance Technical Bid”. The Technical Proposal should detail the technical specifications of the proposed solution, compliance with the specifications of various modules detailed in the tender, implementation plan, post-implementation warranty, and support plan.

### **Envelope – 3 (Financial Bid Documents: Refer to Annexure - II)**

The envelope should be superscribed as “VSSUT Website Development and Maintenance Financial Bid”. The Financial Proposal should be given in a detailed breakup of the price of various modules and the associated price of implementation in the Performa in Annexure – II enclosed. VSSUT will not be liable for any cost incurred by the respondents in preparing responses to this tender or Negotiations associated with the award of a contract.



**All the documents should reach to the following address by speed or registered post.**

**The Registrar**

**Veer Surendra Sai University of Technology (VSSUT)**

**Burla, Odisha- 768018**

**PH: (0663)2549061 (O),**

**E-mail: registrar@vssut.ac.in**

**For any Technical query: 9439152272**

**Late Applications: Any application received after the last date and time for submission shall not be accepted. Applications received after the last date shall be summarily rejected.**

#### **Clarification of Tender Document**

Interested eligible vendors/ Service Providers requiring any clarification on the tender documents may notify only through email of the **Dean, Faculty & Planning, Veer Surendra Sai University of Technology (VSSUT), Email- [deanfp@vssut.ac.in](mailto:deanfp@vssut.ac.in)**. VSSUT will respond in writing by email to any request for clarification of the Tender Documents, which is received not later than 7 days prior to the deadline for Submission for the submission of documents.

#### **Eligibility Criteria:**

**Bidder should qualify the following eligibility criteria:**

1. The bidder should be a Company registered in India under the revised Companies Act.
2. No Consortium will be allowed. The bidder must meet all the eligibility criteria by itself.
3. The bidder must have valid GST and income tax registration (PAN).
4. Bidders should have a minimum 05 (five) years of experience in development & maintenance of University websites/portals/web applications as of Dt.31.03.2026.
5. The bidder should have continued at least five similar projects continuously for five consecutive years for State/Central Government organization/Higher Education Institution of similar nature. Annexure – 1 should be filled up for necessary verifications.
6. The bidder should have experience and implemented payment gateway, EV SSL, SMS, Email, and Barcode for the website or online application under the State/Central Government organization//Higher Education Institution.
7. The bidder should have at least five years of experience in managing the dedicated web server.
8. The Agency / Service Provider / Vendor should have full-fledged development center / Maintenance center at Odisha (Preferable).



The response to the tender without submission of proof of the above points will summarily be rejected without further communication.

### **Terms & Conditions**

- From the date of signing of the new contract, the service provider must take over all the credential, modules, database, control panel, website as it is, manage the current website and add/update any part as when required by the University.
  - Any bid received after the deadline for submission of bids prescribed, will be rejected.
  - Modifications of Bids may be allowed by VSSUT if any substantial changes have to be made in the scope of work. This option will be available to every Bidder who has submitted Bid.
  - Bids cannot be withdrawn during the interval between its submission of bids and expiry of Bid's validity period.
  - The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.
  - The Purchaser will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.
  - SLA (Service Level Agreement) will be signed with the awarded bidder.
  - The Contract Period of the tender is One Year and provision for possible renewal of Contract Period upon successful performance of the service provider if recommended by the website committee of the University.
  - KT (Knowledge Transfer) with HH (Handholding) before one month of the expiry of Tender contract.
  - Conditional bids shall be rejected.
  - Jurisdiction shall be Sambalpur, Odisha
  - The vendor/service provider must provide single point of contact to render services (24\*7) for the necessary updated in the University website on daily basis. The update may contain information in terms of text, images, videos, files etc.
  - The bidder has not been terminated/blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the past one year (01). On the Stamp Paper of Rs.10/- value in shape of affidavit from the Notary regarding non-blacklisting/non terminated.
- Refer **Annexure- III**.

### **Scope of the Project**

Veer Surendra Sai University of Technology (VSSUT) invites experienced website/ software consultancy organizations of repute with experience in similar domain to submit the technical and financial bids to provide turnkey services for designing, developing, hosting and its upgradation initially for a period of one year.

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## 6. Technical Requirements

### • 6.1. Main Website

- Designed as per GoI website guidelines
- Multi-user role-based CMS
- Accessibility features for blind and low-vision users
- Responsive design

### 6.2. Online Module

- Student Grievance Redressal System

### 6.3. Hosting Server Configuration (minimum)

- 8 vCPU, 32 GB RAM, 1TB SSD, 7000 GB bandwidth
- 500 GB Managed Cloud Server
- license of CPanel control panel for main and all subdomains (Approx.30)

### 6.4. Security Features

- Web application firewall (WAF)
- Dedicated firewall
- SSL for main domain and all sub-domains
- Two-factor authentication
- Regular security patching
- 24/7 real-time monitoring

### 6.5. SMS Services

- 10,000 Transactional SMS (OTP-based faculty profile updation)

### 6.6. Backup & Maintenance

- Self-managed backup system
- Daily updates and prompt technical support

## 7. Service Level Agreement Prompt (SLA)

- Website uptime: Minimum 99%
- Critical issue resolution: within 24 hours
- Regular security audits and updates

The image shows three handwritten signatures in blue ink. The first signature is on the left, the second is in the middle, and the third is on the right. Each signature is written over a horizontal line.

## 8. Evaluation & Selection Criteria (Technical Bid)

**Table -1**

Sl. No.	Evaluation Parameter	Maximum Marks
1	Experience of the Bidder in Website Development (Govt./Educational Institutions)	30
2	Past Similar Projects Completed Successfully	30
3	Number of Employees / Technical Manpower	20
4	Annual Turnover of the Bidder	20
<b>Total</b>		<b>100 Marks</b>

Bidder has to submit filled technical bid document as mentioned in Annexure-I, along with supporting document. Additionally, bidder has to submit Financial Bid as mentioned in Annexure- II. The Technical bid evaluation will be carried out based on the evaluation parameter as mentioned in **Table -1**

### **Minimum Qualifying Marks in Technical Bid:**

The bidder must secure at least 30% of the total Technical marks to qualify for the Financial Bid opening.

### **Financial Evaluation (Maximum 100 Marks)**

- The bidder quoting the **Lowest Price (L1)** shall be given the **maximum financial score out of 100 marks**.
- Financial scores of other bidders shall be calculated proportionately using the following formula:

$$\text{Financial Score (Fi)} = (L1/Fi) \times 100$$

Where:

- $L1$  = Lowest quoted financial bid
- $Fi$  = Financial bid of the concerned bidder



### 8.1 Combined QCBS Score

The final selection shall be based on the combined QCBS score, calculated as:

$$\text{QCBS Score} = (\text{Technical Score}(T) + \text{Financial Score}(F)) / 2$$

The bidder obtaining the highest combined QCBS score shall be declared as the Successful Bidder, subject to approval of the Competent Authority of VSSUT.

### 9. Payment Terms

- Payment shall be milestone-based
- No advance payment shall be made
- Applicable taxes shall be paid as per Government rules

### 10. Penalty Clause

Non-compliance with SLA or delay in deliverables may attract penalty as decided by the University.

## Annexure – I

### TECHNICAL BID SUBMISSION FORMAT

*(To be filled in by the bidder and submitted along with supporting documents)*

#### A. Basic Information of the Bidder

Particulars	Details to be Filled by Bidder
Name of the Firm / Company	
Registered Address	
Year of Establishment	
Type of Organization	(Proprietorship / Partnership / Pvt. Ltd. / Ltd.)
GST Number	
PAN Number	
Contact Person Name	
Mobile Number	
Email ID	



## B. Technical Evaluation Details

### \*\*1. Experience of the Bidder in Website Development

(Govt. / Educational Institutions) – Max 30 Marks\*\*

Sl. No.	Name of Client (Govt./Educational Institution)	Nature of Work	Year	Supporting Document Enclosed (Yes/No)
1				
2				
3				

#### Documents to be attached:

- Work Order
- Completion Certificate / Performance Certificate

### 2. Past Similar Projects Completed Successfully – Max 30 Marks

Sl. No.	Project Name	Client Name	Website URL (if any)	Year of Completion	Supporting Document Enclosed (Yes/No)
1					
2					
3					

#### Documents to be attached:

- Completion Certificate
- Client Satisfaction Certificate (if available)

*[Handwritten signatures and initials]*

**3. Number of Employees / Technical Manpower – Max 20 Marks**

Sl. No.	Category	Number of Personnel
1	Project Manager	
2	Web Developers	
3	UI/UX Designers	
4	Backend Developers	
5	Server / Hosting Engineers	
6	Support & Maintenance Staff	
<b>Total</b>		

**Documents to be attached:**

- Employee list with designation
- EPF / ESIC / Appointment letters / Salary slips (any one)

**4. Annual Turnover of the Bidder – Max 20 Marks**

Financial Year	Annual Turnover (INR)	Supporting Document Enclosed (Yes/No)
FY _____		
FY _____		
FY _____		

**Documents to be attached:**

- Audited Balance Sheet
- CA-certified Turnover Certificate

### C. Technical Bid Summary

#### Evaluation Parameter Maximum Marks

Sl. No.	Evaluation Parameter	Maximum Marks
1	Experience of the Bidder in Website Development (Govt./Educational Institutions)	30
2	Past Similar Projects Completed Successfully	30
3	Number of Employees / Technical Manpower	20
4	Annual Turnover of the Bidder	20
<b>Total</b>		<b>100 Marks</b>

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge.

I/We understand that false or misleading information shall result in rejection of the bid and forfeiture of EMD, if applicable.

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal & Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Annexure – II**

**FINANCIAL BID FORMAT**

*(To be submitted by the bidder in a separate sealed envelope / separate file as Financial Bid)*

**Financial Information**

Sl. No.	Product / Service Details	Total Price (INR)
1	<b>Main Website with the following features:</b> 1. Website designed as per Government of India website guidelines 2. Multi-user Content Management System (CMS) 3. Blind and low-vision accessibility as per GoI guidelines	
2	<b>Online Applications:</b> 1. Student and Staff Grievance Redressal System	
3	<b>Hosting Server Configuration:</b> 1. 8 vCPU, 32 GB RAM, 1TB SSD, 7000 GB bandwidth 2. 500 GB Managed Cloud Server 3. license of CPANEL control paner for main and all subdomains (approx. 30)	
4	<b>Security Features:</b> 1. Web application firewall (WAF) 2. Dedicated firewall 3. SSL for main domain and all sub-domains 4. Two-factor authentication 5. Regular security patching 6. 24/7 real-time monitoring	
5	<b>10,000 Transactional SMS</b> (OTP-based faculty profile updation)	
6	<b>Self-managed backup system</b>	
7	<b>Daily website updates and prompt technical support</b>	
8	<b>Grand Total</b>	

**Summary of Financial Quote**

- **Applicable Taxes (GST etc.):** ₹ \_\_\_\_\_
- **Total Bid Price (Including All Taxes):** ₹ \_\_\_\_\_

(Amount in words: \_\_\_\_\_)

**Declaration**

I/We hereby declare that the above quoted price is **inclusive of all costs**, duties, taxes, manpower, hosting, maintenance, and all other incidental charges required for successful execution of the work as per the tender document of VSSUT, Burla.

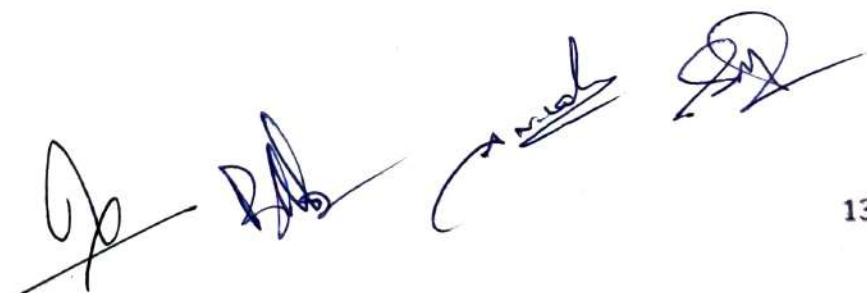
**Authorized Signatory**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal & Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Annexure- III**

**AFFIDAVIT (Specimen)**

I/We, Prop./Partner/Director of M/s \_\_\_\_\_ do hereby solemnly affirm and declare that our firm/company M/s \_\_\_\_\_ has not been blacklisted/penalized/debarred/terminated by any Government Department/Public Sector Undertaking (PSU)/University or any other authority during last one year or the recent past.

**Place:** \_\_\_\_\_

**DEPONENT**

**Dated:** \_\_\_\_\_

**Verification**

I/We further undertake that if this information is found to be false/untrue at any given point of time, the bid/contract shall be liable for cancellation/termination without any notice, and EMD/SD may be forfeited."

**Place:** \_\_\_\_\_

**DEPONENT**

**Dated:** \_\_\_\_\_

**Note:** The affidavit should not be more than two months old from the date of publication of bid.

Three handwritten signatures in blue ink are present in the bottom left corner of the page. The signatures are stylized and appear to be written over a horizontal line.

**Important Tender Condition (Recommended to add in RFP)**

**Note:**

- Bidders must submit the Financial Bid strictly in the above format.
- No modification, addition, or deletion in the format is permitted.
- Incomplete or conditional Financial Bids shall be summarily rejected.

**Registrar / Authorized Officer**

**VSSUT, Burla**

**Signature with Seal**

