Scope of Work

To design, develop, hosting and maintenance of module for **Sanskrit Scholarship, Sanskrit Pratibha Puraskar & Sanskrit Seva Samman** programs for Delhi Sanskrit Academy Department for a period of 3 months Development & 5 years AMC.

- Design and development of module for online submission of Sanskrit Scholarship, Sanskrit Pratibha Puraskar & Sanskrit Seva Samman forms within 3 month from the date of approval of SRS. The said portal shall be maintained by the successful bidder for 5 years from the date of go-online date failure to deliver the product within 3 months' time shallattract a penalty of 1% of work order/ per week.

- Hosting charges to be borne by the bidder.

- SMS gateway cost born by the vendor.

- Super Admin will have full control of the module.

- Online Registration of the candidate

- Login through Aadhar no., DOB and password.

- Candidate have to upload details like personal details, bank details and password during registration

- Candidate review Registration or edit before final submission. They may also be able to correct form as indicated by Academy in online mode through this portal.

- Once the registration completed can fill the application form

- Online upload of the documents required like Aadhaar Card, Final Form Attested, Mark Sheet, School/College ID card, Category Certificate, PWD Candidate Certificate etc.

- Updating forms on time to time basis as per the requirements in the portal. Each version of forms may be preserved.

- Hosting on servershould be done on Meity Empanelment Agency only.

- Candidates applied for the Sanskrit Scholarship, Sanskrit Pratibha Puraskar & Sanskrit Seva Samman may view the Sanskrit Scholarship, Sanskrit Pratibha Puraskar & Sanskrit Seva Samman status.

- Summary of the form can be seen and downloaded in various format

- Should be able to filter/ sort the data based on various criteria

- Reports and Dashboards with graphical representation shall be developed as per requirement.

- Sanskrit Academy officials should have the flexibility to generate customized reports.

- All data related to a Scholarship/ candidate should be available for viewing and analysis by the Academy.

- Officials should be able to view the progress submitted by the candidate and also notify the candidates on each objection/remarks.

- Data once filled by the candidate may be shown seamlessly across portal in different formats wherever required

- Project manager have to visit the department as and when required, and also provide one qualified man power at the Sanskrit academy w.r.t. this project for the full duration of 5 years of this project.

- EMD is mandatory Earnest Money Deposit (EMD) of Rs 5 Lakh 75 Thousand has to be deposited by NEFT/RTGS and DD in favour **Delhi Sanskrit Academy** as follows:-

Account Name	:	Delhi Sanskrit Academy
Bank Name	:	**IDBI Bank,** Preet Vihar Delhi
Account No	:	**0170104000256285**
IFSC Code	:	**IBKL0000170**

- Hosting at a dedicate server (web server, database server and staging server as and when required Configuration- 64 GB RAM, 16 Core Processor, 2TB SSD for 5 year).

- Website should be STQC 3.0 and CERT-In Security Audit.Portal should have accessibility features for visually challenged person.

- Portal should be responsive in nature such that mobile, Tab, Tablet etc. users are not affected.

- Bidding in the form of Joint Venture/Consortium is not permitted.

The bidder must have following qualifications:-

- Turnover for the last three FY i.e. 2021-22, 2022-23 & 2023-24 should not be less than 40 lakhs yearly. i.e. 40 lakhs turnover should be in each of 3 years. Certificate attested by CA should be enclosed for proof of annual turnover.

- Bidder should have experience of similar nature (Website/application development) of work in last 7 years as under:-
  One work order of Rs. 92 lakhs i.e. 80% of the estimated value
  Or
  Two work order of Rs. 57.5 lakhs i.e. 50% of the estimated value
  Or
  Three works of Rs. 46 lakhs i.e. 40% of the estimated value work order and work completion certificate must be attached.

- All the BID documents and tender terms and conditions duly signed and stamped by the bidder (every page) needs to be uploaded online on GeM portal by the Bidder.

- Bidder should have CMMI-3 (CMMI 3 certified should be verified from CMMI institute), ISO: 9001 (Quality Management System), ISO: 27001(Information Security Management), ISO: 20000(Service Management) Certification.

- The firm/bidder should not have been blacklisted by any Government Ministry/Department/Agency. A notarized affidavit on 100 stamp paper confirming this shall invariably be uploaded along with bid document.

Payment Plan-

1. 10% after SRS
2. 30% after Development phase
3. 20 % after Go Live
4. 40% payment for 5 years during AMC Period to be paid on half yearly basis.

- The successful bidder should execute an agreement as may be drawn up to suit the conditions on the date of remittance of Security Deposit. In the event of failure to execute the agreement, within the time prescribed, the SD amount remitted by the bidder with is forfeited besides cancellation of the Tender.

- The Successful Bidder shall handover the entire source code (version controlled) along with Data to Academy at the stage of completion of tenure to this contract or anytime as demanded/instructed by the Academy. The Successful Bidder shall also submit all the necessary instructions for incorporating any modification/ changes in the software and its compilation into executable / installable product.

- In case of software is a Commercial off the Shelf (COTS) product, the perpetual license needs to be in the name of Academy and the CD/DVD/VM of the License and the Setup shall be handed over to the Academy. In case of COTS only the customization done for Academy is expected to be shared with the Academy along with source code. However, the documented API is a part of deliverable for the software.

- The cost of training for working of portal to official of Academy for a week shall be arranged &borne by the vendor.

- Any grievance raised by the Academy during maintenance period is to be addressed in 96 hours by the bidderFailing which penalty of 0.50% per month subject to maximum of 5 % of order value of that year shall be imposed in half-yearly bill.

- Super structure of the portal, as approved through SRS, shall remain the same throughout the contract period. However, minor changes in workflow will have to be addressed by the vendor throughout the maintenance period, as and when desired by the Academy. No extra payment shall be made for effecting such changes.