

**Expression of Interest (EoI)**  
**For Hosting and Maintenance of Website for National Law Institute University, Bhopal**

Last Date for Receipt of Document : 11<sup>th</sup> September, 2020 at 11:00 A.M.



**NATIONAL LAW INSTITUTE UNIVERSITY**  
Kerwa Dam Road, Bhopal-462044

## **Expression of interest (EoI)**

### **For Hosting and Maintenance of NLIU Website**

NLIU invites Expression of Interest (EoI) through email for hosting (for the period of five year) and maintenance of university website [www.nliu.ac.in](http://www.nliu.ac.in) and subdomains with unlimited storage.

It is required to submit detail proposal for the above assignment, as per the brief contained in the terms of reference (ToR). **Please write prominently on the subject of email i.e. EoI for Website Maintenance.**

#### **Existing Web Site**

The existing website of NLIU can be viewed at <http://www.nliu.ac.in>

The existing website provides basic information about the institute through various sections/ web pages/ images. The site provides information on history and background about the institute and presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, research, careers/ jobs, tenders, notices etc. The site provides information related to RTIs etc.

#### **Vision of the Web Portal**

NLIU plans to have a dynamic state-of-the-art web portal which would truly reflect the proposed vision, be a lively platform and add to the institute's vibrant academic environment and campus life. More details are given in this document.

To meet this objective, NLIU invites reputed, experienced and financially sound agencies/ firms having expertise in the design and development of website as Service Providers (SP).

## **FUNCTIONAL AND TECHNICAL**

### **DETAILS Present Web Site**

The existing website of the institute can be accessed/ viewed at <http://www.nliu.ac.in> which presents information through various sections/ web pages and sub menus.

### **Vision of Design for the Web Portal**

The institute plans to have a dynamic state-of-the-art web portal which would actually reflect various functions, activities, profile and add to the institute's vibrant academic environment and campus life.

This means the proposed website shall have a working blend of Web 3.0 technologies and eye-catching presentation of information. The proposed site shall blend up-to-date information, current data & information that can go lively. The purpose is also having an improved look & feel with latest design features & elements that an international institution be able to capture.

The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

## **Users**

For all the envisaged portal will be used by the students, faculty members and administrative staff for their day-to-day activities. It will also be used by prospective students and employees, visitors, partner institutes and businesses, other government departments and agencies, and the public in India and abroad.

## **SCOPE OF WORK:**

NLIU intends to develop a website which would reflect various functions, activities, profile and add to the institute's vibrant academic environment. Website should be elegant and uncluttered in look, easy to use, and easy to search, easy to navigate and visually appealing. Website must be compatible and interoperable with different browsers and different platforms.

### **1.1 Website Development and Design: -**

1. Should be responsive and to work perfectly on all devices (Desktop, Laptop, Smartphones, Tablets) and popular Operating Systems (eg:- Windows, Linux, Android, iOS, Smartphone, tablet etc)
2. Website should comply with UGC, MHRD and GOI Guidelines and Quality Certification
3. Website should follow W3C Guidelines.
4. should have the ability to Add/Edit/Delete the contents and need to have Admin panel.
5. Website should be scalable for future.
6. Anti-spamming feature.
7. Dynamic Photo gallery/video/banner Management System: Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption. Ability to add/modify/delete banner on home page etc.
8. Should have Search Engine Optimization (SEO) facility
9. Feedback /contact us form option

10. Faculty/Staff/Student information pages.
11. Details of various Academic courses UG, PG, Doctoral and Post-Doctoral Programmes, etc., to be integrated in the website
12. Should have separate design templates for Research Centre pages based on the centre's domains/field and also have online feedback/contact form integrated with respective emails ids.
13. The website should have in-built pdf viewer.
14. The portal should support Web 3.0 (any advanced/ latest) based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as YouTube, Linked in, Face book, Twitter etc.
15. Separate Authentication Privileges for Super-User (Administrator) and Normal User for Website & Database Management.
16. The CMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.
17. The CMS site shall be able to create microsites/web portals within a main site as well.
18. Automated templates shall be provided which are customizable.
19. Admin section must be protected by username and password and using salted MD5 encryption. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.
20. Dynamic News/Events/Notification Management System: Facility to manage News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news
21. Database Management – Ability to create new database and user interface to display dynamic content from the database.
22. Menu Management – Ability to add, move, delete, modify menus on the site.

## 1.2 Security:

The vendor should provide for the following security features:

- i. Tools for control and monitoring Website security
- ii. Protection against defacement, hacking
- iii. Design should incorporate security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service etc.

### Migration of existing website:-

New website should be a super-set of existing NLIU website [www.nliu.ac.in](http://www.nliu.ac.in). Hence all the contents of existing website should be migrated to the new website. This phase is expected to be part of Web Development and Design.

### Hosting and Backup:-

Cloud based platform with below configuration.

- a. 4 CPU cores.
- b. 250 GB SSD Storage
- c. 16 GB RAM
- d. Daily backup facility (In addition to cloud based backup by Service Provider, there should be facility for user friendly backup feature where the Institute authorized person can take backup/restore from a local machine)

#### Website Maintenance: -

One-year maintenance of Website post Go-Live Date (which may be further extended on mutual agreement) will cover regular updating contents in the modules/ sub-modules, software & security feature up-gradation, etc.

#### Tentative Proposed Site Map

|                          |                                     |                                      |                                                                  |
|--------------------------|-------------------------------------|--------------------------------------|------------------------------------------------------------------|
| <b>Main Menu</b>         | <b>NLIU / About Us</b>              | <b>Vision and Mission/Objectives</b> |                                                                  |
|                          |                                     | <b>Governing Bodies</b>              | <i>List of GC, EC, AC, FC, members</i>                           |
|                          |                                     | <b>NLIU Act</b>                      |                                                                  |
|                          |                                     | <b>RTI</b>                           |                                                                  |
|                          |                                     | <b>Rules and Regulations</b>         |                                                                  |
|                          |                                     | <b>Accounts and Finance</b>          | <i>Contains balance sheets of financial years in .pdf format</i> |
|                          |                                     | <b>Faculty Members</b>               |                                                                  |
|                          |                                     | <b>Administration</b>                |                                                                  |
|                          | <b>Courses</b>                      | <b>B.A.,LL.B. (Hons.)</b>            |                                                                  |
|                          |                                     | <b>LL.M.</b>                         |                                                                  |
|                          |                                     | <b>MCLIS</b>                         |                                                                  |
|                          |                                     | <b>Ph.D.</b>                         |                                                                  |
|                          | <b>Admissions</b>                   | <b>Undergraduate</b>                 |                                                                  |
|                          |                                     | <b>Post Graduate</b>                 |                                                                  |
|                          |                                     | <b>Research Degrees</b>              |                                                                  |
|                          |                                     | <b>Infrastructure</b>                |                                                                  |
|                          | <b>Students Affairs</b>             | <b>SBA</b>                           |                                                                  |
|                          |                                     | <b>Academic Calendar</b>             |                                                                  |
|                          |                                     | <b>Examination / Results</b>         |                                                                  |
|                          |                                     | <b>Placement</b>                     |                                                                  |
|                          |                                     | <b>Internship and Recruitment</b>    |                                                                  |
|                          |                                     | <b>Anti-Ragging Information</b>      |                                                                  |
|                          |                                     | <b>Achievements</b>                  |                                                                  |
|                          |                                     | <b>Alumni</b>                        |                                                                  |
|                          | <b>Gallery</b>                      |                                      |                                                                  |
| <b>Quick Links &amp;</b> | <b>Quick Links (to be placed in</b> | <b>Endowments</b>                    |                                                                  |
|                          |                                     | <b>CLAT</b>                          |                                                                  |

|                        |             |                                  |                                                 |
|------------------------|-------------|----------------------------------|-------------------------------------------------|
| <b>Important links</b> | the footer) | <b>Campus</b>                    |                                                 |
|                        |             | <b>Hostel</b>                    |                                                 |
|                        |             | <b>Library</b>                   |                                                 |
|                        |             | <b>RTI</b>                       |                                                 |
|                        |             | <b>Publications</b>              |                                                 |
|                        |             | <b>News and Events</b>           |                                                 |
|                        |             | <b>Endowment and Support</b>     |                                                 |
|                        |             | <b>Campus Recruitment</b>        |                                                 |
|                        |             | <b>Tenders</b>                   |                                                 |
|                        |             | <b>Careers</b>                   |                                                 |
|                        |             | <b>Grievance Redressal</b>       | <i>Online form linked to specific email IDs</i> |
|                        |             | <b>Sexual Harassment</b>         | <i>Online form linked to specific email IDs</i> |
|                        |             | <b>Contact</b>                   |                                                 |
|                        |             | <b>NAD</b>                       |                                                 |
|                        |             | <b>Alumni</b>                    |                                                 |
|                        |             | <b>MoUs and Collaboration</b>    |                                                 |
|                        |             | <b>Sitemap</b>                   |                                                 |
|                        |             | <b>Moot Court</b>                |                                                 |
|                        |             | <b>Disclaimer</b>                |                                                 |
|                        |             | <b>Webmail</b>                   |                                                 |
|                        |             | <b>Annual Reports</b>            |                                                 |
|                        |             | <b>Newsletter</b>                |                                                 |
|                        |             | <b>NIRF</b>                      |                                                 |
|                        |             | <b>Proceedings</b>               |                                                 |
|                        |             | <b>CLAT Brochure of the year</b> |                                                 |
|                        |             | <b>Academic Calendar</b>         |                                                 |
|                        |             | <b>Holiday List</b>              |                                                 |
|                        |             | <b>Archives</b>                  |                                                 |
|                        |             | <b>Code of Conduct</b>           |                                                 |
|                        |             | <b>Convocation</b>               |                                                 |
|                        |             | <b>ICC</b>                       |                                                 |
|                        |             | <b>Organisational Structure</b>  |                                                 |
|                        |             | <b>Research</b>                  |                                                 |

The homepage must contain the following:

1. Notification
2. Events
3. Quick links
4. Latest News

5. **Video gallery/Virtual Tour**
6. **Vice-Chancellor's Message**
7. **List of Research Centres**

The scope of the work includes planning the design/ development, maintenance, hosting and management gathering relevant information, test run, deliver the existing website in the new form & where needed to the new portal.

Your offer comprising of tender for **Hosting and Website Maintenance**, should reach at registrar@nliu.ac.in before **11<sup>th</sup> September, 2020 at 11:00 A.M.**,

Any amendments / corrigendum to the tender, if any, issued in future will be notified on the NLIU's Website.

#### **Terms of References:**

##### **1. Eligibility Criteria:**

The agency/firm should have a turn over of more than 10 lakhs in each year. Copies of Company balance sheet, certified by the chartered accountant.

##### **2. For hosting and website maintenance**

- i) The agency/firm should have minimum of 5 years of experience of web site development.
- ii) The agency/firm should have experience of working on cross platforms and must have experience of developing and designing website, for at least 10 clients.

Note: preference will be given to the agency having expertise to work with National Law Universities.

##### **3. Competencies :**

- a. Past experience in maintaining very professionally and exceptionally creative websites.
- b. Excellent I.T. skills and project management skills.
- c. Strong editorial team with communications skills to write clearly and compellingly in Hindi & English.
- d. Ability to juggle priorities and deadlines and perform well under pressure;
- e. Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- f. Awareness on the latest smart technologies for website development.
- g. Ability to regularly maintain, update the developed website.

##### **4. Dispute Resolution:**

- Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the Scope of Work and Services, Terms & Conditions, herein before mentioned and as to the quality of service or materials used or as to any

other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, Scope of Work and Services, Terms & Conditions, instructions, orders or otherwise concerning the works or the execution of/ failure to execute the same whether arising during the progress of the contract or after the completion thereof shall be referred to the sole arbitration of the Registrar, NLIU, Bhopal or to the sole arbitration of some other person appointed by him willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of NLIU and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred by vacating his office or being unable to act for any reason, Registrar as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the state at which it was left by his predecessor.

- Subject as aforesaid the provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.
- The arbitrator(s) may from time to time with consent of the parties enlarge the time, for making and publishing the award.
- The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to be payable to the Agency shall be withheld on account of such proceedings.
- The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.
- The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be Bhopal.
- The award of the arbitrator shall be final, conclusive and binding on all parties to this contract. In case any legal dispute is raised, same will be settled in the Courts at Bhopal City only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

**Registrar  
National Law Institute University,  
Bhopal**