International Islamic University Chittagong

Kumira, Chattogram-4218, Bangladesh
Tel: 0304251154-61, Ext: 366
Website: iiuc.ac.bd

Date: 16 March 2022

TENDER NOTICE

Tender Inviting Authority	International Islamic University Chittagong (IIUC)
Place of availability of Tender Documents (RFPs)	Director (In-Charge), Information Technology Division, IIUC
RFP and Notice No.	IIUC-ITD-RFP(Web)2022-1
Name of the Project Work	IIUC Website Design, Development and Implementation Project and operational support for a period of 2 years. Reference Website : https://www.iiuc.ac.bd
List of Tender documents (RFPs)	One document – RFP
Address to send Pre bid queries	**Technical query:** **Engr. Md. Mahi Uddin** Asst. System Analyst Information Technology Division Tel:IIUC PABX-03042-51156-61, Ext: 423, IP PABX: 3070 Mobile: 01832223310, **mail:**mahin.cse@gmail.com **For other queries:** Mr. Muhammad Murshedul Hoque Assistant Director, Purchase & Procurement Division IIUC IP PABX, ext. 1961, Mobile-01874788854 mmhppdiiuc@gmail.com
Pre-bid Meeting and Product Demonstration	Will be notified via email
Place for submission of bids (e-mail copy allowed)	To **1. Mohammad Faisal** Additional Director, Purchase and Procurement Department, IIUC Email : mdfaisal_eng@yahoo.com 1. Attention: **Muhammad Murshedul Hoque** Asst. Director, Purchase & Procurement Division Email: mmhppdiiuc@gmail.com Technical proposal of the project in one PDF file Commercial proposals in one PDF file
Tender Processing fees	None
EMD	None
Nature of bid process	Two cover system – Technical and commercial proposals
Proposal Evaluation Process	By competent authority of IIUC. Quality cum Cost Based System (QCBS) of evaluation 70:30 (70 points for technical proposals and 30 points for commercial proposals)

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Additional Director
Purchase & Procurement Division (PPD)
International Islamic University Chittagong

SCHEDULE OF EVENTS

IIUC would endeavour to adhere to the following schedule

[The IIUC reserves the right to modify this schedule at its sole discretion if it deems necessary]
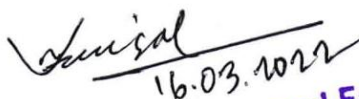
Request for Proposals (RFP) Distributed	**16/03/2022-21/03/2022**
Deadline for Requesting RFP Clarification	Please email at **mahin.cse@gmail.com** within **30/03/2022**
Responses to Requests for RFP Clarification	Will be replied through email.
References and Site Visits	Please email at **mahin.cse@gmail.com** (No TA/DA is available)
Last date for submission of bids	**31/03/2022**
Technical/Financial Bid opening	**N/A**
Product /Portfolio Demonstrations and Overall presentation	**02/04/2022** (Vendor's will be notified via email No TA/DA is available)
Signing of Agreement	**02/04/2022**
Submission of Performance Bank Guaranty	Letter of Intent + 07 working days (5% of Total bid value)
Begin Implementation	Letter of Intent + 07 working days
UX/UI Design Demonstration	Within **07/05/2022**
Re-Design of UX/UI for any changes	Within **26/05/2022**
Soft-Live Date	Within **26/06/2022**
Go-Live in Production Server	Date Summing up **3 month** from the date of Agreement Signing
RFP Documents	Part A: RFP + Demo Website Screenshot Part B : Draft Agreement —will be made available after successful bidding process
User-Training	As per Vendor's schedule having at least 2 technical sessions during coding and implementation phase And 1 operational user training session after Soft-Live date

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The Tender data sheet

Overview of the project	a) **Unique Branding:** Design a unique template design (UX/UI) for unique branding of IIUC b) **New Features:** Implementation of the design solution along with new functionalities as per this RFP. c) **SEO:** Search Engine Optimization to boost our website ranking d) **Link with other apps:** Collaboration for Linking with **Admission Portal, Student Software** etc. as required e) **Information Security:** Implementing security measures for website f) **Content Migration:** Existing Website content migration g) **Audio-Video Publishing:** Produce audio-visual guide like "Life at IIUC", "About IIUC", "Short Videos on Department", Student IT service related animated videos etc. h) **User Guide / Technical Documentation:** User Guide (Hard Copy and Audio-Video Guide on operational part of the website). Detailed Technical Documentation of this Project. i) **User Training:** 1 Operational Training Session for Website Content Management 2 Technical Session for IT team j) **Hosting:** Final Deployment at the live server of IIUC Data-Center. ***New Features to be incorporated in the Website (Please read the RFP for details and visit reference website link*** a) **FAQ Tool:** An user friendly Frequently Asked Question tool b) **Content Presentation Language:** Content in Bengali, English and Arabic c) **Int. Student Page:** A separate page for International Student d) **Website Administration:** Website operational user management e) **Search Capability:** Site Search, Indexed Site Map, Campus Map based on Services delivered f) **Directory Search Capability:** Indexed Services Directory with link to relevant part of the website, Employee Directory with search Capability g) **Print Capability:** Printer friendly (PDF) versions of website pages. h) **Circulations:** E-Notifications, RSS Feeds, SMS i) **Events Management Page:** Event Calendar, Event Registration and Administration j) **Survey Page:** On demand survey / Poll Creation, IQAC Survey etc.

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Other key aspects of the project	• Commissioning of hardware/software if required • Post implementation support – onsite or offsite support, 2-year mandatory support and it is extendable as per agreement but by no means commencement of the support period will override the **Acceptance of "Complete deployment" as defined in this RFP** • Providing technical staff for skill augmentation at site – post implementation • Source Code Acquisition: IIUC is willing to acquire the source along with and technical knowledge.
Validity of the Proposal	Up to the project completion date start from the date of bid submission
Mode of Submission	Technical proposal of the project in one PDF file Commercial proposals in one PDF file
Formats for Technical Proposal	As per guideline and Formats outlined in the RFP
Formats for Commercial Proposal	As per guideline and Formats outlined in the RFP
Evaluation of Technical proposals	Evaluation of the technical strength on the template design (UX/UI) for unique branding of IIUC as an International Educational Organization. Evaluation of offered technical proposal for the realization of the design Evaluation of the technical proposal knowledge acquisition and Post-Implementation technical support services
Qualification of Technical proposal for implementation	As per analysis by IIUC competent Authority
Project Location	IIUC, Kumira, Chattogram-4318, Bangladesh

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