



INST/12(68)/2017 - PUR

24<sup>th</sup> July 2017

To

**NOTICE INVITING TENDER**

Dear Sir,

Sealed Quotations are invited on behalf of Director, INST Mohali for designing of INST website so as to reach latest by 21<sup>st</sup> August 2017 on or before 2.00 pm. The Quotations will be opened on the same day at 3 pm in the presence of tenderers, if any:

**Before quoting, please read the instructions and tender document carefully as enclosed.**

Tender is also available on Institute website: [www.inst.ac.in](http://www.inst.ac.in) or CPPP website: [www.eprocure.gov.in](http://www.eprocure.gov.in).

Yours faithfully

-sd-  
Chief Finance and Administrative Officer



## INSTRUCTIONS

- Inquiry, if any, may be sent by Courier or Speed Post. INST will not be liable for any kind of postal delay.
- The Quotation Should be addressed to the Director INST, Mohali invariably giving on the envelop Quotation for \_\_\_\_\_, Reference No. With date and due date with time.
- The Quantity mentioned in this inquiry shall be deemed to be only approximate and will not in any manner be binding on the Institute.
- The quotation should be enclosed in a sealed envelope.
- Firms will quote separately for each article.
- The rates offered should be FOR Mohali in case of firms situated outside Chandigarh and free delivery at the Institute premises in case of local firms.
- GST: The Institute is not exempted from the payment of GST. The rate (i.e., percentage of taxes applicable should be clearly indicated, wherever chargeable.
- Quotation should have minimum validity of 120 days from the date of opening.
- The rates quoted should be for each item separately otherwise your quotation is liable to be ignored.
- Late or delayed quotation will not be accepted.
- Director has the right to reject to the quotations and to split up the requirements or change any or all the above conditions without assigning any reason.



## Institute of Nano Science and Technology

Habitat Centre, Sector 64, Phase X, Mohali -160062, Punjab, India

Ph: +91-172-2210073/75; Fax: +91-172-2211074; E-mail ID: [purchase@inst.ac.in](mailto:purchase@inst.ac.in)

### **NOTICE INVITING TENDER**

INST invites tender from the reputed manufacturers or their authorized dealers so as to reach this office on or before scheduled date and time for the instrument, as per specifications given in the Annexure attached to the Tender form. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the website ([www.inst.ac.in](http://www.inst.ac.in)) of the Institute.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, INST reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

### **TENDER DETAILS**

S. No.	Ref. No.	Item Description	Tender Submission Date and Time	Tender Opening Date and Time	EMD
1	INST/12(68)/2017-Pur	Designing of INST website	21/08/2017 upto 2.00PM	21/08/2017 at 3.00PM	Rs. 7, 000/-

Proposals are invited from agencies/companies having expertise in web related software design, development and uploading as per the guidelines of Govt. of India with cyber security features.

#### **1. Scope of work:**

- Creation of a dynamic website with International standards – bilingual (Hindi and English)
- Compliance for GIGW and other Government guidelines: The vendor has to complete the formalities for compliance of Government guidelines.
- Hosting of website on NIC server: The existing website is on NIC server, which need to be replaced with new website
- Transfer and editing of existing content to new website
- Translation of existing home page content, about us content and vision content into Hindi and editing the same
- The system should be developed based on Open Standard to facilitate Backend integration with various applications created by INST from time to time and support for the same.
- Content Management System (CMS) for managing static pages
- Scientist Profile-CMS
- Career-CMS
- News/Events-CMS (auto archival of news)
- Admission form with payment gateway system
- Dynamic Forms where Institute can manage/create forms for different purpose
- Equipment approval for internal users
- Logbook for equipment with specifications such as notification to admin, booking restriction, cancellation.
- Equipment for external users.
- Tenders Management

**N.B: One can see the current website for a reference. The content will be similar.**

#### **2. Features of the Website:**

- Display of bilingual information in Hindi and English.
- Rich User Interface ( Web 2.0 ) based on framework like Bootstrap
- Enterprise Content Management System (ECM).
- Interactive multimedia oriented web page design.

- Multiple banner of inner page.
- Should support HTML5, CSS3, Java Scripts Framework like JQuery and other necessary futuristic frameworks
- Design of the website as per the GIGW guideline and W3C guideline.
- Compatible to the browser like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera
- The system should be Operating System Independent
- Should support responsive page design compatible to multiple size screens (computer, tablet, mobiles and any other)
- Should be able to support Video Content without Plugins.
- Support to Search Engine Optimization.
- Should support encryption.
- Social Media integration and interactivity
- Language - Java / .Net / NodeJS / PHP
- Industries standard database (RDBMS , MySQL , PostgreSQL)
- Should support payment gateway, SMS gateway etc.
- Admin-user panels, online forms, interactions etc.
- Automated customized reply systems to emails; sms; whatsapp etc.
- Interactive features
- Any other useful features

### Important guidelines

- The vendor has to share source code of product with INST from time to time.
- All material/ product and related codes would be property of INST and vendor would have no claim over the same in future.
- All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
- The vendor should provide all admin/ user manuals.
- The vendor should also provide support for all future upgrades/ initiatives of INST related to website.

### 3. Timelines:

S.No.	Activities	Timeframe (from the award of contract)
1	Basic template design and approval	15 days
2	Final website design and approval	1 month
3	Bilingual website and its upload	1½ months
4	User Acceptance Testing (UAT) of the system	2 month
5	Security Audit (STQC)	3 months
6	Go-Live of the Website	4 months
7	Maintenance	Ongoing activity upto one year from Sl.no. 6

### 4. Eligibility Criteria

S. No	Criteria	Supporting document
1	The organization / agency/proprietor should be registered as per the relevant Act (Companies Act or Limited Liability Partnership Act or Sole Proprietorship, any other relevant Act) in India	Copy of Certificate of Incorporation/Registration Or equivalent

2	The organization / agency /proprietor should have a minimum 5 Years of experience in web Related software design, development and uploading And maintenance. At least 2 similar projects for educational institutes/universities/PSUs of government of India/ state Government.	Work order for each of the year / completion certificate for the works carried out.
3	The organization / agency/proprietor should have a minimum turnover of Rs. 20 Lakhs for the last three financial years (FY 2015-16, 2014-15 and 2014-13)	Legible Copy of the audited Profit and Loss Statement which can be easy to read. Copy of PAN Card/GST Registration Certificate in the name of the company. Income tax return for FY- 13-14, 14-15 & 15-16
4	The organization / agency / proprietor should not be blacklisted by any state govt. or central govt. department/organisation as on date of submission of tender	Self-certification by the organisation /agency/proprietor on their letter head.
5	Company Size: More than 5 technical employees.	Self-declaration with employee profile

#### **5. Selection Criteria:-**

- Those who qualifies the eligibility criteria would be considered for further evaluation.
- The financial proposal would be opened only for those bidders who qualify the eligibility criteria.
- Thereafter the lowest bidder would be considered for allocation of work.

#### **General Terms and Conditions**

1. List of firms for whom similar nature of work has been done should be provided.
2. The contract for designing and support for institute website will be of one year.
3. **Preparation Bids:** The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details including documents related to eligibility conditions with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. The Technical bid and the financial bid should be put in separate covers and sealed. Both the sealed covers should be put into a bigger cover along with letter of EMD and to be sealed. The tender number and details should be superscripted on the left side of the outer cover. The Quotations should be valid for 120 days from the date of opening of tender. The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to "**The Director, Institute of Nano Science and Technology, Habitat Centre, Sector 64, Phase -X, Mohali, 160062, Punjab, India**" so as to reach on or before the due date.
4. **Opening of the tender:** The offer/bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and it will be examined by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which technically meets all our requirements as per the specification. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their



company to participate in the tender opening. Only one representative will be allowed to participate in the tender opening.

5. **Tender Fee/EMD:** Tender fee/EMD is to be obtained from the bidders except those who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The tenderer should submit Tender Fee/EMD amount as per tender ref. no. through NEFT/RTGS in INST Account. Account Details are as follows:
- Name of Beneficiary: Institute of Nano Science and Technology (INST)
  - Account No. **2452201001102**
  - Name of Bank: **Canara Bank, Sector 34, Chandigarh**
  - IFS Code: **CNRB0002452**
  - MICR Code: **160015003**
  - Swift Code: **CNRBINBBFFC**

The details of transaction for Tender Fee/EMD viz. Name of bidder firm, Tender Description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the tenderer on their letterhead separately along with their tender.

6. **Refund of EMD:** The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.
7. Bids received through e-mail will be rejected.
8. The bids should be dropped in the Tender Box which is situated in the Foyer Area at Institute of Nano Science and Technology, Habitat Centre, Sector 64, SAS Nagar, Mohali.
9. The Agency should sign at the bottom space of all pages of document. The tender bid will be opened at "Institute of Nano Science and Technology, Habitat Centre, Sector 64, SAS Nagar, Mohali"
10. Earnest Money Deposit of successful bidder shall be forfeited in the event of withdrawal of his bids before the bid validity period of 60 days or non-completion of the task.
11. No bidder shall contact the INST on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
12. Any effort by a bidder to influence the INST in the INST bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
13. The notification of award will constitute the formation of the contract/ work order.
14. The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
15. Any postal delay or loss in transit will not be binding on INST.



16. INST, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
17. No request for increase in the rates will be entertained during the period of contract items. No advance payment will be made. Also, no interest will be paid on delayed payment.
18. The Director, INST reserves the rights to reject any or all tenders. INST, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
19. The successful bidder will have to deposit a performance security of Rs.25, 000/- in the form of bank guarantee. The same will be refunded after the contract is over.

Signature of Tenderer with Seal



## Annexure

1. Name of Bidder: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Contact details
  - a. Email: \_\_\_\_\_
  - b. Phone No.: \_\_\_\_\_
4. PAN Number: \_\_\_\_\_
5. GST No.: \_\_\_\_\_
6. Details of EMD:
  - i. Amount of EMD
  - ii. UTR No. / D.D. No.
  - iii. Date of transaction
  - iv. Name of bank from whom the transaction made

### 7. Rates Quoted

<u>Item</u>	<u>Per Unit</u>	<u>Quantity</u>	<u>Total (Rs.)</u>
Designing of the website in Hindi and English language		1	
Maintenance of website	Per annum		
<b>TOTAL</b>			

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

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

Signature of Bidder  
Name:-  
Address:-