



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
PaschimBoragaon, Vigyan Path, Garchuk, Guwahati-781035

Notice Inviting Quotation for Re-designing and maintenance of IASST Website

Advt. No:166

Date: 21/12/2018

Sealed quotations are invited in two bid systems (Technical and Financial) from reputed firm/company for re-designing and maintenance of the Website of Institute of Advanced Study in Science and Technology (IASST), Guwahati. Bid documents with Terms & Conditions can be submitted with bid fee as per the following schedule:

Important Dates

Bid fee-DD (non - refundable)	Last Date and Time for submission of bids	Venue for submission & Opening of Bid
Rs.1000/-	18/ 01/2019 till 5 P.M	Office of the Registrar, IASST, Guwahati – 781035 Dt. 21/ 01 /2019 at 3:00 P.M

The detailed NIQ document is available at IASST website www.iasst.gov.in.

Participating firms may attend at the time of opening of bid as per date and time mentioned above.

There will not be any separate notice for participation of bidder in the bid opening time.

Registrar, IASST

Introduction

Institute of Advanced Study in Science and Technology (IASST), Guwahati Assam invites Quotations/bids from reputed Firm/Company for redesigning and upgrading of the institute's website and its maintenance. Bidders are advised to study this tender document carefully before submitting their proposals. Submission of proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Scope of Work

- a) The bidder is required to redesign, upgrade and develop the present website of the Institute of Advanced Study in Science and Technology, Guwahati as per the GIGW guidelines with specifications and conditions specified in different parts of this Tender document.
- b) The website should be designed according to GIGW guidelines so that the IASST can apply for Website Quality Certification to STQC. All the modifications require to carry out regarding this certification should cover under the proposal.
- c) Before final handing over the website, the bidder has to take security audit testing certificate from any one of the registered vendors of CERT-IN or NIC and the certificate shall have to be submitted to the institute accordingly.
- d) The website to be host in cloud environment with separation of application and data based servers.
- e) A user friendly Content Management System has to be provided for updating and maintenance of the contents.
- f) The entire website should be fully responsive.
- g) Loading and respond time of the website should be very **less. (maximum 10sec)**
- h) The new website will contain all the pages of current website (iasst.gov.in) in new style and format apart from addition of some more pages. Therefore the bidders should go through the current website of the institute very precisely and critically to come out with a new look with loaded information.
- i) The design should make the website attractive, user friendly and easy to access.
- j) A separate dynamic performance dashboard needs to be designed.
- k) The website should have the mechanism to manage the projects (as external and internal) currently associated with IASST.
- l) The website should have capability of managing profile pages for all Establishments/Divisions/Programmes/faculty, staff and students. Profiles should be shown according to their respective department/divisions.
- m) Profiles assigned to the faculty must have the capability of linking the student's profiles and projects currently associated with him. By clicking to the student profile or project the respective profile has to be shown.
- n) Quotation/Tender with provision of sorting on date of publication period. In Quotation/Tender page, publishing of amendment/corrigendum facility should be available.

- o) SMS alert facility should be integrate with admission, tender pages to send alerts like last date of tender submission to concern person.
- p) Archive: An archive for all the uploaded such as News/Events/Tender/Quotation/etc. After ending of last date all documents should be shifted to archive page.
- q) Any important update/event taking place anywhere in the website should reflect in the homepage of the website.
- r) More attractive mechanism to manage media/image gallery along with events.
- s) Password protected content upload facility for confidential matters has to be in place in the website.
- t) Navigation and menu bar management as per our requirement.
- u) Visitor Counter: Actual visitors visiting the site will be tracked.
- v) Date of any update needs to be reflected in home page with auto updating facility.
- w) Integration with our existing online recruitment system; Webmail Services etc.
- x) Provision for Discussion forum and feedback facility.
- y) Some of the important webpages need to design in bilingual format both English and Hindi with similar design (approximate 20 nos of pages) (Translation part is under institute scope).
- z) Language selection option should be available in home page of the website.
- aa) Website should be accessible to visually impaired.

Other requirements:

- (a) The financial proposal should include design, development and maintenance of IASST website initially for a period of one year.
- (b) First year maintenance duration will start after final handover of the website.
- (c) To propose AMC cost for 3 years as a separate item.
- (d) The selected bidder has to give at least three design option to IASST authority for selecting the design of the website.

Maintenance activity of website should include:

- a) Monitor web site intermittently and upon request.
- b) Check for and fix any broken links
- c) Up gradation of software's related to this website (like content management software, DB, hosting application to latest version).
- d) Check for poor or fading images and replace as required.
- e) Remain in-touch with our server(s) and inform us if any server changes are important for smooth running of the website.
- f) To take care of adding, editing, removing and installing any scripts, programs or software to the existing website.
- g) To take care of Security patches up gradation related to any software use in designing of the website.
- h) Graphics & Animation Updates – adding, editing and sizing of any pictures /animations to the existing website.

- i) Incorporation of measures for further improvement of the website will be made from time to time.
- j) Any other day to day activity required for smooth operation of the website.

Evaluation Methodology:

IASST, Guwahati shall evaluate technical and financial strength of the responses received and will invite the participating bidders for a detailed software presentation or demo on respective response. Based on the documents submitted and presentation, IASST shall short-list eligible bidders for further participation in the financial bid. Request for revised proposal for financial bid may be invited from Short-listed bidders.

As a part of short listing exercise, bidder has to make a focused presentation on company, expertise and experience in the relevant field, products, proposed solution etc. for not exceeding 30 minutes before the Technical Committee of IASST, Guwahati. The date and time for presentation will be intimated in due course to the eligible vendors.

Eligibility Criteria of bidder(s):

1. Bidder must have sales and support centers in Guwahati. (Details to be provided).
2. The bidder shall furnish a non – blacklisting certificate that the firm has not been blacklisted in the past by any government/Private institution. Same declaration certificate need to be provide in company’s letter head.
3. If the bidder is an ISO certified Company, then documentary proof should be enclosed.
4. The bidder should have technical staff capable of attending any service related complaints and coordinate with IASST team for rectification of the same. (Documentary proof need to be attached)
5. Penalty for delay in resolution - If selected bidder/OEM does not resolve any technical issues within the time frame from the response time, a penalty of 0.5% of total cost per day (maximum 7 days) will be charged and deducted from the amount payable to bidder. For delay beyond the stipulated period, entire PBG will be forfeited.

Sequence of documents to be attached with the bid documents:

1. Copy of Certificate of Registration under GST.
2. Income Tax Clearance Certificates for last three years.
3. Copy of PAN Card.
4. List of similar project developed by the firm with brief details, addresses and phone numbers of customers with satisfactory completion certificate/ working certificates.
(Annexure –IV)
5. Name and address of registered office, Head Office and Regional Office of the company with name and phone numbers of key persons.

6. Self-declaration at Annexure –I (in company's letter head)
7. Acceptance of all clauses of bids specification duly signed page wise.
8. Documentary proof related to Bidder eligibility criteria.
9. With all other documents as requested in different part of the tender document.

(if bidder fails to submit any documents mentioned above; bidder will be disqualified from the tender process automatically).

The committee of experts and the user scientists will have the right to recommend /reject purchase of tendered item.

Conditions forming part of NIQ

- Price of “ the website designed “to be quoted for FOR, IASST only.
- The two bid systems should be followed for this NIQ. Under this system the bidder must submit their offer in two separate sealed envelopes marked clearly as Technical Bid and Commercial Bid on cover page of the envelop for each item quoted. Both the sealed envelope should be placed in a third larger envelop. The main envelope which will contain both the bids should be super scribed with NIQ enquiry no. and name of the equipment quoted for.
- The bidder shall be required to deposit Rs.15,000/as EMD with the Technical Bid, through Bank Draft/ Fixed Deposit Receipt/Bank Guarantee drawn in favour of ‘The Director, IASST’ payable at Guwahati. All quotation submitted without requisite amount of earnest money shall be rejected and their financial bid shall not be opened. The EMD to the unsuccessful bidders will be returned within one month from the date of placing of final order(s). In case of bidder(s) whose offer is accepted, the EMD will be returned on submission of Performance Bank Guarantee. The IASST shall forfeit EMD, if the successful bidder fails to furnish the required Bank Guarantee in time. However, no interest/penalty shall be payable to bidders if the return of EMD is delayed for any reason. Companies registered under MSME are exempted from submission of EMD and Tender Fee subject to submission of valid Registration Certificate as applicable.
- The Technical Bids will be opened in presence of the bidders on the specified time and date. The bidder/their authorized agents who have responded to the quotation will be

allowed to be present in the opening. The bidders are requested not to insert their quoted price in Technical Bid which will lead the quotation for summarily rejection.

- The Successful bidder will have to submit Performance Bank Guarantee (PBG) equivalent to Rs.50,000 drawn in favour of the Director, IASST payable at Guwahati within ten (10) days from the date of award of the contract. The submitted PBG should be valid for four years period.
- The Price Bids of only technically qualified bidders will be considered for further processing.
- Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
- The IASST may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the IASST and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- The original and all copies of the bid shall be typed and shall be signed by the bidder or a person or persons duly authorised to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
- The IASST Authority has the right to reject any bids on technical grounds without assigning any reason thereof.
- The bids received after the deadline for submission of bids prescribed by the IASST will be rejected and such bids shall be marked as late and not considered for further evaluation.
- Compliance sheet should indicate in details of meeting up of specifications required. The bidder can mention the additional features that exist in quoted products, if any, separately.
- Payment shall be made after complete hand over of the website only. **No advance payment will be made.**
- All taxes, if applicable, should be quoted separately, otherwise it would be presumed that the quoted prices are inclusive of taxes.



- Completion of the development of the website within specified days mentioned in Purchase Order. If the firms failed to deliver within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof, and the amount will be deducted from bill value.
- The quotations must be valid for a minimum period of 90 days (three months) from the date of opening of the financial bids. No change in prices and change in terms and conditions will be permitted.
- Installation, testing, Technical experts of the company/supplier up to the satisfaction of user department of IASST.
- Free training shall be imparted to faculty/technical staff for operation, maintenance and troubleshooting of the website at the user department of IASST.
- In the process of evaluation, comparison of bids, IASST reserves the right to reject any or all bids.
- All corrigenda will only be notified on the IASST and CPPP website only.
- The Director, IASST shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final.
- If any dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, will be settled under the jurisdiction of Court of Law of Guwahati.
- The Institute is not bound to accept the lowest bidder.
- Purchase terms and condition as per General Financial Rule (GFR) will be applicable for all the purchases to be made.

Authorise Signature of the firm

Name:

Designation:

ANNEXURE-I

Self-Declaration to be given by the bidder

NIQ Reference No. & Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No:

Fax No:

Email:

The Registrar,

Institute of Advanced Study in Science and Technology (IASST),
Vigyan Path, Paschim Boragaon, Guwahati – 781035.

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of equipments/instruments at Institute of Advanced Study in Science and Technology (IASST) and accept the same.

We also hereby declare that

- We have not been blacklisted/debarred by any Government/Undertaking.
- The rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
- The bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Date: -----

Place: -----

Name:

Designation:

Phone No:

Seal:

ANNEXURE – II
FORMAT FOR OTHER INFORMATION

(To be filled in by the bidder)

Cost of Bid: Rs. 4000/- -----

Cash receipt/Bank Draft No: -----

Date: -----

- Name of the firm: -----
- Address: -----
- Telephone/Mobile No: -----
- Fax Number: -----
- Email: -----
- TIN/VAT/CST No: -----
- Firm Registration No: -----
(If any)
- PAN: -----
(Attach photocopy)
- **Details of Earnest Money (Bids Security)--**
 - a) Bank Draft/Pay Order No.
 - b) Date.
 - c) For Rs.
 - d) Drawn On.

Place -----

Date -----

(Signature of the authorized person)

Name of the Contact person

Name of the Firm

Contact No.

Seal

Annexure – IV: Experience statement

Experience in the relevant areas with the clients (Attach separate statement)

Sl. No.	Name of the Customer Organization	Year of Implementation	Scope of Work	Value of the work (In INR Lakhs)	Present status of the project

***** End *****

