

Indian Institute of Corporate Affairs

"Notice Inviting Tender"

For

Contract for Revamping and Re-designing of official website

Indian Institute of Corporate Affairs

Tender No. IICA 5-7/2014

Dated: 24/04/2014

Plot No. P-6,7,8 Sctor-5, IMT Manesar, Distt. Gurgaon-122050 (Haryana)

Tel: 0124-2290400, 0124-2460000, 2640000, 2640142

Indian Institute of Corporate Affairs,
Plot No. P-6,7,8 Sctor-5, IMT Manesar,
Distt. Gurgaon-122050 (Haryana)

NOTICE INVITING TENDER

Indian Institute of Corporate Affairs (IICA), Government of India, invites sealed bids for Revamping and Re-designing of official website of IICA. This is one time job.

A. General:

1. Tender Document can be downloaded from the website (www.iica.in)

2. Details of Bid: -

- a) Bid Reference :
- b) Last date & time of receipt of bid : 12.05.2014 at 2.00 PM
- c) Place of receiving the bid/
Address for communication : Indian Institute of Corporate Affairs,
Plot No. P-6,7,8 Sctor-5, IMT Manesar,
Distt. Gurgaon-122050 (Haryana)
- g) EMD : Rs. 5, 000/-
(DD/ Bankers Cheque)
- h) Contact Person : Sh. B.S. Chopra, Administrative Officer
Ph.0124-2290400
- i) For Any Technical Enquiry : Sh. Chetan Rajput, IT
Ph.0124- 2640142

3. Eligibility / Qualification Criteria:

- a) The bidder shall preferably be registered by Government Department / organization / Society (registered under established relevant central Acts) or those who have served in any Government Department / organization.
- b) The bidder shall have 2 years experience, preferably in website creation / designing development, maintenance & other related matters as given below:
- i. Developed should have at least one portal of similar nature, of More than 500 pages of static content and database driven dynamic content / interactive content.
- ii. Domain knowledge of the Industries sector is preferable.
- c) *The bidder shall have to provide services required at New Delhi and Manesar.*
- e) The firm may enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.
- f) *All bidders must enclose VAT registration / service tax registration certificate along with the tender documents*

g) The successful bidder will have to furnish a performance security of Rs. 10,000/- in the form of pay order in favour of INDIAN INSTITUTE OF CORPORATE AFFAIRS drawn on any scheduled bank at New Delhi.

4. Period of validity of bid:

The bid shall remain valid for 60 days after the date of bid opening. If any bidder withdraws his tender before the said period shall -without prejudice to any other right or remedy, be at liberty to forfeit the EMD.

5. Submission of Bids:

a) The envelope containing bid documents shall be superscribed with the name of work and the words "Revamping and Re-designing of website" in capital letters. The bidder should specifically provide full technical details of the service offered and as also financial bid including payorder for Rs 5,000/- towards EMD.

6. Opening of Bids:

a) The purchaser will open the bids on prescheduled time, date and venue in the presence of the bidders' representatives who choose to attend.

b) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance, In the event of the specific bid opening being declared a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day.

c) The bidders' names, bid withdrawals, presence of bid security and such other details as the Purchaser at his discretion may consider appropriate will be announced at the bid opening.

7. Clarification of Bids:

To assist the examination, evaluation and comparison of bids the Purchaser with the help of consultant may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

8. Evaluation of Bids:

a) The Purchaser will examine the bids to determine whether:

- i. They are complete
- ii. Required EMDs etc have been furnished,
- iii. The documents have been properly signed; and
- iv. Documents in support of experience.

b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.

c) The Purchaser will examine the bids to determine:

i. The correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.

ii. The substantial responsiveness of each bid to the bidding. For purposes of these clauses, a substantially responsive bid is one, which conforms to all technical specifications and terms and conditions of the bidding documents without material or commercial deviations. The purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

iii. Arithmetic errors will be rectified on the following basis:

If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount whichever is lower will prevail.

iv. Purchaser may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.

v. Purchaser reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of contract.

vi. Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.

vii. The purchaser may seek clarification in writing from bidder by fax. Bidder shall promptly reply by fax within the time limit specified in the clarification letter from the purchaser.

viii. The comparison shall be of total price of the services offered inclusive of all taxes.

9. Purchaser's right to accept or reject any or all bids:

a) The Purchaser reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

b) The acceptance of tender, will rest with IICA who does not bind itself to accept the lowest bid and reserves himself the right to reject any or all the tenders received without the assignment of any reason? All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

c) The IICA does not bind itself to accept the lowest or any tender and reserve to itself the right of accepting the whole or any part of tender and bidder shall be bound to perform the same at the rate quoted.

d) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

10. Prices:

Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the Supplier in its bid.

11. Termination by default:

a) The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to Supplier, terminate the Contract in whole or part:

i). If the Supplier fails to provide services/rectify the fault within the time period specified in the Contract or any extension thereof granted by the Purchaser,

ii) If the Supplier fails to perform any other obligation(s) under the Contract.

b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to Para 11 above, the Purchaser may procure, upon such terms and in such manner, as it deem appropriate, goods similar to those undelivered for any excess costs for such similar goods/services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

12. Resolution of Disputes:

a) The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

b) If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract. These mechanisms may include, but are not limited to, conciliation mediated by DG & CEO of IICA. The mechanism shall be specified in the Special Condition of Contract.

13. Applicable Law:

The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Delhi.

14. Notices

a) Any notices given by one party to the other pursuant to the Contract shall be sent in writing or by fax / telex / cable and confirmed in writing to the address specified for that purpose in the Special Conditions of Contract.

b) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

15. Taxes and Duties

vendor shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the Contracted Goods & services to the Purchaser. No tax or duty will be payable by the purchaser. If there is any enhancement in the taxes, duties, license fees etc, during the service period, the enhanced expenditure will be paid by the purchaser.

16. General

The following Special Conditions of Contract shall supplement the General Conditions of Contract, whenever there is conflict provisions herein shall prevail over those in the General Conditions of Contract.

- i. The design consideration for the website should result in an eye-catching website, with a pleasant and appealing color-code portraying activities of the IICA.
- ii. The website should be optimized for load time, response time. Navigation and search.
- iii. The optimization should cover all the areas like HTML, CSS, GRAPHICS, PDF and would be involved smaller page size and faster downloads.
- iv. The website should be supported by all current browsers.
- v. The appropriate test data according to the various design consideration and will be presented to IT Division of this office, monthly in a suitable format.
- vi. Records of up-dation in web contents of the both (English) should be maintained to determine the performance of the site with respect to page load speed and these statistics will be stored and examined, on a monthly basis and analyzed.
- vii. Modification of Site Map as and when required.

17. Payment

The payment to the Contractor under the Contract will be made on satisfactorily completion of assigned task.

18. Notices

For the purposes of all notices, the following shall be the address of the Purchaser and Supplier:

Purchaser:

Indian Institute of Corporate Affairs, Plot No. P-6,7,8 Sctor-5, IMT Manesar, Distt. Gurgaon-122050 (Haryana)

Supplier:

(To be filled at the time of Contract Signature)

BLCA

TERMS AND CONDITIONS:

TECHNICAL: Scope of Work

Detailed Scope of work:

- 1) Design, Development, Implementation, Training and Maintenance of Customized Web Based application/portal solutions/ Web designing. Indicative activities include of the existing website.

Phase 1: Analysis

- a. Finalizing the detailed list of activities, scope and duration of each of the activity and detailed project plan.
- b. Detailed discussions with concerned stakeholders to understand the overall objectives of the assignment.
- c. Finalization of Project Objectives/Requirements.
 - d. Submission of detailed Project Proposal / Plan.
 - e. Signoff on detailed project plan, activities, timelines etc from concerned stakeholder.

Phase 2: Design

- a. Detailed Requirement gathering and analysis.
- b. Study and analysis of existing /Similar website and include best practices in Draft design.
- c. Detailed High level and Low level application designs.
- d. Information Integration and Consolidation.
- e. Client Sign - off for Requirement Analysis.
- f. Preparation of Content Structure/ Information Architecture for the website.
- g. Vendor shall develop appropriate screen layouts and templates for the user Feedback.
- h. Approval of prototype (design interface) developed by vendor
- i. Coordination and collection of required content from the concerned person.
- j. Approval on the content gathered by the client department

Phase 3: Develop

- a. Coding / Temporary Demo server
- b. Content Population and content management system
- c. Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Web site
- d. Application Development and Unit Testing, Integration Testing, System Testing and Functional Testing
- e. Testing of developed website based upon
 - Compliance to applicable guidelines
 - Assess the user objective achievement etc
 - f. Modification based upon user feedback
 - g. Sign off on developed website by user department

Phase 4: Operation and Maintenance support

- a. Identify and execute training requirements for successful execution of project
- b. Creations of necessary documents and User Manual for training
- c. Support in handover of website to user department
- d. Support on Training/ Demo on need basis
- e. Warranty Maintenance / Annual Maintenance of website

2) Designing interface/ mechanism for Mobile based application.

3) Design Development and maintenance of GIS based applications

4) Adherence to Web Application Audit/ Compliance and Approval / Security Features

5) Design and Development of Web application Devices having capability to connect directly to Service Provider's central system through laptops, handheld devices, mobile etc used for financial inclusion at grassroots level.

Application should have:

- i. Have standard interface capabilities (standards like ISO, XML, web services).
- ii. Multiple backend systems interfacing capabilities.
- iii. Capability of integration with the National Portal

Web Development Standards:

The web site should be developed with the latest technology, using up-to-date and well established development tools and software. The development approach should conform to the best practices in the web site development and maintenance industry.

Generally it should ensure the following:

-Adherence to commonly accepted standards and practices, including W3C compliance.

-Using latest web website design technologies

-Acceptability on all current user technology platforms; browsers, operating systems, client systems

Main objectives: The main objectives for the web site are:

- ♣ To adhere to the guidelines of Government of India websites
- ♣ To adhere to all the standards of content writing
- ♣ To have disable friendly features
- ♣ To maintain the website up-to-date with ease
- ♣ Protect website from cyber-attacks.

Website Goals:

IICA intends to utilize the web site to meet several objectives, as reflected in the following list of support facilities:

- To develop the web site as a resource site for information and access to other relevant information and fully integrate web site with IICA's business and strategic objectives.
 - To improve IICA's web site look & feel
 - Provide up to date information on all projects, events etc.
 - Provide visitor feedback forms, enquiry forms etc.
 - Maintained with ease so that only up-to-date information is available at any point in time.
 - To analyse the usage pattern and improve the contents constantly
- Completion of Assigned job: the Job is to be accomplished with a period of 30 days from the date of award.**

Security Deposit:

The successful bidder will have to furnish Bank Guarantee/demand draft of Rs. 10,000/- (Rupees ten thousand) only in favour of Indian Institute of Corporate Affairs towards performance Security Deposit within 7 days from the date of acceptance of the tender.

Service Warranty

The bidder should cover services provided including the quality of workmanship under warranty.

Note: - Fax/Telex and incomplete offers will be rejected. The Office of Indian Institute of Corporate Affairs (IICA) will have the right to accept or reject any or all bids received at their absolute discretion without assigning any reasons what so ever.

Annexure I: CHECK LIST

Tender are invited from only those firms which follow the following conditions:-

1. Firm must have an Office in DELHI/NCR.
2. Firm must have at least Two years' experience in maintenance of Official Website in Govt. Department Preferably in Delhi/NCR.

1.	Name of the Bidder	
2.	Address of the Bidder, including Contact Person, Designation, address, telephone number, email and website.	
3.	EMD(payorder)	
4.	Enclosure of Supporting Documents	
	i. Registration or Incorporation Certificate	
	ii. Service tax registration certificate	
	iii. Income Tax PAN Number	
	iv. Should have developed at least one portal of similar nature, of More than 500 pages of static content and database driven dynamic content /	
5.	Your Technical Proposal for effective fulfillment of Scope of Work and Technical Specifications mentioned in Scope of work	

Annexure II: FORMAT FOR SUBMITTING THE FINANCIAL BID

S.NO	DESCRIPTION OF JOB	RATE(Rs.)/PAGE	UNIT	AMOUNT	TAXES	REMARKS
1.	Revamping & Re-designing of Website					
		TOTAL				

Name of Work: Contract for Revamping and Re-designing of IICA official website

NOTE: -

The comparison of the financial bid shall be strictly followed as per the total annual price (exclusive of taxes etc) quoted by the bidder.

Signature: -

Name of the Authorized signatory: -

Designation: -

Office Seal: -

UCCA