INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, DEONAR, MUMBAI-400 088.

Tender No: IIPS/Stores/04/IIPS Website Development/2022

LIMITED TENDER NOTICE FOR DESIGN, DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF WEB-PORTAL FOR DISTRIBUTION OF DEMOGRAPHIC DATASETS

Name of the work	:	Design, Development, Implementation and Maintenance of Web-Portal for Distribution of Demographic Datasets
Earnest Money Deposit	:	Rs. 36,000**/-**form of Account Payee Demand Draft/Banker's Cheque/Fixed Deposit Receipt/Bank Guarantee from any Nationalized Bank favoring Director IIPS, Mumbai and payable at Mumbai
Tender Cost	:	Rs. 2500/-
Date of Publishing the Tender	:	11th July, 2022
Date & Time of Closing of Tender	:	2nd August, 2022 Time : 11:00 a.m.
Date & Time for Opening of Tender – (Technical Bid)	:	2nd August, 2022 Time 3:00 p.m. (Tentative – will be uploaded on institute website – www.iipsindia.ac.in)
Address for submission of Tender	:	**International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88**
Place of opening the Tender	:	**International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88**

Design, Development, Implementation and Maintenance of Web-Portal for Distribution of Demographic Datasets – Tender Document

1) ABOUT IIPS:

International Institute For population Sciences (IIPS) is a Deemed to be University under the administrative control of Ministry of Health & family welfare, GOI. IIPS holds a unique position among all the regional population centres. It was the first such centre started, and it serves a much larger population than any of the other regional centres.

The Institute is the hub of a population and health-related teaching and research in India, playing a vital role for planning and development of the country. During the past years, students from different countries of Asia and the Pacific region, Africa and North America have trained at the Institute. Besides teaching and research activities, the Institute also provides consultancy to the Government and Non-Governmental organizations and other academic institutions.

2) HOW TO APPLY:

(i)   Tenders are invited from Eligible bidders in a two-bid system i.e. Technical Bid & Financial Bid. The Technical Bid and Financial Bid should be sealed by the bidder in <u>TWO SEPARATE ENVELOPES</u> duly superscribed as 'TECHNICAL BID" AND FINANCIAL BID"& both these sealed cover to be put in a bigger envelope which should be sealed and superscribed "**Tender For Design, Development, Implementation and Maintenance of Web-Portal for Distribution of Demographic Datasets**".

(ii)   The EMD amount and Tender Cost should be attached with the Technical Bid and put in the envelope that contains the Technical Bid. In case of MSME, holder exemption will be given in the processing fees (tender cost) and EMD. The sealed Tender Document should be dropped at the 3rd Floor of IIPS Library Building at the Dispatch Section on or before 2nd August, 2022 – 11:00 a.m.

(iii)   The bidders should ensure that it complies with the above requirements before applying for tender.

(iv)   The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure – I along with Earnest Money Deposit (refundable but non-interest bearing) of Rs. 36,000**/-**form of Account Payee Demand Draft/Banker's Cheque/Fixed Deposit Receipt/Bank Guarantee from any Nationalized Bank favoring Director IIPS, Mumbai and payable at Mumbai with all relevant documents in support of eligibility and experience criteria. Processing fees of **Rs. 2500/-** (non-refundable) in form of Demand Draft favoring IIPS, Mumbai should also be submitted alongwith EMD

(v)   The financial bid envelope must contain only the financial bid as per Annexure – II and shall include all costs for items and services as per the scope of tender.

(vi)   MSE's as defined in MSE's Procurement Policy issued by MSME or Start ups; recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from the submission of Earnest Money Deposit (EMD) & Processing Fees (Tender Cost). Vendors seeking exemption are required to submit valid certificate issued by MSME or DIPP as the case may be.

(vii)   Bids not accompanied with EMD will summarily be rejected. Earnest Money of unsuccessful bidder shall be returned at the earliest after the expiry of the final bid validity and latest on or before the 30th day after the award of the contract. Earnest Money of the successful bidder shall be refunded on receipt of the Performance Security.

(viii)   Successful tenderer shall have to deposit Performance Guarantee of 5 % of the amount quoted in the form of Bank Guarantee/ Fixed Deposit from a Nationalized Bank in favour of IIPS Mumbai, valid for contract period and further renewable. This will be for due performance of the agreement in all respects. The Director& Sr. Prof, IIPS, Mumbai will be at liberty to adjust whole or part of this money to recover penalties or any other dues accruing to the IIPS. No appeal shall lie with any authority against the decision taken by him in pursuance of this clause. The performance guarantee should be valid for a period of 60 days beyond the date of completion of all contractual obligations of the Contractor including warrantee obligations. Earnest Money will be refunded to successful bidder on receipt of Performance Security

(ix)   IIPS Shall not be liable to pay any interest on Earnest Money Deposit/Security Deposit, which would stand credited to the IIPS. The successful bidder will have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of tender otherwise the contract will be terminated and Earnest Money Deposit will be forfeited.

(x)   The technical bid will be opened at IIPS, on at 2nd August, 2022 at 3:00 p.m.(tentative).In the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date, which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

(xi)   The interested Bidders are advised to read carefully the entire tender document before submitting their tender document in prescribed format and/or are found incomplete in any respect will be summarily rejected.

(xii)   All the documents attached with the bid must be legible and self-attested.

(xiii) In case of any query IIPS will request the prospective bidder to submit their query through email at the designated email id's which will be informed/uploaded on the institute website.

(xiv) IIPS might call the technically qualified bidder for giving their presentation on a particular date and time. Any modifications/suggested by the duly designated committee will be discussed during the presentation and the bidder have to implement the same accordingly.

3. ELIGIBILITY CRITERIA:

<div align="right">**Annexure-I**</div>

TECHNICAL BID

(Please go through the terms and conditions before filling up the Technical Bid)

SN	Particular	Details	Remarks if any
1	Name of the Firm/Agency/Company		
2	Full Address of the Registered Office/Branch Office (if any)		
3	Telephone No		
4	Fax No :		
5	Email Address		
6	Website (if any)		
7	Status (whether firm is Proprietary/ Partnership Firm/Private Limited/Public Limited, Registered under Societies Registration Act Etc.		
8	Registration Number of the Organization (Please attach certificate of Registration/Incorporation		
9	Name of the Director/Proprietor		
10	Designation		
11	Complete Address		
12	Phone No		
13	Mobile No		
14	Email :		
15	Annual Turn Over (Amount in Lakhs) (Please attach copy of ITR for each financial year)	2018- 2019 : 2019-2020 : 2020-2021 :	

16	Details of Registration under various statutes		
SN	Registration Under	Registration NO.	Certificate Attached (Pls. mention YES/NO)
1	Shops & Establishment Act		
2	License Under the Contract Labour Act		
3	Provident Fund Registration Number		
4	Employee State Insurance Registration Number		
5	GST Registration Number		
6	Permanent Account No. (PAN)		
7	Certified extracts of the bank Current Account containing transaction during the last three years	1) Name of the Bank : Branch :	Attach certified copies
		2) Name of the Bank : Branch :	
8	Valid MSEM/NSIC certificate for exemption in processing fees and EMD		
9	Any other relevant document (if you wish to enclose – please give details – if the space provided is insufficient, a separate sheet may be attached duly signed and sealed		

17. Give details of the major similar contracts handled by the Bidder during the **last five years** with **minimum turn over of Rs. 25 Lakhs per annum** or **two similar contracts in the last two years with minimum turn over of Rs. 50 Lakh per annum** in the prescribed format along with work order copies and contract successfully completed order (if any) (if the space provided is insufficient please attach a separate sheet).

THE REQUIRED INFORMATION HAS TO BE IN FORMAT BELOW ONLY .
PLEASE ATTACH THE WORK ORDER OF THE CURRENT CONTRACT AND
ATTACH ATLEAST 3 SATISFACTORY WORK COMPLETION CERTIFICATE

Sl.no	Name & Address of the institute	Name & Designation of the Authority awarding the contract	Contract Value	Contract Period	Nature of s/w provided	No. of students of the institute	Type institute
1							
2							
3							
4							
5							

18. **Details of Demand Draft:**
   (1) For Processing Fees

DD No :_____   Date _____

Amount :_____ Name of Bank : _____

Address :_____

_____

   (2) For EMD

DD No :_____   Date _____

Amount :_____ Name of Bank : _____

Address :_____

_____

SCOPE

Institute intends to develop an intuitive web based online portal to facilitate the request and dissemination of survey datasets to the research students and professionals across different universities/ institutes in India only for legitimate academic research purposes.

Website development and management

General Features

1. Design, develop, and maintain a website with an Admin Panel for managing display contents of the Web Application and resource/datasets. The Web Application should adhere to GIGW Guidelines. There will be 2 different types of users for the application, i.e., Admin and non- Admins. Admins would be able to add /edit more admin users and add /modify/publish/hide contents to be displayed to the non-Admins on the web portal using the Admin Panel.

2. The landing page of the web portal should display all the surveys conducted with IIPS within which the datasets are available. From the master data, only the details of these data surveys will be fetched.

3. Website should run independent of IP Address. i.e. IP Addresses should be not be hard coded in the source code/configuration.

4. There will be hyperlinks attached to content which will be redirected to the further listing of the datasets available under that survey.

5. The following web portal can be referred to understand the requirement and functionalities.
   - (a) https://dhsprogram.com/data/available-datasets.cfm
   - (b) https://data.gov.in/

6. Develop a dynamic and interactive Bilingual (English & Hindi) web portal using cutting edge technology.

7. Web portal should be developed using well established technologies preferably the latest Open source environment without using any third party tool/framework for the website development and maintenance

8. CMS will contain a WYSIWYG editor and provide standard Word authoring features (also known as a Rich Text Editor) to enable an editor to add and format text, links, and images to content areas, create tabular layouts within a text area and apply styles without needing HTML skills CMS will support drag and drop feature to enable easy management of content.

9. The content management system should have a role based access system which will provide secured, restricted access to different stakeholders.

10. Portal should be attractive with easy to use menu structure.

11. The portal is required to have capabilities of providing "Open Access", "Selective Access", and "Paid Access" to the students, organizations, and educational institutions. The agency must provide the necessary API/payment gateways and integrate the application without any additional cost.

12. Portal should be responsive i.e it will be compatible with all major browsers like Internet explorer, firefox, safari, opera, chrome etc and devices of all screen sizes.

13. /Mac/Linux/Android.IOS etc.

14. Portal should be compatible with PC/Tablets/Smart phones/Disabled Specific devices etc.

15. The portal will be safe to host on NIC cloud. Since the website is to be hosted at NIC Cloud environment, the agency must ensure and use the available technology environment at NIC Cloud for the development as per CERT-IN standard of security.

16. Agency will get clearance for a security audit of the portal by the Department of Electronics and Information Technology (DEITY) empanelled agency.

17. Carrying out security audit of the portal, including a comprehensive, vulnerability assessment/Penetration Testing of web application before go live and procurement of digital certificates (eg. SSL, website quality certificate etc.)

18. The website will have standard features like website search, sitemap, terms & condition, contact us, director etc.

19. Creation of documents including user and technical manuals.

20. The portal will have an archive management facility.

21. Agency will be responsible of migrate the relevant data as identified & provided by IIPS Institute Web Portal.

22. Agency must ensure regular backups for all databases in accordance with the backup and archive policies and recovery whenever required with appropriate permissions.

23. Agency must ensure the backup of portal and data on a daily basis at Local Storage server that is to be installed at the Institute campus. The required storage server will be provided by the IIPS.

24. Testing of backup media should be undertaken from time to time to ensure availability of data.

25. Bidder would deploy its support resources along with required logistics like Laptop, Mobile, Data Card, External Hard Disk etc. for onsite working and support.

26. The bidder shall provide and implement from time to time the Updates/New releases/New versions of the software and operating systems as required. The bidder shall provide updates & patches of the web portal and tools to IIPS as and when released without any additional cost to IIPS.

27. The website once developed will be tested and updated till the satisfaction from the data provider and data receiver is considerably high.

28. The bidder agrees that website data format can be changed subject to on ground situations that arise from time to time. The bidder will offer full cooperation in updating the website and will not ask any additional remuneration for the changes.

AMC, Operation & Maintenance

The Successful bidder shall maintain and Support the supplied software for a period of 3 years and 6 months i.e. three years six months after the successful operational acceptance. The first six months of maintenance should be included free with all application maintenance activities and the next 3 (Three) years will be paid maintenance. The contract will be extended upto further 2 years based on the performance by the competent authority. The Operation and Maintenance will consist of:

1. Resolution of errors/bugs (if any), software updates, changes in the software that may be necessary due to legal/statutory changes etc.

2. Providing all software updates and patches released by the hardware OEM, update and patch management, resolution of any issues/problems with the hardware etc.

3. Deploy adequate facilities management personnel to maintain the Portal as per the service level requirements including servicing/updation and maintenance of IT assets.

4. Successful bidder shall provide a dedicated project manager (though not required to be deployed full time) during the period of the contract that should be present for discussions, important meetings and should act as one point contact for IIPS.

5. Resources (need not be onsite) for maintenance of portal.

6. IIPS may extend the contract for additional maximum of 02 years on early basis subject to satisfactory performance. The rates quoted shall be valid for 3 years. An increment of 5% on charges would be given after the end of every year for the next year

7. No extra cost shall be remunerated by IIPS on account of such maintenance activities mentioned herein above

Hosting and Server Maintenance:

Vendor shall provide hosting on reliable server with due security features with sufficient space & uptime 99.5 %. The Server requirements, Memory, Storage Disk space, backup space, platform and other any software required for the proposed portal is in the scope of the vendor within the quoted cost/ charges.

During operation and maintenance phase, Service Provider's onsite team could be required to interact with various stakeholders of IIPS (Internal as well as external) in order to ensure that the website is functioning as per standard norms. IIPS will provide all necessary administrative support to team. If required, IIPS will take responsibility of arranging any meeting with its external stakeholders.

Inspection and Testing:

The inspection of installation of services shall be carried out to check whether the services are in conformity with the mentioned in the tender. The bidder will test all operations and accomplish all adjustments (tuning) necessary for successful and continuous operation of the systems to the satisfaction of the IIPS.

Security Audit:

The website should incorporate necessary Security Guidelines issued by NIC-CERT.

Security Socket Layer certificate is essential. The SSL demonstrates to the site user that the website creates an encrypted connection between the web server and the website visitor's web browser allowing for private information to be transmitted without the problem of eavesdropping, data tampering, or message forgery.

A third-party Web application security audit as per the OWASP/guidelines for Indian Government Websites (GIGW) guidelines for safe hosting. During the audit process, the web application is analysed for usual weaknesses that are associated with a greater impact on the system security.

Deliverable Document:

1. The agency shall provide the following documentations in hard as well as soft copies:
2. Detail Project Plan
3. Fortnightly progress reports
4. System Requirement Specification (SRS) document containing detailed requirement capture and analysis including functional requirement, Interface Specifications, application security requirements
5. Complete Source Code with required documentation.
6. Test Plans and Test cases (including Unit Test Plan, System/Integration Test Plan,
7. User Acceptance Test Plan, Security Test Plan, Load Test Plan)
8. Training Manuals and literature
9. Systems Administration Manuals
10. CMS Tool Manuals
11. Website User manuals

12.Installation Manuals

13. Operational Manuals

14. Maintenance Manuals

15. Security policy and procedure for Portal including Password security, logical access security, operating system security, data classification, and application security and data backups.

Copyright:

Any software, hardware, data, awards, certificates, patent, etc. shall be absolute property of International Institute for Population Sciences(IIPS). The Successful bidder will transfer to IIPS all Intellectual Property Rights in the Software developed. The bidder shall relinquish to the Department source code of the developed portal within 7 (seven) days from the date of acceptance of the system. The source code supplied to the Department shall at all times be a complete, accurate, and up-to- date copy corresponding exactly to the current production release of the software.

Content Creation & Workflow Management

CMS will contain a WYSIWYG editor and provide standard Word authoring features (also known as a Rich Text Editor) to enable an editor to add and format text, links, and images to content areas, create tabular layouts within a text area and apply styles without needing HTML skills CMS will support drag and drop feature to enable easy management of content. CMS all support the following minimum preview and publication functions: -

 I. Preview only on CMS (not visible to users)
 II. Save as unpublished (draft)
 III. Preview on Portal
 IV. Send for approval
 V. Approve
 VI. Publish after approval (i.e. after successful completion of the approval workflow)
 VII. Unpublish (save as unpublished, not visible to users)
 VIII. Publication scheduling
 IX. Publication expiration date (automatic unpublish)

Content Approval Workflow

CMS all contain a content approval workflow to enable the approval of modifications (create, modify, delete) before publication (i.e. before becoming visible to the public) CMS all support Administrator (or a designated user with an appropriate permission level) to assign and reassign users to workflow tasks (i.e. define the targets within the workflow)

Content Publish Controls

CMS will be able to publish content to any external Portal apart from its native portal.

Modules and Portal Workflow

1. Home Page:

Views Website Logo, Banners or Slideshow, Header menu which are integrated with Home Page. Display brief information about IIPS Institute and portal on home page and contain links for various information/modules like-

a) Global Navigation Header Menu
b) Login/Register
c) Search
d) Data center
e) Popular IIPS Survey topics
f) Infographics (Graphs, Charts, diagrams etc)
g) IIPS Research & Publications
h) Research projects o Ongoing projects o Completed projects o New projects
i) Dynamic Photo/Video Gallery
j) Side Panel Menu
k) Useful Links
l) Contact Us form
m) Sitemap
n) Website Analytics

2. Admin Panel

a) Managed CMS – to add/upload, modify and publish content
b) User management – to activate or deactivate users.
c) Resource Management- to upload different resources/Datasets in .zip format along with title, small description, keywords and subtitles.

3. Users Management

a) Create Users - with different roles by Super administration.
b) Admin can verify the registration process and details of the users and approve the account creation.
c) Application should allow the users with admin privileges to manage Users or upload/manage data requests from users in some cases.
d) Administrator can create and manage users, user groups, roles, and role permissions for content approval flow which will be like (Uploader, Approver and Publisher).

4. Role Management

a) Allow the users to create and manage and manage the roles assigned to them.
b) Application will allow the users with admin privilege to manage the role management of all users.

5. User Panel

a) User Profile: where a user can edit and manage his profile.
b) Change Password, Forgot Password
c) Search/select dataset from data requests dropdown on the portal and submit the form.
d) Download datasets via login link sent to the user on his/her email.
e) Check the status of data request

6. **Archives Management Module**
   a) System should facilitate auto archiving of content based on the uploading date.
   b) Archived content would be removed from the website and all be available under the archive section.
   c) Administrator will have facility to update / modify archive date / days/ period based upon which the system will automatically move the contents to the archive section.

7. **Reporting**
   a) **Audit Trail :** Application will allow the admin users to track all activities, manage log files and create audit trail reports as documents.

   b) **Login History :** Application will allow the admin users to track the login history of all the users.
   c) **Problem Notifications :** Application will allow the admin users to track the issues/problems in the system application via problem notifications.

8. **User Registration**

   a) Login/Registration of users via valid input credentials like Name, Email, Phone No, Password, Institute/Organization(select from dropdown), Institution type, Country, State and City.
   b) Acknowledgement of Terms and Conditions
   c) Option to select email alerts for new data sets/IIPS newsletters
   d) Email Verification
   e) Mobile no verification via OTP (3-4 digits)
   f) Forgot Password
   g) Users can access the platform via web or a mobile device.

9. **Data request form:**
   a) After registration, the project/research related information needs to be provided by the user to access the data set like :
   b) Project Title, Project Description (A text box with a certain maximum and minimum word limit), Purpose/reason of data request, Select Research Area (dropdown)
   c) Data request confirmation page (User can edit any details)
   d) Data request form submission
   e) An automatic mail will be sent to the user mentioning that his/her request is under process and he/e will get a response soon.
   f) The data request will be reviewed by the admin/data custodian on the portal and provide access within 1 or 2 days time on the basis of institute defined criteria.
   g) Ability to set time period for access of any certain dataset(X no of days)

10. **Site and Page Layout Management**
CMS all support the creation, modification, and deletion of templates to enable easy management of site and page layout and navigation.
Theme/ Designing will be done in such a way in which the website looks almost exactly the same while viewing it via AMP (Accelerated Mobile Pages)

11. Photo/Video Content

An exclusive photo and video gallery will be populated on the homepage in a most attractive and user friendly manner.

The photo/video gallery will be managed by the admin. ● It will provide global navigation to

the respective website information.

12. Notifications

CMS all support the creation of an email alerts in response to a specific event, examples being:

(i) Content amendment
(ii) Content expiration date approaching
(iii) Receive dataset requests from the users
(iv) Email regarding dataset access approval
(v) New user registration

The push notification feature will be available at the central level to the nodal department as well as the respective department.

The triggering of an alert all cause a notification to be sent to the target(s) of the alert.

It must be possible to define a list of recipients for each alert type which will be used in the notification process.

13. Search

Comprehensive search functionality on homepage as well as each section of the website. Auto archival mechanism to maintain the archived documents with proper classification and auto archival mechanism.

14. Search Engine Optimization

The CMS must include the ability to alter title tags, meta descriptions, alt tags, and headers. The site must be built to be easily crawled by search engines.

site to either inherit the look & feel of the parent site or have its own style and branding

15. Extendibility

CMS will have a well-defined framework for extending the functionality of the core product, by adding more modules.

This will enable SMC to request an additional module or set of modules without impacting either the core CMS application or other modules already in service

16. Performance Adherence

CMS all be able to provide the following performance features:

a) Database Replication
b) Load Balancing
c) Response Time
d) Throughput

17. MIS Dashboard & Reports

The system has features to generate Annual, Monthly and daily reporting that will be done through this system in various prescribed formats.

Reports based on data available in the system Facility to download report in export the the report data in CSV, PDF formats

An intuitive dashboard will display your information in a visually appealing, effective manner. This will include anything from tracking user activity, reviewing performance analytics (KPIs will include daily, monthly, yearly representation of total users registrations, total dataset requests, total visitors)

18. **PCI & Compliance**

   a) Sensitive data such as User credentials, phone numbers, passwords will be stored in encrypted format.
   b) Sensitive data will be transferred in encrypted format over the wire.
   c) Database access will be given to only a specified set of roles.
   d) Enable SSL certificates for all the endpoints (Databases, APIs etc) based on the security needs.

19. **Master Management** : Allow the user to create and manage relevant master data into the system.

20. **Footer Section**
1. Static Content Management of following links and related web pages :
   a) Terms and Conditions
   b) Privacy Policy
   c) Copyright Policy
   d) Hyperlinking Policy
   e) Accessibility Statement

21. **FAQs**
a. Add/edit/update the content as and when required.
Sitemap: Sitemap for website

Usage Statistics: System will provide statistics relating to the following-
   • Total Number of Visitors for the website.

22. **Miscellaneous Features**
   a) Disclaimer : This section will cover the details of disclaimer.
   b) Copyright Policy: This section will cover the details of Copyright Policy. 3.Hyper Linking Policy: This section will cover the details of Hyper Linking Policy.
   c) Terms & Conditions : This section will cover the term & condition details.
   d) Privacy Policy: This section will cover the Privacy Policies details.
   e) Website Policies : This section will cover the Website Policies and their details.
   f) Accessibility Statement : This section will cover the Accessibility statement and their details.

6. TERMS & CONDITIONS:

(a) Each page of the tender document is required to be signed by the bidder. The bidder shall also sign the documents / certificates in support along with the tender.

(b) Tenders without EMD shall be summarily rejected.

(c) Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.

(d) The tender documents shall be written legibly and free from erasing, corrections and overwriting, otherwise the bid will be rejected.

(e) If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

(f) IIPS reserve the right to accept/reject any/all offer(s) without assigning any reason.

(g) IIPS reserve the right to cancel this tender at any time without assigning any reason before the selection of software vendor and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.

(h) This tender is subject to the jurisdiction of the local courts at Mumbai only. All disputes arising out of the tender shall have the jurisdiction of the local courts at Mumbai only.

(i) Tenders received where the technical bid as well as financial bid is in same envelope shall be rejected.

(j) IIPS may extend the contract for additional maximum of 02 years on early basis subject to satisfactory performance. The rates quoted shall be valid for 3 years. An increment of 5% on charges would be given after the end of every year for the next year.

7. FINANCIAL BID GUIDELINES:

a. Unless explicitly indicated, the bidder must not include any technical information regarding the services in the Financial Bid.

b. As part of the financial bid, the bidders shall mandatorily quote for all the components as mentioned in the Annexed Financial Bid format of this tender.

c. The Bidders are advised not to indicate any separate discount. Discount, if any, must be merged with the quoted prices. Discount of any type, indicated separately, shall not be taken into account for evaluation purpose of this tender.

d. The bidder must quote the prices strictly in the manner as indicated in the tender, failing which bid is liable for rejection. The rate/cost shall be entered in words as well as in figures.

e. Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications. No upward adjustment of the financial bid price (to be mentioned in the letter of intent) shall be made because of any variations except for GST component. A bid submitted with an adjustable price quotation or conditional bid may be rejected as nonresponsive.

f. The rates quoted by the tenderers/contractors should be exclusive of GST and the same will be payable by the Institute over and above the schedule of rates.

g. Prices must be quoted entirely in Indian Rupees and must be inclusive of applicable rates, taxes & except for GST.

h. All costs incurred due to delay of any sort, shall be borne by the Bidder.

i. IIPS reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated within specified time frames.

j. If the price for any of the services is not explicitly quoted in the Financial Bid or mentioned as zero, it is assumed that the price for that particular element is absorbed in some other service element for which a price has been quoted, and IIPS has the right to source services for which no price was quoted or quoted as zero, at no additional price.

k. If taxes or any other applicable charges are not indicated explicitly, they are assumed to be bundled within the prices quoted and unbundling of these charges will not be entertained either during evaluation or while signing the agreement.

FINANCIAL BID

S.No.	Description	Amount	Remarks if any
1	Design and development of the webportal. (This cost should include the cost of Security Audit of website) - one time		
2	Web hosting service - annual *		
3	Annual Maintenance work of the website including updates, minor modifications / expansions and installing patches in the application.		
4	Security Socket Layer certificate - one time with two years validity		
5	Website enhancement charges (@/Mandays)		
6	Payment Gateway charges (Annually)		
7	GST		
Total			

*IIPS reserves its right to procure the Servers/ hosting services from the trusted agency, if So, cost of Web hosting service components may reduced from the BID value

Signature of the Bidder_____

Name : _____

Designation : _____

Address: _____

_____

_____

Date:_____

Place:_____

Seal of organization

OTHER CONDITIONS

1. Above prices will remain constant for three years (36 months) from the submission of first monthly bill. No Rates thereafter shall be negotiated during this contract.

2. All updates to the solution will be provided to IIPS MUMBAI at free of cost over this three-year period. However, IIPS MUMBAI reserves the right to terminate the contract by giving three-months" notice.

3. Cost of any new facility / module, not included in this contract but made available by the vendor at later date, shall be separately negotiated and finalized.

4. The payment towards AMC charges will be made quarterly after due certification from System Manager - ICT

5. In all matters of dispute relating to this Contract, the decision of the Director & Sr. Professor, IIPS, shall be final and binding upon the agency. He reserves the right to accept or reject any tender without assigning any reason thereof.

6. A penalty clause shall be a part of the final agreement/contract signed between the Institute (IIPS) and the successful bidder. The terms of the penalty clause shall be worked out at the time of the signing of the final contract.

7. The vendor will enter into contract by singing contract on Rs. 500/- Stamp Paper.

8. Preference will be given to vendors from and round Mumbai and Pune with similar work experience.

DECLARATION

I _____s/o;_____ d/o_____; w/o_____ Shri. _____Signatory of the service provider, mentioned in this Tender Document, am competent to sign this declaration and execute this Tender Document.

2. I have carefully read and understood all the Terms & Conditions of the Tender and undertake to abide by them

3. The information/documents furnished alongwith the Technical and Financial Bid are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law

4. It is also certified that our Agency's has not been terminated/blacklisted by any other organization and also no court case is pending/ongoing against the agency with regard to manpower supply in any court.

5. We understand that the decision of IIPS to accept/reject would be final and binding

_____

Signature of the Contract/or
Authorized Signatory with
Seal of the Agency/Firm :_____
(Name to be written – below signature)

Date :_____

Place :_____

All communication for the project should be done through email: manjirirane@iipsindia.ac.in / store@iipsindia.ac.in with a copy to director director@iipsindia.ac.in ; anjani.mishra@iipsindia.ac.in