

**IIIT Pune**



# **Indian Institute of Information Technology, Pune**

Reference No: IIIT Pune/Website/2019/511

DATE: 13-03-2019

## **TENDER FOR DEVELOPING CMS BASED WEBSITE FOR IIIT Pune**

**Indian Institute of Information Technology, Pune**

Website: [www.iiitp.ac.in](http://www.iiitp.ac.in)

## **Invitation to Submit Financial Bid**

### **Invitation of financial bid for Developing CMS Based HTML Compliant Website for IIIT Pune.**

#### **Section 1: General Information**

1. The bid should include all admissible taxes, duties and levies etc. The details of the financial bid should also be included for better appreciation of the bid.
2. The Bid should be submitted in a sealed envelope and super scribed on envelop as “FINANCIAL BID FOR DEVELOPING WEBSITE FOR IIIT Pune” and submitted to the **Director, Indian institute of information Technology Pune, Sudumbre, Talegaon-Chakan Road, Tal. - Maval, Dist.-Pune, Pin-412109, Maharashtra, India** during normal office working hours up to **March 25, 2019 (up to 15:30 Hrs)**. Bids will be opened at **16.00Hrs on March 25, 2019** in the presence of the concerned representatives, present in the Institute.
3. **Evaluation Criteria** – The composite score obtained for proposal submitted, technical presentation and financial bid will be the basis for overall evaluation.
4. **The Financial offer :**
  - Should enumerate the quantified taxes of levies that may be applicable; failure to do so may result in penalty of points on the allocated financial evaluation score.
  - Should factor in nominal support for bug fixes and minor modifications for a period of up to one year from the date of commissioning of the site.
  - Should indicate separate pricing for hosting, maintenance form second year onwards (viz one year after commissioning of the developed website).
5. **Amendment of Bidding Documents**
  - (a) At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Bidder, modify, change, certain conditions in the bid document.
  - (b) All prospective Bidders will be notified of the amendment through e-mail, and the same will be binding on them.
  - (c) In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their bids the Institute, at its discretion, may extend the deadline for the submission of bids.

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6. Complete all Annexures (Annex 1-7) listed in 6 (a) & documents in 6 (b) and attach with the Financial bid.

**a. List of Annexures:**

S.No	Annexure details	Annexure No.	Attached (Yes/No)
1	Bid Proposal Sheet	I	
2	Capability Statement	II	
3	Bidder's Authorization Affidavit	III	
4	Documentation in support of work experience in CMS based website Design & Development	IV	
5	Self-Declaration	V	
6	Certificate of Conformity	VI	
7	Bid Price Form	VII	

**b. List of Documents:**

S.No.	Particulars	Whether Submitted (Yes/No)
1	Audited Balance Sheet of Last 3 years	
2	Completion of three Projects of similar nature in last 03 years and work order in support thereof from concerned organisations.	
3	EMD of Rs. 5,000/-	
4	Company Registration Certificate	

7. The Bid shall be printed and legibly signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. In such cases a written power-of- attorney accompanying the bid should support the letter of authorization. The person or persons signing the bid shall initial all pages of the bid.

### **Section II: Scope of work**

The IIIT Pune website should be designed with a view to giving maximum exposure to content and design. The site will display the full range of Institute activities and functions.

The detailed scope of work is mentioned below:

1. On page Search Engine Optimization: Content development focusing on on page optimization of website.
2. The Institute webpage will be in Hindi and English.
3. Open Source Content Management System. The website will be based on the latest version of (at the time of deployment) Content Management System (CMS) like Joomla or Drupal.

4. The layout of the web framework should be responsive, support dynamic rendering across all devices. The design should support cross browser rendering across all prominent operating systems.
5. Provision for Home pages of various streams (IT/Applied Sciences) and faculty members of the Institute should have a uniform design. In addition , provision for secure login credentials for faculty members and other administrative staff members should be provided to enable them to update their content.
  - The website should have an e-governance related section accessible only to permanent employees on authentication. This section should provide facilities for online form management (Download/upload/online filling of forms related to leave, Recruitment, Admission etc., accessing circulars as part of Intranet functions).
6. The site should have in site-search facility for its users.
7. Integrating the website with leading social media portals.
8. **Developed website should be security audited and compliant. (Mention cost for STQC and CERT-IN separately.)**
9. Technology provision for secure access of webpage to prevent from hacking.
10. **Website should be W3C Compliant.**
11. Technical and non-technical support whenever required.
12. Three templates to be developed by the Solution Provider for the chosen CMS having the flexibility to change color / font / menu themes. One of the prototypes will be finalized by the Institute for actual development and deployment. Please include color print of the proposed home page (At least three different themes are required).
13. The new website will be hosted by the vendor/solution provider, preferably be with top 5 hosting service providers such as AWS, Big Rock, Big Daddy and subsequent migration to Institute infrastructure whenever such infrastructure is ready. **The solution provider will be required to ensure complete migration support.**
14. The desired navigation structure, general functionalities and reference points for the design will be discussed with the successful Bidder prior to start of work. In this context, the Institute will be open to design and development suggestions from the successful Bidder.
15. Online Payment Gateway Integration for academic related fee deposit.
16. E-governance features in intranet such as admissions, leave application management for staff etc.
17. The service provider must ensure best practices with regard to maximum service uptime & reliability.
18. Secure hosting, secure access and maintenance for 1 year.
19. The website should not contain any element (image, text, etc.) that infringes any existing copyright (National or International). Any infringement claim will be the sole responsibility of the vendor for its resolution with NO liability of the institute.

## Time Schedule

The complete site design, development and hosting shall be completed within a period of 30 days from the issue of work order for which an activity wise time chart would be prepared and adhered to. Within 10 days of the start of work, the template prototypes of the proposed system have to be submitted.

## Review

The progress of the work will be reviewed between the Institute and the Solution Provider on a weekly basis upon commencement of the start of work.

### **Responsibilities of the Institute**

A Coordinator for the project will coordinate with the developer to provide required information as and when required. In addition the coordinator will take part in all design concerned decisions.

### **Section III: Eligibility Criteria of Bidders**

1. The Bidder must have completed three Projects of similar nature within the last Three years for any large educational institution or international organization. The Bidder will have to give proof of such clients with their contact numbers (as per Annexure 04).
2. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practice. A self-declaration Certificate should be enclosed (as per Annexure 05).

### **Section IV: General Conditions of Work**

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Institute will in no case be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

#### **1. Bidding Document**

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The bid proposal must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

#### **2. Preparation Bids**

(a) *Language of Bid*: The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Institute shall be in English only.

(b) *Bid Currency*: Prices shall be quoted in Indian Rupees (INR) only.

#### **3. Documents Comprising the Bids**

(a) *Bid Form*: The Bidder shall complete the Bid Form (Annexure 07) and provide appropriate additional documents, if necessary, indicating the services to be provided.

(b) *Bid Proposal Sheet*: Bid Proposal sheet (as per Annexure 01) duly filled in and signed and complete in all respects.

#### **4. Earnest Money Deposit**

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- (a) The Bidder shall furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of a DD drawn in favour of “*Director IIIT Pune*” for Rs. 5000/- (Rupees Twenty five thousand only) and payable at Pune.
- (b) Unsuccessful Bidder’s EMD will be discharged / refunded as promptly as possible after the decision on the financial bid is taken.
- (c) The successful Bidder’s EMD will be kept as Security Deposit and performance guarantee and will be discharged on the successful completion of the project.
- (d) **The EMD shall be forfeited:**
  - If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form, or
  - In case of a successful Bidder, if the Bidder denies to accept the work
- (e) No exemption for submitting the EMD will be given to any agency.

### 5. Period of Validity of Bids

- (a) Bids shall be valid for 60 days from the date of bid opening. A bid valid for a shorter period shall be rejected by the Institute as non -responsive.
- (b) In exceptional circumstances, the Institute may solicit the Bidders consent to an extension of the period of validity .The request and response thereto shall be made in writing.
- (c) Bid evaluation will be passed on the bid prices without taking into consideration the above changes.

### 6. Deadline for Submission of Bids

- (a) Bids must be received by the Institute at the specified address, not later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared as a holiday for the Institute, the bids will be received up to the appointed time on the next working day.
- (b) The Institute may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of The Institute and Bidders subject to the deadline will thereafter be subject to the deadline as extended.
- (c) Any bid received by the Institute after the deadline for submission of bids prescribed by the Institute will be rejected and/or returned unopened to the Bidder.

### 7. Withdrawal of Bids

- (a) The Bidder may withdraw their bid after the submission, provided that the Institute receives written notice of the withdrawal, prior to the deadline prescribed for submission of bids.
- (b) In case the Bidder wants to withdraw, the Bidder’s withdrawal notice should be prepared, sealed, marked and submitted to the Institute in original prior to the deadline prescribed for submission of bids.
- (c) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified in the Bid document. Withdrawal of a bid during this interval shall result in the Bidder’s forfeiture of bid

security.

## 8. Bid Opening

- (a) The tenders will be opened as per schedule mentioned Section I.
- (b) Bids will be opened in the presence of Bidders or their representatives, who chose to attend on the specified date and time.

## 9. Clarification of Bids

During evaluation of bids, the Institute may at its discretion, ask the Bidder for clarification of its bid.

## 10. Contacting the Institute

- (a) No Bidder shall contact the Institute on any matter relating to its bid, from time of opening to the time the contract is awarded. If Bidder wishes to bring additional information to the notice of the Institute, he should do so in writing. The Institute reserves the right as to whether such additional information should be considered or otherwise.
- (b) Any effort by a Bidder to influence the Institute in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security.

## 11. Award of work

- (a) The Institute will award the work to the Successful bidder, whose bid has been determined as the most suitable based on the composite score. The Successful Bidder will be notified in writing & the Bidder will confirm the same in writing. The decision taken by the Institute in the process of Tender evaluation will be full and final and binding on all the bidders.
- (b) The Institute is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Institute reserves the right to accept the tender either in full or in part. Conditional tenders will be rejected outright.
- (c) The Institute reserves the right to summarily reject an offer received from any agency on national security considerations, without any intimation to the bidder.
- (d) The Institute reserves the right to place an order for the full or part quotations under any items of work mentioned in the scope of work.

## 12. Corrupt or Fraudulent Practices

The Institute requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Institute.

- (a) Defines for the purposes of this provision, in the terms set forth as follows:
  - ❖ *Corrupt practice* means the offering, giving, receiving or soliciting of anything of value to influence the action of any Institute official in the procurement

process or in contract execution; and

- ❖ *Fraudulent practice* means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Institute and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Institute of the benefits of the free and open competition.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- (d) The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.

### **13. Interpretation of the Clauses in the Tender Document / Contract Document**

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Institute interpretation of the clauses shall be final and binding on all parties.

### **14. Payment Schedule**

The payment will be made within three weeks of successful implementation and go-live of the new website.

### **15. Delay in the Bidder's Performance**

Any delay of work from the approved schedule would invite a penalty of Rs. 200 per day by the way of deduction from the payable amount.

Undue delay by the Bidder in the performance of it's contract obligations shall render the Bidder liable to any or all of the following sanctions:

- i) Forfeiture of its security deposit.
- ii) Termination of the Contract for default
- iii) Possible blacklisting for future.

### **16. Penalty Clause**

If the Solution Provider is not executing the contract to the satisfaction of the Institute, the Institute may invoke any or all of the following clauses.

- i) Forfeit the Security Deposit.
- ii) Terminate the contract without giving any notice.
- iii) Possible blacklisting for future.

### **17. Resolution of Disputes**



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The matter regarding any dispute shall be referred for arbitration to any Officer appointed by the Chairman (Board of Governors), IIIT Pune whose decision shall be binding and final.

### **18. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Pune Courts only.

### **19. Taxes and Duties**

The Institute is exempt from paying CST, excise duty and service tax. Wherever necessary. Certificate to that effect will be provided.

### **20. Binding Clause**

All decisions taken by the Institute regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

### **21. Copyright**

The Successful Bidder will hand over all the code, graphics, templates, etc., developed or used in connection with the execution of this work, to the IIIT Pune for the purpose of copyright and intellectual ownership. The Institute will have complete rights over the developed website and its associated content, graphics and software infrastructure, however, the bidder must ensure no copyright infringement in the developed product.

### **22. The Institute reserves the right**

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

### **23. SLA for hosting and AMC**

The detailed SLA (Service level agreement) for hosting and AMC shall be agreed by both parties.

**Annexure – I**

**Bid Proposal Sheet**

Tender Reference No. and Date  
Bidders Name and Address  
Person to be contacted

Name:

Designation:

Phone / Mobile No. :

E-Mail:

Telephone No. (s) :

Fax No.:

To,  
Director,  
Indian institute of information Technology Pune  
Sudumbre, Talegaon-Chakan Road,  
Tal. - Maval, Dist.-Pune, Pin-412109  
Maharashtra, India

Subject: Proposal for providing services for design and development of website of IIIT Pune.

Sir,

1. We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents in respect of the above mentioned subject do hereby propose to provide Services as specified in the Bidding documents.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids.

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We are an Indian firm and do hereby confirm that our Bid prices quantify all components of applicable taxes, duties and levies. We hereby declare that all taxes which are leviable under law prevailing at that time will be paid by us.

3. We have enclosed a Demand draft (DD No. \_\_\_\_\_, Bank \_\_\_\_\_, Dated-----) in favour of "Director IIIT Pune", payable at Pune for the sum of Rs. 5000.00 (Twenty Five Thousand only). This EMD is liable to be forfeited in accordance with the provisions of Bid documents.  
We declare that all the Services/Works shall be performed strictly in accordance with the Scope of Work.
4. We further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders as stated in the Bidding document.
5. We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in Annexure 7 attached with our proposal as part of the Financial Bid.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Thanking You,  
Yours faithfully,

(Signature)

Printed Name and Designation

Seal:

Date:

Place:

Business Address:

**Annexure II**

**Capability Statement**

**Name and Address of the Bidder:**

1. Location
2. Nearest Office with Address and Phone / Mobile No.
3. Year of establishment
4. No. of skilled IT Professionals
5. No. of Administrative Employees
6. Sectors in which firm has provided similar services
7. Annual turnover of company in last 03 years (Enclose supporting Documents)

Signature of the Bidder

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**Annexure III**

**Bidder's Authorization Affidavit**

I, .....S/o ..... Director / Owner of  
M/s ..... having its registered office  
at ..... do hereby solemnly affirm and declare as follows:

1. That I have been authorized to execute this affidavit on behalf of this Institute
2. That the IIIT Pune, advertisement published in ..... had invited OFFERS FROM REPUTED SOFTWARE CONSULTANTS FOR DEVELOPING STATE OF THE ART WEBSITE FOR THE IIIT PUNE.
3. That in response to the said advertisement as stated in paragraph (02), above, our firm has submitted its proposal to the IIIT Pune.
4. That the proposals of our firm M/s ..... containing necessary information and particulars furnished as per given Performa, detailing therein:
  - a). Firm's general experience in the field of assignment/work.
  - b). The qualification and Competency of the personnel for the assignment.

That the statements made in paragraphs 01 to 04 of the foregoing affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/laws in force.

Solemnly affirmed by the said ..... at .....  
on this the ..... day of ..... 2019.

Deponent:  
Identified by me:

Signature and Stamp of Bidder

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Annexure IV

**DOCUMENTATION IN SUPPORT  
OF WORK EXPERIENCE IN CMS  
BASED WEBSITE DESIGN &  
DEVELOPMENT**

(Reference Letters, Completion certificates, etc.)

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**Annexure V**

**Self-Declaration**

Ref: \_\_\_\_\_

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

To,

The Director,  
Indian Institute of Information Technology Pune  
A/P Sudumbre, Talegaon-Chakan Road, Tal.- Maval,  
Dist. Pune – 412109, Maharashtra, India

In response to the tender No. \_\_\_\_\_ dated \_\_\_\_\_  
of \_\_\_\_\_.

Ref. \_\_\_\_\_

as a Owner/Partner/Director of \_\_\_\_\_

I/We hereby declare that our firm \_\_\_\_\_

has and unblemished past record and has not been declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

We also declare that no criminal case is pending against our agency or its Directors and that the Firm or its Directors have never been implicated in any criminal case.

Name of the Bidder:

Signature:

Seal of the Company / Proprieter

**Annexure VI**

**Certificate of Conformity**

To,

The Director  
IIIT Pune  
Talegaon-Chakan  
Road, Pune -  
412109

**CERTIFICATE**

This is to certify that, the service for DEVELOPING WEBSITE FOR THE IIIT PUNE which I shall provide, if I am awarded with the work, shall be in conformity with the Scope of Work in the Bid document.

I also undertake to abide by all the terms and conditions as laid down in the tender document by the IIIT Pune and also follow the instructions given by the Institute (to be read with Terms and Conditions) from time to time.

I also certify that the price I have quoted is inclusive of all the cost factors (inclusive of all taxes, duties and levies) involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Name:  
Designation:  
Seal:



**Annexure VII**  
**Bid Price Form**

Prices for Developing State-of-the-Art Website for the IIIT Pune, in the manner as specified in the bidding document.

Bidder's Name & Address

To,  
The Director,  
Indian Institute of Information  
Technology Pune, Talegaon-Chakan  
Road, Tal. Maval, Pune-412109

**Charges for CMS-Based Website Design, Development & Related Service**

- (i) Total Charges for implementation the above mentioned services (as per scope of work) is:  
Amount in Rupees

(In Figures) \_\_\_\_\_

(In Words) \_\_\_\_\_

- (ii) Taxes & levies to be added are (mention all that are applicable):

Type	INR Amount (In Words & Figures)

- (iii) Security audit cost, Secure Hosting Cost etc.,

Amount in Rupees

(In Figures) \_\_\_\_\_

(In Words) \_\_\_\_\_

- (iv) **Total Amount**

Amount in Rupees [(i) + (ii) + (iii)]

(In Figures) \_\_\_\_\_

(In Words) \_\_\_\_\_

- (v) Total charges for annual maintenance from the second year onwards is:

Amount in Rupees

(In Figures) \_\_\_\_\_

(In Words) \_\_\_\_\_

(Note:- In case there is a variance in amount entered in Figures & Words. Figure amount will be taken as final)

Date:

Signature of Bidder: