

केंद्रीय मूगा एरी अनुसंधान एवं
प्रशिक्षण संस्थान
(ISO 9001:2015 प्रमाणित संस्थान)
केंद्रीय रेशम बोर्ड
वस्त्र मंत्रालय, भारत सरकार
लाहदोईगढ़, जोरहाट – 785700, असम



**Central Muga Eri Research &
Training Institute**
(ISO 9001:2015 Certified Institute)
Central Silk Board
Ministry of Textiles, Govt. of India
Lahdoigarh, Jorhat– 785700, Assam

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“Notice Inviting Tender”

**Revamping and Re-designing of official website of CMER&TI, Lahdoigarh
Central Silk Board, Ministry of Textiles, Govt. of India.**

No. CMERTI/CSB/6(5)/2009-Comp-WS/4094

Dated: 17/12/2020

Central Muga Eri Recharge & Training Institute (CMER&TI), Government of India, invites sealed bids for Revamping and Re-designing of official website of CMER&TI. This is one time job.

A. General:

1. Before submitting the bids, the bidder should go through the terms and conditions stipulated by the Institute given in Annexure-I.
2. Tender Document can be downloaded from the website (cmerti.res.in/www.csb.gov.in) and also be available at CPPP(Central Public Procurement Portal)

3. Details of Bid: -

a.	Last date & time of Opening bid	11.01.2021 at 3.00 PM
b.	Bid Submission End Date	11.01.2021 at 2.30 PM
c.	EMD	` 3000/- Refundable and shall not bear any interest
d.	Place of receiving the bid	Central Muga Eri Recharge & Training Institute , Lahdoigarh , Assam
e.	Address for communication	Director, CMERTI, Central Silk Board, Ministry of Textiles, Govt. of India, Lahdoigarh, Jorhat – 785700 (Assam).
f.	For Any Technical Enquiry contact	Smt. Asmat Jan. Assistant Director (Comp.) Contact No.: 9596211950

Jalaj Kumar
Director

ANNEXURE-1

1. 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 & ensure "Guidelines for Indian Government Websites" (GIGW) compliant and website Accessibility Guidelines (WCAG) .
- c) Website necessitates incorporation of responsive designing features to ensure that interface displays well on different screen sizes
- d) The bidder should have developed at least one portal of similar nature of More than 50 pages of static content and database driven dynamic content / interactive content.
- e) The bidder shall have to provide services required at Lahdoigarh Jorhat Assam.
- f) The firm may enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.
- g) The successful bidder will have to furnish a performance security of Rs. 10,000/- in the form of pay order in favour of Director, CMER & TI . Performance security will be released after completion of website., No interest shall be payable for the amount of Security deposit

2. Period of validity of bid:

- a) 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.
- b) Tender received from the parties after the deadline will be rejected and returned un-opened to the tenderer.

3. Submission of Bids:

- a) The sealed envelope containing bid documents shall be super-scribed, as "**Revamping and Re-designing of website**" in capital letters. The bidder should specifically provide financial bid and full technical details of the service offered including pay order for ` 3000/- towards EMD. *Tender should be submitted through speed post, register /courior only . fax/telex/emailed tenders will not be accepted*

4. Opening of Bids:

- a) The client will open bids on the scheduled 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 client, the bid shall be opened at the same time and location on the next working day.

5. Clarification of Bids:

To assist the examination, evaluation and comparison of bids , the Client 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.

6. Evaluation of Bids:

- a) The Client will examine the bids to determine whether:

- i. They are complete
- ii. The documents have been properly signed; and
- iii. 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 client 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 client's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- iii. Client may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- iv. Client 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.

v. Client 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.

vi. The client promptly may seek clarification in writing from bidder by email.

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

7. Client's right to accept or reject any or all bids:

a) The Client 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 Client's action.

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

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

8. Prices:

Price quoted for the service will be final without any deviation /escalation.

9. Resolution of Disputes:

a) The Client 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 Client 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 Director, CMER&TI. The mechanism shall be specified in the Special Condition of Contract.

10. 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 Jorhat

11. 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 Client. No tax or duty will be payable by the client.

12. Payment

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

GENERAL TERMS AND CONDITIONS:

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-codes portraying activities of the CMER&TI, Lahdoigarh
- 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.

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 activities with detailed project plan.
- b. Finalization of Project Objectives/Requirements.
- c. Submission of detailed Project Proposal / Plan.
- d. Sign off on detailed project plan, activities, timelines etc from concerned stakeholder.

Phase 2: Design

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

Phase 3: Develop

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

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:

- a. Adherence to commonly accepted standards and practices, including W3C compliance.
- b. Using latest website design technologies
- c. Acceptability on all current user technology platforms; browsers, operating systems, client systems

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

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

Website Goals:

CMER&TI 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.
- To improve CMER&TI'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 analyze 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 ` 10,000/- (Rupees Ten Thousand) only in favour of Director, Central Muga Eri Recharge & Training Institute towards performance Security Deposit within 7 days from the date of acceptance of the tender.

CHECK LIST

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

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

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. GST registration certificate / document	
	ii. Income Tax PAN Number	
	iii. Should have developed at least one portal of similar nature, of More than 100 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	

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

NOTE: -

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

Signature:

Name of the Authorized signatory:

Designation:

Office Seal: