



NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

6, C G O Complex, Lodhi Road

New Delhi- 110 003 , INDIA

www.nielit.gov.in

Request for Proposal (RFP) for Design, Development and Implementation of new common Website for NIELIT (HQ and Centres) integrated with Content Management System in compliance with GIGW

NIELIT/CCU /Tech /38/12 Dated: 13th April 2015]

Place for opening of the bid	Conference Room National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110 003, India
Last Date & Time of Submission of Bid	5 th May 2015 1500 Hrs
Date & Time of Opening of Technical Bid	5 th May 2015 1530 Hrs

Cost of RFP Document: Rs. 3,000/- Only (Rupees Three Thousand Only).

Name of the Bidding Company/ Firm:	
Contact Person (Authorized Bid Signatory):	
Correspondence Address:	
Mobile No: Telephone: Fax:	
Website	
Official E-mail Address	

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INVITATION FOR REQUEST FOR PROPOSAL (RFP)

Ref. No NIELIT/CCU/Tech/38/12 Dated: 13th April 2015

NIELIT invites Request for Proposal (RFP) in the prescribed format from Eligible Bidders preferably engaged in providing web enabled Solutions to Educational Institutions for "Design, Development and Implementation of new Common Website for NIELIT(HQ and Centres) integrated with Content Management System in compliance with GIGW" along with the requisite support viz. Testing, Training, Post Implementation support and maintenance. The schedule of dates is as follows:

S.No	Nature of the project	Design, Development and Implementation of new Common Website for NIELIT (HQ and Centres) integrated with Content Management System in compliance with GIGW.
1	Cost of Request for Proposal (RFP) Document (non-refundable)	₹3,000/- (Three thousand only)
2	Estimated cost of Work	₹26,00,000/- (Twenty Six Lakhs only)
3	Earnest Money Deposit (EMD)	₹1,25,000/- (One Lakh Twenty Five Thousand only)
4	Publishing Date of RFP	13 th April 2015
5	Pre-Bid Conference	20 th April 2015 1100 Hrs
6	Pre-Bid Clarification / Public Corrigendum on Website	23 rd April 2015
7	Bid Submission End Date & Time	5 th May 2015 1500 Hrs
8	Date & Time of Opening of Technical Bid	5 th May 2015 1530 Hrs
9	Date & Time of Technical Presentation	Will be intimated later to the Technically qualified bidders
10	Date & Time of opening of Financial bids	Will be intimated later to the Shortlisted bidders
11	Website for downloading Tender Document, Corrigendum, Addendums etc	http://www.nielit.gov.in http://eprocare.gov.in http://www.deity.gov.in
12	Request for Proposal (RFP) and Financial Bid Validity	180 Days from the date of bid submission

This Request for Proposal (RFP) establishes the fundamental requirement of development of Common website for NIELIT with provision for its Centres too to add, update and access information (independently) pertaining to their activity. Queries related to pre-bid may be sent to the e-mail - shameem@nielit.gov.in in the prescribed format attached at **Annexure 9** latest by **19th April 2015**

Disclaimer

This RFP is not an offer by NIELIT, but an invitation to receive offer from **Eligible Bidders**. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officer of NIELIT with the vendor.

Chapter 1

ABBREVIATIONS & DEFINITIONS

Application Website Development / Project	Development of website / web portal / web enabled application / application website development
Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bid	"Bid" means the response to this document (later defined as RFP) presented in Financial Bid, which is supplied with necessary documents and forms, complete in all respect adhering to the instructions and spirit of this document.
Bidder	"Bidder" means any firm/ agency/ company/ contractor/ supplier/ bidder/vendor responding to Invitation for Bids and who is participating in the Bid.
CERT-In	Indian Computer Emergency Response Team
CMAP	Content Management and Approval Policy
CMC	Contract Monitoring Committee.
CMS	Content Management System
Contract	"The Contract" means a legally enforceable agreement entered into between NIELIT and the selected bidder(s) with mutual obligations.
Day	"Day" means a working day as per Government Of India (GoI).
DeitY	Department of Electronics & Information Technology, Government of India
EMD	Earnest Money Deposit.
GIGW	Guidelines to Indian Government Websites
GoI	Government of India.
Goods	"Goods" means a tangible physical product that can be contrasted with a service which is intangible i.e. all the products which the bidder is required to supply to Purchaser under the Contract.
Lol	Letter of Intent
NIC	National Informatics Centre
NICSI	National Informatics Centre Services Inc.
NIELIT	National Institute of Electronics and Information Technology.
NIT	Notice Inviting Tender.
PC	Procurement Committee
Project Site	"The Project Site", wherever applicable, means the designated place or places.
PSD	Performance Security Deposit (also called as SD/Bank Guarantee)
Purchaser/ Tendering Authority	Person or entity that is a recipient of goods or services provided by a seller (bidder) under a purchase order or contract of sale; also called Buyer, 'NIELIT' in this RFP document.
Request for	Request for Proposal (Bid document), is issuing an invitation for suppliers,

Proposal (RFP)	through a bidding process, to submit a bid on a specific commodity or service.
SAD	System Analysis and Design
SDD	Software Design Development
SLA	Service Level Agreement is an agreement between two parties wherein one is NIELIT and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.
Security Deposit (SD)	Submission of the 10% amount of the Order Value by the Bidder and is retained till the successful completion of the project (as long as the bidder fulfils the contractual agreement).
Services	“Services” means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract. A service is the intangible equivalent of an economic good.
SoW	Scope of Work
SRS	Software Requirement Specification
STQC	Standardization Testing and Quality Certification
SSP	Software Service Provider
URS	User Requirement Specification

Chapter 2

Introduction to NIELIT

Introduction

National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society under the administrative control of Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India. It was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communication Technologies (IECT).

NIELIT, has its presence all over India with at 31 Own Centres besides about 900+ Accredited Centres and around 6000 Facilitation Centres. NIELIT own centres are located at Agartala, Aizawl, Ajmer, Aurangabad, Calicut, Chandigarh with branch office at Shimla, Chennai, Delhi, Gangtok, Gorakhpur with branch office at Lucknow, Guwahati / Tezpur with extension centres at Silchar, Jorhat, Kokrajhar, Imphal with extension centres at Churachandpur, Senapati, Itanagar, Kohima / Chuchuyimlang, Kolkata, , Lunglei (Mizoram), Patna, Shillong and Srinagar/Jammu/Leh with its Headquarters at New Delhi.

NIELIT is engaged in carrying out Education & Training Programs - both in the Formal & Non- Formal sectors in the area of IECT. Its mandate includes development of Industry oriented quality education and training programs in the state-of-the-art areas, to establish standards and to be the country's premier institution for Examination and Certification in the field of IECT. It is also a National Examination Body, which accredits institutes/organizations for conducting courses in the Non-Formal Sector of Education in the field of IT and related areas.

NIELIT Centres are also conducting long-term courses at Postgraduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the Formal Sector. Other long term courses conducted by the Centres are Degree/Diploma Level courses in Electronics Production & Maintenance, Electronic Engineering, Computer Science & Engineering, Masters in Computer Application, and Bachelor in Computer Applications etc., which are affiliated to respective State Universities/Technical Boards.

As for non-formal Sector, NIELIT Centres are conducting various long term courses viz. NIELIT 'O', 'A', 'B' & 'C' level Courses, Computer Hardware & Maintenance O/A Level and O/A/B level courses in Bio-informatics, Entrepreneurship development, etc. depending upon the demand in respective region. NIELIT also offers Course on Computer Concepts (CCC), Basic Computer Course (BCC), Awareness Computer Course (ACC), which are basically IT Literacy Level Courses for anybody and everybody.

NIELIT Centres are also imparting training in Short Term Courses in the areas of Information Technology, Electronics System Design & Manufacturing (ESDM), Maintenance Engineering, ITES-BPO etc. Besides the training activities, NIELIT Centres are offering

consultancy services and undertaking software development projects in addition to Govt. sponsored projects in the area of Education & Training, R & D, etc.

Vision

To develop Excellence and Standards in the areas of Information Technology, Electronics, Communications Technologies and allied verticals by Capacity Building through Skill Development, Accreditation, Examination, Certification, Projects, Consultancy & Services.

Mission

To be a source for generating quality Human Resources through Industry Oriented Courses targeted towards Self-Reliance, Employability and Entrepreneurship.

Objective

The main objectives of NIELIT are

- To generate quality manpower and develop skilled professionals in the area of Information, Electronics & Communications Technology (IECT) and allied fields, by providing world class education & training and accreditation services.
- To provide continuing support to learners and trainers through active design & development of innovative curricula and content aligned with the dynamically changing IECT scenario as and when required.
- To establish a globally recognized quality system of examination and certification and provide a fair assessment of the competency of students.
- To continue to implement various NIELIT Schemes in the Non-Formal Sector in the IECT area.
- To establish standards in the area of IECT and to develop market oriented courses in the emerging areas as per the need.
- To impart continuing education for up-gradation of knowledge and skills of Industry professionals & academicians considering high obsolescence rate in the area of IECT.
- To provide entrepreneurship development program in the area of IECT.
- To develop and promote the culture of market to encourage and nurture industry oriented design and development.
- To provide Consultancy and Services to Government and non-Government Organizations in IECT

Activities of NIELIT (HQ) and its Centres

Core activities of the NIELIT:

Education & Training in the area of Information, Electronics and Communication Technology (IECT) are different from other educational programs of similar nature, in scope and quality, in the following aspects:

- Flexible programs with consistent and timely updating of Course Curricula to conform to industry needs, so that the students graduating from the NIELIT should not only find employment but also be sought after by the Industry.
- Industry participation in the formulation and running of programs, particularly for imparting hands-on-experience.
- Latest Technology is used in all operations of the NIELIT.
- Regular feedback from customers i.e. students and Industry.

The above IT Education & Training Programs are categorized as follows:

- IT Education & Training for fresh students;
- Continuing Education (Refresher training/up-gradation) for working professionals through Short-Term/Long-Term Courses;
- Training of Trainers at various levels; and
- New courses in emerging areas of IECT

NIELIT is also engaged in various large education projects, Implementation of various Government Schemes, Data Processing, Software Development and Consultancy projects in addition to Education & Training Programs.

Accreditation of Institutes

NIELIT designs and regularly updates syllabi of its Courses and also accredits the courses of the Institutes subject to meeting well defined criteria for respective levels, conducts Examinations twice in a year and issues certificates to the successful trainees in respect of all the courses offered under the Scheme. The institutes accredited for either or more of O, A, B and C level of courses are authorized to conduct training for these Courses and offer trainees for the Examinations conducted by this Institute as per schedule. Also trainees are allowed to appear as direct trainees based on self study.

Chapter 3

General Information to Bidders regarding procedure for submission of Tender Document

1. The Tender document has to be downloaded from web site (www.nielit.gov.in or www.deity.gov.in or www.eprocure.gov.in) and be submitted along with **document fee of Rs. 3,000/- (non refundable) and EMD of Rs 1,25,000/-** in form of Crossed Demand Draft/Banker's Cheque in favour of "NIELIT" payable at New Delhi along with Technical Bid and Financial Bid. No physical sale of Application form will be done and there is no exemption from payment of tender document fees and EMD and tenders without requisite fees shall not be accepted.
2. Interested applicants are advised to study the document carefully. Submission of Application shall be deemed to have been done after careful study and examination of the document with full understanding of its implications. The bidder is advised to visit the websites of NIELIT HQ and NIELIT centres, understand the structure of Web portal, Centre websites and online-applications presently in use.
3. The Bidder shall bear all costs associated with the preparation and submission of its bid and NIELIT will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process
4. Bidders are advised to attach a letter from an authorized signatory of the company owning the patent of the technology being offered clearly detailing the deliverables / ownerships and rights for implementation, service, warranty and post sales support.
5. Each offer shall specify only a single solution which is cost effective and meeting the tender specifications
6. Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
7. The Managing Director, NIELIT reserves the right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Managing Director, NIELIT shall be final.
8. **Pre-bid Conference**
NIELIT will host a Pre-Bid Conference of prospective bidders as per the schedule mentioned at page no-3. The representatives of the interested organizations may attend the pre-bid conference at their own cost. The purpose of the conference is to provide bidders with information regarding the tender document and the proposed requirements. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender document. A maximum of two representatives of each Bidder shall be allowed to participate in the conference. The venue for the Pre bid conference is the address provided below:

**Electronics Niketan Building,
6, CGO Complex,
Lodhi Road,
New Delhi - 110 003**

Any change in Venue and Time for Pre-Bid Conference will be displayed on NIELIT website <http://www.nielit.gov.in> a day before the schedule of Pre-Bid Conference.

Enquiries and Clarifications: Enquiries, if any, shall be addressed to:

Sh. Shameem Khan, Joint Director (Systems)
National Institute of Electronics and Information Technology,
Electronics Niketan, 6, CGO Complex, New Delhi – 110 003, India
Ph No: +91 11 24363330, 24367715
Email: shameem@nielit.gov.in

- i. All clarifications that are received by email on or before the date mentioned in the schedule will be addressed by NIELIT in a Pre-bid Meeting. NIELIT shall aggregate and respond to all such clarifications as per the schedule of bidding. This response to clarifications will be issued as a Corrigendum to the original tender document.
- ii. During the course of Pre-Bid conferences, the Bidders will be free to seek clarifications and make suggestions for consideration. The NIELIT shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding Process.
- iii. In respect of clarifications received, the following shall apply:
 - NIELIT reserves the right not to consider any condition that in the sole discretion of NIELIT, is found unacceptable.
 - If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be made available on NIELIT Website (<http://www.nielit.gov.in>).
 - In respect of suggestions / alterations proposed NIELIT may consider them and the result will be published on NIELIT Website (<http://www.nielit.gov.in>).
- iv. If NIELIT deems it appropriate to revise any part of this Tender Document or to issue additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/post, etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://www.nielit.gov.in>). Any such supplement shall be deemed to be incorporated by this reference into this RFP.
- v. In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://www.nielit.gov.in>.

9. Financial Bid

- a) The bidder shall indicate the prices/rates as specified in the format given at **Annexure 11**.
- b) The bidders should quote their most competitive prices/rates.
- c) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the bid liable for rejection. Bidders should ensure that there is no alterations / corrections in the prices/rates submitted by them.
- d) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in the words will be considered. If the bidder does not accept the correction of errors, his/her bid will be rejected.
- e) The prices/rates quoted shall be firm throughout the period of the validity of the

offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

10. Security Deposit/EMD

- a) The bidder should enclose EMD of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand only) in the form of a Crossed Demand Draft/Banker's Cheque drawn on any commercial bank in favour of "NIELIT" and payable at New Delhi, with the Technical proposal/bid.
- b) The bids without EMD shall be summarily rejected.

Forfeiture of EMD: The EMD will be forfeited:

- If the bidder withdraws the bid after quoting and submission / acceptance;
- If the bidder withdraws the bid , or unilaterally amends, impairs or rescinds the offer before the expiry of the validity period the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry for the bid;
- If the bidder fails to comply with any of the provisions of the terms and conditions of the bid specification;
- If the selected bidder fails to execute agreement in prescribed format and furnish the bank guarantee within the prescribed time.

Refund of EMD

- The successful bidder shall be required to deposit Performance Bank Guarantee equivalent to 10% of contract value to NIELIT before release of his EMD.
- EMD shall be refunded to the selected bidder, only after signing of the contract or may be extended as a Bank Guarantee for contract, furnishing of performance guarantee by way of Bank Guarantee as per section Performance Guarantee of the tender document.
- Earnest money will be returned to unsuccessful bidders without interest within 120 days after award of contract or setting aside the tender, as the case may be.

Performance Security Deposit

- a) In case of successful Supplier/ Bidder, the Earnest Money will be adjusted in arriving at the amount of the Performance Security Deposit.
- b) The Supplier/ Bidder shall, within fifteen (15) days of the notification of Contract award, provide a Performance Security deposit for the due performance of the Contract in the amounts and currencies specified in the contract.
- c) The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's/ Bidder's failure to comply with its obligations under the Contract.
- d) Form of Performance Security Deposit: Security Deposit would be for an amount of 10 percent of the value of the awarded contract. Performance Security may be furnished in the form of Bank Guarantee/Fixed Deposit Receipt from a Commercial bank in favour of NIELIT.
- e) EMD will be refunded to the successful bidder on receipt of Performance Security.
- f) Refund of Performance Security Deposit: The Performance Security Deposit shall be refunded after two months of the expiry of guarantee/ warranty period.
- g) Forfeiture of Performance Security Deposit: Performance Security Deposit shall be forfeited/invoked in the following cases: -
 - i. When any terms and condition of the contract is breached.

- ii. When the Vendor/ Bidder fails to provide deliverables after partially executing the purchase/ work order or vendor fails to fulfill its obligation under the contract.
- h) No interest will be paid by NIELIT on the amount of earnest money and performance security deposit.
- i) Proper notice will be given to the Vendor/ Bidder with reasonable time before Earnest Money Deposit/ Performance Security Deposit is forfeited.
- j) Forfeiture of earnest money / performance security deposit shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as well as to take such action against the Supplier/ Bidder such as severing future business relation or black listing, etc, as may be deemed fit.

11. Submission of Bid

The bidder shall use the following format to submit the response:

- ✓ The documents of the Technical Bid shall be placed in lacquer sealed envelope clearly marking "Technical Bid for Design, Development and Implementation of new Common Website for NIELIT (HQ and Centres) integrated with Content Management System in compliance with GIGW".
- ✓ The financial Bid shall be placed in separate lacquer sealed envelope clearly marking it as "Financial Bid for Design, Development and Implementation of new Common Website for NIELIT(HQ and Centres) integrated with Content Management System in compliance with GIGW (Do not open with Technical Bid)".
- ✓ The above two envelopes shall be placed in third envelope, which shall also be appropriately lacquer sealed and marked as "Request for Proposal (RFP) for Design, Development and Implementation of new Common Website for NIELIT(HQ and Centres) integrated with Content Management System in compliance with GIGW"

Documents to be enclosed with the Technical and Financial Bid

The documents shall be as per the below mentioned checklist;

- a) **Cover 1 (Technical Bid)** should contain the following:
 - i) Tender documents duly completed, signed & stamped on each page but without indicating the price.
 - ii) Earnest Money Deposit as prescribed in the form of crossed Demand Draft/Banker's Cheque in favour of "NIELIT" payable at New Delhi
 - iii) Tender fee for Rs.3000/- in the form of crossed Demand Draft/Banker's Cheque in favour of "NIELIT" payable at New Delhi.
 - iv) Supporting documents in respect of Eligibility Criteria.
 - v) Schedule and time line for delivery of the project.
 - vi) Performance statement of last 3 years.
 - vii) Proof regarding past performance of the similar work/services & list of clients.
 - viii) Write up and Presentation on proposed solution indicating broad features, technology used & layouts.
 - ix) Pre-receipt challan for refund of earnest money.
- b) **Cover 2 (Financial bids)** should contain the following:
 - i) Details of rates, taxes, excise duty. These details should be submitted on their letter pad.
 - ii) Rates must be clearly written in figures as well as in words.
 - iii) There should not be any cutting/overwriting.

Note:

- ✓ The bidder shall effectively communicate the solution and shall cover all the requirements as given in the Tender Document.
- ✓ In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- ✓ Submission of Technical Bid and Financial Bid in any other format may result in invalidation of such bids. Bid once submitted cannot be modified.
- ✓ Reproduced / re-word-processed formats or Bidder own formats for the price bids will disqualify the tender. However the Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.
- ✓ All information called for in the enclosed Annexure should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases.
- ✓ If any particular query is not applicable, it should be stated as "Not Applicable".
- ✓ Not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed Annexure or deliberately suppressing the information may result in the bidder being summarily disqualified.
- ✓ If the envelopes are not sealed and marked as required, NIELIT will assume no responsibility for the Bid's misplacement or premature opening.

12. Date and Address for Submission of Bids

Last Date and Address for submission of Tender Document: Last date of submission of proposal is **5th May 2015 1500 Hrs.** Proposals complete in all respect shall be addressed to -

**The Managing Director,
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan Building,
6, CGO Complex,
Lodhi Road, New Delhi - 110 003, India**

Offers sent by post preferably should be sent by Registered Post/SpeedPost. In addition to the above, the inner envelopes shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

13. Late Bids

Any Bid received by NIELIT after the deadline for submission of Bids prescribed in this document, will be summarily rejected and returned unopened to the Bidder. NIELIT shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

14. Acceptance of offer

NIELIT reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason. All responses including commercial and Technical proposals would be deemed to be irrevocable offers / proposals from the Bidders and if accepted by NIELIT, may form part of the final contract between NIELIT and Bidder

15. Excuse from Claim

The Bidder at no point of time can excuse themselves from any claims by NIELIT whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation etc. as mentioned in Tender document.

16. Adherence to Schedule

The Bidder has to adhere to the time schedule of activities mentioned in the Tender Document and no request to change the last date or extend period / time for submission shall be entertained by NIELIT. However, NIELIT reserves the right to extend the date/time for submission of the responses without assigning any reason by notifying in its website.

17. Presentation before Technical Committee

The Bidders will be required to make presentation on technical and operational aspect including the demonstration of the prototype of proposed Website with two – three designs/layouts and technology assigned to the bidder.

18. Software Licenses

The list of software licenses required for the proposed website shall be provided to NIELIT by the selected bidder. However, if the software is open source then stable version should be identified by the bidder.

19. Confidentiality of Process:

Information relating to the examination, clarification, evaluation and comparison of proposals, and recommendations for the award of the Project shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award of work to the successful Bidder has been announced.

20. Right to Termination/Cancellation

Notwithstanding anything contained in this document, NIELIT, reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time, prior to signing the contract and NIELIT shall have no liability for above-mentioned actions.

21. Authentication of Bid

The Bid document should be typewritten and there should not be any overwriting or cutting or interpolation. Signatures and official stamp of bidder's authorized person should be recorded at the bottom on each page of the bid document. The Bid Document shall be signed by a person duly authorized to bind the organization to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. **The person signing the Bid Document shall sign and stamp at the bottom all pages of the Bid Document and each page of the bid document should be properly numbered** and submitted as a package along with forwarding letter on bidder's letter head. **Any correction/ overwriting/ cutting/use of whitener etc. will lead to rejection of the Bid.** All the Bidders have to abide by all the terms and conditions mentioned in this Tender document.

22. Opening of Technical Bids

NIELIT will open technical bid as per schedule. The bidder may depute their representative for the event. The Bidder's representatives who are present shall sign a register evidencing their attendance. Even if no representative of the bidder is available,

the Bids would be opened as per schedule. In the event of the specified date of Bid opening/presentation being declared a holiday for NIELIT, the Bids shall be opened at the appointed time and location on the next working day.

23. Announcement of Bids

The Bidder's names, the presence or absence of requisite fees will be announced at the opening. No bid shall be rejected at the time of Technical Bid opening except for late bids.

24. Clarification of Bids

To assist in the examination, evaluations and comparison of bids, NIELIT may, at its sole discretion, ask the Bidder for clarification on the Bid submitted. The request for clarification and the response shall be in writing by post or email or by facsimile. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Bid shall be rejected. No representation in this regard would be entertained after rejection of the Bid.

25. Completeness of Bids

NIELIT will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

26. Rectification of Errors

Bidders are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. If any interlineations, erasures, alterations, fluid-marking, additions or overwriting are found the bid shall be rejected summarily. Arithmetic errors in bids will be considered as follows:

- (a) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in the words will be considered. If the bidder does not accept the correction of errors, his/her bid will be rejected.
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the evaluation, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern or whichever is logically correct.
- (c) Notwithstanding the above, the decision of the Evaluation Committee shall be final and binding.

27. Rejection of Bid

The Bids shall be submitted in the form of typed document in original. Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the Bidder not conforming to the Tender Document requirements shall not be entertained at all and such Proposal shall be rejected.

Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been blacklisted by a central or any state government or has indulged in any malpractice/ unethical practice and has not honoured contractual obligation elsewhere.

If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, NIELIT reserves the right to reject such a bid at any stage.

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by NIELIT and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or any reservation by the Bidder.

Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.

28. Validity of Bid

Bids shall be valid for acceptance for a period of at least 180 (One Hundred and Eighty) days from the last date of submission of bid. The Bid with lesser validity period is liable to be rejected. However, subject to the validity period of bid being extended further, if required, by mutual agreement from time to time.

29. Opening of Financial Bids

Financial Bids will be opened and compared after the technical evaluation of RFP. **The financial bids will be opened for the shortlisted technically qualified bidders only.** The name of Bidder, bid prices of each Bid, shall be announced by NIELIT during opening of financial Bid.

The date, time and venue of opening of financial bid of the technically shortlisted bidders will be intimated by displaying the same on the website of NIELIT <http://www.nielit.gov.in> only.

30. Undertaking for reasonableness

The bidder will give an undertaking with financial bid that to the best of their knowledge and belief:

- (a) Tendered rates are at par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- (b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
- (c) Services/Products/Goods supplied, will be of requisite specification and quality.

31. Designated Contact person:

Sh. Shameem Khan, Joint Director (Systems)
National Institute of Electronics and Information Technology,
Electronics Niketan, 6, CGO Complex, New Delhi – 110 003, India
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Chapter 4

Terms of Reference

4.1 Objective

NIELIT proposes to identify competent and professional eligible Bidder(s) for "Design, Development and Implementation of new Common Website for NIELIT (HQ and Centres) integrated with Content Management System in compliance with GIGW"

4.2 Scope of Work

4.2.1 Background

NIELIT presently maintains the separate website for HQ (www.nielit.gov.in) and each for its NIELIT Centers/Extension Centres (presently around 20 independent websites) resulting in following maintenance and other issues:

- Sometime same information across various NIELIT's websites is inconsistent and in different formats.
- Look and feel of each various NIELIT's website are different whereas it should be attractive and as per the latest trends in web design.
- Search of any activity like details of course etc becomes difficult for a stakeholder as he has to search multiple websites for getting the desired information.

NIELIT is looking for common website for NIELIT and its Centres in order to have same look and feel for all the users accessing the websites of NIELIT and its Centres and to improve the satisfaction level of various stakeholders by enabling them to get various kind of information in easier and timely manner.

The objectives for implementation of such a system are:

- Consistent information across various centre website & their formats.
- Look and feel of each centre website should be similar, attractive and easily accessible.
- Different activities at different Centres should be available on Single Website.

Through this Tender Document, NIELIT is looking for a common integrated website for its HQ and all its Centres replacing multiple websites. The newly designed/revamped common integrated website shall have a friendly corporate look and shall have options for multiple level of administrator having varied rights so that they are able to maintain the information pertaining to their respective Centre/Domain as per their assigned rights. The integrated website would have a common front end with identical centre information displayed along with independent administrator right to update / access.

The Website to be developed shall meet the requirements of NIELIT and must be GIGW certified from STQC and security audited from CERT-IN/CERT-IN Empanelled vendors and shall be deployed at Data Centre of Govt. of India preferably NIC Data Centre. In addition to above, the selected bidder will also carry out the migration of existing data from NIELIT and its centres websites to the proposed common website. The proposed website should have the provision to remove/deactivate/add the existing/new NIELIT Centre(s) along with their respective content.

The selected bidder will have the sole responsibility to deploy and maintain the website. The selected bidder should assess the capacity planning and assessment for the solution. The competent and professional organizations/firms having proven expertise in System Study, Design, Development, Implementation and Maintenance of Websites / Web Portals / Web enabled applications using latest available technologies like PHP, JAVA, .NET, Open Source CMS such as Drupal etc. are requested to submit their bids against this Tender Document.

4.2.2 Broad scope of work

The work includes:

1. Study, Requirement understanding and Analysis with respect to developing new integrated common website for NIELIT after undertaking the study of the existing Websites:
 - Preliminary study for existing websites of NIELIT.
 - Requirement gathering through consultation with NIELIT.
 - Finalisation of CMS and Database configuration.
2. Design, Development and Maintenance of Common Integrated Website. The new website shall be integrated with technologies like GIS, Payment Gateway, e-Forms, Financial technology devices etc.
3. The website shall have options for multiple level of administrative control having varied rights for all the modules so that they are able to add/modify/remove content through Content Management System (CMS) pertaining to their respective Centre/Domain as per their assigned rights.
4. The website shall have provisions of Content Contributor/Creator, Moderator and Approver System wherein only authorised individual from different NIELIT Centres at different locations can upload the content on the website pertaining to their Centre/respective domain which after the due approval by the approving authority would be available to the Website Manager/Webmaster/Publisher for final uploading onto the website.
5. Website should initially be Bilingual having separated Resource files for Hindi and English and shall have provision for easily supporting other Indian Languages in future. It shall ensure that the content is universally accessible by using Unicode compliant font.
6. Bidder shall carry out the Data migration /Porting of existing data into the new website.
7. The Website to be developed shall meet the requirements of NIELIT and shall comply with the 'Guidelines for Indian Government Websites (GIGW) [click the URL <http://web.guidelines.gov.in/> for reference].
8. Bidder shall get the website GIGW certified from STQC and security audited from CERT-In/CERT-In Empanelled vendors
9. The selected bidder would be required to provide Warranty, Maintenance, and Technical Support from the date of issue of completion certificate, and Annual maintenance of website with onsite technical support as and when required. AMC includes minor additional requirements/minor changes apart from regular maintenance.
10. Identify the training requirements and train the concerned NIELIT staff/officers for successful implementation, updation and maintenance of the developed website. The Training shall include CMS, database and other related features.
11. Preparation of User, Design & Technical manuals and other documents for the developed website in an easy to understandable and User friendly language with proper Diagrams, Screen-shots and charts wherever required.
12. The design should organise business logic and presentation logic separately while developing and implementing the proposed system. Thus, restricting the database queries to be inserted inside the presentation and business logic, rather, it should be written in the Database only.

4.2.3 Indicative Scope of Work

The indicative scope of work regarding Designing, Development, Implementation, and Maintenance of common Website by integrating information & activities of all the NIELIT Centers and HQ is specified as under:

Phase 1: Analysis

- i. Finalizing the detailed list of activities, scope and duration of each of the activity and detailed project plan
- ii. Study of the existing websites of NIELIT HQ and centres which includes database, features and content.
- iii. Detailed discussions with concerned stakeholders to understand the overall objectives of the assignment
- iv. Finalization of Project Objectives/Requirements
- v. Submission of detailed Project Proposal /Plan
- vi. Signoff on detailed project plan, activities, timelines etc from NIELIT

Phase 2: Design

- i. Detailed Requirement gathering and analysis
- ii. Study and analysis of existing /Similar website and include best practices in draft design
- iii. Carry out a System Study to prepare the Software Requirements Specification (SRS) and Functional Requirement Specification (FRS) document
- iv. Detailed High level and Low level application designs
- v. Information Integration and Consolidation
- vi. Client Sign-off for Requirement Analysis
- vii. Preparation of Content Structure/ Information Architecture for the website
- viii. Vendor shall develop appropriate screen layouts and templates for the user feedback
- ix. Approval of prototype (design interface) developed by vendor
- x. Coordination and collection of required content from NIELIT
- xi. Approval on the content gathered by the client department
- xii. Proper backup policy and Disaster Recovery Management
- xiii. Design should comply on all parameters with guidelines issued by Government of India for websites from time to time
- xiv. Comply with website security guidelines issued by NIC, CERT-IN and DeitY, GoI.

Phase 3: Development

- i. Coding / Temporary Demo server
- ii. Content Population and Content Management System
- iii. Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Web site
- iv. Website Application Development
- v. **Designing, development and integration of Website with secured payment gateway**
 - ✓ Integrate Online payment gateway services with acceptance of credit and debit cards (Visa, Master and Maestro) and internet banking of all public/ private banks providing such facility with the existing portal and any new / additional portals as specified by NIELIT from time to time
 - ✓ Generation of receipts/acknowledgement
 - ✓ Automated reconciliation and generate necessary reports etc
- vi. Adherence to Web Application Audit/ Compliance and Approval / Security Features
- vii. 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.
- viii. Developed Website Application should have
 - ✓ Multiple backend systems interfacing capabilities.
- ix. Rigorous testing of Developed website including Unit Testing, Integration Testing, System Testing, Functional Testing, Peak Load Testing etc.

- x. Testing of developed website based upon Compliance to applicable guidelines, Assess the user objective achievement etc
- xi. Ensure that the website is GIGW Compliance certified by STQC
- xii. Completed website components for UAT
- xiii. UAT Sign-off by NIELIT
- xiv. Modification based upon user feedback
- xv. Sign off on developed website by NIELIT

Phase 4: Operation and Maintenance support

- i. Identify and execute training requirements for successful execution of integrated website
- ii. Creations of necessary documents and User Manual for training
- iii. Support in handover of website to NIELIT
- iv. Support on Training / Demo as and when required
- v. Warranty Maintenance
- vi. Annual Maintenance of website
- vii. Designing interface/ mechanism for Mobile based application

4.2.4 Indicative Deliverables

This section provides indicative deliverables; however actual deliverables will depend upon project specific requirements and will be finalized in consultation with NIELIT.

- i. SRS, High Level Design and Architecture Documents
- ii. Performance Test Reports
- iii. Security Test Reports
- iv. UI Usability Report
- v. Deployment Script
- vi. User Manual and SOP
- vii. Technical and Design Manual
- viii. Data Backup Process and Archival Process
- ix. Requirement Traceability Matrix
- x. Source Code
- xi. Infrastructure design document
- xii. Data Migration Utility
- xiii. Data Model
- xiv. GIGW compliant certificate from STQC and Security Audit certificate (Safe to Host certificate) from CERT-IN/ CERT-IN Empanelled agencies before hosting the services.

4.2.5 Indicative List of Required Features to be included in the Website

In addition, the common integrated website catering to the needs of all NIELIT centres and HQ should include the following:

- a) Finalisation of backup policy and Disaster Recovery Management.
- b) Dynamic Website with Content Management System (CMS).
 - i) **Administrative control for all the modules for each NIELIT Centre and NIELIT HQ who will add/modify/remove content, headings, sub headings, images, documents, menu, navigation links, URLs, etc for their respective Centre/Domain as per their assigned rights through Content Management System (CMS) in a standardized template.** Administrative control to be given to NIELIT HQ for deactivating /adding/removing the new/existing NIELIT centres along with their content like headings, sub headings, images, documents, menu, navigation links, URLs and other relevant information.
 - ii) User administration services should be an integral part of the Enterprise Content Management facility inbuilt with the site.
 - iii) Secure login-in for each user along with audit/log trail.
 - iv) One login for Super Administrator at HQ and one login for Administrator of each Center.

- v) Super Administrator can create/edit/assign/delete roles, users along with audit/log trail.
 - vi) HQ/Centre Administrator can create table(s) within the database of concerned HQ/centre from the front-end. Also, can access the database from the front end. Any updation to the centralized DB will be broadcasted to the other relevant DB of Centres.
 - vii) CMS should have feature of Content Contributor/Creator, Moderator and Approver System. The Content Management should be able to create and upload the pages daily/weekly/ or on frequent basis with appropriate flow required for authenticate content on site. The website shall have options for multiple level of administrative control having varied rights for all the modules so that they are able to add/modify/remove content through Content Management System (CMS) pertaining to their respective Centre/Domain as per their assigned rights.
 - viii) Feature of auto periodic backup of webpage's and database – NIELIT centre wise and consolidated.
 - ix) Content updation will be managed through a content management system by respective administrator of HQ/Centre.
 - x) The Design should support the Dynamic Generation of Links on the page.
 - xi) The Design should support the Dynamic Menu and Sub Menu which can be easily administrated through Admin.
 - xii) The Design should support the single sign On (Connect Once-Access everywhere).
 - xiii) Design and Content Management should support Extensive Website Analytics and Statistics to be provided. Traffic reports, visitor analysis, duration analysis, content wise analysis, top landing pages and top exit pages, other statistical reports should be provided as per requirement of NIELIT.
 - xiv) Website Design should provide up to date site Map that is linked to home page as well as to all important entry pages of the Website.
 - xv) The Content Management Infrastructure should give the flexibility to modify the design when major event has to be publicized.
 - xvi) Search feature for enabling the global search and directory search based on their roles and respective NIELIT Centres websites.
- c) Look and feel should be attractive and as per the latest trends in web design.
- i) All items will be aligned appropriately and layout should be consistent on all the pages.
 - ii) Styles, Fonts and colour shall be consistent across the website.
 - iii) Common information about NIELIT such as mandate, objective, vision, mission, Constitution of Governing Council, Management Board, etc. along with information related to standardized courses such as CCC, BCC, DOEACC O/A/B/C – Level courses, Accreditation Norms, etc., shall be placed on the main page of the website.
 - iv) Graphic Design of the website should be Professional, having Corporate Look and shall also be in-line with International Standards/Practices.
- d) Audit Trail should be maintained throughout the webpage's and database.
- i) Login attempts with time, IP Address, etc.
 - ii) Any change in content/page of the website with time, IP Address etc.
- e) Website should be easy to navigate for prospective stakeholders & visitors of NIELIT. There shall be provision for viewing/searching contents/information regarding selected NIELIT centre(s) also.

- f) Website should have features of publishing FAQs, Admit Cards, Results, advertisements, recruitments, notices, tenders, office orders, office memorandums, etc under the proper head. Admit Cards, Results etc are dynamically published using Database integration. All types of content should be delivered through the Website. The indicative content types may be HTML documents, Word Documents, PDF documents, Images, Photographs, Multimedia files, audio/ video files etc.
- g) Auto Archival feature which will transfer the expired content in the Archive section as per the approved archival policy. Archival Section will be available in each module and can be retrieve using search option with appropriate filters.
- h) Website should be accessible on all platforms and all major popular browsers (e.g. Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Opera, etc).
- i) Portability to any of the Mobile Platforms.
- j) Website must be compliance and compatible as follows:
 - i) Vendor should get the GIGW compliant certificate from STQC.
 - ii) Mobile browser compatibility (Smartphones & Tablets).
 - iii) Design and Development should support resizing the text without use of assistive technology.
- k) Website must have security features as follows:
 - i) Vendor should also get the Security Audit certificate (Safe to Host certificate) from CERT-IN/ CERT-IN Empanelled agencies before hosting the services.
 - ii) Free from OWASP Vulnerabilities (Open Web Application Security Project).
 - iii) Captcha Code on all forms, wherever required.
 - iv) Strong Password Policy.
 - v) Storing of any kind of username and password in the encrypted form in the database.
 - vi) Session Management.
 - vii) Audit/Log Trail.
- l) Website have feature to send the EMAIL/SMS notifications to stakeholders in the following cases:
 - i) After publishing of approved content on the website for acknowledgement.
 - ii) After each step of Content Contributor, Moderation and Approval.
 - iii) When the content is near to its expiry date.
- m) Website should have galleries like Picture, Video, Latest News, Press News, Sitemap etc.
- n) The common Website to be implemented using any Open Source based Content Management System (CMS) like Drupal or WordPress by keeping a centralized code repository and database can be kept either as individual or as centralized.
- o) No Separate sub-domain name for all centres. There is only one domain like www.nielit.gov.in and should use sub directories like www.nielit.gov.in/calicut for various centers and if each centre desires further sub-domains may also be created.
- p) Provision for VPN access to all NIELIT Centres
- q) Provision for sharing the code repository and access to the central repository.

Note: Features requirements indicated above are bare minimum. It does not limit Bidders to give better system.

4.3 Schedule and time line for delivery of the project

The maximum time for completion of project is within 04 months from the date of award of contract including testing and implementation of the proposed website.

Phase 1, 2 & 3 under detailed scope of work mentioned above are most important. Project has to be completed within timelines.

S No	Milestone	Time Allowed
1	Analysis of the Project	7 days
2	Submission of Detailed Project Plan	7 days
3	Sign Off and acceptance by NIELIT	7 days
4	Any Changes suggested by NIELIT and Resubmission	3 days
5	Detailed Requirement gathering and analysis including Study and analysis of existing/Similar website and include best practices in draft design, Carry out a System Study to prepare the SRS, including Detailed High level and Low level application designs, Information Integration and Consolidation and submission of SRS document	25 days
6	Client Sign-off for Requirement Analysis, Preparation of Content Structure/ Information Architecture for the website, development of appropriate screen layouts and templates for the user feedback, Approval of prototype (design interface) developed, Coordination and collection of required content from NIELIT (Design should comply on all parameters with guidelines issued by Government of India for websites, Comply with website security guidelines issued by NIC and DeitY, Gol)	10 days
7	Approval on the content gathered by the client department,	5 days
8	Development of the website including Security Audit & GIGW	40 days
9	UAT	13 days
10	Hosting of the Website	3 days
11	Training	Mutually Decided

Chapter 5

DELIVERABLES FROM THE BIDDERS

5.1 Design, Development and Implementation of a Common Integrated Website

NIELIT has envisaged the following activities that are required to be taken up by the Bidder to achieve the objectives:

- i. To conduct the User Requirement Study, System Requirement Study as per the Chapter 3 – “Terms of Reference” and to finalize the requirements in consultation with NIELIT.
- ii. Develop “Visual Prototype” and obtain approval from NIELIT, Preparation and submission of SRS, SDD, etc.
- iii. Development of Single Integrated Website after getting the approval of prototype website.

iv. Testing

The bidder shall thoroughly test the website for load, quality and performance along with proper functioning at its site before deployment of the software on production environment.

- a) In addition to above, NIELIT may hire services of third party to certify the website for load, quality and performance at its own cost to ensure proper functioning of the website. The suggestions given by the third party, if any would be mandatory for the bidder to implement and to incorporate and to execute the same from time to time.
- b) Final approval/User Acceptance of the website shall be given by NIELIT after the testing and successful implementation.
- c) The website thus developed and tested shall be hosted at NIC Data Centre and maintained by the bidder.
- d) The bidder shall be required to provide performance tuning parameters/configuration of the Server/OS/Application Server software on which the website would be hosted for efficient working of the Website.

v. Security Audit and GIGW Compliance

Vendor shall get the website GIGW certified from STQC and security audited for “Safe to Host” certification from CERT-IN/CERT-IN Empanelled vendors before deploying the website in production environment at Data Centre of Govt. of India preferably NIC Data Centre. The cost of security audit and GIGW certification will have to be borne by the bidder only.

vi. Source Code, Proprietorship and Patent

Vendor will be responsible to provide the latest and complete source code which can be compiled and deployed by NIELIT along with all the requisite software (Source Code, Libraries, IDEs etc.). NIELIT will be the sole proprietor of the website developed and any patents arising out the work shall be of NIELIT, and vendor will have no claim on the same.

vii. **Deployment of System**

Deployment shall include implementation and maintenance of the developed website.

- a) Bidder shall submit ideal minimum deployment requirements for the proposed website that will be sufficient for the smooth functioning of the system without compromising the performance.
- b) These deployment requirements should consist of minimum required hardware, software, and networking items / components that NIELIT needs to arrange for the successful installation and implementation of website.

viii. **Preparation of Master Data**

The bidder shall be responsible for creation of one time Master Data regarding NIELIT HQ, NIELIT Centers, etc. required for implementation of website under the supervision of designated officers of NIELIT HQ and all NIELIT centres.

ix. **Hands on Training over the developed Website**

- a) The bidder shall provide hands on user training to NIELIT staff for proper functioning, management of the website.
- b) The training shall be conducted for at-least two days at NIELIT HQ, Calicut, and Kolkata.
- c) The Training Plan shall be mutually decided between NIELIT and the Bidder.
- d) Training shall be provided on the basis of Training to Tutor model.
- e) During training, user manuals for the website shall be provided by the successful bidder.
- f) No extra cost would be borne by NIELIT on account of this.

5.2 **Post Implementation Support/Warranty (Support after UAT)**

The Bidder shall be responsible for installation, administration and maintenance of the website for the period of Warranty after successful implementation and porting of data of all NIELIT centres and HQ. The warranty would be for a period of **ONE year** after the successful implementation of the website and the warranty period would commence after the sign off of UAT.

- During the Warranty period, the bidder shall perform all the upgrade/new version update free of cost.
- Any call shall have to be attended within 24 hours and any major software issue shall be resolved within 2 days of being reported or as mutually decided upon. In case the solution requires more time, the bidder should report to the concerned nodal officer within given time frame in writing with the requisite details for approval.

5.3 **Requirements and Expected Features of Proposed Integrated Website**

- a) **Browser Independent:** The website so designed and developed should be compatible with all popularly used browsers.
- b) **Software Platform:** The website should be developed using open source technology and CMS. Source code should be well documented. NIELIT shall have the right to approve the coding practices and may ask the firm, at any time, to change full or some part of the code according to the pattern suggested.

- c) The website should have user friendly Graphical User Interface (GUI) and should enable role based access rights to each user. The interface needs to be developed for the users as per the URS and SRS approved by NIELIT.
- d) The website should be so designed and developed that it gives a feel of a portal with International Level Institute look, shall be User friendly, Easy to access or navigate, and should attract the students/ visitors and prospective stakeholders.
- e) The Page download response should be quick and fast
- f) The necessary set up and Licenses required for the Security set up should be mentioned in the SRS document prepared.
- g) The MIS report - Drill Down Reports, Matrix reports and other required reports to be developed for the Website.

Note: Features discussed above are indicative. It does not limit Bidders to give more features as per best practices elsewhere.

Chapter 6

Bid evaluation criteria and selection procedure

The Bidding process below specifies the procedures that would regulate the overall bidding process. It contains standard provisions that have been prepared to Design, Prepare, Advertise/ Publish, Submit, Open, Evaluate, Compare bids and Award of Contract and are to be strictly adhered to by the bidder.

6.1 Guiding Principle for Evaluation of Bids

- a. The tendering authority shall determine to its satisfaction whether the selected Bidder that has submitted the best and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- b. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder and/or presentation by the Bidder.
- c. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the tendering authority shall proceed to the next best bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- d. The tendering authority/ procurement committee, in observance of best practices, shall: -
 - i. Maintain the bid evaluation process strictly confidential as per the details below.
 - ii. Reject any attempts or pressures to distort the outcome of the evaluation, including Fraud and corruption.
 - iii. Strictly apply only and all of the evaluation and qualification criteria specified in the Bidding document.

6.2 Confidentiality

- a) Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract award.
- b) Any attempt by a Bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of his Bid.
- c) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the tendering authority on any matter related to the bidding process, he/she is allowed to do so in writing.

6.3 Clarifications of Bids

- a) Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the tendering authority shall not be considered.
- b) No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the tendering authority in the evaluation of the Commercial/ Financial Bids.

6.4 Evaluation of Bids

- a) The tendering authority shall evaluate each Bid that has been determined, up to the stage of the evaluation, to be substantially responsive.
- b) To evaluate a Bid, the tendering authority shall use all the criteria and methodologies defined in this document.
- c) To evaluate a Bid, the tendering authority shall consider the following: -
 - i. The bid price as quoted in accordance with bidding document.
 - ii. Price adjustment for correction of arithmetic errors in accordance with bidding document.

6.5 Evaluation of Technical Bids

Weigtage during technical evaluation

The technical bids of the participating bidders after initial scrutiny will be assessed by the committee / officers of NIELIT. If required, bidders may be asked to make presentation before the committee formed by NIELIT. Only Pre-qualified bidders would be given opportunity for presentation as decided by the committee.

The criteria for qualification

1. Minimum marks in each criterion as per the column four(**Minimum Marks required**).
2. A total of 50 points for qualifying for opening of financial bids.

S.No.	Criteria	Max. Marks	Minimum Marks required	Marks obtained
1.	ISO, SEI CMMI certification.	05	2	
2.	Adequacy of proposed approach & methodology, in line with the requirement	25	15	
3.	Past experience in Design, Development & Maintenance of Website.	05	2	
4.	Experience in Design & Development of Govt./PSU/ Corporate bodies website	20	10	
5.	Schedule and time line for delivery.	10	5	
6.	Innovation content of the proposal/ technical solution, suggested layout.	20	10	
7.	Technical team and other resources availability with bidder	15	6	
	Total Marks	100	Min 50 needed in total	
2, 6 will be evaluated based on proposed solution, presentations (if required & invited to do so) /discussions with bidder and the proposed solution's ability to meet the FRS.				

These marks would not be counted on subsequent stages and the financial bid will be opened, only if the bidder qualifies this criteria.

6.6 Evaluation of Commercial/Financial Bids

The Commercial bids of the technically qualified bidders will only be opened and evaluated.

1. The rate should not be provided as a percentage figure but in absolute Indian Rupees.
2. The rate quoted shall be reasonable and valid for the period of contract from the date of opening of technical bid. The period can be extended with mutual agreement.
3. To arrive at the final score of a bidder, the financial scores of the technically qualified bidders will be evaluated on the basis of Total Amount (Column (F)) in Financial Bid(Annexure-11).

All bids shall be ranked as L1,L2,L3 and work will be awarded to L1 (Lowest quote as per financial score).

Chapter 7

General Terms and Conditions

1) Income Tax, VAT/ Service Tax Registration and Clearance Certificate

No Bidder who does not hold a valid PAN from Income Tax department and who is not registered under the VAT/ Sales Tax and Service Tax Act prevalent in the State where his business is located shall tender. The VAT and Service Tax Registration Number should be quoted and a VAT and Service Tax clearance certificate from the Commercial Taxes Officer of the Circle concerned valid on the date of submission of tender shall be submitted without which the tender is liable to rejection.

2) Contract Documents (Non – Disclosure Agreement)

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Bidder shall not, without prior written consent from NIELIT, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of NIELIT in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract.

Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance. The Bidder shall not, without prior written consent of NIELIT, make use of any document or information made available for the project, except for purposes of performing the Contract. All project related documents issued by NIELIT, other than the Contract itself, shall remain the property of NIELIT and shall be returned (in all copies) to NIELIT, on completion of the Bidder's performance under the Contract if so required by NIELIT.

3) Interpretation

- a) If the context so requires it, singular means plural and vice versa.
- b) **Commercial Terms:** The meaning of any trade term and the rights and obligations of parties there under shall be as prescribed by commercial terms. All the terms shall be governed by the rules prescribed in the current edition of commercial terms, published by the Indian Chamber of Commerce at the date of the Invitation for Bids or as specified in the bidding document.
- c) **Entire Agreement:** The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- d) **Amendment:** No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by duly authorized representatives of each party thereto.
- e) **No waiver:** Subject to the conditions (f) and (g) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- f) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- g) The contract shall be governed by the provisions of GFRs and instructions issued by various government organizations (e.g. but not limited to Ministry of Finance, CVC

etc.) having jurisdiction to issue orders/instructions of procurement related matters. In case the provisions of Contract/Agreement/this Document are at variance with the Orders/Instructions issued by such government organizations. The Orders/Instructions will prevail.

- h) **Severability:** If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
- i) In case of any ambiguity in the interpretation of any of the clauses in the tender document, the interpretation of the clauses by Authorized Representative of NIELIT shall be final and binding on all parties.

4) **Language**

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/ Bidder and the Purchaser, shall be written in English and/or Hindi languages only or as specified in the special conditions of the contract.
- b) Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate and authenticated translation of the relevant passages in English language. Supporting material, which is not translated in English and/or Hindi, will not be considered for evaluation.
- c) For the purpose of evaluation and interpretation of the proposal, the English and/or Hindi language translation shall prevail.
- d) The Supplier/ Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

5) **Notices**

- a) Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term "in writing" means communicated in written form with signatures. Faxes/emails shall be followed by written signed letter.
- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

6) **Applicable Law**

- a) The contract shall be interpreted in accordance with the laws of the Union of India and the Delhi Government.
- c) **Governing Law and Choice of Forum :**
 - a) The laws of India shall govern this project. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at Delhi (India).
 - b) Any suit/legal action filed by any third party on account of the services provided by the contractor against any item related/pertaining to this project shall be settled by the contractor at his own cost. NIELIT will NOT be a party to the same.

7) **Deliverables**

The bidder shall be single point of contact with NIELIT and shall be solely responsible for the execution & delivery of the work. The bidder whose tender is accepted shall arrange to start the services as mentioned in the bid document as per Deliverables from the Bidders mentioned in Chapter 4 of this Tender Document.

8) **Terms of Payment**

- a) The currency or currencies in which payments shall be made to the Bidder under this Contract shall be Indian Rupees (INR) only and shall be paid only after

- successful completion, implementation, hosting and sign off of the UAT of the website.
- b) No advance payment shall be made including payments of handling charges/service charges etc. under any circumstances to the bidder.
 - c) All remittance charges will be borne by the bidder.
 - d) The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.
 - e) In case the bidder fails to execute the contract, NIELIT shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
 - f) Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.
 - g) All payments to the Bidder shall be made through RTGS only for which they are required to submit the following information:
 - Bank Account Number
 - IFSC Code.
 - Bank Details.
 - h) **Tax deduction at source:** All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. NIELIT shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments. The supplier shall furnish to the purchaser registration No. under works tax and PAN(for TDS), as applicable
 - i) For all services supplied, the Bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed/incurred until delivery of the contracted products or services.
 - j) If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder or its employees in connection with performance of the Contract, an adjustment as per the terms of this RFP shall be applicable and Contract Price shall be made to take into account any such change in such manner as prescribed herein the RFP.

9) Rates/ Prices

The rates quoted shall remain firm during the period of contract.

10) Standard of performance

- a) The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques.
- b) The Bidder shall adhere to professional, engineering and consulting standards recognized by international professional bodies while observing sound management, technical and engineering practices.
- c) It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to NIELIT.
- d) The Bidder shall always support and safeguard the legitimate interests of NIELIT, in any dealings with the third party.
- e) The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology, prevalent in India.

- f) The Hardware, Software and other services provided under this contract shall conform to the standards laid down in the Scope of Work and Technical Specifications and Requirements. The security of the system should be foolproof and shall be treated “not foolproof”, where unauthorized persons being able to access/infiltrate in to the system. The system may be the software or a process adopted by vendor.
- g) The vender **shall be liable** to NIELIT for financial losses by way of some of system and process failure.

11) Copyright

The copyright in all documents and other materials containing data and information furnished to NIELIT by the Bidder herein shall remain vested in the Bidder, or, if they are furnished to NIELIT directly or through the Bidder by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

12) Intellectual Property Rights

No software or services covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien.

The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

13) Confidentiality

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or NIELIT’s business or operations without the prior consent of NIELIT.

NIELIT also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described herein as “confidential information”, belonging to the Bidder and which may come into the possession or custody of NIELIT in the course of providing services by the Bidder hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof either for its own benefit or for the benefit of others directly or indirectly. (Subject to provisions of the law of the land)

14) Penalty Clause / Liquidated Damage

If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the contractor and not in any way attributable to the delay on the part of NIELIT, a penalty @ 0.25% of the bid value, per day (subjected to maximum 10%) may be imposed.

If the delay exceeds for the penalty of more than the maximum penalty of 10%, then the contract shall be terminated with immediate effect and no clarification/justification will be entertained by NIELIT in this regard. Further, if the delay adversely affects the hosting of website, the security deposit and performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract. NIELIT may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the contractor.

15) Consortium

No consortium will be entertained by NIELIT. The bidder shall hold the full responsibility of the contract. Any consortium formed by the bidder at his end which was formed either to gain entry into the agreement with NIELIT or during the project for the execution of the agreement will be at the sole risk and responsibility of the bidder and would lead to rejection of tender or termination of contract with penalty.

16) Subcontracts

The Bidder shall not subcontract the awarded contract or part thereof.

17) Delays in the Bidder's Performance

Developing and successful hosting of the new common integrated website as per the timelines is the essence of the work and performance of the Services shall be made by Bidder in accordance with the approved time schedule as committed by the bidder and notified from time to time by NIELIT to the bidder and will become the forming part of the Contract Agreement.

The activities involved are time bound and it is expected that no extension of time for performance of any activity/ activities will either be sought or given in this project. However, if at any time during the course of the contract, the Bidder encounters conditions impeding the timely delivery of the items and the performance of the service, the Bidder shall promptly notify to NIELIT in writing the fact of the delay, its likely duration and its cause(s). NIELIT will evaluate the situation and in the exceptional circumstances and in the interest of work may extend the Bidder's time for execution of said item of work.

Delay on part of the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of penalty unless an extension of time is agreed upon.

18) Termination

a) Termination for Insolvency

NIELIT may at any time terminate the Contract by giving Notice to the Bidder/Contractor if the Bidder/Contractor becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Bidder/Contractor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to NIELIT. Performance Guarantee Bond/Security in any form submitted by the contractor shall stand forfeited.

b) Termination for Default

- i. The NIELIT may, without prejudice to any other remedy for breach of contract, by 15 (fifteen) days notice in writing of default sent to the Bidder/Contractor, terminate the contract in whole or in part if the Bidder/Contractor: -

- a. has abandoned or repudiated the Contract; or
- b. has without valid reason failed to commence work on the project promptly; or
- c. persistently fails to execute the Contract in accordance with the Contract or persistently neglects to carry out its obligations under the Contract without just cause; or
- d. refuses or is unable to provide sufficient Documentation, Services, or labour to execute and complete the project in the manner specified in the agreed and finalized Project Plan; or
- e. makes default in proceeding with the works/job with due diligence and continues to do so after a notice in writing of seven (7) days from NIELIT; or
- f. has obtained the contract as a result of ring tendering, or with illegal measures; or
- g. information submitted/furnished are found to be incorrect; or
- h. persistently disregards the instructions of NIELIT in contravention of any provision of the Contract; or
- i. fails to adhere to the agreed program of work; or
- j. assigns or sublets the work in whole or in part thereof without prior written consent of NIELIT; or
- k. performance is not satisfactory; or
- l. fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by NIELIT; or
- m. fails to perform any obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
- n. makes an arrangement with or assignments in favour of his/their creditors or agrees to carry out the contract under a committee or inspection of his/their creditors; or
- o. in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract; or
- p. commits breach of any condition of the contract.
- ii. If NIELIT terminates the contract in whole or in part then amount of performance security deposit (PSD) will be forfeited.
- iii. No claim/compensation shall be payable by NIELIT as a result of such termination.
- iv. NIELIT shall reserve the right to get work completed at the risk and cost of the contractor and to recover from the contractor any amount by which the cost of completing the work by any other agency shall exceed the value of the contract.
- v. The contractor shall have no claim to compensation for any loss sustained by him by reason of having entered into any commitment or made any advances on account of or with a view to the execution of works or on account of loss of expected profits.
- vi. The above shall be without prejudice to any other remedies/rights/claims etc. that may be available to NIELIT under the law.

c) Termination for Convenience

- i. NIELIT, by Notice sent to the Bidder/Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

- ii. Depending on merits of the case the contractor may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.
- iii. Either party may terminate the contract by giving a notice of 90 days.

19) Disputes and Arbitration

In the event of any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred (as per the Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof) to the sole arbitrator to be appointed by the Secretary, Department of Electronics & Information Technology, Government of India. The award of the arbitrator shall be final and binding on both the parties. The Delhi courts shall have jurisdiction for any disputes and the venue for arbitration shall be Delhi. Fee payable to the Arbitrator has to be shared equally by the parties.

20) Reservation of Rights

NIELIT reserves the right to:

- a. Extend the Closing Date for submission of the Proposals
- b. Amend the proposal requirements at any time prior to the Closing Date, provided that the amendment is displayed on the NIELIT Website <http://www.nielit.gov.in>.
- c. Seek information from the bidders on any issue at any time.
- d. Allow a Bidder to change its Technical proposal if the same opportunity is given to all Bidders.
- f. To accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone options for which bid has been invited or distribute options to more than one bidder.
- g. Terminate or abandon this procedure or the entire project whether before or after the receipt of proposals.
- h. Seek the advice of external consultants to assist NIELIT in the evaluation or review of proposals.
- i. Make enquiries of any person, company or organization to ascertain information regarding the Bidders and its proposal.
- j. Reproduce for the purposes of this Procedure the whole or any portion of the Proposal despite any copyright or other intellectual property right that may subsist in the Proposal.

21) Force Majeure

- Notwithstanding anything contained in the Bid Document, the contractor shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- For purposes of this clause "Force Majeure" means an event beyond the control of the contractor and not involving the contractor's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive measures for fire breakdown must be followed otherwise will not be applicable here. The decision of NIELIT, regarding Force Majeure shall be final and binding on the Bidder.
- If a Force Majeure situation arises, the contractor shall promptly notify to the NIELIT in writing, of such conditions and the cause thereof within 15 days of occurrence of such event. Unless otherwise directed by NIELIT in writing, the contractor shall continue to perform its obligations under the agreement as far as reasonably

practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- NIELIT may, terminate this agreement by giving a written notice of a minimum 15 days to the contractor, if as a result of Force Majeure; the contractor is unable to perform a material portion of the services for a period of more than 60 days.

22) Local Conditions

The Bidder shall inspect the sites of operation and shall satisfy itself of the conditions and/or availability of required resources and shall apprise itself of the procedure to be adopted and shall collect any other information that may be required before submitting the bid. Claims and objections due to ignorance about such things shall not be considered after the submission of bid.

23) Change Requests/ Management

- a. NIELIT may at any time, by a written order given to the firm, can make changes within the general scope of the Agreement w.r.t increase or decrease in the number of items specified for maintenance contract.
- b. The change request/ management procedure will follow the following steps: -
 - **Analysis and evaluation of the Change Request** - Impact of the change in terms of the estimated cost and the items impacted will be analyzed and documented by successful bidder.
 - **Approval or disapproval of the change request** – NIELIT will approve or disapprove the change requested including the additional payments, after discussion with successful bidder on the impact of the change on schedule.
 - **Implementation of the change** – The change will be implemented in accordance to the agreed cost, effort, and schedule.
 - **Verification of the change** - The change will be verified by NIELIT on implementation of the change request.
- c. All changes outside the scope of contract agreed to herein which may have likely financial implications in terms of the overall cost/ time of the project shall be undertaken by successful bidder only after securing the express consent of NIELIT.
- d. In case of non-receipt of consent of NIELIT within a period of 10 working days from the date of communication, then the change will not be carried out.
- e. The impact of the change in terms of the cost and schedule will be re-estimated and such approval on the new cost and schedule will be taken, if the change is approved after the 10 working days.

24) Special Terms and Conditions

- a) The exact scope of work, deliverables, milestones and timelines shall be mutually decided later at an appropriate time looking to the requirements of the project. However, the decision of the tendering authority, in this regard, shall be final and binding upon the firm.
- b) Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of NIELIT. Such offers will not be valid quotations. Offers sent through telegram/telex, and offers not submitted in the standard formats given in the tender document will be summarily rejected.
- c) The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.. In case the bidder fails to execute the contract, NIELIT shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- d) Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
- e) The Managing Director, NIELIT reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the

Director, NIELIT shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for One year and extendable further at the discretion of competent authority.

25) Patent Indemnity

- a) The Bidder shall, subject to the NIELIT compliance with sub-clause (b) below, indemnify and hold harmless the NIELIT and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the NIELIT may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other IPR registered or otherwise existing at the date of the Contract by reason of: -
- i. the installation of the Products/Services by the Bidder or the use of the Products/Services in the country where the Site is located; and
 - ii. the sale in any country of the products produced by using the Products/materials purchased under the contract.

Such indemnity shall not cover any use of the Products/Services or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Products/Services or any part thereof, or any Products/Services produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Bidder, pursuant to the Contract.

- b) If any proceedings are brought or any claim is made against the NIELIT out of the matters referred to above, the NIELIT shall promptly give the Bidder a notice thereof, and the Bidder shall at its own expense and in the NIELIT's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- c) If the Bidder fails to notify the NIELIT within fifteen (15) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the NIELIT shall be free to conduct the same to the cost of Bidder.
- d) The NIELIT shall, at the Bidder's request, afford all available assistance to the Bidder in conducting such proceedings or claim, and shall be reimbursed by the Bidder for all reasonable expenses incurred in so doing.

26) Criminal Charges and Conviction

The Bidder warrants that it has disclosed and will continue to disclose during the term of this Contract full details of all criminal convictions and all pending criminal charges against it or any of its personnel and associates that would reasonably be expected to adversely affect the Bidder and the company who owns the patent of the technology being offered or the Bidder's capacity to fulfill its obligations under this contract.

27) Change in Laws & Regulations

If after the date of proposal submission, any law, regulation, ordinance, order or by-law having the force of law is enacted, promulgated, abrogated or changed which shall be deemed to include any change in interpretation or application by the competent authorities, that subsequently affects the costs and expenses of the Bidder and/or the Time for Completion, the Contract Price shall be correspondingly increased or decreased, and/or the Time for Completion shall be reasonably adjusted to the extent that the Bidder has thereby been affected in the performance of any of its obligations under the Contract.

28) Compliance with Laws

- The Bidder and the company who owns the patent of the technology being offered shall undertake to observe, adhere to, comply with and notify NIELIT about all laws in force or as are made applicable in future, pertaining to or applicable to the

Bidder's business, their employees or their obligations towards employees and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect NIELIT and its employees/officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

- The Bidder and the company who owns the patent of the technology being offered shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc, as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate NIELIT and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and NIELIT shall give notice of any such claim or demand of liability within reasonable time to the Bidder.
- The Bidder agrees that the Bidder shall not be entitled to assign / sub lease any or all of its rights and or obligations under this tender and subsequent Agreement to any entity including Bidder's affiliate without the prior written consent of NIELIT.

29) Conflict of Interest

NIELIT considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under NIELIT's Procurement Ethics.

In pursuance of NIELIT's Procurement Ethics requirement that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, NIELIT will take appropriate actions against the bidder, if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently all Bidders found to have a conflict of interest shall be disqualified.

A Bidder may be considered to be in a conflict of interest with one or more parties in the bidding process if, including but not limited to:

- have controlling shareholders in common; or
- receive or have received any direct or indirect subsidy from any of them; or
- have the same legal representative for purposes of the Bid; or
- have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process; or
- A Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid.

30) Responsibilities of the Bidder

The bidder shall be responsible for the study and development of integrated website along with successful hosting of website as per the terms & specification and directions of NIELIT.

Annexure 1

Eligibility Criteria and Application Form

1. Addressed to:

Authority	Managing Director
Address	NIELIT, Electronics Niketan Building, 6, CGO Complex, New Delhi – 110003, India.
Telephone	+91-11-24363330/1/2, 24366577/79/80
Tele Fax	+91 11 24363335
Email	shameem@nielit.gov.in; (Reference no. should be clearly mentioned in the subject of the mail)

2. Firms Particulars:

Name of Bidder					
Name & Designation of Authorized Signatory					
Registered Head Office Address					
Details of Incorporation of the Company. Certificate to be submitted in Technical bid	Date:				
	Ref #				
Details of Commencement of Business	Date:				
	Ref#				
Valid Sales tax registration no.					
Valid Service tax registration no.					
Permanent Account Number (PAN)					
Address of the Firm					
Type of Firm	Public Limited	Private Limited	Partnership	Proprietary	Society
Put Tick(✓) mark					
Telephone/Mobile Number(s) of Contact Person					
Email Address / Web Site	Email:		Web-Site:		
Fax No.					

Certification/Accreditation/Affiliation, if Any (attach proof)	
Whether bidder owns the source code of the website	
Clientele details along with contact numbers from Govt/ PSU / Corporate Clients from whom certificates of satisfactory report can be produced. NIELIT may also independently seek information regarding the performance from such clients.	
Security and other Software certifications.	
Indicate if organization has been blacklisted for any of the offices of Central or State Govt. or any of its other customers? If so, details may be provided.	
Please give escalation matrix for problem resolution. The matrix should include a senior officer in the Head Office of the company. Designation, phone no., fax no. and e-mail address of the officials mentioned in the escalation matrix	

3. Audited Annual Accounts for last 3 years (or since incorporation)

As per audited Balance Sheets (in Cr)				
Sno	Year	2011-12	2012-13	2013-14
1	Net worth			
2	Turn Over			
3	Profit After Tax			

4. Deposit of Tender Document Fees and EMD

Tender Document Fee	Number	Dated	Amount	Drawee Bank & Branch
Crossed Demand Draft / Banker's Cheque in favour of "NIELIT" payable at New Delhi			Rs. 3000/- (Rupees Three Only)	

Earnest Money Deposit	Number	Dated	Amount	Drawee Bank & Branch
Crossed Demand Draft/ Banker's Cheque only in favour of "NIELIT" payable at New Delhi			Rs. 1,25,000/- (Rupees One Lakh Twenty Five thousand Only)	

5. Eligibility Criteria

Bidders shall provide such evidence of their continued eligibility satisfactory to the tendering authority as per the "Eligibility Criteria" mentioned in the bidding document and/ or as the tendering authority shall reasonably request. In general Bidder must furnish the following information along with self attested copies of supporting documents, failing which the proposal shall not be considered:

S. No.	List of Documents	Supporting documents	Annexed as
1	Covering Letter + Application Form	On Applicant's Letter head	Anx-A
2	The Bidder must be a Proprietorship Concern/Company registered under Indian Company Act, 1956/ Firm registered under The Partnership Act 1932/ Society registered under Societies Act, 1860. A bidding firm should be an individual corporation/ company. Consortium of companies/ firms is not allowed.	Copy of the Certificate of Incorporation of the Company/ Firm's Registration Certificate.	Anx-B
3	The Applicant should be in operations in the business of providing similar services i.e. Design & Development of Integrated Website for any Government organization / PSU's/ Organization of repute in India for at least Three Years as on 01-Jan-2015.	Copy of the relevant Work Order (any One) before January 2015.	Anx-C
4	No Bidder who does not hold a valid PAN from Income Tax department and who is not registered under the VAT/ Sales Tax and Service Tax Act prevalent in the State where his business is located shall submit the bid. The VAT and Service Tax Registration Numbers should be quoted. Bidder must possess and submit a valid: i. Permanent Account Number (PAN) of Bidder ii. Tax Deduction Account Number (TAN) iii. Service Tax Registration Certificate iv. VAT/ Sales Tax Registration	Valid copy of all the mentioned/ required Certificates / Documents.	Anx-D

S. No.	List of Documents	Supporting documents	Annexed as
	Certificate along with the Sales Tax clearance certificate of the last year.		
5	The Bidder should be an ISO-27001 and ISO 9001:2008 (For Quality Management System) certified company and shall possess CMMi Level 3 or higher (Software Development & Customization) certification.	Valid copy of mentioned/ required Certificate(s).	Anx-E
7	The Bidder should have successfully completed, during last 3 years, at least TWO assignments of providing similar services i.e. Design & Development of Integrated Website for any Government organization/ PSU's/Organization of repute in India in terms of volume and price on all India basis.	Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder. The documentary evidence in form of work/contract and client report must be enclosed which should indicate the deliverables, commissioning/ completion certificates and the scope of relevant assignments.	Anx-F
8	The Bidder should have on his payroll sufficient Technical staff for the proper execution of the contract. Bidder must submit team profile of following members: <ul style="list-style-type: none"> • Project Manager • Functional Lead • Technical Lead 	The Bidder should submit a list of the employees stating clearly how these would be involved in this work along with CV format as attached in Annexure 4	Anx-G
9	The Applicant should have an average annual turnover from IT Software related services (Software Development/ Software Customization & Implementation only) of at least Rs. 1 Crore (Rupees One Crores Only) during the last three financial years (2011-12, 2012-13, and 2013-14).	Copies of audited balance sheets including profit & loss accounts/ annual reports of last three financial years and CA Certificate.	Anx-H
10	Applicant should have a positive net worth during each of the last three financial years (2011-12, 2012-13, and 2013-14).	CA Certificate.	Anx-I
11	The Bidder should have a local support office at New Delhi. If the bidder, at the time of bidding, does not have a local support office at New Delhi then he should submit an undertaking on his letter-head regarding the timely establishment of same i.e. within 15 days from the	Address Proof of Local Office (Lease agreement or sale deed)/ Undertaking on letter head.	Anx-J

S. No.	List of Documents	Supporting documents	Annexed as
	date of work order, if awarded the work order/ contract..		
12	Firm is not eligible to participate in this REQUEST FOR PROPOSAL (RFP) while under sanction by NIELIT, whether such sanction was directly imposed by NIELIT, or imposed by NIELIT pursuant to the Agreement for Mutual Enforcement of Debarment Decisions. A bid from a sanctioned or cross-debarred firm will be rejected. Similarly, at the time of bidding, the firms having blacklisted/ debarred in participating in any procurement activities by any State or Central Government in India are not allowed to bid.	Undertaking to this effect shall be submitted by the applicant on his letter head.	Anx-K

We agree to abide by all the conditions mentioned in this Tender Document issued by the Tendering Authority and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein). We understand that NIELIT is not bound to accept the offer and that NIELIT has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization:-

Place:

Date:

Annexure 2

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To

The Managing Director
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan, 6, CGO Complex, Lodhi Road,
New Delhi - 110 003, India

Subject: Design, Development and Implementation of new Common Website for NIELIT (HQ and Centres) integrated with Content Management System in compliance with GIGW.

Sir,

This bears reference to NIELIT RFP No. _____ Dated _____. We have critically examined the proposal and hereby, accept all the terms and conditions for submitting bid as mentioned in this RFP Document. We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the service do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall **indemnify/protect** NIELIT from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We understand that you are not bound to accept the lowest or any proposal you may receive.

The above document is executed on ___/___/2015 at (place) _____ and we accept that if anything out of the information provided by us is found wrong our tender/work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:

Place:

Annexure 3

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of ₹100/- duly attested by the Notary Public)

To,

The Managing Director
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan, 6, CGO Complex, Lodhi Road,
New Delhi - 110 003, India

Sir,

In response to the RFP No. _____ Dated _____. for **“Design, Development and Implementation of new Common Website for NIELIT(HQ and Centres) integrated with Content Management System in compliance with GIGW”**, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:
Place:

Annexure 4

Format for providing CVs for Project Manager, Team Leader and Team Members

1. **Proposed Position:**

2. **Name of Firm:**

3. **Name of Staff:**

4. **Date of Birth:**

5. **Nationality:**

6. **Education:**

Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained:

Degree	University/ Institution	Year in which obtained

7. **Membership of Professional Associations:**

8. **Other Training:**

9. **Countries of Work Experience:** List countries where staff has worked in the last ten years

1. **Languages:** For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing

Language	Speaking	Reading	Writing

11. **Employment Record:** *Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held*

From:	To:
Employer	

12. **Detailed Tasks Assigned:** *List all tasks to be performed under this Assignment/job*

13. **Work Undertaken that best illustrates the experience as required for the Role**

Among the Assignment/jobs in which the staffs has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.

Name of assignment/job or project	
Name of the client	
Year	
Location	
Main Project Features	

Position Held	
Activities performed	

14. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

Full name of authorized representative:

Annexure 5

DETAILS OF SIMILAR WORKS EXECUTED

S No	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Work (in crores)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/Arbitration pending in progress with details, if any	Name, Designation and Address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:
Place:

Annexure 6

Format Power of Attorney

(On Stamp paper of relevant value)

Know all men by the present, we _____ (name of the company and address of the registered office) do hereby appoint and authorize Mr _____ (full name and residential address) who is presently employed with us holding the position of _____ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal in response to the tender document by NIELIT, including signing and submission of all the documents and providing information/responses to NIELIT in all the matter in connection with our bid.

We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____ day of _____ 2015.

For _____.

(Signature)

(Name Designation and Address)

Accepted

Signature)

(Name Designation)

Date:

Business Address:

Annexure 7

REPRESENTATIVE AUTHORIZATION LETTER

Date : _____

Ref : _____

To

The Managing Director
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan, 6, CGO Complex, Lodhi Road,
New Delhi - 110 003, India

Dear Sir,

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the agency for the RFPs for **“Design, Development and Implementation of new Common Website for NIELIT(HQ and Centres) integrated with Content Management System in compliance with GIGW”**. She/He is also authorised to attend meetings & submit technical & financial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorised Signatory

Representative Signature

Company Seal

Annexure 8

BANK GUARANTEE

To

National Institute of Electronics & Information Technology
Electronics Niketan
6, CGO Complex,
New Delhi – 110 003

Sub: Performance Guarantee for supply of _____

Dear Sir,

This Deed of Guarantee executed by the _____ (Bank name) a Scheduled Bank within the meaning of the Reserve Bank of India Act, 1934 and carrying out banking business including guarantee business and having its head office at _____ (hereinafter referred to as 'the Bank') in favour of National Institute of Electronics and Information Technology, an Autonomous Scientific Society under the administrative control of Department of Information Technology, Ministry of Communication & Information Technology Government of India and having its Registered office at Electronics Niketan, 6, CGO Complex, New Delhi – 110003 for supply of _____ (name(s)) _____ (Rupees _____) (Approx. ___% of _____), being the total value of the items purchased including all taxes) after supply and installation of the items towards performance warrantee of the item (s) Supplied.

This Guarantee is issued subject to the condition that the liability of the bank under this guarantee is limited to a maximum of _____ (Rupees _____ only) and the Guarantee Shall remain in force upto (_____) year from the date of Issue of this Bank Guarantee and cannot to invoked, otherwise than by a written demand or claim under this guarantee served on the Bank on or before _____ by the NIELIT, New Delhi.

And whereas the bank _____ (name and address) has agreed to give on behalf of the Supplier a Guarantee.

Therefore, we hereby affirm that we unconditionally Guarantee and are responsible to you on behalf of the Supplier, upto a total amount of- _____ (Rupees _____ only) and we undertake to pay you, at the very first instance without any demur upon your demand without cavil or argument, any sum or sums as specified by you within or upto the limit of _____ (Rupees _____) i.e. the amount of bank guarantee as aforesaid, without your need to prove or to show

grounds or reasons for your demand of the sum specified therein. This Guarantee shall not be affected by any change in the Constitution of the Bank or supplier or beneficiary.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN

The bank hereby covenants and declares that the guarantee hereby given is an irrevocable on and shall not be revoked under any circumstances and/ or by a Notice or otherwise.

The Bank agrees that the amount hereby guaranteed shall be due and payable to NILEIT on serving us with a notice before expiry of Bank Guarantee requires the payment of the amount and such notice shall be deemed to have been served on the bank either by actual delivery thereof to the Bank by registered post at the address of the Bank.

This guarantee shall remain in force up to _____ provided that if so desired by NIELIT, this guarantee shall be renewed at the instance of supplier or NIELIT for a further period as may be indicated by them on the same terms and conditions as contained therein.

Dated at This Day of

SEALED & SIGNED BY THE BANK

Note: for information

1. The guarantee should be furnished by a Nationalized Bank/Scheduled Bank, authorized by RBI to issue a Bank Guarantee.
2. This bank guarantee should be furnished on stamp paper specified for the purpose.
3. The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.

Annexure 9

PRE-BID QUERIES FORMAT

Name of the Company/Firm:

Tender Fee Receipt No. _____ Dated _____ for Rs.
_____/-

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s) Tel. Nos. & Fax Nos.

Query / Clarification Sought:

S.No.	RFP Page No.	RFP Rule No.	Rule Details	Query/ Suggestion/Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority. Also, kindly attach the coloured scanned copy of the receipt towards the submission of the bidding/ tender document fee.

Annexure 10

URL's of NIELIT Websites

Sr no.	NIELIT Centres/HQ	Website URL
1	NIELIT Agartala	http://agartala.nielit.gov.in/
2	NIELIT Aizawl	http://aizwal.nielit.gov.in
3	NIELIT Aurangabad	http://aurangabad.nielit.gov.in/
4	NIELIT Calicut	http://calicut.nielit.gov.in
5	NIELIT Chandigarh	www.chandigarh.nielit.gov.in
6	NIELIT Chennai	http://chennai.nielit.gov.in
7	NIELIT Delhi	http://delhi.nielit.gov.in
8	NIELIT Gangtok	http://gangtok.nielit.gov.in/
9	NIELIT Gorakhpur	http://gorakhpur.nielit.gov.in/
10	NIELIT Guwahati	http://www.nielitassam.in
11	NIELIT HQ	http://www.nielit.gov.in/
12	NIELIT Imphal	http://imphal.nielit.gov.in/wp/
13	NIELIT Itanagar	http://itanagar.nielit.gov.in
14	NIELIT Kohima	http://kohima.nielit.gov.in/
15	NIELIT Kolkata	www.kolkata.nielit.gov.in , http://nielitkol.in/
16	NIELIT Lucknow	http://lucknow.nielit.gov.in
17	NIELIT Patna	http://patna.nielit.gov.in/
18	NIELIT Ranchi	http://ranchi.nielit.gov.in/
19	NIELIT Shillong	http://shillong.nielit.gov.in/
20	NIELIT Srinagar	http://jk.nielit.in/

Annexure 11

Financial Bid

Name of the Tenderer : _____

Address for Correspondence : _____

I/we hereby submit the consolidated financial proposal for “**Design, Development and Implementation of new Common Website for NIELIT(HQ and Centres) integrated with Content Management System in compliance with GIGW**” as per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions.

Sr No (A)	Description (B)	Amount (INR) (C)	Excise duty /CST / VAT etc.,		AMC cost for next 3 years (The AMC period will start after the warranty period of One Year) (INR) (E)	Total Amount (INR) (F)=(C)+(D) +(E)
			%age	Amount (INR) (D)		
01	Design, Development, Implementation, training, GIGW Compliance, Security Audit, warranty etc of Common Website as per the detailed scope of work.					

Note:

1. The price quoted should include the cost of security audit certificate certificate (Safe to Host certificate) by CERT-In empanelled agency and GIGW Compliance certificate from STQC.
2. The rate should not be provided as a percentage figure.
3. The Tenderer is advised to quote rate in absolute Indian Rupees.
4. The rate quoted will be valid for period of contract from the date of opening of technical bid. The period can be extended with mutual agreement.
5. No condition will be entertained and conditional tender will be liable to be rejected.
6. Tenderer is further required to submit a detailed item wise breakup as prescribed.
7. L1 will be identified on the basis of Total Amount (Column F) of the technically qualified bidders.

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:

Place: