E-TENDER DOCUMENT

(TENDER NOTICE NO: IIT/PGAL/2020-21/Website/001 dated: 17.12.2020)

FOR

REQUEST FOR PROPOSAL FOR DESIGN, DEVELOPMENT AND MAINTENANCE OF PARTHA GHOSH ACADEMY OF LEADERSHIP (PGAL) WEBSITE

OF

INDIAN INSTITUTE OF TECHNOLOGY Kharagpur

INDIAN INSTITUTE OF TECHNOLOGY Kharagpur
(UNDER MINISTRY OF EDUCATION, GOVT. OF INDIA)
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REQUEST FOR PROPOSAL FOR DESIGN, DEVELOPMENT AND MAINTENANCE OF PARTHA GHOSH ACADEMY OF LEADERSHIP (PGAL) WEBSITE, INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1. Introduction

Indian Institute of Technology Kharagpur (IIT Kharagpur) is an Institute of Eminence, established by the Government of India to provide quality education in different streams of knowledge. IIT Kharagpur is the first IIT within the IIT system.

The purpose of this document is to invite a suitable service provider for “Design, Development and Maintenance of Partha Ghosh Academy of Leadership (PGAL) Website”. The website shall serve as a powerful communication tool in reaching to the potential stakeholders.

Vision of the Web Portal

IIT Kharagpur plans to have a dynamic state-of-the-art web portal for Partha Ghosh Academy of Leadership which would truly reflect the vision of the academy, be a lively platform, and add to the institute’s vibrant academic environment and campus life.

To meet this objective, IIT Kharagpur invites reputed, experienced and financially sound agencies / firms, having expertise in design and development of websites as Service Providers (SP) that have proven track record in India and abroad.

The tender document and other details can be obtained from the institute website [www.iitkgp.ac.in](http://www.iitkgp.ac.in) and CPP Portal [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Amendments, if any, will be notified on the above websites. Bids should be submitted ONLINE only. The following is the schedule of events for this tender.

2. Procedure of Submission of The Bids

<table>
<thead>
<tr>
<th>Tender Fee (Non-refundable)</th>
<th>Tender Fee of Rs. 500 (Rupees Five Hundred Only) in the form of Demand Draft from any scheduled commercial bank in favor of Indian Institute of Technology Kharagpur payable at Kharagpur.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The bidder should upload scanned copy of the DD and mention the DD No. while filling the TECHNICAL BID online. The DD for Tender Fee should be sent to the Institute in HARD COPY through post/ courier by the end date of online bid submission, i.e. <strong>14.01.2021 at 03:30 PM</strong>. If the DD is not received by this date and time, e-bids of that tenderer will not be considered for any further evaluation and will be summarily rejected.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Earnest Money Deposit (EMD)</th>
<th>Nil (Bidders should submit the Bid Security Declaration as per Annexure VI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid validity</td>
<td>The validity of the bids shall be 120 days from the last date of submission.</td>
</tr>
<tr>
<td><strong>Two Bid System</strong></td>
<td>Two bids – (i) Technical bid, and (ii) Price bid</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td><strong>Mode of Receiving the Bid</strong></td>
<td>Online through <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>. Bids received on E-Tendering portal only will be considered. Bids in any other form, like sealed cover/email/post/fax etc. will be REJECTED.</td>
</tr>
<tr>
<td><strong>Bid submission Start Date &amp; Time</strong></td>
<td>17.12.2020 at 04:30 PM</td>
</tr>
<tr>
<td><strong>Pre-Bid Meeting</strong></td>
<td>23.12.2020 at 03:30 PM for clarifications of queries, through ONLINE Mode (Google Meet). The link for the meeting will be sent by email to the interested bidders. All interested bidders should forward their willingness to attend the pre-bid meeting and queries (if any) at email id’s- <a href="mailto:chowdhury.kanchan@gmail.com">chowdhury.kanchan@gmail.com</a>, <a href="mailto:dyregsp@adm.iitkgp.ac.in">dyregsp@adm.iitkgp.ac.in</a> and <a href="mailto:amondal@iitkgp.ac.in">amondal@iitkgp.ac.in</a> by 22.12.2020 at 02:30 PM, failing which they will not be allowed to attend the Pre-bid Meeting.</td>
</tr>
<tr>
<td><strong>Bid submission End Date &amp; Time</strong></td>
<td>14.01.2021 at 03:30 PM</td>
</tr>
<tr>
<td><strong>Bid opening Date &amp; Time (Technical Bid, Cover 1)</strong></td>
<td>15.01.2021 at 03:30 PM</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>The Deputy Registrar Purchase IIT Kharagpur <a href="mailto:dyregsp@adm.iitkgp.ac.in">dyregsp@adm.iitkgp.ac.in</a> 03222- 282210</td>
</tr>
<tr>
<td><strong>Clarification during the tendering process</strong></td>
<td>Prof Kanchan Chowdhury <a href="mailto:chowdhury.kanchan@gmail.com">chowdhury.kanchan@gmail.com</a></td>
</tr>
</tbody>
</table>
3. **Scope of work**

The Institute intends to develop a website for Partha Ghosh Academy of Leadership that would reflect its various functions, activities and profile, and would add to the institute's vibrant academic environment. Website should be elegant and uncluttered in looks, multilingual, easy to use, easy to search, easy to navigate, and visually appealing. The website must be compatible and interoperable with different browsers and platforms. The portal will be used by students, trainees, executives, faculty members and administrative staff for their day to day activities. It will also be used by prospective students, visitors, partner institutes and corporate houses, other government departments and agencies, and the public in India and abroad.

**I. Website Development and Design**

1) development on an open source platform, preferably Wordpress  
2) multilingual compatibility  
3) should be responsive, and should work perfectly on all currently available devices (desktop, laptop, smart phones, tablets) and popular operating systems (e.g. - Windows, Linux, android, iOS, etc.). It should also be compatible with appropriate apps on iOS and android platforms.  
4) the website should comply with Ministry of Education or GOI guidelines (WCAG/GIGW etc) and Quality Certification (STQC)  
5) the website should follow W3C guidelines  
6) the website should integrate secure payment gateway of IIT Kharagpur  
7) admin dashboard should have the ability to add/edit/delete the contents and have admin panel features (for all activities and repositories)  
8) the website should be scalable for future requests  
9) should have anti-spamming features  
10) the dynamic photo gallery and all the videos should be hosted on 'PGAL’ YouTube channel and embedded into the PGAL website  
11) should have search engine optimisation (SEO) facility  
12) feedback form option  
13) faculty/staff/student information pages  
14) details of various programs and courses of the academy have to be integrated in the website with a secure payment gateway link  
15) the website/portal should support web 3.0 (any advanced/latest) based tools such as RSS feeds, blogs, chats, podcasts and social media such as YouTube, Linkedin, Facebook, Twitter, Instagram etc  
16) all logins and payment transactions must operate on open source protocols. It should provide support for website security audit  
17) separate authentication privilege for superuser (admin) and normal user for website and database management

**II. Hosting and Backup**

Cloud-based platform with below configuration  
1) Eight CPU core  
2) 2 TB SSD storage  
3) 256 GB RAM
4) daily backups facility  (in addition to cloud-based backup by service provider, there should be facility for user-friendly backup feature where the Institute authorised person can take backup/restore from our local machine)

III. Website Maintenance

Five years maintenance of website post go-live date, which may be further extended on mutual agreement.

IV. Tentative Proposed Site Map

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Title of the page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>About the centre</td>
</tr>
<tr>
<td>1.1</td>
<td>Philosophy of Founder Mentor</td>
</tr>
<tr>
<td>1.2</td>
<td>Vision and Mission</td>
</tr>
<tr>
<td>1.3</td>
<td>Advisors to the centre</td>
</tr>
<tr>
<td>2</td>
<td>People</td>
</tr>
<tr>
<td>2.1</td>
<td>Patron</td>
</tr>
<tr>
<td>2.2</td>
<td>Founder - Mentor</td>
</tr>
<tr>
<td>2.3</td>
<td>Faculty</td>
</tr>
<tr>
<td>2.4</td>
<td>Research Associates/Scientists</td>
</tr>
<tr>
<td>2.5</td>
<td>Research Scholar</td>
</tr>
<tr>
<td>2.6</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>3</td>
<td>Leadership for Change</td>
</tr>
<tr>
<td>4</td>
<td>Activities of the Centre</td>
</tr>
<tr>
<td>4.1</td>
<td>Capacity Building</td>
</tr>
<tr>
<td>4.1.1</td>
<td>Individual Capacity Building</td>
</tr>
<tr>
<td>4.1.1.1</td>
<td>Beliefs, Values, &amp; Ideals</td>
</tr>
<tr>
<td>4.1.1.2</td>
<td>Accountability</td>
</tr>
<tr>
<td>4.1.1.3</td>
<td>Independence</td>
</tr>
<tr>
<td>4.1.1.4</td>
<td>Futuristic &amp; Foresight</td>
</tr>
<tr>
<td>4.1.1.5</td>
<td>Environment, Adaptability, &amp; Agility</td>
</tr>
<tr>
<td>4.1.1.6</td>
<td>Trust, Faith &amp; Spirituality</td>
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<tr>
<td>4.1.2</td>
<td><strong>Sector - Specific Capacity Building</strong></td>
</tr>
<tr>
<td>4.1.2.1</td>
<td>Capacity Building of Groups in Organisation</td>
</tr>
<tr>
<td>4.1.2.1.1</td>
<td>Industry</td>
</tr>
<tr>
<td>4.1.2.1.1.1</td>
<td>Technical Leadership</td>
</tr>
<tr>
<td>4.1.2.1.1.2</td>
<td>Business Leadership</td>
</tr>
<tr>
<td>4.1.2.1.2</td>
<td>Public Administration</td>
</tr>
<tr>
<td>4.1.2.1.3</td>
<td>Political Group</td>
</tr>
<tr>
<td>4.1.2.1.4</td>
<td>Non-Governmental Organisation</td>
</tr>
<tr>
<td>4.1.2.1.5</td>
<td>Education</td>
</tr>
<tr>
<td>4.1.2.1.6</td>
<td>Student Leadership</td>
</tr>
<tr>
<td>4.1.2.2</td>
<td>Capacity Building of Individual Leadership in Specific Sectors</td>
</tr>
<tr>
<td>4.1.2.2.1</td>
<td>Industry</td>
</tr>
<tr>
<td>4.1.2.2.1.1</td>
<td>Technical Leadership</td>
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<tr>
<td>4.1.2.2.1.2</td>
<td>Business Leadership</td>
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<td>4.1.2.2.2</td>
<td>Public Administration</td>
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<tr>
<td>4.1.2.2.3</td>
<td>Political Groups</td>
</tr>
<tr>
<td>4.1.2.2.4</td>
<td>Non-Governmental Organisation</td>
</tr>
<tr>
<td>4.1.2.2.5</td>
<td>Education</td>
</tr>
<tr>
<td>4.1.2.2.6</td>
<td>Student Leadership</td>
</tr>
<tr>
<td>4.1.2.2.7</td>
<td>Sustainable Development</td>
</tr>
<tr>
<td>4.2</td>
<td><strong>Engagements</strong></td>
</tr>
<tr>
<td>4.2.1</td>
<td>Partnership</td>
</tr>
<tr>
<td>4.2.1.1</td>
<td>Rural Engagement</td>
</tr>
<tr>
<td>4.2.1.2</td>
<td>Industry Engagement</td>
</tr>
<tr>
<td>4.2.1.3</td>
<td>Non-Governmental Organisations</td>
</tr>
<tr>
<td>4.2.1.4</td>
<td>Defence Organisations</td>
</tr>
<tr>
<td>4.2.1.5</td>
<td>Public Administration</td>
</tr>
<tr>
<td>4.2.2</td>
<td><strong>How to get associated with the centre</strong></td>
</tr>
</tbody>
</table>
The scope of the work includes planning, gathering relevant information, design/development, test run, deliver of the website, hosting and management, and maintenance.

V. **Technology**
The website/portal should be based on web 3.0 based CMS and preferably open source tool like LAMP, Moodle, openLDAP, HTML5, CSS3 and JAVA Scripts Framework like jQuery / Other necessary futuristic framework etc.

Server side programming language – PHP  
Server side framework – Wordpres  
Database – MySQL  
Hosting O.S Platform – Linux/Windows  
Webpages customisation by latest CSS, media players

For any add or features, open source tools (or) educational s/w may be predominantly used.

VI. **Development Methodology**
The development metrology should follow an iterative – prototype approach especially in the initial startup and design phase.
VII. Other Key Points:

i. The service provider has to share the source code or product with IIT Kharagpur IT team.

ii. All materials/product and related course on the website should be property of IIT Kharagpur and service provider would have no claim over the same in future.

iii. All content should be stored and kept confidential. The service providers should not replicated the same design of website/portal to anybody else.

iv. The service provider should provide an admin/user manuals along with complete training to IIT Kharagpur IT team.

v. These service providers should also provide support for all future upgrades/initiatives of IIT Kharagpur related to this website.

4. IMPORTANT:

While submitting the Financial Bid, service providers to quote financial part into below three categories as per Annexure V.

Part A: Website development and design
Part B: Five years annual maintenance from live date
Part C: Cloud hosting charges for Five years

L1 will be decided based on the total price of all three.

5. Annual Maintenance and Management

The scope of Annual Maintenance and Management will be for a period of five years and will cover regular updating of contents in the above modules/submodules, software and security future upgradation, etc.

To undertake above, the firm will depute one qualified resource person who need to be available on call basis (24 X7) to maintain/manage/troubleshoot the website as per IIT Kharagpur requirement.

6. Eligibility Criteria

Bidder should qualify the following eligibility conditions:

1. The firm shall be a legal entity as per the GOI regulations and laws of the land.

2. The firm should have a minimum of 05 (five) years of experience from the last date of submission of bid in design, development and providing maintenance and management services of websites/portals/web applications. Copy of work order, completion certificate and performance certificate are required to prove the eligibility.

3. The firm should have designed, developed and maintained at least 02 (Two) websites in any central certified technical Institute (CFTI)/Institute of National Importance/reputed Company.

4. The firm should have annual turnover of at least ₹ 10 lakh per annum during last three financial year ending on 31st March 2020. Copy of Balance Sheet and P&L account duly certified by a chartered accountant along with ITRs of above said three financial years should be submitted.
5. Firm should have GST registration certificate and PAN and other statutory documents.

**Mandatory documents to be uploaded online along with the Technical Bids:**

i. Scan copy of all documents in support of above eligibility criteria from 1 to 5 along with technical bid checklist format as per **Annexure -III**.

ii. A brief of the proposed version and concept of the design and development of the PGAL website.

iii. Note explaining the scope of work as understood by the agency and which shall be instituted by the firm.

iv. Scan copy of DD as a proof of remittance of Tender Fee.

v. Scan copy of bid forwarding letter as per **Annexure - I**.

vi. Scan copy of undertaking towards not blacklisting as per **Annexure II**.

vii. Scan copy of Bid Security Declaration as per **Annexure – VI**.

viii. Power of Attorney/Authorisation letter, if bid is submitted by authorised representative of the agency (on the letter head of the bidder).

ix. Duly signed and stamped of the entire bid document along with Addendum/Corrigendum, if any.

x. All other documents, as required in terms of tender, to claim eligibility.

[Note: Bidders must sign and affix it’s seal on all pages of above supporting documents and upload accordingly]

8. The rates should be quoted as per the BoQ in sheet (**format for Financial Bid as per Annexure – V**). Taxes/GST, if any, should be indicated separately. The bidders are advised to download this BoQ.Xls as it is to quote their rates and upload the same as the financial bid. The bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected the bidder shall be suspended from being eligible to submit bids for the time as decided by IIT Kharagpur Authority.

9. ‘Bid document’ will not be accepted by fax/email/hand/in person/in covers.

10. If the last date of opening of the e-tenders coincide with a holiday, then the next working day shall be the opening date.

11. Bidders shall quote in Indian rupees only.

12. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at bidder’s risk and may result in rejection of his/her bid.

13. No alteration should be made in any of the contents of the bid document by scoring out. In the submitted bid, no violation in the conditions shall be admissible. Bids that do not comply with the terms and conditions listed in this part are liable to be rejected.
14. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank.
15. Conditional bids shall be rejected.

16. Clarification of Tender Document
Prospective bidders requiring any clarification on the tender documents may attend the pre-bid meeting as scheduled above. Institute reserves the right to modify the conditions of the tenders and accept/reject any tender without assigning any reason, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.
For any corrigendum/amendment notice with respect to this tender, please visit the website www.iitkgp.ac.in and CPP Portal regularly. No advertisements shall be published separately in newspapers in this regard.

17. Tender Fee
The bidder shall be required to deposit separately a sum of Rs 500/- (Rupees Five Hundred Only) towards the cost of Tender Documents (Tender Fee) in the form of Demand Drafts / pay order in favour of “Indian Institute Technology Kharagpur” Payable at Kharagpur. Bidders need to submit the scanned copy of the Draft online with the technical bid. The hard copy of the Draft need to send offline within 14.01.2021 at 03:30 PM. Tenders submitted without the Tender is liable to be rejected.
IIT Kharagpur will give exemption for submission of tender fee who are registered with MSME, NSIC or start-ups as recognised by DIPP as per revised rule 170 of GFR – 2017 only. However proper and valid document in this regard must be submitted by the bidders in support of their claim.

18. Bid Security Declaration:
No EMD shall be deposited, however the bidder should submit the Bid Security Declaration as per Annexure – VI with the Technical bid, without which the bid shall be straightway rejected. If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for the period of 05 (five) years from the date of notification of the Tender document.

19. Performance Security Deposit (SD)
   a) an amount at the rate 3% of total contract value in shape of FDR/TDR/DD/BG as Performance Security Deposit (SD) is to be deposited by successful bidder, within 14 (fourteen) days from the date of issue of letter of award by the Institutes.

   b) Performance security shall remain valid for a period of 90 (Ninety) days beyond the date of completion of the contract including website maintenance period. No interest will be payable on SD.

   c) In case of breach of contract by any service provider, the SD shall be forfeited by the Institute and the firm shall be blacklisted in addition to the termination of the contract.
Evaluation of Technical Bids

Technical Bid details is comprising of Part - 1 & 2.

Part - 1 of 'Technical Bid' contains the information in the format at Annexure - III.

Part - 2 of 'Technical Bid' contains the 'Concept & Vision for the Website':

(i) A Brief of the proposed vision and concept for the design and development of the IIT Kharagpur website. (to be enclosed with the technical bid documents).

(ii) Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents)

IIT Kharagpur retains the right to ask for any further information/ clarification during the tendering process. Based on the above evaluations, the financial bid of only those firms/ bidders who qualify in the above parameters will be opened. Only those technical bids that are found suitable will only be scrutinised and shall be consider as eligible firms.

The Technical Bid evaluation is basis for the Part 1 & Part 2

Part 1: The bidder who fulfils the requirement of submission of TECHNICAL BID (Documents for Technical Evaluation) (as per Annexure III) will be termed as “Technical Responsive”. Such bidder will only be allowed to participate in the Part - 2 of Technical Evaluation process (i.e. Presentation).

Part 2: PRESENTATION (Part - 2 of the technical evaluation process):

a) The applicants may be asked to present 3 options of design templates (not a final) for the IIT Kharagpur website in presence of High Powered Committee for their understanding of the tender document. IIT Kharagpur may provide detail of five sample websites for the reference of bidder to give an overall idea about the requirement of the institute. The developer can prepare their demos accordingly.

b) The presentation will be followed by a 10-15 minutes discussion.

c) Technical bid will be evaluated out of 100 marks on the basis of following 3 criteria:

I. Understanding and Compliance with requirements and scalability (maximum 25 marks)

   The proposal should address each work area in sufficient detail to demonstrate a clear understanding of the statement of objectives/work, including operations and maintenance. The bidder should provide evidence of sufficient planning to show that work will be accomplished as required and on schedule, utilizing all available resources. Specifically, the proposal from the bidder will be evaluated on whether it addresses each requirement and goal set forth in the scope of work in the tender document.

II. Design templates and Proof of Concept (POC) (maximum 50 marks)

   The design templates and POC presented by the bidder should demonstrate compliance with all the mandatory requirements mentioned in the tender and also demonstrate extra capabilities. During the POC presentation, one IT/ Web design expert from the firm should be present to answer technical queries and to demonstrate the capabilities of the firm to deliver the assignment.
III. Experience and Ease of Management (maximum 25 marks).

The firm will be expected to provide details of their past experience in specific contracts of this nature/ type/ complexity. They will also be asked to provide information on performance in these contracts, and present testimonials from previous or existing clients. They will be asked to furnish details of key personnel, both supervisory and technical. Resumes of personnel must include education, experience, background, accomplishments, and other pertinent information.

d) Minimum qualifying marks to be eligible for opening of Financial Bid is 60.

21. Evaluation of Financial Bids
Contract will be awarded to successful L1 bidder.

22. Award of Contract

a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper within a period of 14 (Fourteen) days from the date of issue of LoA.

b) The contract will be signed only after furnishing the Performance Security Deposit.

c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award.

d) Costs associated with the preparation of contract documents shall be borne by the service provider.

23. Indicative Scope of Work

The indicative scope of work to be executed are laid out in detail at Para 3, 4 & 5 above. IIT Kharagpur may provide detail of one or two sample websites for the reference of bidder to give an overall idea about the requirement of the institute. The developer can prepare their demos accordingly.

24. Copyrights and Trade Marks

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by IIT Kharagpur upon completion of the successful implementation of website by the service provider. Website designed through this tender will not include the name or logo of the web developer anywhere.

Dynamic data including third party data generated through website analytics will remain under complete control of IIT Kharagpur and it shall reserve its copyrights.
25. Delivery Terms

i. The work shall be completed in SIXTY DAYS as per schedule given below from the date of signing of contract.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activities</th>
<th>Time Frame (from the date of award of contract)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Templates Design and Approval</td>
<td>15 days</td>
</tr>
<tr>
<td>2</td>
<td>Final Website Design and Approval</td>
<td>15 Days</td>
</tr>
<tr>
<td>3</td>
<td>User Acceptance Testing (UAT) of the system</td>
<td>10 Days</td>
</tr>
<tr>
<td>4</td>
<td>Go-Live of the Website</td>
<td>20 Days</td>
</tr>
<tr>
<td>5</td>
<td>Website Maintenance for 5 (five) years after successful implementation and acceptance of the work</td>
<td>Will be ongoing activities as per the requirements, terms and conditions of the contract agreement valid for a period of 05 years.</td>
</tr>
</tbody>
</table>

ii. The service provider will be required to maintain the proper momentum and reveal the progress on regular basis to IIT Kharagpur IT Team. The progress should be made as per the satisfaction of IIT Kharagpur IT Team to ensure that the work will be completed in all respects within the stipulated period, failing which appropriate action may be taken by the institute as decided by the competent authority.

iii. The service provider shall make a presentation after first two weeks from the contract date and thereafter a weekly presentation of completed pages.

iv. The service provider shall obtain approval of each page by the duly constituted committee during the designing work in progress.

26. Payment Terms

i. **Website development and design (Part A)** – 100% payment shall be made after successful completion of the job and there after certification by the Indenting Department.

ii. **Five years annual maintenance from live date (Part B) & Cloud hosting charges for Five years (Part C)** – Yearly payment shall be released on successful completion and certification by the Indenting Department. The time will be counted from the day of go live of the website.

Note:
(a) Above payment shall be released to the service provider on submission of undisputed invoice and certification from the concerned official of IIT Kharagpur.

(b) TDS shall be deducted from the service provider as per the rules in force.

(b) IIT Kharagpur shall reserve the right to recover any dues payable to the institute from the SD of the service provider.

27. Liquidated Damages/Penalty:
Penalty as Liquidated Damages @ 1% per month of contract value per month or part thereof maximum upto 5% of contract value will be levied for any delay in execution of work as per the time frame mentioned in the tender document as well as work order being issued.

28. Force Majeure

Notwithstanding the provisions of this contract, the service provider shall not be liable for forfeiture of its SD or termination for default, if and to the extent that, it’s delay in performance or other failure to perform its obligations under the contract is the result of an event of FORCE MAJEURE. If a Force Majeure situation arises, the service provider shall promptly notify IIT Kharagpur in writing of such conditions and the causes thereof. Unless otherwise directed by IIT Kharagpur in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

29. Saving Clause

In respect of any matter for which no provisions have been made in this contract the provisions contained in the general instructions of the Government of India on the subject shall apply.

30. Other Terms and Conditions

i. The service provider should allocate a single point of contact (POC) who can provide support during the development and implementation stage. For an identified number of months/year, the service provider shall depute a dedicated resource within IIT Kharagpur for up-gradation, maintenance and development of the website.

ii. The service provider shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of IIT Kharagpur.

iii. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.

iv. The successful bidder shall ensure the compliance of all Statutory Acts and Rules including the EPF Act and any other Labour Acts to the manpower being deployed for the purpose of subject tender. IIT Kharagpur shall not be liable for any financial burden/liability due to negligence or his failure to comply with labor laws or any other Statutory Acts/Rules.

v. The Director, IIT Kharagpur reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

vi. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Director, IIT Kharagpur, whose decision will be binding on both the parties.

vii. The court of Kolkata in the state of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes whatsoever arising out of this contract.

Deputy Registrar (Purchase)
(For & on behalf of Director, IIT Kharagpur)
ANNEXURE - I

BID FORWARDING LETTER
(on the Letterhead of the Bidder)

Date: __________

To
The Deputy Registrar (Purchase)
Indian Institute of Technology Kharagpur
Kharagpur 721302
West Bengal


Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

Tender Fee of Rs. 500/- (Rupees Five Hundred Only) in the form of Demand Draft in favor of Indian Institute of Technology Kharagpur are enclosed herewith.

I/ We also keep the offer open for four months from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)
SELF-DECLARATION ABOUT NON BLACK-LISTING
(on the Letterhead of the Bidder)

Date: ___________

To
The Deputy Registrar (Purchase)
Indian Institute of Technology Kharagpur
Kharagpur 721302
West Bengal

Subject: RFP for 'Design, Development and Maintenance of PGAL Website, IIT Kharagpur, E-Tender No. IIT/PGAL/2020-21/Website/001 dated: 17.12.2020

Sir,

In response to tender under reference, I/ We hereby declare that presently our 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 Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

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

Yours faithfully,

(Name & signature with stamp of the bidder)
**ANNEXURE - III**

**TECHNICAL BID**

**PART- 1 (DOCUMENTS FOR TECHNICAL EVALUATION)**

*(To be submitted online in .pdf File)*

Date: ____________


(Self-attested photocopies of all supporting documents in support of below particulars must be attached with the bid)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Page no.</th>
<th>Compliance (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender Fee of Rs. 500/- in the form of DD from any scheduled commercial bank in favor of ‘Indian Institute of Technology Kharagpur’ payable at Kharagpur.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bid Security Declaration as per Annexure – VI.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The firm should have a minimum of 05 (five) years of experience from the last date of submission of bid in design, development and providing maintenance and management services of websites/portals/web applications. Copy of work order, completion certificate and performance certificate are required to prove the eligibility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The firm should have designed, developed and maintained at least 02 (Two) websites in any central certified technical Institute (CFTI)/Institute of National Importance/reputed Company.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The firm should have annual turnover of at least Rs. 10.00 Lakhs during last three financial years ending on 31 March 2020. Copy of Balance Sheet and P&amp;L Account duly certified by a Chartered Accountant along with ITRs of above said three financial years should be submitted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copy of Permanent Account Number (PAN).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Copy GST Registration of Firm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bid Forwarding Letter as per Annexure – I.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Self-declaration about Not Blacklisting as per Annexure – II.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm. (on the Letterhead of the bidder).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Duly signed and stamped of the entire bid document along with its addendum/corrigendum, if any.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. A brief write up on the proposed vision and concept for the design and development of the PGAL, IIT Kharagpur website. (to be enclosed with the technical bid documents). – Enclosed at Page No._____ of technical bid documents (page number to be indicated by the bidder)

2. Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents) – Enclosed at Page No._____ of technical bid documents (page no. to be indicated by the bidder)
ANNEXURE - IV

DECLARATION
FOR
E- Tender No. IIT/PGAL/2020-21/Website/001 dated: 17.12.2020

I/We………………………………………………………… (Name of Proprietor/ Partners) of
…………………………………………………………………………………………………………………………… (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place: 
Signature with stamp of the bidder:

Date: 
Name, Address of the bidder:
Tel/Mob No./WhatsApp No.:
FORMAT FOR FINANCIAL BID
(To be submitted online in .xlsx File)

Date: ___________

To
The Deputy Registrar (Purchase)
Indian Institute of Technology Kharagpur
Kharagpur 721302
West Bengal

Subject: RFP for 'Design, Development and Maintenance of of PGAL Website, IIT Kharagpur', E-Tender No. IIT/PGAL/2020-21/Website/001 dated: 17.12.2020

I/We quote the under mentioned rates for subjected tender.

Design, Development & Maintenance of PGAL Website, IIT Kharagpur website:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Local Currency in INR / Other Currency</th>
<th>Rate</th>
<th>GST in Percentage</th>
<th>TOTAL WITH GST</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Design, Development &amp; Testing of PGAL Website, IIT Kharagpur</td>
<td>1</td>
<td>INR</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Website and related application development, design, and testing for a period of 3 years</td>
<td>1</td>
<td>INR</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical maintenance of PGAL Website, IIT Kharagpur</td>
<td>Yearly</td>
<td>INR</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Uploading of graphics, images, photos and videos</td>
<td>Yearly</td>
<td>INR</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Software audit &amp; technical specifications</td>
<td>Yearly</td>
<td>INR</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Annual Onsite Charges for 05 (Five) Years</td>
<td>Yearly</td>
<td>INR</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Zero Only**

E-NIT: Zero Only
Total In words

Note:
1. L1 bidder will be decided based on the total bid price of the above Table.

2. Price bid of any other form submitted by the bidder (other than in this format specified in the tender) will be rejected.

3. Bidders should quote rates for providing services in all three parts as mentioned above, failing which their bid will not be considered for acceptance.

4. The financial bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial bid, the value in words shall prevail.

5. IIT Kharagpur reserves the right to accept the bid Item Wise (Part I or II or III) (OR) to accept all the items in whole (OR) to accept one or two part, rejecting a single or two parts (OR) to summarily reject all the bids, as the case may be.

Place:  
Signature with stamp of the bidder:

Date:  
Name, Address of the bidder: 
Tel/Mob No./WhatsApp
ANNEXURE - VI

BID SECURITY DECLARATION

FOR
E- Tender No. IIT/PGAL/2020-21/Website/001 dated: 17.12.2020

1. I, --------------------------------------------Son /Daughter of Shri ----------------------------------------
   ---------------------------------Proprietor/Partner/CEO/MD/Director/Authorized Signatory of
   M/s.-----------------------------------------------am competent to sign this Bid
   Security Declaration and execute this tender document and hereby declare that;

2. I understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.

3. I accept that I will automatically be suspended from being eligible for bidding in any contract with IIT Kharagpur for the period of 05 (five) years from the date of notification, if I am in a breach of any obligation(s) under the bid conditions, because I;
   a. have withdrawn/modified/amended, impairs or derogates from the tender during the period of bid validity specified in the bid document, or
   b. having been notified of the acceptance of our Bid by IIT Kharagpur during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the General terms and conditions & Instructions to Bidders.

4. I understand this Bid Securing Declaration shall cease to be valid if I am not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of my Bid.

Signature of the Authorized Person
Date: ------------------------
Full Name: ------------------------
Place: ------------------------
Company Seal: -------------
Information for Bidder on e-Procurement

I. Help for Contractors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app]

II. It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIT Kharagpur.

III. It is mandatory for the bidders to get their firm/company registered with e-procurement portal https://eprocure.gov.in/eprocure/app to have user ID & password.

IV. Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be downloaded free of cost.

V. Bidders may download and refer the “Instructions for Online Bid Submission” from (https://eprocure.gov.in/eprocure/app;jsessionid=A8B54EEC72D86DF9AA9D9B2DDACDAB8D.eprocgep4?page=BiddersManualKit&service=page).

VI. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.

VII. Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of "Financial Bid". Hence, physical submission of the documents is limited to submission of original DD of Tender Fee in the form of Pay Order/ Demand Draft / Bank Guarantee/MSE registration certificate.

VIII. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.

IX. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app (“Server System Clock Time”) shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

X. The bidders are advised to submit their e-bids well before the e-bid due date. IIT Kharagpur shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
XI. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

XII. Any tender received without original Tender Fee of tender documents shall not be considered and shall be summarily rejected.

XIII. IIT KHARAGPUR reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT KHARAGPUR’s assessment of suitability as per eligibility criteria shall be final and binding.

XIV. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. The decision of IIT KHARAGPUR in this regard shall be final and binding.

XV. The tenders are liable for rejection in the following circumstances.
   - Not meeting the eligibility criteria
   - If they are not in line with the terms and conditions of this tender notice
   - Conditional quotations
   - Incomplete tenders
   - Tenders without Tender Fee (Except MSME registered vendors)
   - Tenders without Bid Security Declaration (As per attached Annexure)
   - Tenders submitted through Fax or e-mail
   - Two-bid system is not followed
   - If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

XVI. Technical Bid (Cover 1) and Financial Bid (Cover 2) shall be submitted ONLINE only at https://eprocure.gov.in/eprocure/app

XVII. Only the Technical bid shall be opened online on the date of the tender opening. Price bids of only those firms will be considered for opening whose offer would meet all tender requirements including compliance to technical specifications and has passed all tender conditions, technical evaluation and eligibility criteria.

XVIII. After opening of the price bids, detailed comparative statement will be generated online and the finalization of successful bidder will be decided on L-1 (Total rate as per weightage) for the BOQ as per CPP Portal.

IMPORTANT NOTE: Tenderers must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

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