

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND
RESEARCH PUNE**



TENDER DOCUMENT

FOR

**TURNKEY SERVICES FOR DEVELOPMENT, DESIGNING,
IMPLEMENTATION AND MAINTENANCE OF THE IRISE WEBSITE**

IISER PUNE

Dr. Homi Bhabha Road, Pune: 411 008

INDEX

Sr. No.	Particulars	Page No.
1	Tender Notice	3-4
2	Instructions for online bid submission	5-7
3	Technical Bid – Proforma for evaluation of technical performance of the tendering agency / firm / company.	8-9
4	General Terms and Conditions	10-13
5	Schedule Of Requirements, Scope, Guidelines and Allied Technical Details	14-16
6	Annexure 1-(Slide Show)	17-25
7	Price Schedule	26
8	Declaration of Bidder	27
9	Annexure-‘A’ Bidder Information Form	28
10	Annexure-‘B’ Blacklist Certificate	29
11	Annexure-‘C’ Bid Security Declaration	30
12	Important Notice	31
13	Checklist for bidders	32



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

Dr. Homi Bhabha Road. Pune –411008

[www.iiserpune.ac.in]

TENDER NOTICE

Open Tender Reference No: IISER/PUR/1891/21

TENDER FOR TURNKEY SERVICES FOR DEVELOPMENT, DESIGNING, IMPLEMENTATION AND MAINTENANCE OF THE IRISE WEBSITE.

Indian Institute of Science Education and Research Pune is an autonomous Institute under Ministry of Education, Government of India.

The Director, IISER Pune invites online bids (e-Tender in two bid system) from reputed and experienced vendors for development, designing, implementation and maintenance of the irise website.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserpune.ac.in and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.

No manual bids will be accepted. Technical and Financial Bid should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Important Dates of Tender:

Sr.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	07/03/2022	18:00Hrs
2	Pre-Bid Meeting	14/03/2022	16.00Hrs
3	Bid Submission Start Date	21/03/2022	18:00Hrs
4	Bid Submission Close Date	28/03/2022	15:00Hrs
5	Opening of Technical Bids	30/03/2022	15:00Hrs

Pre Bid Meeting:

A Pre-bid meeting will be held via video conference at IISER Pune, Purchase Section, Dr. Homi Bhabha Road, Pashan, Pune – 411008 on 14/03/2022 from 16.00 hrs to 17.00 hrs (IST). All prospective bidders are requested to kindly send their queries by email at purchase@iiserpune.ac.in so as to reach latest by 11/03/2022 by 15.00 hrs. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on Institute website. No queries will be entertained after the Pre-bid meeting. The corrections/additions / clarifications given, as discussed during the Pre-Bid Conference would be hosted on the website of IISER Pune and all



the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have down loaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IISER Pune reserves the right to award contract for services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Pune in this regard shall be final and binding on all.

REGISTRAR

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserpune.ac.in. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS :

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS :

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
7. Financial Bid to be submitted in PDF format.

ASSISTANCE TO BIDDERS

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

TECHNICAL BID

PROFORMA FOR EVALUATION OF TECHNICAL BID

Sr.	Particulars	State Details
1	Name of the agency / firm / company	
2	Registered address of the agency / firm / company Land Line No Mobile No Email (Submit proof of address – Copy of Latest Corporation Tax Receipt OR copy of latest Land Line Telephone Bill OR copy of latest Electricity Bill OR Copy of Lease Agreement etc.)	
3	Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit Copy of the appropriate registration certificate)	Legal Status: _____ Submitted / Not Submitted
4	Name, designation, and details of contact person. Land Line No Mobile No Email	
5	Month and Year of commencement of business.	
6	Statutory details of agency / firm / company (Photocopies of the Registration Certificate / Allotment letter issued by the concerned authority to be submitted):	Submitted / Not Submitted
7	1] In case of company, registration number issued by Registrar of Companies and date of issue.	
	2] Permanent Account Number (PAN).	
	3] GST – Registration number.	
	4] Profession Tax registration number.	
8	Agency / firm / company should have an annual turnover of at least Rs.2,10,000/- in the website designing alone for each of the last 3 financial years. Turnover Certificate specifically having details of webservices	Financial Year - 2018-19:

Sr.	Particulars	State Details
	alone duly certified by the Chartered Accountant to be submitted.	Rs. _____ Financial Year - 2019-20: Rs. _____ Financial Year - 2020-21: Rs. _____
9	The bidder should not be currently debarred by any Government organization. An affidavit on non-judicial certificate should be submitted	Yes / No Submitted / Not Submitted
10	All pages of the tender signed? To be submitted with the Technical Bid.	Yes / No
11	In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head.	Submitted / Not Submitted / Not Applicable

Place: _____

Signature of Tenderer

Date: _____

Name & seal of agency/firm/company

GENERAL TERMS AND CONDITIONS

- 1.** Bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.
- 2.** At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility etc.
- 3.** Bidders technically disqualified shall be intimated.
- 4.** **Technical bid should not contain any price bid information.**
- 5.** The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. The tender is not transferable under any circumstances.
- 6.** Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- 7.** Tender in any form other than the prescribed form issued by IISER Pune shall not be considered and will be summarily rejected.
- 8.** The rates quoted in the Financial Bid shall be valid for at least 180 days from the date of award of tender. Quote valid for a shorter period shall be liable for rejection.
- 9.** **Institute may obtain confidential feedback from the clients of the eligible vendor regarding the quality of services provided, etc.**

10. Taxes

- The successful agency shall be liable for depositing all taxes, levies, cess, etc. to concerned tax collection authorities from time to time as per extant rules and regulations on the matter on account of services rendered by it to the Institute.
- The Income Tax (T.D.S.) shall be deducted at prevailing rate from bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by the Institute to the agency.
- In case, the successful agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof Institute is put to any loss / obligation, monetary or otherwise, it shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

- 11.** IISER requires that the bidder under this bid observe the highest standard of ethics



during execution of such contract.

12. IISER will reject the proposal for award if it determines that the bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the contract in question.

13. Security Deposit

Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 3% of the purchase order value in the form of Performance Bank Guarantee favoring the Director, Indian Institute of Science Education and Research, Pune.

The Security Deposit should be valid for a period of warranty period as we plan to extend the same as Performance Bank Guarantee

14. Period of Contract

- The contract shall be initially for a period of **one year** and may be extended yearly for a maximum up to **three years** (Total period) subject to satisfactory performance at the discretion of competent authority on the same terms and conditions or with some addition/ deletion/ modification.
- The contracting vendor shall provide the services continuously as per the award of contract. In case of discontinuation of services by the agency in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the agency shall be liable for necessary legal action and the Institute shall also forfeit performance security deposit of the agency.
- The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of the Institute.

15. COMMENCEMENT AND TERMINATION

The contract may be terminated in any of the following contingencies: -

1. On giving one-month notice by the Institute OR
2. On giving three months' notice by the agency OR
3. On the expiry of the contract, without any notice. OR
4. On giving one-month notice by the Institute at any time during the tenancy of contract, in case the services rendered by the agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for these services. OR

5. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the agency to any third party for sub-letting the whole or a part of the contract to any third party. OR
6. On agency being declared insolvent by the competent Court of Law without any notice.

In case of termination of contract on the grounds mentioned at Sr. No 4 & 5 above the Institute shall forfeit the Bank guarantee and the agency shall not have any claim/right against the Institute.

Provided that during the notice period for termination of the contract, in the situation stated above, the agency shall keep on discharging his duties as before till the expiry of notice period.

16. DELIVERY PERIOD:

The deliveries, if any, services & installation must be completed within **90 days**, after placement of purchase order. Time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations, as they are tightly linked to iRISE plans of completing the project within the time frame.

17. PAYMENT:

PAYMENT TERMS-No advance payments are allowed under any circumstances.

Payment will be made directly to the vendor by RTGS/NEFT after completion of the deliverables, testing and satisfaction with regard to quality, quantity, and specifications ordered for, and after satisfying that the terms and conditions of supply have been fulfilled.

18. RIGHT TO ACCEPT / REJECT ANY BID

The Director IISER Pune, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the IISER action. The Director, IISER Pune doesn't pledge himself/herself to accept the highest discount offering Bid or any Bid and reserves to him/herself the right of accepting the whole or any part of the Bid and Bidder shall supply the medicines at the rates quoted.

19. FORCE MAJEURE:

- Agency shall not be liable for forfeiture of its performance security, imposition of penalty or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure which means an event beyond the control of the supplier and not involving the agency fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. If a force majeure situation arises the agency

shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier 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.

- Force Majeure shall not include insufficiency of funds or manpower or any event which is caused by negligence or intentional action of supplier.

21. INDEMNITY

The successful bidder shall indemnify the IISER Pune against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the successful bidder in execution of or in connection with the work of this contract and against any loss or damage to the IISER Pune in consequence to any action or suit being brought against the successful bidder for anything done or committed to be done in the execution of this contract. The successful bidder will abide by the job safety measures prevalent in India and will free the IISER Pune from all demands or responsibilities arising from accidents or loss of life, the cause of which is the successful bidder's negligence. The successful bidder will pay all indemnities arising from such incidents without any extra cost to IISER Pune and will not hold the IISER Pune responsible or obligated. The IISER Pune may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the successful bidder or single in case the latter chooses not to defend the case.

22. ARBITRATION

1. The contracting agency/firm/company and the Institute shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Pune. The resultant contract will be interpreted under Indian Laws.
2. In the event of any question, dispute or difference arising under or in connection herewith, the same shall be referred to the sole arbitration to Director, IISER Pune or his nominee.
3. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom he matters is originally referred is being transferred or vacating his office or in the event of his resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
4. The Arbitrator may give interim award and / or directions in the interest of justice.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modifications thereof from time to time being in force shall be deemed to apply to the arbitration proceeding under this clause.

=====

SCHEDULE OF REQUIREMENTS, SCOPE, GUIDELINES AND ALLIED TECHNICAL DETAILS

Detailed scope of Work

1. The firms are requested to provide the design and framework, based on the content provide by iRISE and Annexure 1 (in the form of slides) attached with this document.
2. Proposed system architecture -The website must be developed using established technologies preferably open-source environment without using any third-party tool or framework, which may incur any financial implications.
3. W3C compliance is required for the technologies used in theme design, including responsive design for compatibility across gadgets and their corresponding software version updates/upgrades.
4. OS and browser portability (for both clients and server).
5. SSL certificate from reputed service providers with a validity of 3 years to be deployed onto the developed website (OV or EV certification).
6. For designing and developing the website of iRISE Programme using the latest available technologies like php, java, CMS, etc. open-source technologies shall be preferred. CMS should necessarily be user-friendly and provide flexible features therein.
7. Design, development, and maintenance of web-based applications and integration with technologies like GIS, e-Forms, links to social media portals and should facilitate Search Engine Optimisation etc.
8. The firm impanelled through this process would be required to provide an off-site warranty for three years, maintenance, and technical support from the date of issue of the completion certificate, and annual maintenance of website/application with onsite technical support as required.
9. The firm should ensure that website design complies with the 'Guidelines for Indian Government Websites (GIGW)' <http://guidelines.gov.in/>
10. The firm should ensure that the website design complies with the W3 Consortia standards.
11. The firm should ensure that the accessibility requirement should meet WCAG 2.0 guidelines, to the best extent possible.
12. The website should be primarily in English and provide facility for the entire website in English only.
13. Email facilities should be integrated in the website. Also, Bulk email and SMS facilities should be integrated into the website.
14. The website should be compatible with all browsers like Firefox10+, Chrome 80+, Edge, Mozilla and hand-held devices such as mobile, tablets, notebooks etc.
15. The firm must be able to ensure that the website is security audited by a CERT-IN impanelled firm.
16. The website being hosted on cloud; the firm should provide docker images as a deliverable.
17. The firm should provide automated daily differential backups which needs to linked with IISER Pune's unlimited google drive account

18. Design aspects: Design should be functional and aesthetically appealing with the possibility of editing format and style. The design should be in congruence to the style guide provide in the brand document of iRISE. The firm should install software-based Web Application firewall.
19. The website should allow data download in excel, word or csv format.
20. The website should have feature to archive content and later enable the users to extract the content in downloadable format.
21. The CMS website should have registration links enabled on specific page and the information should be available in a downloadable format.
22. The firm should provide technical support as per the AMC for 3 years and authorized accesses to members of the iRISE, IISER Pune to team to alter/upload contents of the website. Training for content amendment should be provided to the team members by the firm.
23. The design should allow multiple authorized users to access and edit different modules of the website. For example, website pages corresponding to Events, Registration, Feedback, Teachers Development Strand, ECR, Thought Leadership, Tenders etc.
24. The website should have web analytics similar to google analytics and new age images formats like WebM and WebP should be used for better bandwidth management.
25. Identify and execute training requirements for successful execution of project along with preparation of User Manual. Creation of manuals and documents for the project executed.
26. Indicative Deliverables include High-Level Design/ Architecture Document, Performance Test Reports, Security Test Reports, Design documentation, Data and Technical Architecture/ UI Usability Report, Deployment Script, User Manual/SOP, Technical Manual, Data Backup/ Archival Process, Source Code, Data Migration Utility, Data Model. However actual deliverables will depend upon project-specific requirements and will be finalized in consultation with iRISE PMU Team and the JSC.
27. The firm should be in a position to securely host the redesigned website at the premises of the Government of India empanelled cloud service provider or at iRISE, as decided by the technical committee.
28. The firm should provide the costing requirement for hosting the website on cloud as a separate storage entity.
29. The website should prominently display visitor statistics on the home page.

TECHNICAL EVALUATION METHODOLOGY

- (i) The firms should submit a maximum of 30 slide presentation outlining their company profile, details of technical manpower & designers, their past/current projects of similar nature, a proposed design, methodology of proposed project execution and management, handholding and successful acceptance activities as well as continual maintenance/updation. /customization activities, details of content management system features proposed and screenshots of user interfaces etc. They may include any relevant information as deemed appropriate.
- (ii) The presentation should also include template/theme design and/or

methodology/approach for the website of iRISE.

- (iii) Proposals will be evaluated on the basis of technical presentations submitted as well as the eligibility criteria mentioned above.
- (iv) Evaluation of the proposals will be done based on the quality of previous work, the proposal submitted, and on the bidder's understanding of the website design requirements of iRISE that takes into consideration the institute brand and ethos. Skillset in website user experience design will also be considered during the evaluation process.
- (v) Bidders have to make a technical presentation on the basis of the slides and the design submitted as a part of the bid. The date and time for the bidders' presentation in person will be informed later as a part of the technical evaluation process.
- (vi) The technical/commercial evaluation committee appointed by the competent authority will evaluate the bidders on the basis of the presentations and the corresponding commercials. Their decision will be final and binding on all parties concerned.



iRISE

Inspiring India in Research, Innovation and STEM Education Programme

WEBSITE REQUIREMENT

iRISE – Home Page/ Landing Page

WHO ARE WE

WHAT WE DO

ENGAGE WITH US

ANNOUNCEMENTS

Images and slider

Video or Dynamic
Content
Upcoming Events

SPOTLIGHT

DASHBOARD

NEWS AND EVENTS

OUR IMPACT

LOGIN

CONTACT US

WHO ARE WE

- ▶ About us
- ▶ Goals
- ▶ Joint Steering Committee
- ▶ Our Partners
- ▶ Funding
- ▶ Organisational Chart
- ▶ Reports
 - ❑ Annual Reports
 - ❑ Quarterly Report

No. of pages 5

- Static pages 3
- Dynamic Page 2

WHAT WE DO

- ▶ Teachers' Development Strand
- ▶ Early Career Researchers' Strand
- ▶ Thought Leadership
- ▶ CXO Forum

No. of pages 4

- Static pages 1
- Dynamic Page 3

ENGAGE WITH US

- ▶ Outreach Programme for Teachers
- ▶ Outreach Programme for students
- ▶ For Researchers
- ▶ Industry Linkages

No. of pages 2
Static pages: 2

ANNOUNCEMENTS

- ▶ Programme Information
 - ▶ Tenders
 - ▶ Recruitment
 - ▶ Holiday List
-
- ▶ REGISTRATION

No. of pages 1
Part page : Dynamic Content
Scrollers reqd.

SPOTLIGHT

- ▶ NEWS AND EVENTS
- ▶ IMPACT
- Awards and Recognitions
- Press Release
- Social Media Handles

No. of pages 5

- Dynamic Pages : 2
- Static Pages: 3

CONTACT US

- ▶ Address
- ▶ Road, Rail routes and Flight guidelines
- ▶ Contact Information

No. of pages 1
Static Pages: 1

Technical and Page Requirement

Other Services:

- ▶ Update and Maintenance of the Website/Web portal
- ▶ Search Engine Optimization
- ▶ Registration of domain Name and Hosting of the Website/Web portal
- ▶ Bulk e-mail/SMS facilities
- ▶ Copyright & Trademark
- ▶ Online Registration facility
- ▶ Link with other sites and portals

Total Number of pages :17
Dynamic Pages :6
Static Pages: 11



Open Tender Reference No: IISER/PUR/1891/21

Date: /2022

PRICE SCHEDULE

1	2	3	4	5
Sl. No	Item Description	Installation, Commissioning & training charges, If any.	GST, if contract is awarded	Gross Total
1	Turnkey services for development, design and, implementation of irise website			
2	Maintenance of irise website for a period of 3 years.			

Note: Price bid should be submitted in separate online financial bid envelope.

Technical bid should not contain any price bid information

Signature & Seal of Vendor

(COVERING LETTER)
(To be submitted along with technical bid on letter head)

From:
Vendor
With phone, email, & mobile no.

To,
The Director
INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH
Pashan, Pune – 411 008.

Reference: Tender Notice published in Daily newspaper / Institutes website / CPP Portal dated _____,

Subject: Turnkey services for development, designing, implementation and maintenance of the iRISE website.

Sir,

With respect to the tender notice published in above mentioned Daily newspaper / Institutes website / CPP Portal, I / We hereby submit my / our tender in a required format.

I / We will adhere to the requirements prescribed by IISER Pune. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

I/We are fully aware of the website requirements and my / our offer is to develop, design and implement the website strictly in accordance with the requirements of IISER.

I/We agree to arrange the AMC in accordance with to the document.

Yours Sincerely,
Signature, Name and seal of contracting agency/firm/company

BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____

Name of Partners /Director : _____

City : _____

Postal Code : _____

Company's Establishment Year: _____

Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

CONTACT DETAILS

Contact Name : _____

Email Id : _____

Designation : _____

Phone No : (_____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Enclose scan copy of cancelled Cheque.

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's GST: _____x

CERTIFICATE
(to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

BID SECURITY DECLARATION
(On company letter head)

To,
The Director
Indian Institute of Science Education and Research Pune.
Dr. Homi Bhabha Road, Pashan,
Pune-411008

Subject: Bid Security Declaration

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that IISER, Pune is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further IISER Pune is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not being blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any Other Govt. Organization.

I/We are accepting that if we withdraw or modify our bids during period of validity etc., we will be suspended for the period of six months to participate in any tender issued by IISER Pune.

Date:

Signature of the Tenderer

Place:

Stamp

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

Checklist for BIDDERS

BIDDERS to indicate whether the following are enclosed / mentioned by striking out the non-relevant option.

Envelope-1 (Technical-Bid) (Following documents to be provided as single PDF file)			
Sl. No.	Content	File Types	Document Attached
1	Documents as per technical bid	.PDF	(Yes /No)
2	Covering Letter	.PDF	(Yes /No)
3	Bidder Information form as per Annexure-‘A’	.PDF	(Yes /No)
4	Blacklist certificate as per Annexure-‘B’	.PDF	(Yes /No)
5	Bid Security Declaration as per Annexure-‘C’	.PDF	(Yes /No)
6	A copy of the Un-priced Commercial bid	.PDF	(Yes /No)
7	Undertaking that the successful BIDDER agrees to give a Rs,21,000/- security deposit/ Performance Bank Guarantee	.PDF	(Yes /No)
8	Self-Attested copy of GST Number (as applicable)	.PDF	(Yes /No)
9	Tender Terms & Conditions Acceptance signed with official seal is attached	.PDF	(Yes /No)
Envelope-2 (Financial-Bid)			
Sl. No.	Content	File Types	Document Attached
1	Price bid should be submitted in PDF and Excel Format	.PDF and Excel	(Yes /No)