

Quotations

are invited

for

**Design, development, installation, security and
maintenance of the Website for I-DAPT HUB
FOUNDATION (Section – 8 Company)
at IIT (BHU), Varanasi**

Tender No.: IDAPT/IIT(BHU)/2020-21/Website

Tender Date: 16-10-2020

Last Date & Time of Bid Submission: 26-10-2020 (5.00 pm)

(Hard copy in Sealed envelop)

I-DAPT-HUB FOUNDATION

Request for Quotation for the design, development, installation, security and maintenance of the Website for I-DAPT HUB FOUNDATION (Section – 8 Company) at IIT (BHU), Varanasi

To

Dear Sir,

It is proposed to buy the items mentioned below for our Institutional purpose. Accordingly, you are hereby requested to submit your valid and firm quote for design, development, supply, installation, commissioning, certification etc. for below mentioned specifications as per the terms & conditions indicated herein below in respect of the following items. Your bid in sealed envelope MUST reached to The Director, I-DAPT HUB Foundation, Registrar Office, Indian Institute of Technology (Banaras Hindu University) Varanasi – 221005, UP within due date.

SL. NO.	Name of Items	Description / Technical Specification	Quantity
1	Design, development, installation, security and maintenance of the Website for I-DAPT HUB FOUNDATION (Section – 8 Company) at IIT (BHU), Varanasi	As per Annexure II	01

Please Note:

You are requested to kindly go through the detailed Terms & Conditions mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes/IITs.

1. Please mention the enquiry no. & due date on the Bid envelop.
2. Full specification and make of the item offered and its rate F.O.R. Varanasi.
3. GST as applicable to IITs.
4. Your GST registration number, PAN number.
5. Conditions of supply and terms of payment.
6. If you are a manufacturer of the item or if you have proprietary right over it, please mention it in the quotation and provide a certificate.
7. Please give undertaking as per Annexure-I, and quote the price in Annexure III.
8. If the bidder is an authorized dealer, then copy of authorization certificate should be enclosed with the quotation.
9. The Bank/RTGS detail must be submitted along with the quotations/Tenders on the letter head.
10. All communications related to this tender should be addressed to the The Director, I-DAPT HUB Foundation, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221005, UP only.

Terms & Conditions

The offer must comprise of the following:

1. **Price:** The bidder needs to quote the price in price bid format (annexure III).
2. **Taxes and Levies:** Taxes as applicable.
3. **Tender Processing Fees and EMD :** The Tender Processing Fee of Rs 5900/- (Non-Refundable inclusive of GST and non refundable) and E.M.D. of Rs. 25,000/- (Refundable) for this Tender to be paid in the form of Bank Draft in favor of Registrar, IIT (BHU) or by RTGS/NEFT payable at Varanasi. The hard copy of DD for tender processing fee and EMD should be alongwith the bid at the address: The Director,

I-DAPT HUB Foundation, Registrar Office, Indian Institute of Technology (Banaras Hindu University) Varanasi – 221005, UP.

The Tender processing fees and EMD can be paid through RTGS/NEFT as per the following details:

Name of Account - Registrar, IIT (BHU)

Name of the Bank - State Bank of India

Name of Branch - IT, BHU, Varanasi

Account No. - 32778803937

IFSC Code - SBIN0011445

The proof of payment must be enclosed with Technical Bid.

Note: Both the transactions are to be done separately.

4. **Concessional GST is applicable to IITs.** Certificate will be provided as and when required, if applicable.
5. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **120(Ninety) days** from the last date of submission of quotations.
6. **Delivery Terms:** FOR, IIT BHU, Varanasi destination Campus. Rates should be quoted accordingly.
7. **Delivery Schedule:** Delivery within 4 weeks.
8. The admin access controls & complete documentation (with source codes) of the content so developed under this activity will be handover to client after the Go-live.
9. The exact requirements may increase further and the bidder should be ready to incorporate the requirements further by $\pm 30\%$ (if required).
10. **Payment:** Payment will be released through bank RTGS transfer/Cheque after Go-Live, testing, inspection, installation and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challan(s), bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc.
11. **Performance Security/ Performance Bank Guarantee (PBG):** Successful bidder have to furnish **5% of the contract value** as a performance security in the shape of Fixed Deposit Receipt / Bank Guarantee in favour of the Registrar, Indian Institute of Technology (BHU) which will be valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. Fixed Deposit Receipt / Bank Guarantee should be issued from a schedule bank in India. Bank guarantee is only applicable for the Supplier who will get the Award of Contract and will submit at the time of installation of the instrument.
12. **Liquidated Damages:** As Time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 1% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT (BHU), Varanasi. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
13. **Cancellation:** IIT BHU, Varanasi reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
14. The Director reserves the right to cancel/modify/prolonged the contract at any point of time during the contract period by giving one month advance notice.
15. In case of cancellation of order due to Non-compliance of the Terms and Condition and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
16. For any dispute, the place of jurisdiction shall be Varanasi, UP, India only.

Yours' sincerely,

Director,
I-DAPT HUB Foundation,
Indian Institute of Technology (Banaras Hindu University)
Varanasi – 221005, UP

TO BE RETURNED WITH QUOTATION

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those quoted by us to IIT(BHU).
2. The GST levied is as per Govt of India norms amended from time to time.
3. The goods / Stores / articles/services offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
4. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.

Authorised Signatory (Seal)

Name of Service Provider:

Address:

Contact details:

1. Mobile No.
2. Landline no.
3. Email Id:

Technical Specifications

Requirement of the design, development, installation, security and maintenance of the Website for I-DAPT HUB FOUNDATION (Section – 8 Company) at IIT(BHU):

Project Approach for meeting the above purpose:

1. Requirement Gathering
2. Project Analysis
3. Project UI Design
4. Project Database Design
5. Project Module Development
6. Project Integration
7. Testing
8. Deployment
9. Maintenance

Requirement Gathering/ Wire Frame for the website and subsequent development

1. GUI Details (Responsive)
 - 1.1. Home Page
 - 1.1.1. Display Header
 - 1.1.2. Option to Login/Signup
 - 1.1.3. Display Menu Bar
 - 1.1.4. Display Images Slider
 - 1.1.5. Display Information
 - 1.1.6 Display Application Steps
 - 1.1.7. Gallery Section
 - 1.1.8. Display Contact Us
 - 1.1.9. Display Footer
 - 1.1.9.1 Display Quick Links
 - 1.1.9.2 Display Copyright Details
 - 1.1.9.3 Display Social Media Icons
 - 1.2. Menus & Static Page's
 - 1.2.1. About Us
 - 1.2.2. Who Can Apply
 - 1.2.3. FAQ's
 - 1.2.4. Contact Us
 - 1.2.5. Collaborators
 - 1.2.6. Privacy Policy
 - 1.2.7. Terms & Conditions
 - 1.3. Applicant Login/Register
 - 1.3.1. Display Login Form
 - 1.3.1.1 Enter Email and Password (Registered User)
 - 1.3.1.2 Error Messages if Login Credentials are not correct.
 - 1.3.2. Display Registration Form
 - 1.3.2.1 New Applicant Register by filling Mandatory Fields
 - 1.3.2.2 Fields: Name, Date of Birth, Category, General, SC/ST/PWD), Enterprise Name, Contact Number, Email id, Choose Password Option, Terms & Conditions, Register Button.
 - 1.2.2.3 Email Verification on new user registration.
 - 1.2.2.3 After Verify Email Successful, Registration Message Shown to User and Email Send to his/her Email.
2. Admin Management & Activities
 - 2.1. Login Page
 - 2.1.1. Display Username and Password Field to Login
 - 2.1.2. Display Login Button to Submit Login Request.
 - 2.2. Dashboard

- 2.2.1. Display Total Number of Application (Navigate to View Applications Page).
- 2.2.2 Application Filtration
- 2.2.3 Application Pagination
- 2.3. Manage Profile
 - 2.3.1. Update His/her Profile
- 2.4. Manage Partner/Expert/Faculty
 - 2.4.1. Add/Edit/Delete Faculty
 - 2.4.2. Assign Applicant Application to Faculty
 - 2.4.3. Manage Faculty Profile
- 3. Faculty Management & Activities
 - 3.1. Login Page
 - 3.1.1. Display Username and Password Field to Login
 - 3.1.2. Display Login Button to Submit Login Request.
 - 3.2. Dashboard
 - 3.2.1. Display Total Number of Application (Navigate to View Applications Page).
 - 3.2.2. Application Filtration
 - 3.3. Manage Application
 - 3.4. Manage Award
- 4. User/Applicant Management & Activities
 - 4.1 Applicant Application Form
 - 4.1.1 Display Form (provided by client)
 - 4.1.2 Save as Draft Option to save incomplete form.
 - 4.1.3 Multiple File Attachment Option in Form.
 - 4.1.4. Submit Application Option to Complete Application Process.
 - 4.2 Dashboard
 - 4.2.1 Display all Application List
 - 4.2.2 Filter Completed/Uncompleted/Pending Status Applications
 - 4.2.3 Pagination of Listing Application
 - 4.2.4 View/Edit/Delete Application
 - 4.2.5 View Answer or Result of Application
 - 4.2 Manage Profile
- 5. Alpha Testing Of Application
- 6. Launching Of Website On Live Server

Desirable Technology Specifications for compliance

Programming Languages/Framework	PHP 7
Architecture/Design Patterns	n-Tier
Databases	MySQL
Client Scripting	JS, JQuery, AJAX
Open source	Core PHP
Browser Compatibility	According to ExistingDesign
Device Compatibility	According to ExistingDesign

Note:

1. The admin access controls & Complete documentation (with source codes) of the content so developed under this activity will be handover to client after the Go-live.
2. The exact requirements may change further and the bidder should be ready to incorporate the requirements further by $\pm 30\%$ (if required).
3. The payments will be made on per year basis.
4. The Service Provider must have provided services of similar nature, technology, duration and value to other similar Institution(s) of national importance in the past. A certificate from such Institution confirming the satisfactory quality of services must also be enclosed along with the quotation. Failing this credential, the bid will be summarily rejected.

PRICE SUBMISSION FORM**RFQ NO.:****Date:****Name of the Company/Firm M/S.** _____

Kindly quote the discounted price as applicable for premier academic and research institutions in the below mentioned format:

Mandatory (L1 will be decided based on this rate)

Sl. No.	Name of Service required	Qty	Rate for Five Year
1.	Website Design, Development, Update & Maintenance with fully secured web environment with 99.99% uptime (Fully Dynamic Information Sharing Website + User Registration) + 5 GB VPS Server (Hosting) for 5 Years	1	

1. The payments will be made on per year basis.

Optional (not to be included for deciding L1)

Sl. No.	Name of Service required	Qty	Man days rate
1.	The Man-days rate for any additional development/update beyond the scope of quoted work (if any)	As per requirement	

Signature of the Authorized person with seal and date

FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)/ PERFORMANCE SECURITY

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED COMMERCIAL BANKS (WHETHER SITUATED AT VARANASI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT VARANASI)

To,
The Registrar,
Indian Institute of Technology (BHU),
Varanasi-221005

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology (BHU), Varanasi (Buyer) has invited tender vide Tender No..... dated..... for purchase of
AND WHEREAS the said tender document requires that eligible successful bidder (seller)..... wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Bank Guarantee in favour of “The Registrar, Indian Institute of Technology (BHU), Varanasi” in the form of Bank Guarantee for Rs **(5% of the contract value)** and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the seller, including warranty obligations from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the seller) shall submit the same within 30 (Thirty) days from the date of Award of Contract.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said bidder (seller) fails to abide by any of the conditions referred to in tender document / Award of Contract / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology (BHU), Varanasi on demand and without protest or demur Rs (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology (BHU), Varanasi (Buyer) as to whether the said bidder (Seller) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Seller) and/ or Indian Institute of Technology (BHU), Varanasi (Buyer). **Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs.
(Indian Rupees only).

2. This Bank Guarantee shall be valid up to(date) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT (BHU), Varanasi serve upon us a written claim or demand on or before(date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,
Signature and seal of the guarantor:
Name of Bank:
Address:
Date: