



United Nations
Educational, Scientific and
Cultural Organization

REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India
Under the Auspices of UNESCO
180, Udyog Vihar, Phase 1, Gurgaon - 122016 India

NO.RCB/ADM/WEB/01/2014-15

Tender Document for Management & Maintenance of RCB's Website

Tender Document

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1. INTRODUCTION

The Regional Centre for Biotechnology [RCB] (herein after called “the Centre”) is an autonomous institute of education, training and research established under the auspices of UNESCO by the Govt. of India’s Dept. of Biotechnology. The Centre is aimed to be a platform for innovation, enterprise and industrial development, therefore the Centre is designed to be a Centre of Excellence in biotechnology. The Centre with international stature shall be beneficial to all the countries in the region including India in carrying out biotechnology research of the highest calibre and developing skilled knowledge human resource. The Centre is a category II Centre by the Principles and guidelines for the establishment & functioning of UNESCO Centres & Institutions.

The mandate of the Centre is to provide a platform for biotechnology education, training & research at the interface of multi disciplines. The programmes of the Centre are designed to create opportunities for students to engage in multi-disciplinary research areas with focus to latest trend and development in the sector. The multi-disciplinary approach allows researchers to learn biotechnology while integrating engineering, medicine, and natural science to provide solutions for human & animal health, agriculture and environmental technologies.

To position the centre in mainstream of biotechnology education, research and training, various steps are being taken. One of the key steps is to appropriately manage the website with the objective to reach students who aspire to pursue education, training and research in biotechnology. The proposed centre is being set up with the objective to be pioneering institution in this field for the not only India but to the Asian region.

The purpose of this document is to invite a suitable service provide for the management and maintenance of the Centre’s website. The website shall serve as a powerful communication tool in reaching the potential users.

Existing Web Site

The existing website of RCB can be viewed at <http://www.rcb.res.in> and <http://www.rcb.ac.in>

The existing website provides basic information about the Centre through various sections/ web pages/ images. The site provides information on history and background about the Centre and also presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, forms, results, research careers/ jobs, tenders, notices etc. The site provides information related to RTIs and press releases, and also has an intranet section meant for use by restricted members of students, faculty and staff of the Centre.

Vision of the Web Portal

RCB plans to have a dynamic state-of-the-art web portal which would truly reflect our proposed vision, be a lively platform and add to the centre’s vibrant

academic environment and campus life. More details are given in Section 4 of this document.

To meet this objective, RCB invites firms having expertise in the design, development of website as Service Providers (SP).

Tender document

Sealed tenders (under two bid system) are invited from registered firms in India and having experience of designing, developing and management of websites for reputed academic institutions. The tender document containing the terms and conditions can be downloaded from www.rcb.ac.in (or) www.rcb.res.in (under tender sub section).

Bidders downloading the tender document from the website are requested to notify "The Registrar, Regional Centre for Biotechnology, 180, Udyog Vihar Phase 1, Gurgaon" (or) by e-mail at: registrar@rcb.res.in so that any amendments/ changes in the tender document can be informed to all prospective Bidders.

2. SCHEDULE OF SUBMISSION OF BIDS

The following is the schedule of events for this tender/ project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful bidder.

| Description of Items | Date |
|--|---|
| Availability of Tender Document Website and Last Date and time for submission of completed Documents | 8 th September 2014 (1700 Hrs.) |
| Submission of Sealed Bids (two bid system) | 25 th September 2014 (upto 1500 Hrs.) |
| Opening of Technical Bids and Evaluation | 25 th September 2014 (1600 Hrs.) |

The Tender document along with the schedule can be downloaded from the website: <http://www.rcb.res.in> and <http://www.rcb.ac.in>.

The completed application (response document containing Technical & Financial Bids), (printed, signed and bound copy) should be submitted in a sealed cover super scribed with the title "Tender for "Management & Maintenance of Website" The REGIONAL CENTRE FOR BIOTECHNOLOGY at the address given below.

The Financial bid should be in a sealed cover inside the main cover.

Envelope – 1 (super scribed as "Technical Proposal")

The Technical Proposal should detail the technical specifications of the proposed solution, compliance to the specifications of various modules detailed in the tender, implementation plan, post implementation warranty and support plan along with the Checklist for Technical Bid Supporting documents such as firm's registration certificates (Income tax PAN no., Service Tax, Sales tax certificate

etc.), bidders profile. Any other relevant paper which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the Bidder.

Envelope – 2 (super scribed as “Financial Bid”)

The Financial Proposal should give detailed breakup of price of various modules and associated price of implementation using the Performa in Annexure – 1 (enclosed).

RCB will not be liable for any cost incurred by the respondents in preparing responses to this tender or negotiations associated with award of a contract.

The Administrative Officer,
Regional Centre for Biotechnology,
180, Udyog Vihar, Phase-I
Gurgaon-122016
Ph: 0124 -2848815
Fax: 0124-2848815

Deadline for Applications: Any application received after the last date and time for submission for the same, i.e., **25th September 2014**, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

3. CLARIFICATION OF TENDER DOCUMENT

Prospective Bidders requiring any clarification on the tender documents may notify The REGIONAL CENTRE FOR BIOTECHNOLOGY in writing/ e-mail/ fax. The centre will respond in writing by fax/e-mail to any request for clarification of the Tender Documents, which it receives not later than 7 days prior to the deadline for the submission of bids prescribed by the REGIONAL CENTRE FOR BIOTECHNOLOGY.

Written copies of the REGIONAL CENTRE FOR BIOTECHNOLOGY response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders, which have received the Tender Documents.

4. FUNCTIONAL AND TECHNICAL SPECIFICATIONS

Proposal for Interactive & Dynamic Website for Regional Centre for Biotechnology

Present Web Site

The existing website of the Centre can be accessed/ viewed at Govt. Portal (CPPP) <http://www.eprocure.gov.in> and in RCB Portals <http://www.rcb.res.in> and <http://www.rcb.ac.in>. The existing website presents information through various sections/ web pages and sub menus.

Vision of Design for the Web Portal

The Centre plans to have a dynamic state-of-the-art web portal which would actually reflect various functions, activities, profile and add to the Centre's vibrant academic environment and campus life. This means the proposed website shall have a working blend of Web 2.0 technologies and eye-catching presentation of information. The proposed site shall blend up-to-date information, current data & information that can go lively. The purpose is also have an improved look & feel with latest design features & elements, that an international institution be able to capture. The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

Users

For all, the Centres' related information needs, the envisaged portal will be used by the students, faculty members and administrative staff for their day-to-day activities. It will also be used by prospective students and employees, visitors, partner institutes and businesses, other government departments and agencies, and the general public in India and abroad.

5. SCOPE OF WORK

The scope of the work includes planning the design/ development, maintenance and management gathering relevant information, test run, deliver the existing website in the new form & where needed to the new portal.

It also includes regular maintenance and updating of the website for a period of 3 years and renewable for another 3 years. The Centre expects that the portal will be delivered on "turnkey basis" to RCB.

The details of various sub-components of the website redesign and development are as follows:

(a) Information Content

The website cum portal will be superset of the existing websites <http://www.rcb.res.in> and <http://www.rcb.ac.in>. In addition, the portal should provide appropriate plug-ins to passively/actively integrate the portal with the proposed Centre on-line administration system (OAS).

(b) Other Features

The website/ portal should comply with the comprehensive **content management system** to support a variety of users ranging from Administrators to Guests. It should allow the administrator to create user roles and allow the setting up of access rights ranging from entire site to a specific page.

Navigation

- The website be user friendly to access information needed at a sight
- Design should be flexible to accommodate new pages.
- It should provide for flexibility to modify the design when a major event has to be published.
- Design should allow changing the interface templates for fresh new look as and when required.
- The portal should be based on International standards like W3C standard for HTML, WAI etc.
- It should be compatible to various browsers including IE, Mozilla Firefox, Chrome, Opera etc. This shall be made available as an optional feature.

Security System

- Provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, job application, student fees, conference registration etc.
- Provide online tracking facility for job applicants, students seeking admissions, RTI, applicants etc.
- The portal should allow the user to syndicate, aggregate and set up the notification of data using RSS feeds.
- The website/ portal should allow users to share their views, feedback, solutions and suggestions online through the webmaster, and also allow podcasts, webcasts and other wikis and forums. It should provide a search module for efficient information retrieval.
- The organisation would ensure that the site and database is secure and free from unauthorized access & hackers.

Linkages

- The website/ portal shall have a direct mailing facility where mails could be sent to different contact persons.
- The website/ portal should allow for creation of/linking to new websites for different Centres within the Campus etc.
- The portal should support Web 2.0 (any advanced/ latest) based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as U-Tube, Linked in, Face book, Twitter etc.
- The website should have a Moodle feature integrated within it for allowing student-teacher interface for individual courses
- The website should incorporate necessary security features against hacking and defacement.
- All logins and payments transaction must operate on secure protocols. It should provide support for website security audit.
- The portal should comply fully with the guidelines issued from time to time by the Government of India for the development of the new website.

User friendly systems

- The website/ portal shall have features that are disabled-friendly, and should allow for features such as voice enabling and enhancement of font size. The web site must be designed with a balance of text and graphics such that each page loads in 8 seconds or less on the average computer (using a 56K modem).
- Site must be compatible with Internet Explorer and Netscape Navigator & other web browsers. Web site must not require plug-ins as a default. The technologies to be used for its development and maintenance should be easily available and cost effective. Website must be built in accordance with the Web Content Accessibility Guidelines 1.0, provided by the W3C.
- Provide search capabilities using key words or phrasing that will identify content from within the site. The website would also have a search engine with index based search options

(c) Technology

The website/ portal should be based on Web 2.0 based CMS like Drupal, Joomla etc. and preferably use Open Source Tools like LAMP, Moodle, OpenLDAP etc.

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

(d) Development Methodology

The development methodology should follow an iterative-prototype approach especially in the initial start up and design phase.

(e) Hosting

The Service Provider (SP) shall host at its premises or suggest a third party to provide hosting services in line with the existing provisions. However, it may be ensured that the party is competent enough to safeguard Centre's Web portal and provide robust security to maintain the site integrity and confidentiality. The other features which RCB would prefer to have in the host ISP are:

- The site shall be highly reliable with at least 99.5% service up time.
- The Site shall provide their services for at least 3 (three) years and renewable to another 3 years.
- Adequate provisions for Disaster Recovery facilities
- Ensure that security measures are regularly installed in the software and provide proactive defense against malware and other cyber crimes
- Provides Secure Sockets Layer (SSL) encryption during payment transaction and user login.
- Pro-actively monitor and maintain services to maximum server performance and up time.
- Only allow legal files.
- Provide clear and proper billing.
- Safeguard privacy by not sharing, renting or selling its information.

- Promptly inform university about any changes to the T&C and/or their plan.
- RCB reserves the right to host the Portal or any other server. In such a case, the vendor will be required to provide all other services as mentioned in this document on the server as chosen by RCB.

6. WEBSITE FEATURES

This website will enable **external users** to obtain information on the following key features:

- The Centre (RCB)
- Academic Information – Study programme, research focus, related activities
- Seeking Admission to the Centre
- Faculty
- Research
- Services – facilities, student services, academic services, administration
- Linkages – Industries, Global linkages, industry associations/ bodies.
- Job opportunities – research career, teaching careers etc.
- News & Events
- Extracurricular activities
- Alumnus
- Other Statutory information

For the **internal users**, the following key features shall form inputs:

The internal users include – faculty, staff and students, who can have access to:

- Calendar of events
- Exam Results
- Research Articles & information
- Faculty Home page
- Circulars, Notification
- Any other statutory information for disclosure
- Learning platforms such as Moodle

7. DESIGN AND LAYOUT

The website should have an elegant design with suitable white/ blue/pastel background, light colours, a neat, uncluttered look and a user-friendly, easy-to-navigate layout, an ideal design layout that an education friendly resource site. Some of the chosen websites which are similar to the 'look & feel' as required by the Centre are listed below, to indicate the kind of layout that seeks for its own website includes:

www.nii.res.in

www.thsti.res.in

www.ncbs.res.in

www.iitd.ac.in

www.dbtindia.nic.in

www.harvard.edu

a. Tentative Site Map

The tentative site map for the new website shall be as under:

- The RCB
- Academic
- Research
- Faculty
- Admissions
- Research Collaborations
- Governance
- Publications
- Facilities
- Campus Life / Student Life
- News & Events
- Downloads

b. Intranet

- Student Intranet
 - Moodle
 - Circular & Notifications
 - Extracurricular activities
 - Seminars & events
- Faculty Intranet
 - Moodle
 - Circular & Notifications

c. Administration Module

- Leave Applications
- Tour – Visits/ Seminars

Terms of Use & Disclaimer

Webmaster – post a query, contact official in RCB

External Links

RCB: Face book, Twitter, Linked in, Google Plus, YouTube etc.

d. Online Applications

- JRF/PhD Programmes
- Research Career Award
- Project Positions

e. Payment Gateway

- Application fees
- Hostel fees
- Mess bills

8. ANNUAL MAINTENANCE & MANAGEMENT

The Scope of Annual Maintenance & Management will cover regular updation of contents in the above modules/ sub-modules, software & security feature upgradation, etc. In order to undertake above, the firm in the initial 3 year depute a qualified resource on site and available as per RCB requirements.

9. PRE-QUALIFICATION CRITERIA

Eligibility Criteria

Bidder should qualify the following eligibility conditions:

- i. The firm shall be legal entity as per the GOI regulations and laws of the land.
- ii. The firm shall have a minimum of five years experience in design, development & providing maintenance and management services of websites/portals/ web applications.
- iii. The firm should have executed two similar projects which are complex in nature.
- iv. The firm should have executed at-least three of the Central/ State Government funded Universities/ Institutes, out of which 2 must be Central funded University.
- v. The firm should have also executed at least 3 websites for the Central Govt. Ministries.
- vi. The firm must have service tax registration, PAN, TIN, Service Tax reg. No. and should be income tax assessee.

Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.

Amendment of Tender Document

At any time prior to the deadline for submission of bids, the REGIONAL CENTRE FOR BIOTECHNOLOGY may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, modify the Tender Document by amendment. The amendment will be notified in the website and in writing by fax or email to all prospective firms who notified REGIONAL CENTRE FOR BIOTECHNOLOGY and will be binding on them. The deadline for submission of bids may also be extended at the discretion.

10. TENDERING PROCESS

Sealed bid super scribed Tender for *“Maintenance and Management of Website” for the Regional Centre for Biotechnology* along with Earnest Money Deposit (EMD) as specified at clause 6 is to be submitted in the office of The Registrar, Regional Centre for Biotechnology, before 3.00 P.M. upto 25th September 2014.

The bid will be opened on 25th September 2014 at 16.00 Hrs. The RCB will not be responsible for any delay in receipt of bid or missing of bid while in transit/post. All bids should be in English language only.

Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid.

The aforesaid sealed bid will contain two separate sealed envelopes, clearly marked "Technical Bid" and "Financial Bid" along with the tender number and last date of submission respectively. The tenders not super scribed as above will be summarily rejected.

10.1 Technical Bid

The technical bid must contain the following:

Part 1: Basic Information

- i. Profile of the firm clearly indicating name of the proprietor/firm/company, address, contact persons with mobile numbers and notable credentials if any
- ii. List of similar projects undertaken along with name of the client, and project value and duration.
- iii. EMD of Rs. 25,000/- as specified in Section 11, below.
- iv. Signed Tender document as acceptance to the Terms and Conditions
- v. Documents in support of eligibility criteria mentioned in Section 8.
- vi. Certification that the firm is not black listed from the CEO of the firm/ Notary.
- vii. Reference of atleast 3 organizations from where the firm has executed such project. Based on need, RCB may like to seek views from the Client list.

Part 2: Concept & Vision for the website

- (i) A Brief of the proposed vision and concept for the design and development of the website (not more than 2 pages with illustrations where needed).
- (ii) Note explaining the scope of the work as understood by the agency and which shall be executed by the firm.

The Technical Bid comprising Part- 1 & 2 shall be submitted in format at Annexure 1.

The documents shall be submitted in the prescribed format, if found not suitable the same will be summarily rejected. The Regional Centre for Biotechnology retains the right to ask for any further information/ clarification during the tendering process.

Based on the above evaluation, the financial bid of only those firms/ bidders who qualify in the Technical bid will be opened. The technical bids that are found suitable will only be scrutinized that shall be eligible firms. The Shortlisted eligible firms shall be asked to make a presentation to the committee of their proposed project plan, wherein they have to present **at least 3** proposed layouts and designs for the new website. The design templates are subject to discussions/ deliberations as per the Centre's criterions.

The Technical Bid scoring is basis the Part 1 & Part 2, Part 1 shall essentially serve as qualifying criteria and Part 2 along with Design template (proof of concept) shall be the basis for scoring. Both sub-parts carry equal weightage. The assessment shall be also based on the reflection of vision into an appropriate design suited for the websites/ portal. The scoring pattern is given in Section 10 of this document.

10.2 Financial Bid

- (i) The financial bid shall be submitted in the format provided at **Annexure 2**. Any additional information regarding the breakups, if any, is to be clearly mentioned therein.
- (ii) Price quoted shall remain firm till the completion of work and acceptance by the RCB Authorities.
- (iii) The payment and delivery terms is given in Section 9.

Payment Terms

- Upon signing the contract : 10% of total project cost agreed mutually by RCB & SP
- Upon approval & acceptance : 25% of total project cost of the design
- Website testing at B-version : 25% of total project cost
- Balance upon completion & : 40% Launch of Website

The firms may quote a lump sum price for Annual Maintenance & Management of Website. The terms of payment shall be made on half yearly basis on satisfactory delivery of services.

10.3 Evaluation Criteria

Evaluation of Financial Bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- (i) The bidder with lowest financial bid (L1) will be awarded 100% score. The Financial Scores for other than L1 Bidders will be evaluated using the following formula:

$$\text{Financial Score of a Bidder} = \left\{ \left(\frac{\text{Financial Bid of L1}}{\text{Financial Bid of the Bidder}} \right) \times 100 \right\} \% \text{ (adjusted to 2 decimals)}$$

Errors & Rectification

Arithmetical errors will be rectified on the following basis:-

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

11. EVALUATION OF TECHNICAL BID AND PROOF OF CONCEPT

- (i) The applicants may be asked to **present 2 or 3 options of design templates** (not a final) for the RCB website in presence of High Powered Committee basis their understanding of the Request for Proposal (RFP) document.
- (ii) The presentation will be followed by a 10-15 minute discussion.
- (iii) The technical bid will be evaluated out of 100 points on the basis of 3 criteria:

Understanding and Compliance with requirements and scalability (maximum 20 points)

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 RFP document.

Design templates and Proof of Concept (POC) (maximum 50 points)

The design templates presented by the bidder POC should demonstrate compliance with all the mandatory requirements mentioned in the RFP and also demonstrate extra capabilities. During the POC presentation, 1 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.

Experience and Ease of Management (maximum 30 points)

The firm will be expected to provide details 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.

12. JOINT EVALUATION OF TECHNICAL & FINANCIAL BIDS

The following is the procedure for evaluation as applicable to technically qualified bids:

The technical and financial scores secured by each bidder will be added with weight of 80:20 respectively and a Composite Bid Score arrived at, using the formula:

$$CS = S(T) * 0.8 + S(F) * 0.2$$

Where CS is Cumulative Score; T = Technical bid Score; and F = Financial bid Score

The combined highest scorer will be the successful bidder and be eligible to become the service provider.

Earnest Money Deposit (EMD)

EMD of Rs. 25,000/- should be given by way of demand draft / pay order/ bankers cheque/ Bank Guarantee of a Nationalized Bank or Scheduled Bank drawn in favour of THE EXECUTIVE DIRECTOR, REGIONAL CENTRE FOR BIOTECHNOLOGY, payable at Gurgaon. Tenders submitted without EMD will not be considered.

The EMD of unsuccessful firms will be released after the award of the tender. The EMD of successful firms will be released one year after successful implementation of the website redesign and development project. The EMD will be forfeited to the RCB Accounts if the bidder withdraws the tender or fails to execute the work undertaken.

13. INDICATIVE SCOPE OF WORK

The indicative scope of work is laid out in detail in the enclosed **Request for Proposal (RFP) document at Section 5 (above)**.

14. 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 REGIONAL CENTRE FOR BIOTECHNOLOGY upon completion of the successful implementation of website by bidder.

15. PAYMENT AND DELIVERY TERMS

- (i) The work shall be completed in EIGHT weeks from the date of issue of work order.
- (ii) The successful Bidder/ firm shall make a presentation after first two weeks from issue of work order and thereafter a weekly presentation of completed pages.
- (iii) The firm shall obtain approval of each page by the duly constituted committee during the designing work in progress.
- (iv) 50% payment shall be made against completion of Design Phase including database design, design for home page and other landing pages and content management system (CMS).
- (v) Balance 50% payment shall be made against successful development and implementation of the website and acceptance by the empowered committee of RCB.
- (vi) TDS shall be recovered as per the rules in force.
- (vii) RCB shall reserve the right to recover any dues payable to the University from the EMD or any other dues payable to the successful bidders.
- (viii) Subsequent support of 3 years after implementation and acceptance shall be rendered as per charges mentioned in the financial bid.

16. FORCE MAJEURE

Notwithstanding the provisions of this contract, the bidder/ firm shall not be liable for forfeiture of its EMD 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. If a force Majeure situation arises, the firm shall promptly notify the RCB in writing of such conditions and the cause thereof.

Unless otherwise directed by REGIONAL CENTRE FOR BIOTECHNOLOGY in writing, the firm 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.

17. SAVING CLAUSE

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

18. OTHER TERMS AND CONDITIONS

- i. The bidders should have office in Delhi NCR.
- ii. The bidders should allocate single point of contact who can provide support during the development and implementation stage. For an identified number of months/ year, the firm shall depute a dedicated resource within RCB for up-gradation, maintenance and development of the website.
- iii. The bidders 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 REGIONAL CENTRE FOR BIOTECHNOLOGY.
- iv. The tenderer's rate should remain valid for a period of 6 months from the date of opening of tenders
- v. 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.
- vi. The successful bidder shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The RCB 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.
- vii. The Registrar, RCB reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- viii. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Registrar, whose decision will be binding on both the parties.
- ix. All disputes arising out of this tender shall be subject to the jurisdiction of courts of Delhi.

Registrar:

SIGN AND SEAL:

The bidders must sign and affix his seal on every page of the Tender Document and the complete Signed. Tender Document must be submitted along with the technical bid. I/We accept the above terms and conditions of tender.

Bidders' Name (name of firm):
Signature (key official of firm):

Seal of the Bidders:

Date:

TECHNICAL BID FORMAT

1. Letter of invitation

To,
The Administration Officer/ Web Administrator,
Regional Centre for Biotechnology,
180, Udyog Vihar Phase 1,
Gurgaon

Sub: Technical Bid submission for Design, Re-development of website for RCB

Sir,

Having examined the Tender Document regarding the above subject project, as detailed in you tender, conditions and scope of work etc. and having understood the provisions, requirements, relating to Design & Development of the project, and other factor governing the tender.

We hereby submit our offer for the above project in accordance with the terms & conditions, thereby confirm our acceptance to execute the order within time period specified in the Document.

Upon tender submission, we fail to provide services, unsatisfactory, we agree that RCB shall have full authority to forfeit the EMD and cancel our contract.

We confirm having deposited Rs. 25,000 as EMD by Demand Draft/ Bankers' Cheque No. _____ dated _____ drawn on _____.

Further, we confirm that,

- i. We satisfactory fulfil all conditions laid in the document to execute the project.
- ii. The rates quoted shall be valid for a period of 6 months from last date of submission
- iii. We further confirm all section of document have been read, understood & signed & there is no deviation / discrepancy

Signature of Bidders
Name of the Key Official

Date/ Seal

2. Technical Bid Formats

PART – I: Details of the Bidder

| | | |
|----|--|--|
| 1. | Name of the Organisation/ Institution | |
| 2. | Category of Institution | |
| 3. | Req./ Head Office- Address | |
| 4. | Communication <ul style="list-style-type: none">- Phone- Fax- E-mail- Website | |
| 5. | Address for Communication | |
| 6. | Name of Authorized Representative & Designation <ul style="list-style-type: none">- Designation- Mobile- Email | |

PART II

| | | Supporting Documents | Ref. No. (Page No.) |
|-----|---|----------------------|---------------------|
| 7. | Company Name & Existence (Year of Registration) | | |
| 8. | Name of Registration Authority | | |
| 9. | Date of Registration | | |
| 10. | Place of Registration | | |
| 11. | Service tax Registration | | |
| 12. | TIN, PAN etc | | |

NB: Please use separate pages to detail part-2 of Tender Document.

Financial Bid Format

1. Letter of Transmittal

To,
The Administrative Officer
Regional Centre for Biotechnology
180, Udyog Vihar Phase 1
Gurgaon

Sub: Financial Bid submission for Design & Re-development of website for RCB

Sir,

This document is in response to the subject project and our technical response as detailed in the tender along with the tender conditions & the scope of work.

This financial quote is to be read in conjunction with Technical Bid response, thus our offer for the project at a cost of Rs. _____(in figures)
_____(in words)

The charges for the subsequent support of 3 years after implementation and acceptance shall be rendered at a cost of Rs. _____(in figures)
_____(in words)

We confirm that,

1. The Financial Bid is valid for 6 months
2. No interest shall be charged by both on the EMDs
3. Agree to the terms & conditions laid in the Tender Document.

Signature of the Bidder
Name of the key official

Date /Stamp

Format for Financial Bid

Part 1

Design, Development & Testing of website and related application deployment

| S. No. | Description of Items | Unit Rates | Total Cost |
|--------|---|------------|------------|
| 1. | Website design, development & testing | | |
| 2. | Maintenance of website for period of 3 years* | | |
| 3. | Service Tax as per GOI norms | | |
| 4. | Other services (if any) | | |
| | TOTAL COST (Indian Rupees) | | |

**Breakup to be given in table below*

Part 2

| S. No. | Description | Unit Rates | Total Cost |
|--------|--|------------|------------|
| 1. | Technical maintenance of website | | |
| 2. | Uploading of graphics, images, photo updates | | |
| 3. | Software up-dation & technical up-gradation | | |
| 4. | Hosting charges | | |
| | Taxes as per GOI norms | | |
| | TOTAL COST (Indian Rupees) | | |

LIKELY SOURCES OF APPLICANTS: (LIST OF VENDORS ENQUIRY SENT)

- **Ms. Deepika Talwar**
Sterco Digitex
C-120
Sector 2, Noida
201301
deepika.talwar@stercodigitex.com
09350286416
- **Mr. Atul Utreja**
IANS India Pvt. Limited
A-45-50, First Floor
Pioneer House,
Noida 201301
atul.u@ians.in
09811650235
- **Mr. Vipul Singh**
Visualeyes Communications Pvt. Ltd.
16/101, Basement, Vikram Vihar
Lajpat Nagar - IV,
New Delhi - 110024
vipul2001@gmail.com
09312505207
- **Ms. Sonali Chowdhry**
Netcomm Labs Pvt. Limited
B-16, Sector-16
Opposite Noida sector 16 metro Station,
Noida – 201301
sonali@netcommmlabs.com
+911204313761

Note: This tender is also uploaded in the websites: www.eprocure.gov.in (CPPP), www.rcb.ac.in and www.rcb.res.in. Hence, sealed quotations (two bid system) received from the reputed firms other than the firms listed above will be also considered for evaluation subject to compliance of specifications and other terms and conditions.