

# **INTER-UNIVERSITY CENTRE FOR YOGIC SCIENCES (IUC-YS)**

## **NOTICE INVITING E - TENDER**

**Tender No: IUC-YS/NIT/01-R/RM/2022-23**

**Dated: 06/05/2022**

Inter-University Centre for Yogic Sciences (IUC-YS) invites online bids through e-Procurement Portal under two bid system, viz., Technical and Financial bids, from eligible / experienced parties for the "**Design, Development and Maintenance of Web Portal and Web based Applications**" at IUC-YS.

Tender Documents may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app>

Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app>.

Bids should be submitted online only at website: <https://eprocure.gov.in/eprocure/app>. Tenderers / Contractors / Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

Only bids received through e-procurement portal will be considered for opening. Bids not covering full scope of work/supply of the products/goods will be rejected and only complete bids will be considered. IUC-YS reserves the right to accept / reject any / all tenders in part / full without assigning any reasons whatsoever, and the decision of IUC-YS in this regard will be binding on all the bidders.

Bidders have to select the payment option as "**offline**" to pay the tender fee / EMD as applicable. The tender fee and Earnest Money Deposit (EMD) shall be in the form of demand draft only issued in favor of "**Inter University Centre for Yogic Sciences, Bangalore**" payable at New Delhi and it should be deposited at IUAC, New Delhi the camp office of IUC-YS before the bid opening time and date. Bidders registered with MSME / NSIC and foreign bidders quoting directly are exempted from payments of EMD and tender fee. Copy of valid registration/exemption certificate should be uploaded in the portal. **Those who have submitted EMD earlier need not to pay.**

Bidders are requested to note that they should necessarily submit their financial bids in the standard BOQ format provided and no other format will be acceptable. BOQ format is to be downloaded and to be filled and uploaded without modification. If the BoQ file is found modified by the bidder, the bid will be rejected.

Any Corrigendum / Amendments in respect of above tender shall be issued on CPP Portal only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

## **E - TENDER DOCUMENT**

Name of Work / Supply	<b>Design, Development and Maintenance of Web Portal and Web based Applications.</b>
Tender Number	IUC-YS/NIT/01-R/RM/2022-23
Tender Value / Estimate	Rs. 35.00 Lakh
Earnest Money Deposit	Rs. Seventy Thousand only (INR 70,000/-)
Tender Document Fee	Rs. 500/-
Bid Submission End Date and Time	23/05/2022 at 3.00 pm
Technical Bid Opening Date (Part - A)	24/05/2022 at 3.30 pm
Price Bid Opening Date (Part - B)	To be intimated later on to the technically qualified bidders
Address for contact	Administrative Officer (S&P), Inter-University Centre for Yogic Sciences
Place of opening of the Tender	IUC-YS, Camp Office IUAC, New Delhi

### **General Terms and Conditions of the Tender:**

**Submission of Tender:** Tenders should be uploaded on CPP Portal in two parts, i.e., Technical Bid (Part - A) and Price Bid / BOQ (Part - B).

1. **Scope of Work:** Details of Scope of Work, Deliverables and Timelines are as per **Annexure I** of this Tender Document.
  
2. **Submission of Tenders:** Two bid (Technical & Financial) system.
  - (i) Technical and Financial bids should be submitted separately.
  
  - (ii) **Technical Bid** should be submitted in the prescribed format as per **Annexure II** and information/documents as mentioned in Para 4 of this Tender Document duly completed in all respects, signed and stamped at all pages but without indicating the rates quoted.
  
  - (iii) **Financial Bid** containing price bid should be submitted in the prescribed format as per **Annexure III**. Further information relating to submission of Financial Bids may be referred to in Para (9) of this Tender Document.
  
  - (iv) Tenders received after prescribed closing time shall not be accepted under any circumstances.
  
  - (vii) Bids received in the format prescribed in this tender document shall only be considered. Bidders have to furnish the Technical and Financial Bids only in the

prescribed forms as per Annexure II and Annexure III respectively. Bids not received in prescribed format shall be rejected and no correspondence in this regard will be entertained.

- (viii) Contact Address is : Inter University Accelerator Centre, ArunaAsaf Ali Marg, New Delhi 110067 (the camp office of IUC-YS, Bangalore)

### 3. Earnest Money Deposit

- (i) An amount of Rs70,000/- (Rupees Seventy Thousands only) shall be submitted by way of **Demand Draft/Pay Order/Bankers Cheque** drawn from any commercial bank in favour of **IUC-YS, Bangalore (Camp Office, IUAC New Delhi 110067) payable at New Delhi** before opening the Technical Bid.
- (ii) Bids received without EMD shall be summarily rejected. Exemption from submitting EMD: Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) will be exempt from submission of the EMD. However the MSE bidder has to enclose the documentary proof of its SME status
- (iii) EMD of tendering firms who submit the tender but withdraw the same before expiry of the tender validity date shall be forfeited.
- (iv) EMD of the successful tenderer shall be released only after submission of Performance Security of specific amount prescribed in this Tender Document.
- (v) EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department.
- (vi) No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.
- (vii) EMD will be returned to unsuccessful tenderers immediately after the completion of the tendering process.

### 4. Details to be Furnished in the Technical Bid

- (i) Agency/bidders should enclose brief organizational profile including background and experience of the firm.
- (ii) Bidders must fulfil following mandatory qualification criteria, as mentioned in table 4.1 table below, and submit the required documents with technical bid. Without these mandatory documents bid will be summarily rejected.

**Table 4.1: Minimum Qualification Criteria**

#	Description	Supporting Documents*
1	Valid CMMi Level 3 certificate and above	Certificate Copy
2	Vendor's experience in design & development of website/portal for Govt. Departments for last 5 years. Minimum 5 (five) work orders of design & development of website/portal for Government Departments, having at least A) One work order of minimum 80% of estimated value OR	Work Order Copies with successful completion certificates.

	<p>B) Two work orders of minimum 50% of estimated value OR C) Three work orders of minimum 40% of estimated value</p> <p>All enclosed orders should have successful completion report. Orders of man-power requirements and hardware's will not be considered for evaluation.</p>	
3	<p>Vendor's experience for similar project i.e. website with web application development for Government Departments for last 5 years. Minimum 5 (five) work orders of similar project i.e. website with web application development for Government Departments, having at least</p> <p>A) One work order of minimum 80% of estimated value OR B) Two work orders of minimum 50% of estimated value OR C) Three work orders of minimum 40% of estimated value</p> <p>All enclosed orders should have successful completion report Orders of man-power requirements will not be considered for evaluation.</p>	<p>Work Order Copies with successful completion certificates.</p>
4	<p>Vendor's experience in Maintenance of website/portal that they have designed and developed for the Govt. Departments for last 5 years. Minimum 5 (five) work orders with successful completion report. Orders of man-power requirements will not be considered for evaluation.</p>	<p>Work Order Copies with completion certificates.</p>
5	<p>Vendor's experience in Govt. website/portal for design &amp; development with STQC Certificate for last 7 years. Minimum 3 (three) work order with STQC certificate.</p>	<p>Work Order Copy with STQC Certificate Copy</p>

6	The Bidders should have office, technical support office & web development office in Delhi-NCR. Address, telephone number of the office alongwith proof of the office& technical support office at Delhi-NCR should be attached.	Proof of the office in Delhi-NCR
7	The Bidder should have in-house web server facility for temporary hosting of web-portal. Temporary hosting of web-portal on third party server is not permitted/allowed. Details & proof of service facilities for Technical Support on services, maintenance and availability of server components and manpower are to be attached. Declaration by the bidder should be submitted.	Attach the proof as requested
8	The Bidder's average annual turnover should not be below Rs. 100.00 lakh per year for the last three years. Tenderer should enclose the Audited Balance Sheet for the last three years (2018-18, 2019-20, 2020-21).	Audited Sheet. ITR Form
9	The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm. Joint Ventures & Consortiums are not allowed to participate in the bid.	Registration Certificate
10	The firm should be income tax assessee for last five years. Copies of Income tax returns for last 3 years and PAN/TAN Card should be enclosed	ITR & PAN/TAN as requested
11	The firm should be registered under the Goods and Services Tax Rules.	The tenderer should submit a copy of registration certificate to this effect
12	Tender acceptance letter on company letter head.	Annexure IV

5. **Validity of bids:** Bids should be kept valid for acceptance by IUC-YS for a period of 120days after the tender opening date.

6. **Pre-bid meeting with the bidders fulfilling the minimum qualification criteria, as per table 4.1.**

Pre-Bid meeting will be held on prescribed date and time as per details given in the Tender Notice. **Only the tenderers, fulfilling the minimum qualification criteria, as per table 4.1, shall visit IUC-YS, Bangalore (Camp Office, IUAC New Delhi 110067)** before submission of their bids and shall get familiarized with the scope of work and other terms & conditions of the tender during the pre-bid meeting.

7. **Date & Time of receipt and opening of bids** : Closing date & time for receipt of bids and opening of technical bids has been specified in the Tender Notice. Bidders shall note that if the date of tender opening given in the Tender Notice is declared a closed holiday by the Central Government, the tenders shall be opened on the next working day at the same time.

### 8. Evaluation and comparison of proposals

The evaluation will be based on QCBS (Quality and Cost Bases Selection). The technical bids will be evaluated on the basis of presentation by bidder and its responsiveness to the requirements to be fulfilled at the technical stage as shown in the table-8.1 below (Technical Qualification Criteria). In the next stage financial bid of all bidders, who have attained minimum technical score of 70% in the technical evaluation, will be opened and compared. The contract will be awarded to the bidder based on the QCBC procedure.

**Table 8.1: Criteria for Technical Evaluation**

#	Description	Supporting Documents*	Maximum Marks
1	Valid CMMi Certificate Valid CMMi Level 3 certificate – 5 Marks CMMi Level 5 certificate – 10 Marks	Certificate Copy	10
2	Vendor's experience in design & development of website/portal for Govt. Departments for last 5 years. Minimum 5 (five) work orders of design & development of website/portal for Government Departments, having at least A) One work order of minimum 80% of estimated value OR B) Two work orders of minimum 50% of estimated value OR C) Three work orders of minimum 40% of estimated value  All enclosed orders should have successful completion report. Orders of man-power requirements and hardware's will not be considered for evaluation.	Work Order Copy with successful completion certificate	10

3	<p>Vendor's experience for similar project i.e. website with web application development for Government Departments for last 5 years. Minimum 5 (five) work orders of similar project i.e. website with web application development for Government Departments, having at least</p> <p>A) One work order of minimum 80% of estimated value OR B) Two work orders of minimum 50% of estimated value OR C) Three work orders of minimum 40% of estimated value</p> <p>All enclosed orders should have successful completion report Orders of man-power requirements will not be considered for evaluation.</p>	Work Order Copy with successful completion certificate	10
4	<p>Vendor's experience in Maintenance of website/portal that they have designed and developed for the Govt. Departments for last 5 years.</p> <p>One Marks for each work orders</p>	Work Order Copy	10
5	<p>Vendor's experience in Govt. website/portal for design &amp; development with STQC Certificate for last 7 years.</p> <p>Two marks for each work order with STQC certificate.</p>	Work Order Copy with STQC Certificate Copy	10
6	<p>Sample UI Design of front (home) page and of four different sub-sections</p>	Showcase of 3 sample Designs for contents for IUC-YS	25
7	<p>Process flow chart for all the applications/modules to be developed as per scope of the work.</p>	Attach documents	10
8	<p>Time line of the project (4 months)</p>	Attach Time Chart	15

**QCBS Evaluation:**

The selection of agency will be evaluated as per the combined quality cum cost-based system:

- i. The Technical proposals will be allotted weightage of 70%, while the financial proposals will be allotted weightages of 30%
- ii. Financial proposal with the lowest cost will be given a financial score of 100 and other proposals will be given financial scores that are inversely proportional to their prices.
- iii. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
- iv. On the basis of the combined weighted score for quality and costs, the agency shall be ranked in terms of the total score obtained. The proposal obtaining the highest total score in evaluation of quality and costs will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 would be recommended for award of the contract.
- v. An example to explain the evaluation methodology to be adopted is given below for the information of the agency:
  - a. Suppose 3 proposals are received from agency A, B & C respectively, they would first be given marks for evaluation of their technical proposal/presentation as per the criteria given above. Suppose the agency A, B and C are allotted 75, 80 and 90 marks respectively, they would all become eligible for opening of their financial proposal.
  - b. Suppose the committee examined the financial proposals and evaluated the quoted prices as under:

Proposal Evaluated cost

A Rs. 120

B Rs.100

C Rs.110

Using the Formula  $LEC/EC$ , where, LEC stands for Lowest Evaluated Cost and EC stands for

Evaluated Cost. The financial proposal will be given the following points for financial

proposals:

A:  $(100/120) \times 100 = 83$  Points

B:  $(100/100) \times 100 = 100$  Points

C:  $(100/110) \times 100 = 91$  Points

Thereafter, for the purpose of obtaining the combined score proposals will be evaluated by using the Formula as shown below:

Proposal A:  $75 \times 0.70 + 83 \times 0.30 = 77.4$  Points

Proposal B:  $80 \times 0.70 + 100 \times 0.30 = 86$  Points

Proposal C:  $90 \times 0.70 + 91 \times 0.30 = 90.2$  Points

The 3 proposals in the combined technical and financial evaluation will, thus be ranked as under:

Proposal A: 77.4 Points: H3

Proposal B: 86 Points: H2

Proposal C: 90.2 Points: H1

Proposal C, which has the highest combined score, with the bid cost of Rs.110 would, therefore, be declared as the winner and recommended for approval of the competent authority for award of work.

## 9. Financial Bids

- (i) All the bids which qualify in the technical evaluation stage will only be considered for opening of their financial bids.
- (ii) Venue, date and time for opening of the financial bids will be informed to the selected bidders by e-mail to the concerned person authorized by the firm.
- (iii) Financial bids will be opened in the presence of technically qualified bidders who wish to present on the occasion.
- (iii) The financial bid must be submitted as per the format given at **Annexure III**.
- (iv) The rates should be quoted inclusive of the cost of Services, Manpower cost, Transportation, maintenance for a minimum period of 1 year (from the date of go live), Printing of Questionnaires and report generation and also inclusive of charges of GST/VAT and other taxes/charges as applicable.
- (v) Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.
- (vi) QCBS- Quality and Cost Based Selection method will be used for selection of bidder out of the technically qualified bidders.
- (viii) In case two firms offer the same net bundled prices, then only the past experience for similar kind of work by the firms shall be considered for evaluation purpose. The decision of the IUC-YS shall be final and binding.

#### **10. Performance Security:**

- a)** Successful bidder shall be required to furnish a Performance Security for an amount equivalent to 10% of the total contract value in the form of Bank Guarantee from any Commercial Indian Bank with a validity of the whole contract period and 45 days beyond the date of completion of the contract period.
- b)** Performance Security has to be submitted within 7 working days from the date of issue of LOI/work order.
- c)** Non-submission of Performance Security Deposit in the prescribed form or in timely manner shall lead to suspension of the contract and forfeiture of the amount of EMD of the bidder.
- d)** Performance Security of the firm will be forfeited in the events as mentioned under General Terms and Conditions in this Tender Document.

#### **11. Award of contract:-**

- (i) QCBS- Quality and Cost Based Selection method will be used for selection of bidder out of the technically qualified bidders as per para 8 of this document.
- (ii) The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded.
- (iii) IUC-YS reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without assigning any reason. Further, IUC-YS reserve the right to make partial

changes within the general scope of the contract prior to award of contract after pre-bid meeting particularly related to payment terms, performance security and any technical issue arising out of the discussions during pre-bid meeting and same will be intimated through IUC-YS web portal (IUC-YS.res.in)

## **12. Contract period**

- (i) The total period of the contract will be four (4) months from the date of commencement of contract to go live by hosting at IUC-YS server.
- (ii) The contract period shall be extendable for a suitable period with no extra cost if the work assigned is not completed within the time limit prescribed and in the manner as specified subject to imposition of Penalty Clause at Point No. 16 or depending upon the satisfactory performance/services of the firm and compliance of terms & conditions stipulated in the tender document.

## **13. Payment Terms**

- (i) No advance payment will be made.
- (ii) 15% of the contract amount pertaining to design, development of web portal with applications as per scope of work will be made to the contractor after successful hosting at temporary server and after getting 1<sup>st</sup> level security audit report from the CERT.in empaneled security Auditor.
- (iii) 75% of the contract amount pertaining to design, development of web portal with applications as per scope of work will be made to the contractor after successful hosting at IUC-YS& making live the new web-portal in a satisfactory manner as per the scope of work within the specified time period.
- (iv) The payment of the remaining 10% of contract pertaining to design, development of web portal with applications as per scope of work amount will only be made after completion of all obligations specified in this Tender Document and to the full satisfaction of this Department. The decision of Secretary, IUC-YS in this regard shall be final.
- (v) 25% (quarterly) of the contract amount pertaining to the AMC support will be released after successful completion of every three months. The vendor should submit the invoice for AMC charges to IUC-YS after every three months of successful delivery of the services. The vendor should submit the same after the issuance of User Acceptance Report by IUC-YS
- (vi) Tax Deduction at Source (TDS): TDS shall be deducted from each bill/invoice (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.
- (vii) The documents required for processing of payments are:-
  - a) Invoice.
  - b) Certificate of completed work, for which the invoice has been raised, from the authority designated to oversee the progress/execution of the contract.

## **14. Applicable law**

The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Delhi only and will be settled accordingly.

## **15. Disputes & Arbitration**

- (i) All disputes arising out of execution of the contract shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
- (ii) Sole Arbitrator shall be appointed by Director, IUC-YS, Bangalore (Camp Office, IUAC New Delhi 110067) within 30 days of notice regarding appointment of Arbitrator.
- (iii) The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.
- (iv) Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

#### 16. **Liquidated Damages / Penalty Clause**

In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover liquidated damages including administrative expenses which shall be a sum equivalent to 01% of the total contract amount per week or part thereof for unfinished work and the total damages so claimed shall not exceed 10% of the total contract amount. In case any of the AMC complaint remains unattended, a penalty of Rs. 4000/-(Rupees Four Thousand only) per day per complaint will be imposed.

#### 17. **GENERAL TERMS AND CONDITIONS:**

- a) Any conditional offers made by the tenderer or any alternations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender documents will be summarily rejected.
- b) While submitting the tender for this work the tenderers shall be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Notice, shall be got clarified in the **pre-bid meeting**. Requests for postponing the tender opening date for the same shall not be accepted.
- c) The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm. Joint Ventures & Consortiums are not allowed to participate in the bid.
- d) Tenderer shall treat the tender specifications and contents thereof as confidential.
- e) The rates should be quoted inclusive of the cost of Services, Manpower cost, Transportation, maintenance for a minimum period of 1 year (from the date of go live), Printing of Questionnaires and report generation and also inclusive of charges of GST and any other taxes/charges as applicable.
- f) The Agency/Firm shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by IUC-YS and IUC-YS will, in no case be responsible or liable for those costs regardless of the conduct or outcome of the Tendering process.
- g) Agency/Firm shall attend the Pre-Bid Meeting as per schedule through its authorised representative at its own cost.

- h) The Contractor and his staff must abide by various rules, regulations and instructions of IUC-YS as prevalent/issued from time to time.
- i) If the service of the agency continuously remains deficient, the Performance Security of the agency would be forfeited.
- j) Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
- o) IUC-YS reserves the right to reject any or all tenders and to cancel the process at any time prior to award of contract without assigning any reason.
- p) The contractor shall not divulge any information that is made known to him or he may come across during execution of the contract to any person not authorized to receive such information.
- q) All information, document, photos and data coming in the possession of firm as a result of the execution of the job shall all at time remain the property of IUC-YS. The firm shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the IUC-YS. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- r) The IUC-YS will have no liability regarding transportation, boarding and lodging of firm and their staff.
- s) Suitable space with Furniture/PC/Internet Connection will be provided by IUC-YS to the onsite support staff for updation, maintenance and cloud management activities only. All design & development work shall be carried out by the agency at their own site.
- t) The support manpower deployed at IUC-YS site will be the sole liability of the contractor and any issues regarding the same will be the sole responsibility of contractor only.
- u) Working hours and days will be as per the norms followed at IUC-YS.
- v) Tenderer shall provide the backup of support manpower in case of non-availability of the any of the resource manpower deployed at IUC-YS, if required. Penalty will be imposed for any absence of any resource manpower as per Penalty clause at Point No. 16.
- w) Under no circumstances the firm shall appoint any 3<sup>rd</sup> party or sub-lease/sub-let the contract.
- x) The rate quoted shall remain firm during the period of contract.
- y) The firm shall host a server at their end for the entire assignment.
- aa) The Tenderer shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel deployed onsite at IUC-YS. IUC-YS shall have no liability in this regard.

\*\*\*\*\*

## **Annexure I**

### **Scope of Work, Deliverables and Timelines**

- a) The agency to create and develop IUC-YS web-portal and subsequently prepare System Requirement Specification (SRS) and layout for finalization of IUC-YS web-portal with dynamic components and applications as per scope of work attached below.
- b) The web-portal to be designed and developed shall be compliant with the “Guidelines for the Indian Government Websites (GIGW), security audit, STQC, GIGW certification, SSL certification for 5 year and go live”.

### **SCOPE OF WORK FOR DESIGN DEVELOPMENT AND MAINTENANCE OF WEBPORTAL & WEB BASED APPLICATIONS FOR INTER-UNIVERSITY CENTRE FOR YOGIC SCIENCES (IUC-YS)**

#### **1. Overview**

Inter-University Centre for Yogic Sciences (IUC-YS) will have the objective of serving as a resource centre in the field of Yogic Sciences catering to the academic and research interest of institutions, faculty and students engaged in the field of Yogic Sciences. The centre will provide further impetus to the promotion of Yoga and guidance and nurture the growth of Yoga in the country. IUC-YS will bring standardisation of Yoga courses, conduct research and provide evidence-based benefits of Yoga and unearth the techniques in the ancient traditional text of Yoga and to innovatively adopt them for the benefits of the modern society. The Centre acts as a fulcrum for the development and growth of Yoga in the country and abroad.

#### **Requirements:**

- a. Development and implementation of the online web strategy and to design and develop the content of completely new web-portal.
- b. Providing of manpower – a qualified & experienced professionals for updating, maintenance and fine tuning of IUC-YS web-portal & applications and uploading the contents on daily basis along with new developmental works as and when required.
- c. Web-portal will be designed in both languages i.e. Hindi and English including accessibility features as per Govt. of India guidelines
- d. New web-portal will be hosted and maintained on the IUC-YS Server after security audit.
- e. Editing and proof reading of the web-portal content.
- f. Development of new content for the web-portal and frequent updates on the web-portal with creative contents. Uploading of news, events, schemes and achievements related information, images & videos on daily basis in coordination with IUC-YS's Communication & media cell.
- g. Assist the Communication & Media cell in updating of facebook/Twitter and social media activities of the Department.

- h. Assist the Department/Project Divisions during the Mega Events/ Seminars/ Conferences etc. outside/inhouse the IUC-YS premises as and when required.
- i. Prompt and Proper Maintenance, updation& fine tuning of web-portal.
- j. Good number of technology related news will be uploaded every day as well as feature-stories projecting current research and developments in the different fields of accelerator technology on regular basis. National and international journals will be referred by the project staff to identify news and feature story ideas..

**Broad scope of the project is as follows:**

1. Security audit through CERT-IN impanelled agencies. Preparation of the new audit-compliant CMS based website as per GOI Guidelines for website.
2. Search engine optimization on top search engines
3. Website quality certification from STQC as per GIGW guidelines
4. Operational training to the users for uploading the website
5. Screen reader accessible web pages with PwD features
6. Responsive design compatible with mobile and tablets
7. Bilingual website with approximately 75-100 pages
8. Content Management System with department wise login for updating the website
9. Integration of Payment Gateway Portal
10. Webmail development and integration for at least 1000 users
11. Role based content workflow
12. Website and application should be developed in open source platform/technology with PHP technology & PostgreSQL Database.
13. Provision of show tender details with external link to send on E-tender portal
14. Website/Application has to be integrated with email/SMS gateway for notification at required stages. Required APIs for email/SMS gateway integration will be provided by the user department to selected vendor. OTP based email validation for registration.

Developer must follow guidelines of Government of India websites to ensure proper standardization of all content. Website needs to be design with all dynamic features for updation and prescribed web accessibility features as below:

- a) Least site opening time
- b) Contemporary design
- c) Responsive design
- d) Website reflect our organization indent
- e) After award of project in case of an urgent requirement/suggestion shared by committee, should be implemented without extra cost if the changes would be 10-15%. If deviation will be more than that, then separate change request provision will be there after approval from department.
- f) Search engine friendly website
- g) One time Security Audit of website and application as per CERT-IN certification requirements. Vendor has to manage the same.
- h) Overview home page, definitions, disclaimer, RTI info, employees info etc have to be given for the IUC-YS organization.
- i) Vendor has to take SSL certificate for website URL for 5 years.

## **Tentative Sitemap**

A tentative sitemap of the new website–

- Home
- About Us
  - Organization
  - Organization Chart
  - Employees
- Facilities
  - Facility 1
  - Facility 2
  
- User Corner
  - Outreach Programmes
  - Other Programmes
  
- e-Citizen
  - Circulars
  - Tenders
  - Vacancies
  - RTI
- Events
- Downloads
- Contact Us
  - IUC-YS Address
  - Directory
- Login/Registration
- Home Page Links
  - What's New
  - Feedback
  - Proposal Submission
  - Sitemap
  - Useful Links
  - Social Media Link
    - Facebook
    - Twitter
- Footer Links
  - Terms and Conditions
  - Privacy Policy
  - Copyright Policy
  - Hyperlinking Policy
  - Accessibility
  - Archive
  - Help

Further at the time of development as per content updation will occur in this sitemap.

## **2. Functionality Covered in Website**

Website-Components: The proposed website should have 2 broad components:

A) Visitor Section

- a. Landing Page: There would be landing page of the website which should contain links to English Version, Hindi Version.
- b. Hindi Content: The Hindi Content should be in Unicode font (Mangal). The visitors would be able to view the content with ease without any requirement of font download. However there might be a case wherein browser might not support automatic font configuration, so proper guidelines should be there font configuration for such users.
- c. Notices and Circulars: All notices and circulars originating from IUC-YS should be listed here. The notices and circulars should be listed date-wise. All notices and circulars should have a valid date and after date expiry it would be automatically moved to archives section under Notices and Circulars.
- d. Forms and Downloads: All forms originating from IUC-YS should be listed under various categories under Forms and downloads sections. The format for all should be PDF file. For each file, brief description along with size of file should be mentioned. Here also these forms should have a valid date and after expiry of valid date, it should automatically be moved to archives section under Forms and Downloads.

B) Media Centre: This would have following sections:

- a. Press Release: All press releases from IUC-YS should be listed under this section.
- b. Photo Gallery: Event-wise photographs should be listed under this section. Each photograph would have a brief description. All photographs would be listed in thumbnail (small) size and on clicking on the photograph it should be opened in a new window with original size.
- c. Events Calendar: List along with details of all forthcoming events should be mentioned under this section. When the date of event passes on the event should automatically be moved to archives section under Events.

C) Tenders: The visitors to the site should be able to view the Tenders pertaining to IUC-YS. The tender would be listed date of expiry-wise. If a corrigendum is issued for the tender then it should be listed below that tender. On expiry of the last date of submission the tender should be moved to archives section of Tender. Also cancelled tenders should be listed under cancelled tenders.

D) Feedback: Provision for visitors to the website able to post the feedback through the website. The feedback can be a general feedback, feedback on content and department/section specific feedback.

E) Content Structure: The website should have level content structure (for both Hindi and English) i.e. there should be main links in the website. Under each main link, there should be sub-links. Under each sub-link here should be sub-links level 2 and so on.

F) Full Text Search: Provision of Full text search in the website for all the content. On entering any keyword, the system must be able to search in all links, sub-links and sub-sub-links and should provide links where that word is present. On clicking the link the content should be displayed.

G) Archive section for Tender, Notifications and announcements

H) STQC Certification (covers all govt compliance) and Security.

**Administrator Section:**Admin Role

3.1 Management Role

3.2 User Management

Website should have all facilities be available as below

1. Secure Login:
  - a. Admin section must be protected by username and password and using salted MD5 encryption.
  - b. At database level also password should be stored in encrypted format.
  - c. After 5 consecutive wrong attempts the password should be reset and new password would be sent to administrator through email.
2. Links:
  - a. Administrator would be able to add/delete the links pertaining to Hindi/English in the website at any point of time from any location. The control for the same should so user friendly that a simple data entry operator should be able to update the links. There would be three types of links, File (link to a file i.e. Doc, PDF, JPG etc), URL (Link to some other website) and Content (Static information in rich text format).Also the administrator should be able to set the order in which the links would appear in the website.
3. Tenders:
  - a. Through this section the administrator should be able to Add/Delete/Modify the tenders originating from the department. The admin should have the option to add corrigendum for the tender and also cancel or altogether delete the tender.
4. Circulars:
  - a. Through this section the Administrator of the site should be able to Add/Edit/Delete the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.
5. Photo Gallery& Video Gallery:
  - a. Through this Module the Administrator should be able to add/update the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website. Video gallery videos can be uploaded on YouTube and can be shown the same through embedded link on website video gallery.
6. Downloads:
  - a. Administrator should have the option to add/delete/modify the files pertaining to download section.

**3. Web-application for IUC-YS**

Web-application for IUC-YS will be linked with website, Login/registration functionality will be there on the website front-end. Admin users will be able to login from there. Below types of users and role will be there:

1.) Administrator –

- This type of user will have role to assign users with role.
- Admin User will be able manage the portal and each modules
- User Dashboard will have details with statistics.

2.) Sub-administrator –

- This type of user will be assigned by administrator.
- Will be able to manage the modules of the portal as per provided roles.
- Dashboard will be there for sub-admin as per their roles.

3.) Management Users –

- This type of user will be assigned by administrator.
- Will be able to MIS Reports of each section.

4.) Employees –

- Employees of IUC-YS will be able to login on the portal by their employee Id and password.
- This type of user will be created by admin.
- Employees can fill and submit their PMS and comment on assigned PMS.
- Employees can be sub-admin for managing application modules ad per role provided by admin.

**a. Recruitment Module Custom/Form Builder:**

IUC-YS is looking for a recruitment module online available on the website, where user can get various vacancies online with details like Title/Post, Important Dates with details in .PDF/page. Online application for the same would also be available on the website. The application will be managed from backend admin. There should be dynamic form creation in which 40-50 field with be pre-defined as per the vacancy requirement admin with pick and choose.

**b. Employee Database:**

Employee Database will be created here online, where employees of IUC-YS will be able to fill their own details like Employee Id, Name, Designation, Department, Date of Joining, Pay Scale, Contact Address etc. A form for employee database will be created which will be filled by the employees themselves. The details will be checked and verified by assigned sub-administrator. If sub-administrator finds any changes/updates, then sub-admin should be able to do those changes and submit the form.

**c. Annual Performance Appraisal Report (APAR) Module**

Annual Performance Appraisal Report module may be need for Inter-University Centre for Yogic Sciences (IUC-YS). The module will be linked with employee database.

Employee login has to be created and shared notification and login link through email. Employees need to enter their details in PMS form and submit the same on IUC-YS Portal after login. The form will have approx.. 25-30 fields. Admin will check the PMS of employees and can forward the same to two reviewers for each employee as per their reporting person. Reporting person can be suggested by employees themselves also but marked/forwarded by admin only. Both the reviewers will share feedback and rating for the employees. Employee can check the feedback and rating shared by admin. Employee will have option to disagree with feedbacks/rating shared by reviewers. Reviewer and admin will be able to check disagreement from employee with his/her comment. According, Either Rating can be changed by Reviewer or third

reviewer can be introduced by the admin. Third reviewer will share their feedback and rating then similar less difference scope from 2 out of 3 will be consider. Or a committee meeting will can be held (offline) for taking final review and rating. The same rating will be updated in employees' profile as per committee decision. There will no further action required in this module. The module will be managed by admin and MIS report will be shared with management for APAR. There are 150-160 employees at IUC-YS and APAR process goes on twice in a year.

**d. Event Management:**

IUC-YS hosts multiple conferences/workshops frequently, which has to be managed from the portal. Administrator will add upcoming events notification with categorization like conferences/workshop, event name, date, venue, topic/subject, details, last date of abstract/paper submission etc. Admin will assign sub-admin for managing that particular event or admin can manage directly also. Interested visitor can participate by submitting their Abstract on the topic/subject. Assigned administrator will check the submitted abstract. Admin can send bunch of abstract to referees for their review. Referees will get email notification for review, they will review and shared their feedback/comment on each of their reviewed abstract. As per referees feedback, admin will be able to approve/dis-approve proposal. For approved proposal, admin will be able to send response to applicant asking for detailed paper submission with the provided timeline. The same notification will be posted in public like "For approved abstracted, need to submit final paper/ppt till so and so date and time for the event name ...". Final paper/ppt will be uploaded by user. Received final paper/ppt will be reviewed by reviewer and comment will be shared by reviewer. Accordingly administrator will assign approved users for oral talk that is of 25 minutes or Poster display, Power-point presentation etc. Admin will be able to send invitation to the selected users who will be selected for oral talk, poster display or PPT. At every stages, user will get notification/status. There will be 40 abstract to be submitted/reviewed by each reviewer. Reviewer feedback can be taken offline also and the same will be entered by admin with MoM.

Once the event will getover, event details will be entered by admin with photographs.

**e. Guest House Booking:**

Guest of IUC-YS would be able to view and request for Booking of Guest House. There are majorly below types of users Come for Booking Guest House:

- Non User
- User Personal
- User Official
- Other Institutes

User can click on Guest House Room Booking System, fill the form by selecting category of user, visit date to-from, name and contact details etc.. User should upload Documentary Proof/Letter on the application. User can check rooms status (vacant/filled).

Administrator can give role to manage Guess House Booking System to sub-admin, sub-admin will be able to login into the system and check Room Booking Request. Sub-admin will take approval (offline), confirm booking by entering approval document. After booking, user will get Room allocated and that room will be shown filled.

Administrator can check bookings details. Few rooms will be reserved for administrative purpose has be shown blank always to front-end user, details of those rooms will not be shared.

Note – Front-end user cannot select rooms for booking that will completely managed by assigned administrator.

**f. User Dashboard and MIS Report:**

On the portal there will be three types of user dashboard will be their Administrator, Sub-admin and Management user. These type of user will be able to access their dashboard after login. There will be 10-15 MIS reports on the portal for the overall portal modules like proposal submitted with category, events abstract submitted etc.

#### **4. Operation, Maintenance and AMC**

The selected vendor will give us free one year warranty support for the website and applications operation & maintenance support, where the vendor has to manage the website and applications for one year from the date of go-live. After successful completion of first year free warranty period AMC for next two years may continue after mutual consent. The cost of AMC should be part of the financial bid. Warranty/AMC support should cover the following activities:

- Rectification of bugs in the existing code.
- Solution of issues reported in the running website
- Any configuration in the existing code
- Optimization of the code for the performance of the website
- Optimization of modules developed
- Operations of all applications developed and training the IUC-YS dedicated staff for operations.

Activities for O&M of the website and application will be:

- Content Updation
- Minor functional changes in application as and when required
- Incorporation of minor feedbacks/enhancement
- There should be a point of contact at vendor during one year maintenance period. There would be a developer resource to be at onsite for managing the website/applications content and minor enhancement activities. Sitting area with computer and internet facility will be provided by the department to onsite resource.
- Changes/updation has to be treated on periodization level. First priority task has to be treated first.

#### **5. Hosting & Timeline**

Department is looking for the complete project development completion within 4 months. Hosting of the website and applications will be on IUC-YS server after security audit clearance. Department will provide server credentials to the vendor. Vendor has to give support to IUC-YS for hosting and deployment of the website and applications.

The agency has to provide one price inclusive of all taxes and others for developing and manpower support for one year and other details.

The following is an indicative list of deliverables and milestones for the agency, assuming that the engagement starts at **Time T - (Date of Allotment of Work):-**

S.No.	Activities/Job	Time Period
1	SRS and Design/layout finalization	
2	Complete development of Web-portal as per approved SRS, hosting at Agency's server and after getting 1 <sup>st</sup> level security audit report from CERT.in empanelled security auditor.	
3	New Designed web-portal go live by hosting at IUC-YS Server after getting Security Audit certificate	
4	Providing of two qualified & experienced manpower one at IUC-YS Camp office Delhi and another at vendors site for onsite updation & maintenance. Inclusive of travelling and other expenses for one year from go live	

## Annexure II

### Technical Bid Form

Technical bid containing the information/documents as specified in para 4 of this tender Document and other details should be submitted properly page numbered as the format given below:

S.No	Particulars	Page Number
1.	Organizational profile including background and experience of the firm. Describe organization knowledge about web-portal development application. (Human Resource skill set and profiles)	
2.	Copy of the Registration Certificate of the company and Articles of Association	
3.	Brief profile and experience of the key personnel available with firm particularly of those who would to be involved in the management of this programme.	
4.	Proof of having office in Delhi-NCR. Address, <b>email and</b> Telephone number of the office and details of infrastructure / server available may be indicated.	
5.	Name, Designation and contact details Mobile/ telephone no. and email of the authorized contact person in connection with this Tender Notice	
6.	Details as per Table 8.1	
7.	The Bidder's average annual turnover should not be below Rs. 100.00 lakh for the last three years. Copies of Audited Balance Sheet for the last three years (2015-16, 2016-17, 2017-18) be attached.	
8.	Copy of GST Registration certificate.	
9.	Copies of Income tax returns files for last 3 years and copies of PAN/TAN Card should be enclosed.	
10.	Details of EMD submitted.	
11.	Proposed Work Plan and Approach.	
12.	Tender Acceptance letter on company letter head as per Annexure IV	

Declaration:

This is to certify that I/We before signing this Technical Bid Document have read and fully understood all the terms and conditions contained in the Tender Document and undertake myself/ourselves to strictly abide by them.

**Signature of the Authorised signatory  
with name, designation, seal and date**

## Annexure III

### Format for Financial Bid for Web-portal Design, Development and Maintenance

Please provide detail financial implication to the organization with break up. All prices/rates quoted must comply to the Scope of Work and other terms and conditions specified in this Tender Document.

<b>S No</b>	<b>Item of Work</b>	<b>Quantity</b>	<b>Unit</b>	<b>Basic Rate (in Rs)</b>
1	Web-Portal with all application modules as per scope of work including design, hosting, security audit, STQC, GIGW certification, SSL certification for 5 year and go live with all-inclusive charges.			
2	AMC for two years (after completion of one year from go-live) (OPTIONAL ITEM)			
3	Applicable Taxes / GST			
	<b>Total Bid Amount</b>			

Total Bid amount(in words) \_\_\_\_\_

**Declaration:**

This is to certify that I/We before signing this Financial Bid have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firm with name, designation, seal and date**

**Authorized Signatory**

**Annexure IV**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date: \_\_\_\_\_

To  
The Administrative Officer (S&P)  
Inter-University Centre for Yogic Sciences (IUC-YS), Bangalore  
Camp Office, IUAC  
New Delhi- 110067

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

\_\_\_\_\_

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)