

No. 1-1(92)/2012/NIPGR/Admin.

National Institute of Plant Genome Research

Aruna Asaf Ali Marg, New Delhi – 110067

Ph.: 011-26735170, 011-26735111

**“Notice Inviting Tender”**

for

**Contract for Revamping and Re-designing of the  
official website (bi-lingual)**

## **Notice Inviting Tender**

The National Institute of Plant Genome Research, New Delhi invites online bids for Revamping and Re-designing of the Official Website of NIPGR.

A. General:

1. Tender document can be download from the website ([www.nipgr.ac.in](http://www.nipgr.ac.in)) and CPP Portal.

2. Details of Bid:

- a) Last Date & Time of receipt of bid : June 26, 2019 till 03:00 p.m.
- b) Date & time of opening of Bid : June 27, 2019 at 03:00 p.m.
- c) EMD : ₹8,000/- (Rupees eight thousand only),  
(DD/ Bankers Cheque) in favour of "Director, NIPGR"  
[The agencies registered with MSME & NSIC in the above-mentioned services are exempted from submission of EMD]
- d) Date of submission of EMD : June 26, 2019 till 03:00 p.m.
- e) Contact Person : Dr. Jagadis Gupta Kapuganti  
Scientist, NIPGR  
Ph.: 011-26735111

**Note:**

- (a) Earnest Money Deposit (EMD) amounting to ₹8,000/- (Rupees eight thousand only), **in favour of "Director, NIPGR"** must reach the Controller of Administration, NIPGR latest by June 26, 2019 before 03:00 p.m. On acceptance of tender, the earnest money will be treated as part of the Security
  - (b) Tender document is integral part of the process and it is mandatory for tenderer to submit complete tender document duly signed/stamped along with Technical Bid.
  - (c) The Terms & Conditions may be read carefully and strictly with before submitting the Tender/Quotations.
3. Eligibility / Qualification Criteria:
- a) The bidder shall preferably be registered by Government Department / Organization / Society (registered under established relevant central Acts) or those who have served in any Government Department / organization.
  - b) The bidder should have a registered office in Delhi-NCR.
  - c) The bidder should have at least 5 years experience, preferably in website creation / designing development, maintenance & other related matters as given below:
    - i. Should have developed at least one portal of similar nature, of more than 300 pages of static content and database driven dynamic content / interactive content with any National Research Institute/Agency website during the last three years ending March 31, 2019 and of a minimum value of ₹4,00,000/-.

- ii. Domain knowledge of the Government research organization, Institution or is essential.
- d) The bidder shall have to provide services required at New Delhi.
- e) The bidder should have sufficient number of persons/skilled manpower having special skill in programming/maintenance/trouble shooting etc. to carry out the said work professionally.
- f) The firm may enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.
- g) All bidders must enclose GST registration certificate along with the tender documents.
- h) The bidder should not be blacklisted by any Government, or government department, whether in the Central/State/District levels across India.
- i) The bidder should be an Income Tax Assessee and must enclose copies of Income Tax Return for the last three Financial Years ending March 31, 2018, and turnover details for the last three financial years ending March 31, 2018.
- j) The successful bidder will have to furnish a performance security of 10% of the contract value in the form of Demand Draft/Bankers Cheque in favour of “**Director, National institute of Plant Genome Research, New Delhi**” drawn on any scheduled bank at New Delhi.

4. Existing Web Site:

The existing website provides basic information about the NIPGR through various sections/ web pages/ images. The site provides information on history and background about the NIPGR and also presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, forms, events, 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 NIPGR.

5. Vision of the Web Portal:

NIPGR 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 NIPGR vibrant academic environment and campus life.

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

6. Period of validity of bid:

The bid shall remain valid for 90 days after the date of bid opening. If any bidder withdraws his tender before the said period shall -without prejudice to any other right or remedy, be at liberty to forfeit the EMD.

7. Submission of Bids:

Those who meet the above technical requirements are required to submit the tender in prescribed form in two-bid system indicated below:

- (a) “**Technical Bid**” should contain the following, apart from documents in support of the above mentioned requirements.

- (i) Firm/Agency profile, including previous experience of contracts with Government departments.
- (ii) Acceptance of terms and conditions by enclosing a signed copy of the complete tender document.
- (iii) Demand Drafts for Earnest Money Deposit.
- (iv) All other required documents including undertaking as per **Appendix I**.

(b) **“Financial Bid”** should contain only the rates which are to be quoted.

(c) Wherever required documents are not complete as per para (a) above in Technical Bid, Financial Bid of the Tender documents will not be considered.

8. Opening of Bids:

- a) The Institute will open the Technical Bids on scheduled time and date.
- b) In the event of the bid opening day being declared a holiday for the Institute, the Technical Bid shall be opened at the same time and location on the next working day.

9. Clarification of Bids:

To assist the examination, evaluation and comparison of bids, the Institute may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

10. The tenderers/bidders who have submitted all required documents prescribed in the Technical Bid will be required to give presentations before the Committee constituted by the Director, NIPGR for qualifying for opening of Financial Bids.

11. Evaluation of Bids:

a) The Institute will examine the bids to determine whether:

- i. They are complete
- ii. Required EMDs etc have been furnished,
- iii. The documents have been properly signed; and
- iv. Documents in support of experience.

b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.

c) The Institute will examine the bids to determine:

- i. The correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.
- ii. The substantial responsiveness of each bid to the bidding. For purposes of these clauses, a substantially responsive bid is one, which conforms to all technical specifications and terms and conditions of the bidding documents without material or

commercial deviations. The purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- iii. Arithmetic errors will be rectified on the following basis:  
If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount whichever is lower will prevail.
- iv. Institute may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- v. Institute reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of contract.
- vi. Institute may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.
- vii. The Institute may seek clarification in writing from bidder by email. Bidder shall promptly reply by email within the time limit specified in the clarification letter from the Institute.
- viii. The comparison shall be of total price of the services offered inclusive of all taxes.

12. Institute's right to accept or reject any or all bids:

- a) The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Institute action.
- b) The acceptance of tender will rest with NIPGR who does not bind itself to accept the lowest bid and reserves himself the right to reject any or all the tenders received without the assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- c) NIPGR does not bind itself to accept the lowest or any tender and reserve to itself the right of accepting the whole or any part of tender and bidder shall be bound to perform the same at the rate quoted.
- d) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.
- e) If the agency/firm quotes 'NIL' charges/consideration, the bid shall be treated as unresponsive and will not be considered.

13. Prices:

Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the bidder in its bid.

14. Termination by default:

- a) The Institute may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to bidder, terminate the Contract in whole or part:
  - i). If the bidder fails to provide services/rectify the fault within the time period specified in the Contract or any extension thereof granted by the Institute,
  - ii) If the bidder fails to perform any other obligation(s) under the Contract.

b) In the event the Institute terminates the Contract in whole or in part, pursuant to Para 14 above, the Institute may procure, upon such terms and in such manner, as it deem appropriate, goods similar to those undelivered for any excess costs for such similar goods/services. However, the bidder shall continue the performance of the Contract to the extent not terminated.

15. Resolution of Disputes:

- a) The Institute and the Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after thirty (30) days from the commencement of such informal negotiations, the Institute and the Bidder have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract. These mechanisms may include, but are not limited to, conciliation mediated by Director of NIPGR. The mechanism shall be specified in the Special Condition of Contract.

16. Applicable Law:

The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Delhi.

17. Notices

- a) Any notices given by one party to the other pursuant to the Contract shall be sent in writing or by fax / telex / cable and confirmed in writing to the address specified for that purpose in the Special Conditions of Contract.
- b) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

18. Taxes and Duties

The bidder shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the Contracted Goods & services to the Institute. No tax or duty will be payable by the Institute. If there is any enhancement in the taxes, duties, license fees etc, during the service period, the enhanced expenditure will be paid by the Institute.

19. General

The following Special Conditions of Contract shall supplement the General Conditions of Contract, whenever there is conflict provisions herein shall prevail over those in the General Conditions of Contract.

- i. The design consideration for the website should result in an eye-catching website, with a pleasant and appealing color-code portraying activities of NIPGR.
- ii. The website should be optimized for load time, response time. Navigation and search.
- iii. The website should be supported by all current browsers.
- iv. The appropriate test data according to the various design consideration and will be presented to IT Division of this office, monthly in a suitable format.

- v. Records of updation in web contents of the both (English & Hindi) should be maintained to determine the performance of the site with respect to page load speed and these statistics will be stored and examined, on a monthly basis and analyzed.
- vi. Modification of Site Map as and when required.

## 20. Payment

The payment to the Contractor under the Contract will be made on satisfactory completion of assigned task.

## Terms and Conditions

### **Technical: 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. The agency will be required to maintain/develop the content management tool to make the website dynamic, interactive and bilingual (Hindi and English). The agency shall also develop Hindi version of NIPGR website.

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 website <http://www.nipgr.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.

CMS: website must be CMS based and CMS must be secure, not open sourced based.

Website should be mobile friendly.

It should be JAVA Script compatible.

### **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, Safari etc. and it should work on both Windows and MAC/APPLE Based OS. 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.
- The organisation would ensure that the site and database is secure and free from unauthorized access & hackers.
- Provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, job application, student fees, conference registration 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 Fellows-Faculty 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.
- Provide online tracking facility for job applicants, students seeking admissions, RTI, applicants etc.

### **User friendly systems**

- 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 Laravel, Node Js 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.

The website should be made in English and Hindi. It should be mobile friendly.

An APP should be also developed for accessing content.

### **(d) Development Methodology**

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

### **Website Features**

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

- The National Institute of Plant Genome Research (NIPGR)



- Academic Information – Research Programs, 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
- Fellows
- Other Statutory and publication 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
- Research Articles & information
- Faculty Home page
- Circulars, Notification
- Any other statutory information for disclosure

### **Design and Layout**

The website should have an elegant design with suitable colors, a neat, uncluttered look and a user-friendly, easy-to- navigate layout, an ideal design layout that an education and research institutional 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](http://www.harvard.edu)

**The website should be accessible for PwDs.**

### **Tentative Site Map**

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

#### **ABOUT US**

- INSTITUTE
- DIRECTOR
- CITIZEN'S CHARTER
- COMMITTEES
  - STATUTORY COMMITTEE
    - NIPGR SOCIETY
    - GOVERNING BODY
    - SCIENTIFIC ADVISORY COMMITTEE
    - FINANCE COMMITTEE
    - BUILDING COMMITTEE
    - ACADEMIC COMMITTEE
  - INSTITUTIONAL (INTERNAL) COMMITTEES/ DESIGNATED FUNCTIONARIES

- STAFF
  - ADMINISTRATION & FINANCE STAFF
  - SCIENTIFIC STAFF
  - TECHNICAL STAFF
- POLICY
- FACTS & FIGURES
  - GENERAL
  - AWARDS
  - VISITS & TOURS
  - COLLABORATIONS

## **RESEARCH**

- SCIENTIFIC GROUPS
- FACULTY
- Ph.D. PROGRAMME
  - ABOUT
  - COURSE
  - COMPLETED THESES
- PUBLICATIONS
- IN FOCUS

## **CAREERS**

- Ph.D. ADMISSION
- TRAINEE ADMISSION
- NIPGR VACANCIES
  - LATEST
  - PREVIOUS

## **FACILITIES**

- CIF
- LIBRARY
- BIOINFORMATICS (DISC)
  - ABOUT
  - INFRASTRUCTURE
  - PEOPLE
  - RESEARCH
  - PUBLICATIONS
  - TRAINING
  - WORKSHOP
  - DATABASE & TOOLS
  - CONTACT
  - NEWS
  - ONLINE INTERNET COMPLAINT
- DNA SEQUENCING
- PROTEOMICS
- MICROARRAY
- CONFOCAL MICROSCOPY
- NAPGER
- STUDENT HOSTEL
- STAFF RESIDENCES

## **EVENTS**

- WORKSHOP/SYMPOSIA
- SEMINAR/INVITED LECTURES
- FOUNDATION DAY
- PHOTO GALLERY

#### **LATEST**

- TENDER
- RTI
- NEWS

#### **WEB-MAIL**

### **Other Terms and Conditions**

1. The revamping must be completed and operational within three (03) months of award of contract, to the satisfaction of NIPGR, during this 3 months period the agency should deploy a nodal person (With minimum qualification of B.Tech./BE/MCA) at NIPGR on full time basis. The agency will be responsible for payment to the nodal officer within the total cost of revamping. NIPGR is not responsible for any payment to nodal officer deployed at NIPGR during 3 months development period.
2. Upon completion of project they should provide day to day assistance for minimum period of 4 years for maintenance of website also they should provide the accessibility to NIPGR for regular updates whenever required.
3. 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 The National Institute of Plant Genome Research.
4. 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.
5. The successful bidder shall ensure the compliance of all Statutory Acts and rules including the EPF/ESI Act and any other Labour Acts. The NIPGR 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.
6. The Director, NIPGR reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
7. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Director, whose decision will be binding on both the parties.
8. All disputes arising out of this tender shall be subject to the jurisdiction of courts of Delhi.

**(Undertaking on a Non-Judicial Stamp Paper worth ₹100/- duly notarized)**

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as ‘Unsatisfactory Performer’ for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘forfeiture of Earnest Money Deposit’ and ‘Blacklisting’ etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized  
Person of the Agency

Name and designation of the  
Authorized Person of the Agency

Place:

Date:

### Instructions for Online Bid Submission

1. The tender documents are available on our website [www.nipgr.ac.in](http://www.nipgr.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website [www.nipgr.ac.in](http://www.nipgr.ac.in) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.

### **Submission of Tender**

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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



## REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **"Online Bidder Enrolment"** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## SEARCHING FOR TENDER DOCUMENTS

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

## PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.



- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is



maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.



Proforma for quoting rates

Name of the Firm/Agency: \_\_\_\_\_

1.	Cost of revamping the website of NIPGR as per the requirements of Tender document, including all taxes (in ₹)	
2.	Cost of maintenance of NIPGR website remotely with regular updates as required by NIPGR including all taxes (in ₹)  ( <u>Please mention cost per year</u> )	

Signature:\_\_\_\_\_

Name:\_\_\_\_\_

Seal / Stamp of the firm / agency