



NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS

(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

TENDER DOCUMENT

NIT No. NIBMG/2023-24/WEB SITE DESIGNING/006

Dated. 03.05.2023

Bids are invited from reputed agencies for doing regular jobs like page designing, form designing, content updates, patch & security updates etc. for its website and job application portal.

3rd May, 2023

CRITICAL DATE SHEET

NIT No. NIBMG/2023-24/WEB SITE DESIGNING/006

Dated. 03.05.2023

Published Date	03.05.2023 (06.00 PM)
Bid Document Download / Sale Start Date	04.05.2023 (09:00 AM)
Clarification End Date	18.05.2023 (02.00 PM)
Bid Submission Start Date	04.05.2023 (09.00 AM)
Bid Submission End Date	23.05.2023 (04.00 PM)
Bid Opening Date	24.05.2023 (04.30 PM)



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Tender Notice

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INSTRUCTION TO BIDDERS

Online (e-procurement mode) bids in item rate are invited under two-part system from experienced and resourceful suppliers who fulfil the eligibility criteria for participation in the tender process for the following work.

SL. No.	Name of the work	Estimated Cost (₹) [Including GST]	Earnest Money (₹)
1.	Regular jobs like page designing, form designing, content updates, patch & security updates etc. for its website and job application portal.	2,00,000/-	4,000/-

Earnest Money will be accepted in the form of Bank Draft drawn in favour of the 'NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS', payable at Kalyani from any Nationalized Bank. EMD of the successful bidders will be released after finalization of the tender.

Earnest Money Deposit (EMD) must reach in original at National Institute of Biomedical Genomics within the stipulated time, i.e., the deadline time and date for submission of the bid online.

Or

Details of earnest money deposit may be deposited by e-transfer directly to the Institute Account No-0579050053288, AC/ Name: NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS, Bank: Punjab National Bank, Branch: Kalyani, IFS Code: PUNB0057920, proof of transaction advice should be enclosed in technical bid. Failure to deposit Earnest Money will lead to rejection of tender.

(Note: As per Rule 170 of GFR "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation." are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid Securing Declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 3 years from being eligible to submit Bids for tenders with National Institute of Biomedical Genomics.)

Bid shall remain valid for a **period of 90 days** after the deadline date specified for submission.

Intending Bidders may visit the Institute website www.nibmg.ac.in as well as e-procurement portal www.eprocure.gov.in for downloading the tender document, other details and any revisions or corrigendum.

Key dates: - As mentioned in the NIBMG Website and e-procurement portal.

The tender process will follow two bid systems. Price bid of technically eligible bidders will only be opened.

A) Eligibility criteria of Bidders (Documentary evidence must be submitted for each criterion):

Sl.	Criteria	Mandatory Document proof to be furnished
1	The bidder should have valid trade license for and must be doing similar line of business in India.	Copy of Trade license. Copy of Relevant work orders.
2	Bidder should have a registered office with legal presence and have valid PAN, GST Registration No.	Documentary evidence of Address proof, valid PAN, & GST Registration No.
3	Bidder should have at least Rs. 2 lakhs average annual turnover in similar line of business and positive net worth during the last three financial years.	The Audited Financial statements (Profit and loss statement, Balance sheet) by chartered accountant for the 3 years Certificate should be furnished/uploaded.
4	Bidder must have developed at least 2 websites of premier academic/research institutions in India.	Copy of work orders and job completion reports.
5	Bidder should be currently maintaining at least 2 Websites for the premier academic/research institutions in India.	Copy of work orders and customer satisfaction reports.
6	Bidder should be currently maintaining at least 2 Job application portals for the premier academic/research institutions in India.	Copy of work orders and customer satisfaction reports.
7	Must produce two letters of recommendations pertaining to points #4, #5, #6 from the present organisations where services are being provided.	Original from the customers in their organisational letterhead.
8	May provide at least one letter of recommendations where service has ended in the last one year.	Original from the customers in their organisational letterhead.

Incomplete bids are liable to be rejected. National Institute of Biomedical Genomics (NIBMG) reserves the right to reject the tender without assigning any reason.

B) Scope of work:

- 1) English and Hindi versions of Institute's Website i.e. <https://www.nibmg.ac.in>

This website was developed on CodeIgniter, PHP 7.4+, JS, MySQL, etc. The Source code of these websites are available with NIBMG.

During this support period, the agency will fix all kind of technical issues, fixing of the dynamic modules / Functionalities including regular Database backup/restore and cleaning. This contract, also includes regularly monitoring, software updates, bug fixing, security update, package module update, etc. However new dynamic module development, total revamp of look and feel of the site is not a part of this support.

For the Hindi version of the website, the agency will fix any technical issue on the CMS Engine or in the navigation area. However new Hindi translation, typing and page creation is not covered under this support.

Complete migration of the website from existing server to another server or existing server to a server hosted in cloud, if required by the Institute is also included. Infrastructure like hardware and software will be provided by the Institute but complete migration of websites must be done by the Agency, no additional charges will be paid by the Institute.

During this support period the agency will do all day-to-day updates/modifications on the website like creation of new WCMS pages, menu, linking, posting of tender/ notice/ images/ videos / jobs etc. which can be executed through the Admin Panel of the site.

Time requirement for posting of notice, tender etc. will be 2–6-hours and for any other changes will be 24 hours during Monday to Saturday. If posting/change request is received in late hours of the day the request must be processed on the next business day.

2) English version of Job application portal i.e. <https://apply.nibmg.ac.in>

This web portal was developed on Drupal, PHP 7.4+, JS, MySQL, etc. The Source code of this job application portal is available with NIBMG.

During this support period, the agency will do all technical issue fixing of the dynamic modules / Functionalities developed by us including Database backup/restore and cleaning. Also, regularly monitoring, software updates, bug fixing, security update, package module update, etc are included. However new dynamic module development, total revamp of look and feel of the site is not a part of this support.

During the support period the agency will do any type of updates/modifications like Form design, new page creation, tab/menu creation, front-end integration for each job post based on category, database alternations, etc. as per the requirement of the Institute through Admin Panel of the job portal site.

Time requirement will be dependent on the volume of the job however typical posting of notice, tender etc. will take 2–6-hour time during Monday to Saturday. If posting request is received in late hours of the day the request may be processed on the next business day.

Complete migration of the portal from existing server to another server or existing server to a server hosted in cloud, if required by the Institute is also included. Infrastructure like hardware and software will be provided by the Institute but complete migration of websites must be done by the Agency, no additional charges will be paid by the Institute.

C) Terms and Conditions:

- The AMC vendor shall furnish performance security to the NIBMG for an amount of 10% of contract value in the form of Bank Guarantee/DD from any nationalized bank within 30 days of Service Providers receipt of the AMC order. The Performance Guarantee will be for a period of 26 months. If the AMC order is not accepted, then the bid security will be forfeited. In case of extension of AMC Tender, the performance security is to be

extended correspondingly. The percentage rate of performance Security may vary based on change of Govt order.

- Payment will be made quarterly after successful completion of each quarter.
- Service delivery timeline and scope of work as per the tender need to be strictly maintained by the selected agency, in case of delay, the Director, NIBMG may impose penalty at the rate of Rs. 1000 per day in consultation with the administration & the website committee of the Institute. The penalty amount will be deducted from the quarterly bill.

At any point of time, the sum of penalties should not exceed 50% of yearly AMC cost. Thereafter, the contract/purchase may be cancelled, and Performance Bank Guarantee may be revoked by the Institute.

- Period: Initially for two (2) years but the contract may be renewed for another one (1) more year under the mutual agreement.
- The Institute can discontinue this contract at any point of time. In such case, the due payment will be made on a pro-rata basis.
- All disputes in this connection shall be settled in Kolkata jurisdiction only.

D) Bill of Quantity (BOQ)					
NIT No.: NIBMG/2023-24/WEB SITE DESIGNING/006				Date: 03.05.2023	
	Job descriptions	Qty [i.e number of Qtr.	Units	Quarterly in INR (Including GST)	Total in INR (Including GST)
1	Charges for providing technical assistance for regular content updates and technical support for all kind of technical problems for the websites (https://www.nibmg.ac.in) and for the job applications portal (https://apply.nibmg.ac.in) as per the scope of work and terms and conditions mentioned in the Tender document.	8	Quarter		
All total inclusive of GST					