



No. CSB/CTR&TI/Comp-Website/DDM/22-23/

Date: 12.05.2022

## TENDER NOTICE

**Subject: Design, Development & maintenance of CTR&TI website**

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Central Tasar Research & Training Institute, Ranchi invites competitive bids from the reputed firms capable for **Design, Development & maintenance of CTR&TI website**.

The interested firms should submit their tenders in two-bid system i.e. Technical bid and Financial bid separately inside the main envelope. The Technical bid and the Financial bid should be sealed by the bidder in separate envelopes duly superscribed with “Technical bid for **Design, Development & maintenance of CTR&TI website**” and “Financial bid for **Design, Development & maintenance of CTR&TI website**” respectively and both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed with “Bids for **Design, Development & maintenance of CTR&TI website**”

The Bids shall be opened as per the scheduled date and time mentioned in the Tender. In case, the date of opening of the tender is a Holiday or incidentally declared as Holiday, the Bids shall be opened on the next working day at the scheduled time. The bidders or their authorized representative may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The **Financial bid** of only those bidders will be opened whose technical bids are found suitable by the Technical Evaluation Committee appointed for the purpose. Date and time of opening of financial bids will be decided after technical bids have been evaluated by the Technical Evaluation Committee. Information in this regard will be posted on Institute website/informed to the successful parties w.r.t technical bids through email provided.

Before submitting the Bids, the bidder should go through the terms and condition stipulated by the Institute given in **Annexure -1**.

Tender document can be downloaded from the website **www.ctrtiranchi.co.in** and also available at **CPPP (Central Public Procurement Portal)**

### DETAILS OF BIDS:

1	Last date and Time of Opening Bid	14.06.2022 (3.00 PM)
2	Bid Submission End date & Time	14.06.2022 (2.30 PM)
3	EMD	Rs.3000/- (Refundable and shall not bear any interest).The EMD should be in the form of Demand Draft in favour of Director , CTR&TI, Ranchi payable at Ranchi.
4	Place of receiving of Bids	Central Tasar Research & Training Institute, (Central Silk Board, Govt. of India), Piska-Nagri, Ranchi – 835303, Jharkhand
5	Address for communication	Director, Central Tasar Research & Training Institute, (Central Silk Board, Govt. of India), Piska-Nagri, Ranchi – 835303, Jharkhand
6	For any technical query contact	Sh. P.K.Mohapatra, Assistant Director (Computers),9093367656

## ANNEXURE-1

### **For Website design and development**

#### **1. Competencies:**

- ❖ Past experience in designing, developing and maintaining very professionally and exceptionally creative websites.
- ❖ Excellent IT skills and project management skills.
- ❖ Strong editorial team with communications skills to write clearly and compellingly in Hindi & English.
- ❖ Ability to juggle priorities and deadlines and perform well under pressure.
- ❖ Ability to respond quickly to the maintenance requirement in the commissioning phase.
- ❖ Awareness on the latest smart technologies for website development.
- ❖ Ability to regularly maintain, update the development website.
- ❖ Expertise with HTML, CSS, Java and content-management system and latest trends and technology in website content and social media.

#### **2. Final deliverables:**

- ❖ Design, development and implementation of the online website with major upgrades in the design and content.
- ❖ New website hosted and maintained on cloud.
- ❖ Editing and proof reading of the website.
- ❖ Frequent updates on the website.
- ❖ Prompt and proper maintenance of website.

#### **3. Features of the website:**

- ❖ Display of bilingual information in Hindi and English
- ❖ CMS - Based: Entire site will be CMS powered so at any instance Institute can change content, images and text anytime by our self. Client may also able to add pages and link it to menu.
- ❖ ADMIN LOGIN: Admin can manage all fields. Menus, Sub-Menus, Categories, Header and Footer etc. Bidder should provide password protected admin area where client can create page feed content and images and publish it instantly.
- ❖ TRAINING: Bidder should provide training online/offline, absolutely free of cost so that client can easily work on backend of the website. Bidder should provide a written working manual with proper content and screenshot of our web pages.
- ❖ LIGHTNING FAST: Bidder should make website absolutely lightning fast using the most advances and innovative caching technology which can run on any server or however large is the content.
- ❖ The design consideration for the website should result in an eye-catching website, with a pleasant and appealing color-codes portraying activities of the CTR&TI,Ranchi
- ❖ The website should be optimized for load time, response time, navigation and search.

- ❖ The optimization should cover all the areas like HTML, CSS, GRAPHICS, PDF and would be involved smaller page size and faster downloads.
- ❖ The website should be compatible to the current browsers like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera, Mobile and any other.
- ❖ The system should be Operating System Independent.
- ❖ Should be able to support Video Content without Plugging.
- ❖ Support to search Engine Optimization.
- ❖ Social media integration and interactivity. Language – Java/.Net/NodeJS/PHP
- ❖ Industries standard database (RDBMS, MYSQL, Postgresql)
- ❖ Interactive features with all other useful features.

## **GENERAL TERMS AND CONDITIONS:**

Design, Development, Implementation, Training and Maintenance of Customized Website includes the following activities:-

### **Phase 1: Analysis**

- ❖ Finalizing the detailed list of activities, scope and duration of activities with detailed project plan..
- ❖ Finalization of Project Objectives/Requirements.
- ❖ Submission of detailed Project Proposal / Plan.
- ❖ Sign off on detailed project plan, activities, timelines etc.

### **Phase 2: Design**

- ❖ Detailed requirement gathering and analysis.
- ❖ Study and analysis of existing /Similar website and include best practices in Draft design.
- ❖ Detailed High level and Low level application designs.
- ❖ Information Integration and Consolidation.
- ❖ Client Sign - off for Requirement Analysis.
- ❖ Preparation of Content Structure/ Information Architecture for the website.
- ❖ Vendor shall develop appropriate screen layouts and templates for the user Feedback.
- ❖ Approval of prototype (design interface) developed by vendor
- ❖ Coordination and collection of required content from the concerned person.
- ❖ Approval on the content gathered by the client department

### **Phase 3: Develop**

- ❖ Coding / Temporary Demo server
- ❖ Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Website
- ❖ Application Development and Unit Testing, Integration Testing, System Testing and Functional Testing
- ❖ Testing of developed website with Compliance to applicable guidelines and assess the user objective achievement etc.
- ❖ Modification based on user feedback

#### **Phase 4: Operation and Maintenance support**

- ❖ Identify and execute training requirements for successful execution of the project
- ❖ Creation of necessary documents and User Manual for training
- ❖ Support in handover of website to user department
- ❖ Support on Training/ Demo on need basis
- ❖ Warranty Maintenance / Annual Maintenance of website

#### **Website Goals:**

CTR&TI, Ranchi intends to utilize the website to meet several objectives, as reflected in the following list of support facilities:

- ❖ To develop the web site as a resource site for information and access to other relevant information.
- ❖ Provide up to date information on all projects, technologies, downloads events etc.
- ❖ Provide visitor feedback forms, enquiry forms etc.
- ❖ Maintained with ease so that only up-to-date information is available at any point of time with previous information archived.
- ❖ To analyze the usage pattern and improve the contents constantly.

#### **Terms and Condition**

- ❖ The firm must be a registered body with Govt. of India/State.
- ❖ Rate should be quoted inclusive of the cost of services, Manpower cost, Transportation, maintenance for a minimum period of 1-year. Free AMC for a period of one year from the date of installation. Maintenance charges after 1st year, up to 5-years should be quoted, year wise.
- ❖ List of firms for whom similar nature of work has been done should be provided.
- ❖ CTR&TI, Ranchi will reimburse the amount only after completion of assignment, in all respect.
- ❖ All information, documents, photographs and data generated, as a result of the execution of the job shall all time remain the property of CTR&TI, Ranchi, Jharkhand.
- ❖ The firm shall not make or allow making an unauthorized copy, use access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the CTR&TI, Ranchi, Jharkhand. The firm shall also ensure complete confidentiality of the information and data provided for carrying out the job.
- ❖ TDS as applicable on date will be deducted from firm actual bill submitted for payment.
- ❖ The price accepted by the Technical Evaluation Committee is final and no deviation from the same will be accepted .
- ❖ Payment will be made within 30-days from the date of successful completion of the work and certification by the representative of CTR&TI, Ranchi, Jharkhand.
- ❖ The work is to be accomplished within a period of 60 days from the date of award.
- ❖ Free Training for operating the website.
- ❖ Presentation of previous or similar type of work done.

- ❖ Annual turnover should be above 15 Lakhs
- ❖ Bidder must provide supply orders Design, Development & maintenance of any three past Government websites etc.
- ❖ Bidders must submit ITR of past three years.
- ❖ The successful bidder will have to furnish a performance security of Rs.10,000/- in the form of Demand Draft in favour of Director , CTR&TI, Ranchi payable at Ranchi. The performance security will be released after completion of website and free AMC period. No interest shall be payable for the amount of Security deposit.
- ❖ Website should be designed using Open Source Technology and should be compatible for hosting on Linux with latest version of PHP and Apache Web Server.

**TECHNICAL BID**

Sl No.	Particulars	[Please provide details and compliance (Yes/No)]	Supporting documents enclosed in the Technical Bid at Page No. (Wherever needed)
1	Name of the Firm with complete address, telephone No. , Mobile No. & Email address		
2	Name of the Authorized representative with telephone No. , Mobile No. & Email address		
3	The Bidder must be registered body with Govt. of India/State.		
4.	Bidder must have at least 03 years' experience in maintenance of Official Website of Govt. Department in India.		
5.	Bidder must provide supply orders for Design, Development & maintenance of any three past Government websites etc.		
6.	Willing to provide complete service online and offline to this Institute.		
7.	Submitted GST registration certificate / document		
8.	Submitted Income Tax PAN / TAN Number		
9.	EMD Submitted		
10.	The Annual turnover of the bidder should be above 15 Lakhs for the last three years i.e. 2020-21, 2019-2020 & 2018-2019		
11.	Submitted ITR for the last three years i.e 2020-21, 2019-2020 & 2018-2019		

Name of the Authorized signatory:

Designation:

Office Seal:

**Financial Bid**

(On the letterhead of the bidder)

**Tender for design, development and maintenance of CTR&TI Website**

**PART-A**

<b>SI. No.</b>	<b>Item Description</b>	<b>Cost/ Rate</b>	<b>GST</b>	<b>Total (Amount in Rs.)</b>
i	Design & Development of website as per the requirement of CTR&TI, including free AMC for a period of one year from the date of installation and hosting of the website functional in all respect.			
ii.	Hosting on Cloud Server Space (50 GB)			
iii	Procurement & installation of SSL Certificate			
	<b>Total</b>			

**PART B**

<b>SI. No.</b>	<b>Item Description</b>	<b>Cost/ Rate</b>	<b>GST</b>	<b>Total (Amount in Rs.)</b>
Annual Maintenance Service of CTR&TI Website for a period of five years after completion of free AMC period of 01 year.				
1	Cost for the first year (1 <sup>st</sup> ) after completion of free AMC period			
2	Cost for the Second year (2 <sup>nd</sup> ) after completion of free AMC period			
3	Cost for the Third year (3 <sup>rd</sup> ) after completion of free AMC period			
4	Cost for the Fourth year (4 <sup>th</sup> ) after completion of free AMC period			
5	Cost for the fifth year (5 <sup>th</sup> ) after completion of free AMC period			

**NOTE: -**

CTR&TI Ranchi at its discretion may consider Financial Bid PART A & PART B together or separately (excluding taxes etc.) quoted by the bidder.

Signature:

Name of the Authorized signatory:

Designation:

Office Seal: