

11/03/2019

The Indian Institute of Metals invites sealed bids for Re-designing, revamping and enhancement of existing features for the two current online portals, as owned by the Institute. The current portals are dynamic in nature with a Content Management System integrated in PHP CodeIgniter framework

A. General:

1. **Tender Document** can be downloaded from the home page of our website <http://www.iim-india.net>

2. **Details of Bid:** -

- a. Last date & time of receipt of bid: 21.03.19 at 5.00 PM
- b. Place of receiving the bid: The Indian Institute of Metals, Address for communication: Metal House, Plot 13/4, Block AQ, Salt Lake, Sec V, Kolkata 700091
- c. EMD: Rs. 5, 000/- (DD/ Bankers Cheque)
- d. Contact Person: Ms. Atashi Saha; Contact No: 033-23679768

3. **Eligibility / Qualification Criteria:**

- a) The bidder shall preferably be Kolkata based website service providers who have served any Corporates/Organization / Society /NGO's / Companies based out of PAN India, including Kolkata.
- b) The bidder should have registered office in Kolkata.
- c) The bidder shall have at-least 5 years of experience, preferably in website creation / designing development, maintenance & other related matters as given below:
 - i. Should have developed at-least five mobile responsive websites/portals of similar nature, constituting database driven dynamic content / interactive content with member login interface and payment gateway integration.
 - ii. Domain knowledge of the Education & Consulting Sectors would be preferred.
- d)The bidder may enclose adequate & relevant documents regarding their experience in execution of work order, specifically maintenance/ creation & designing of dynamic websites in different modes.
- e) The bidder must have adequate number of developers having special skills sets in website designing and development in .php platform
- f) The bidder should be an Income Tax Assessee and should have filed Income Tax Returns for atleast last two assessment years[2016-17 and 2017-18]
- g) All bidders must enclose GST registration certificates along with the tender documents
- h) The bidder should not be blacklisted by any PSU/Private Organizations/Corporates based out of anywhere in the Country. An undertaking in this regard need to be appended herewith the tender.
- i) The successful bidder will have to furnish a performance guarantee of 10% of the Contract Value in the form of Demand Draft/Banker's Cheque in favour of The Indian Institute of Metals, while entering into an agreement with the latter.

4. **Existing Websites:**

Currently, The Indian Institute of Metals owns the under-mentioned two websites:

A]: <http://www.iim-india.net> , wherein information relevant to the Institute and its operations are being displayed through its various web-pages, dynamic contents & images. The Institute having 58 Autonomous Chapters across PAN India have been also linked to the respective Chapter's websites, owned and maintained by respective Chapters. A payment gateway is integrated to this website for

receiving payments against New & Renewable Membership Subscriptions across diversified categories through various modes of online transactions. The current IIM portal is a dynamic state-of-the-art web portal which truly reflects our proposed vision, be an informative platform and add to the Institute's objective. This website features auto-generated emails to generate automatic forwards to specified addresses for each new member enrolment.

B] : <http://www.nmd-iimawards.com> , which is an awards portal instituted in 2018 , created and developed by IIM Head Office, with an objective to receive applications/nominations for National Metallurgists Day Awards held every year in the month of November, formulated under the aegis of Ministry of Steel, GOI. This website works on a data base management platform controlled by an administrative panel which helps the administrator to retrieve data received from the Applicants & Nominators, and subsequently divulge the online applications/nominations wrt each category for online evaluation/assessment through the portal to relevant assessors in a two tier mechanism; **[Tier I: Approximately 44 Assessors spread through 4 broad heads** into Ferrous, Non-Ferrous, Metal Science and Environment Segments, and **Tier II : Approximately 11 Assessors]** who are registered in the portal on recommendation of the Competent Authorities. The weightage of assessment scores received against each tier also need to be programmed in the portal.

5. **Period of validity of bid:** The bid shall remain valid for one month 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.

6. **Submission of Bids:** The tenders should be submitted in two sealed covers:

(a) The first sealed cover should be super-scribed "**Technical Bid**" and should contain the following, apart from documents in support of the above-mentioned requirements.

(i) Firm/Vendor profile, including previous experience of contracts with Corporates.

(ii) Acceptance of terms and conditions by enclosing a signed copy of the Terms & Conditions.

(iii) Demand Drafts for Earnest Money Deposit.

(b) The second sealed envelope super-scribed "**Financial Bid**" should contain only the rates which are to be quoted.

(c) Both the sealed covers should be placed in the main sealed envelope super-scribed "Tender for revamping and redesigning of official website [Inclusive of two portals] of The Indian Institute of Metals". This should be addressed to the Secretary General, The Indian Institute of Metals, Plot 13/4, Block AQ, Salt Lake, Sec V, Kolkata 700091

7. **Opening of Bids:**

a) The Client [The Indian Institute of Metals] shall open the Technical bids on prescheduled time, date and venue in the presence of the bidders' representatives who choose to attend.

b) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance.

c) The bidders' names, bid withdrawals, presence of bid security and such other details at Client's may consider appropriate will be announced at the bid opening.

8. **Clarification of Bids:** After examining, evaluating and comparing of bids the Client with the help of consultant 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.

9. **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 Secretary General, Deputy General Manager, Head-Finance and relevant officials of the Institute for qualifying for opening of Financial Bids.

10. **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.
 - iii. Arithmetic errors will be rectified on the following basis: If there is a discrepancy between the unit price the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the Vendor 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. The 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. The Institute may waive off any minor 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 financial cost estimate comparison shall be of total price of the services offered inclusive of all taxes.

11. *The 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 IIM 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) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

12. *Prices:* Price charged by the bidder under the purview of Mutual Contract shall not vary from the prices quoted by the bidder in its bid.

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 Vendor will be required to enhance the features of the existing portals in accordance to the Scope of the Work as defined in the Tender Agreement.

A] **Refer to Clause # 4 [A] of the Tender**, the under-mentioned enhancement and development of additional features & services need to be adopted as specified below:

1. Annual Maintenance Cost effective April 2019 for <http://www.iim-india.net>
2. Hosting & Domain Renewal as /when applicable for the aforesaid website, with the best web mail configuration with adequate capacity for 15 users.
3. Creating a Membership Login in Feature for all Members of the Institute defined under the following categories:
 - a. Individual
 - b. Corporate
 - c. StudentsTotal Active Membership Strength as on date: Approximately 9000.
4. The Member Login Interface shall be developed in order to enable a member to re-direct to the webpage/navigation where the enlisted provisions for all categories of IIM members (Individual, Corporate, Students) and edit/submit (on line) their relevant details by logging on to the IIM website (<http://www.iim-india.net>) and keying in the required details in the designated fields prescribed sample format as follows:
 - I. Salutation (Professor/Dr/Mr/Mrs/Ms - (drop box))
 - II. First Middle Last name/Surname [Year of birth]
 - III. IIM membership number and year enrolled
 - IV. IIM chapter affiliated to (drop box)
 - V. Present official role/association within IIM, if any
 - VI. Present designation, organization affiliated to and location (city)
 - VII. Sector associated with (Academia / R&D / Industry / Government / Entrepreneur / Strategic sector / Agency / Others) (drop box)
 - VIII. Contact details: postal address, email, phone/facsimile, cell phone, personal website, etc)
 - IX. Degrees (bachelor onwards, up to five) – degree, year, institution
 - X. Professional affiliation (up to last five, chronologically) – designation, organization, city/location, tenure (from-to)
 - XI. Major professional recognition (five best) – Awards, Honours, Certificates, Distinction
 - XII. Areas of Interest (any three) – key words that interested parties may search for
 - XIII. Specialization (any five) – key words that interested parties may search for
 - XIV. Major professional contributions (within 50 words) – in engineering, research, design, consultancy, policy, academics, etc
 - XV. Sectors interested to offer service to (educational/academic institutions / industry (private) / industry (PSUs) / private agencies / R&D organizations / government including funding agencies / entrepreneurs / venture capitalists / law enforcement office / consultancy firms / individuals / others (drop box)

Any other relevant details that a Member wish to share can also be submitted by the Member in a separate online mail box by clicking on submission button.

B] The scope of work entails developing & designing a superset of the existing website [<http://www.nmd-iimawards.com>], as relevant for Applications/Nomination Submissions & subsequent Assessment for IIM Awards Scheme , already developed for NMD Awards Scheme wef 2018 under the aegis of Ministry of Steel.

Refer to Clause # 4 [B] of the Tender, the under-mentioned development of additional features & services needs to be adopted as specified below:

1. Annual Maintenance Cost effective April 2019 for [http:// www.nmd-iimawards.com](http://www.nmd-iimawards.com)
2. Hosting & Domain Renewal as /when applicable for the aforesaid website.

Nature of the Project:

- I. Design & Development, and, subsequent implementation of Online Applications/Nominations cum Evaluation Portal for IIM Awards Scheme.
- II. The portal shall constitute online proforma as required for various categories of Awards in four broadened categories: IIM Core Awards [20 categories] + IIM Organizational Awards [Ferrous & Non-Ferrous segment] + IIM Honorary Membership + IIM Fellowship. The online proforma need to be designed as per prevailing standards with provisions to upload credentials as & when required. The format should be downloadable & printable in compatible formats.
- III. The online proforma once submitted shall undergo one phase of evaluation, constituting members of IIM Awards Committee [Approximately 8 members] and Apex Body [Approximately 6 members]
- IV. The Evaluation format as would be shared in a later stage of finalization need to be embedded in the Awards portal.
- V. The portal shall act as a database management system to all the application forms and resume received from all the applicants against each year.
- VI. This application form post submission shall come to IIM HO Administrator.
- VII. Various reports corresponding to customized mapping of pre-defined combinations need to be generated in both Excel & .PDF Formats.
- VIII. Total time allotted for compilation of the project: 15 working days
- IX. Multiple demos need to be sent for approval to The Indian Institute of Metals till finally ratified by the Organization.
- X. It is also understood by the parties the copy right of the content of the total NMD and IIM Award portal is only for the use of the Institute.

General Terms & Conditions:

➤ **Navigation:**

- ✓ The website be user friendly to access information needed
- ✓ Design should be flexible to accommodate new pages
- ✓ The portal shall be mobile responsible and be based on International Standards.
- ✓ It should be compatible to various browsers including IE, Mozilla, Chrome & other relevant ones. Also, it should work on both IOS & Android platforms.
- ✓ Design should allow changing the interface templates for giving a new look as/when required.
- ✓ Both the portals should comply with the comprehensive content management system to support diversified users, ranging from Administrators to Guests.

➤ **Security:**

- ✓ Provide secured integration with payment gateway for online payment transactions involved in Membership Enrolment, Renewal & related activities. All logins & payment transactions should operate on secured protocols.
- ✓ The Organization would ensure that the site and databases is secure and free from unauthorized access and hackers.
- ✓ The portal should support Web 2.0 based tools such as RSS feeds, blogs, chats podcasts and social media like you -tube, linked-in, FB and Twitter etc.

Financial Bids (A & B separately)
Proforma for quoting rates

Name of the Firm/Vendor: _____

Particulars	Cost Estimate INR
1. Cost of creating Membership Directory and integration with the Existing Website of the Institute	
2. Modification of features in the Existing website	
3. Annual Maintenance Cost of both the portals as applicable wef April 2019	
4. Hosting & domain renewal Charges as / when applicable	
<u>Total Cost Estimate</u>	

Signature

Name

Seal/Stamp of the Firm /Vendor