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**Pt. Khushilal Sharma Government (Autonomous)
Ayurveda College & Institute Bhopal (M.P.)**

"Notice Inviting Limited-Tender"

For

Development of Journal Website

**Pt. Khushilal Sharma Government (Autonomous) Ayurveda
College & Institute, Science Hills, Behind MANIT,
Bhopal (M.P.) 462003**

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Bid Fact Sheet:

S.N.	Particulars	Description
1.	Date of Issue of Tender	04-03-2021
2.	Last Date of Submission of Bid	18-03-2021
3.	Due Date for opening of tender	19-03-2021
4.		(i) Technical Bid- 19-3-2021(1PM) in conference hall of the Institute
5.		(ii) Financial Bid 20-03-2021 (1PM) in conference hall of the Institute
6.	EMD	Rs.2,000/-in the form of Bank draft payable at Bhopal in favour of Principal Pt. Khushilal Sharma Government (Autonomous) Ayurveda College & Institute.
7.	Performance Guarantee	10% of contract value
8.	Method of selection	Least Cost

Note: - Principal & CEO, Pt. Khushilal Sharma Government (Autonomous) Ayurveda College & Institute, Science hills, Dhanwantarimarg, Bhopal reserves the right to change any schedule of bidding process.

Address where tender needs to be submitted.

Principal & CEO
Pt. Khushilal Sharma Government (Autonomous) Ayurveda College & Institute
Science Hills, Behind MANIT, Bhopal (M.P.) 462003

PREFACE

International journal of advance research in Ayurveda and allied sciences

About the journal

International Journal of Advance Research in Ayurveda and allied Sciences (IJARAS) – A peer reviewed quarterly journal will be an official publication of Pt. Khushilal Sharma Government (Autonomous) Ayurveda College & Institute, Bhopal, Madhya Pradesh, India. The journal will publish papers presenting original research findings, reviews, case studies, letters to the editor and book review related to Ayurveda, Pharmacognosy, Pharmacology, Herbal and herbo-mineral drug research and Medical science. The Journal will be published in first week of January, April, July and October every year.

Aim and scope

The aim of this journal to endow platform for researchers and aspirants to have an access to scientific and peer reviewed quality publications in broad areas of the journal. It is also aims to provide better communication and exchange of newer ideas, updates and research observation for the betterment of human being.

Copyright

Submission of manuscript to the journal entails that authors have certified that the scientific work described has neither been published nor is under consideration for publication in any other journal. It also means that the content of the manuscript has been approved by all the co-authors, if any, as well as by competent authorities or funding agencies where the work was carried out. The corresponding author signs and accepts all responsibilities on behalf of any and all co-authors. Transfer to copyright to journal becomes effective it when the article is accepted for publication. The entire content of the IJARAS are protected under copyright act. The journal grants to the all registered users a free, irrevocable, worldwide, perpetual right of access to, and a license to copy, use, distribute and display the work publicly for any reasonable non-commercial purposes.

Disclaimer

The information, data and opinion published in the journal is the sole responsibility of the author and not of the journal or its editorial board or the publisher. Publication merely does not constitute endorsement by the journal.

Electronic edition:

An electronic edition of journal will be available and manuscripts will be submitted through it.

Address:

Editorial office – International Journal of Advance Research in Ayurveda and allied Sciences.
Pt. Khushilal Sharma Government (Autonomous) Ayurveda College & Institute, Science Hills,
Bhopal, Madhya Pradesh 462003 India. Email:- principal@klsgaci.nic.in Website:-
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Bhopal, Madhya Pradesh 462003 India.



SCOPE OF WORK & REQUIREMENTS

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Detailed Scope of work:

- 1) Design, Development, Implementation, Training and Maintenance of Customized Web Based application/portal solutions/ Web designing.

Indicative activities.

Phase 1: Analysis

- a. Finalizing the detailed list of activities, scope and duration of each of the activity and detailed plan.
- b. Detailed discussions with concerned stakeholders to understand the overall objectives of the assignment.
- c. Finalization of Project Objectives/Requirements.
- d. Submission of detailed Project Proposal / Plan.
- e. Signoff on detailed project plan, activities, timelines etc from concerned stakeholder.

Phase 2: Design

- a. Detailed Requirement gathering and analysis.
- b. Study and analysis of existing /Similar website and include best practices in Draft design.
- c. Detailed High level and Low level application designs.
- d. Information Integration and Consolidation.
- e. Client Sign – off for Requirement Analysis.
- f. Preparation of Content Structure/ Information Architecture for the website.
- g. Bidder shall develop appropriate screen layouts and templates for the user Feedback.
- h. Approval of prototype (design interface) developed by vendor.
- i. Coordination and collection of required content from the concerned person.
- j. Approval on the content gathered by the Journal Committee.

Phase 3: Development

- a. Coding / Temporary Demo server.
- b. Content Population and content management system.
- c. Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Website.
- d. Application Development and Unit Testing, Integration Testing, System Testing and Functional Testing.
- e. Testing of developed website based upon.
- f. Compliance to applicable guidelines.
- g. Assess the user objective achievement etc.
- h. Modification based upon user feedback.
- i. Sign off on developed website by user department.
- j. The web site should be developed with the latest technology, using up-to-date and well established development tools and software.

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- k. The development approach should conform to the best practices in the web site development and maintenance industry.

Phase 4: Domain purchase and Hosting space(5 GB)

1. Data backup and archival/retrieval.
2. Communication mechanism between various stakeholders & feedback, Email facility etc.
3. This website should be linked with institutional website.
4. The Annual Maintenance would be free for first year in respect to the development web application during this warranty period the vendor will be responsible to fix any update.
5. The online uploading of Journal should be within 07 days.
6. Re-Uploading of Journal to be done quarterly (Four times a year) .

Phase 5: Operation and Maintenance support

- a. Identify and execute training requirements for successful execution .
 - b. Creations of necessary documents and User Manual for training.
 - c. Support in handover of website to user department.
 - d. Support on Training/ Demo on need basis.
 - e. Warranty Maintenance / Annual Maintenance of website.
 - f. Graphical presentation of Journal statistics will be added.
- 2) Designing interface/ mechanism for Mobile based application.
 - 3) Design Development and maintenance of GIS based applications
 - 4) Adherence to Web Application Audit/ Compliance and Approval / Security Features-
This Application should have:
 - i. Have standard interface capabilities (standards like ISO, XML, web services).
 - ii. Multiple backend systems interfacing capabilities.
 - iii. Capability of integration with the National Portal
 - 5) Design and Development of Web application Devices having capability to connect directly to Service Provider's central system through laptops, handheld devices, mobile etc used for financial inclusion at grassroots level.



could ensure the following:

- Adherence to commonly accepted standards and practices, including W3C compliance.
- Using latest web website design technologies
- Acceptability on all current user technology platforms; browsers, operating systems, client systems
- Main objectives: The main objectives for the web site are:

- To adhere to the guidelines of Government of India websites
- To adhere to all the standards of content writing
- To have disable friendly features
- To maintain the website up-to-date with ease
- Protect website from cyber-attacks.

Requirements:-

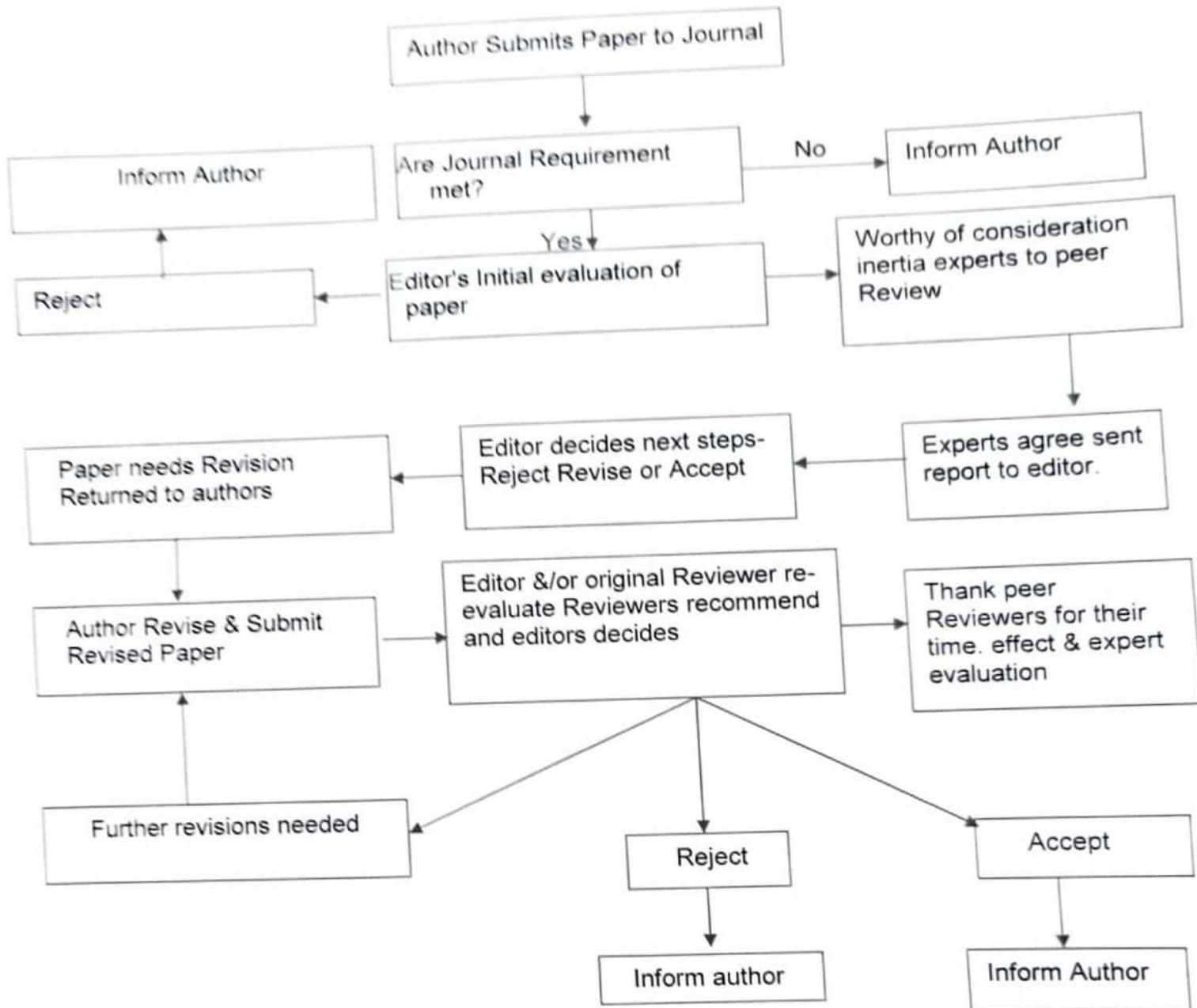
1. Design, Develop, Implement, Install, test, publish and rollout of the developed the Web based applications.
2. The application should be hosted in SSL environment (https) without any extra cost to Institute.
3. The platform should support HTTPS communication channel to prevent data leakage and maintain information integrity and privacy.
4. The platform should support predefined security configuration to protect web applications against XSRF attacks.
5. Provide technical documentation: requirements, design, architecture, installation, configuration, etc.
6. Report generation in PDF/ MS office formats or any other format as desired by Pt. Khushilal Sharma
Government (Autonomous) Ayurveda College & Institute.
7. Vendor shall provide hosting on reliable server with due security features with 05 GB space & uptime . 99.5 % The Server requirements, Memory, Storage Disk space, backup space, platform and other any software required for the proposed application is in the scope of the vendor within the quoted cost/ charges.
8. List out the assumptions related to load & infrastructure (such as mobile specifications, internet bandwidth etc.) so that response time is always < 30 seconds
9. Must provide support availability 24/7/365 via phone, email, or online in person to the institute.
10. Dashboard shall take into consideration, best practice for web security. Efficient, fast loading web interface will be a key usability criterion and drill down.

A. DELIVERY SCHEDULE WITH TIMELINE: Different deliverables with their timelines as under:

S.No.	Activity	Description & Time & Duration
1	Design, Development , Testing , Hosting up to Go-Live	<p>1> 01st prototype – Within 10 days of Issue of Work Order. 2> 02nd prototype – Within 20 days of Issue of Work O 3> 03rd prototype – Within 30 days of Issue of Work Order.</p> <p>Complete development , Launching & Successful Implementation with full features within 01 month of issuance of Work Order.</p>
2	Warranty Period & CAMC	Five Years Comprehensive Warranty in respect to the development of web application after Go-Live. During the warranty period , the vendor should be responsible to fix any update, security patches , bug fix . etc.
3.	Domain Purchase and hosting	According to the development of website.

[Handwritten signatures and initials]

Guidelines For Peer Review Process



The automated review system should be developed.

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Criteria for evaluation-
Pre-qualification (PQ) criteria

The bidder must possess the requisite experience, strength and capability necessary to meet the requirements as described in the tender documents.

S.No.	Basic Requirements	Description	Documents Required
1.	Legal Entity	a. An entity registered under Indian Companies Act 1956 / 2013, registered firm, society, proprietorship firm, or institutional organization. Consortium will be permissible b. Valid PAN card and GST registration in India. c. Registered office in India, which is operational for at least last five years.	Certificates of incorporation Registration Certificates along with Bylaws/ MOA & AOA or similar legal document. Copies of PAN and GST Declaration of address proof on letter head/any proof mentioning address. Experience proof (any)
2.	Turnover	a. The bidder should have a minimum annual average turnover of Rs.. 10.00 lacs from IT related works in the last Three financial years.	Financial Statements along with ITR return. Assessment year 2020-21, 19-20, 18-19.
3.	Technical Capability	The Agency should have successfully completed at least one Similar project.	Related work orders with completion /performance fulfillment certificate from client/payment advice as evidence of such assignments.
4.	Black listing / Terminations	Should not have been black listed by Central, State Government department, Corporation, or Board/PSU / Semi-Government organization as on the date of Submission of bid.	A signed undertaking to this effect should be submitted on bidder's letter head

Procedure for submission of proposals

1. Eligible Tenders are required to submit their proposals in separate sealed envelope- for Technical proposal and Financial Proposal.
2. The technical proposal "Technical Bid" on top of the envelope and shall include The information on compliance to eligibility criteria and technical information of the proposal and all papers except the price part of the bid.
3. The financial proposal "Financial Bid" on top of the envelop and shall include price part of the bid.
4. Both the envelopes will be placed in a big size envelope and bill be labelled as "Bid for development of Journal website". It can be send through speed post or deposited in the tender box at the office of

Principal & CEO

Pt. Khushilal Sharma Government (Autonomous) Ayurveda
College & Institute Science Hills, Behind MANIT, Bhopal (M.P.) 462003



Bid Submission Guidelines

1. Period of validity of bid:

The bid shall remain valid for 60 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.

2. Submission of Bids:

a) The envelope containing bid documents shall be super scribed with the name of work and the words "Website Development for Journal" in capital letters. The bidder should specifically provide full technical details of the service offered including payorder for Rs 2,000/- towards EMD.

3. Opening of Bids:-

a) The Technical bid will be evaluated first and the financial bid will be opened only for those bidders who are to found eligible in technical bid on the next day at the venue and time.

b) The purchaser will open the bids on prescheduled time, date and venue in the presence of the bidders' representatives who choose to attend.

c) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance, In the event of the specific bid opening being declared a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day.

d) The bidders' names, bid withdrawals, presence of bid security and such other details as the Purchaser at his discretion may consider appropriate will be announced at the bid opening.

4. Clarification of Bids:

To assist the examination, evaluation and comparison of bids the Purchaser 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.

5. Evaluation of Bids:

a) The Purchaser 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 etc.

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.

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c) The Purchaser will examine the bids to determine:

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.

i. 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.

ii. 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.

iii. Purchaser may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.

iv. Purchaser 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.

v. Purchaser 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.

6. Earnest Money Deposit (EMD)

a. The bidder shall submit Earnest Money Deposit (EMD) of the amount as mentioned in the Fact Sheet.

b. Unsuccessful bidder's EMD will be released as promptly as possible, but not later than 90 days after the award of the contract to the successful bidder.

c. The successful bidder's EMD will be released upon submission of Performance Guarantee(5-10% to the cost of Website and maintenance)

d. The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.

e. The EMD may be forfeited in the event of:

- A Bidder withdrawing its bid during the period of bid validity.
 - A successful Bidder fails to sign the subsequent contract in accordance with this Tender.
 - The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this Tender.
 - A Proposal contains deviations conditional offers and partial offers.
- ✓ ✓ ✓

7. Performance Security

- a. On receipt of a letter of intent from the Purchaser, the successful Bidder will furnish an unconditional and irrevocable Performance Guarantee or due performance and fulfillment of the contract by the selected bidder, which will be equivalent to 5-10 per cent of the total contract value, on or before the signing of the subsequent contract or within 7 days from notification of award, whichever is earlier, unless specified to the contrary.
- b. In case the successful Bidder fails to submit Performance Guarantee within the time stipulated, the Purchaser may at its sole discretion cancel the letter of intent without giving any notice and encash the EMD furnished by the Bidder, in addition to any other right available to it under this Tender.

Disputes Resolution & Arbitration

- 1. Disputes under the agreement shall be settled by mutual discussion.
- 2. However, in the event amicable resolution or settlement is not reached between the parties, the differences of disputes shall be referred to and settled by the Sole Arbitrator to be appointed by Principal and CEO of the institute.
- 3. The venue of the arbitration shall be Pt. Khushilal Sharma Government (Autonomous) Ayurveda College & Institute.
- 4. Jurisdiction of Courts etc.
The Courts/any other Tribunal or Forum in Pt. Khushilal Sharma Government (Autonomous) Ayurveda College & Institute alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.
- 5. Sub-contracting
Agencies to which work is awarded are not allowed to Sub-contract the work to any other parties either in part or full.
- 6. Others :-
It will be imperative on each bidder to fully acquaint itself of all factors/activities which would have effect on the performance of the work and its cost.



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Letter for Submission of Bid

To

Pt. Khushilal Sharma Government (Autonomous) Ayurveda
College & Institute Science Hills, Behind MANIT,
Bhopal (M.P.) 462003

Sub. - Submission of Bid

Sir,

1. With reference to your Tender No.datedfor Development of Web Based Application for Journal Website. I wish to submit my bid for the said work. Further, I hereby certify that-
2. I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.
3. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Institute.

Date:-

Place:-

Signature:-

Full Name :

Designation:

Address:

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

✓ ✓ ✓

Annexure I

Tender are invited from only those firms which follow the following conditions:-

1. Firm must have an Office in Bhopal.
2. Firm must have at least Two years' experience in maintenance of Official Website in Govt. Department Preferably in Bhopal.

1.	Name of the Bidder
2.	Address of the Bidder, including Contact Person, Designation, address, contact number, email.
3.	EMD(pay order)
4.	Enclosure of Supporting Documents.
	i. Registration or Incorporation Certificate.
	ii. GST certificate.
	iii. Income Tax PAN Number.
5.	Your Technical Proposal for effective fulfillment of Scope of Work and Technical Specifications mentioned in Scope of work.

Signature: -

Name of the Authorized signatory:

Designation: -

Office Seal: -

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Annexure II

Contact Details of officials for correspondence during bid process

<<On letterhead of Company>>

Details	Authorized Signatory	Secondary Contact
Name		
Address		
Phone		
Mobile		
Fax		
E-mail		



Name of the Bidder:

S.No	Item Description	Rate (in Rs)-A	GST (%)	GST Value (Rs)-B	Total Value (Rs) (A+B)
1	Domain Purchase, Design, Development , Testing , Installation , Commissioning , Training & Go-Live for Project Management Dash Board (incl. 01st yr CAMC & Warranty) with Hosting on Secured Server with 05 GB Space.				
2.	CAMC (Incl. Warranty , Hosting with 05 GB Space) – 02nd Year				
3	CAMC (Incl. Warranty, Hosting with 05 GB Space) – 03rd Year				
4.	CAMC (Incl. Warranty Hosting with 05 GB Space) – 04th Year				
5.	CAMC (Incl. Warranty, Hosting with 05 GB Space) – 05th Year				
Grand Total (Rs)					

Total In words)- Rs.

Note:

- The prices shall remain FIRM till entire contract period /completion of the Assignment.
- In case of discrepancy between the value indicated by the bidder "In Figures" & "In Words", the value indicated at "In Words" shall prevail.
- The prices to be quoted would be for unit rate & the applicable GST separately , to arrive at the Total Value (Rs)
- Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- Least cost of bid (L-1) decision will be made on the basis of grand total amount.

Date :-

Authorized Signatory:

Address:

Annexure III
Check lists for Eligibility Criteria Compliance

S.No.	Basic Requirements	Description	Compliance (Yes/No)	Reference Document Page Number
1.	Legal Entity	<p>a. An entity registered under Indian Companies Act 1956 / 2013, registered firm, society, proprietorship firm, or institutional organization. Consortium will be permissible</p> <p>b. Valid PAN card and GST registration in India.</p> <p>c. Registered office in India, which is operational for at least last five years.</p>		
2.	Turnover	<p>a. The bidder should have a minimum annual average turnover of Rs.. 10.00 lacs from IT related works in the last Three financial years.</p>		
3.	Technical Capability	<p>The Agency should have successfully completed at least one Similar project running for at least 06 month with 15 doctors on board and having completed 500 tele-consultations.</p>		
4.	Black listing Terminations	<p>Should not have been black listed by Central, State Government department, Corporation, or Board/PSU / Semi-Government organization as on the date of Submission of bid.</p>		

Signature: -

Name of the Authorized signatory:

Designation: -

Office Seal: -