

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

"Notice Inviting Tender"

For

**Design, Development, Hosting & Maintenance -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	17-12-2021
2.	Last Date of Submission of Bid	31-12-2021
3.	Due Date for opening of tender	03-01-2022
4.	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.
5.	Performance Guarantee	10% of contract value
6.	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:-
<http://klsgaci.edu.in>

Published by:

SCOPE OF WORK & REQUIREMENTS

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, **SRS**, timelines etc. from concerned stakeholder.
- f. This activity shall be completed in 3 days from the date of signing of contract.

Detailed Scope of work:

- 1) Design, Development, Implementation, Training and Maintenance of Customized Web Based application/portal solutions/ Web designing
- 2) Website must allow author to post articles and reviewer can approve or reject the articles.
The website is a showcase of articles where a visitor can read it.
- 3) Website must poses strong module like articles, comments, reviewers, authors and site managements.

MAJOR REQUIRMENTS

Website Front End Features

1. Responsive Front –End can be open on all devices – ie. Mobile, TAB, Laptop and Computers
2. User Registration and Login Panel
3. Search filters by Keywords, Author, Book/Journal Name, Volume and Subjects
4. Website Settings

Backend Features

1. Admin Panel
2. User Roles - Admin, Author, Reviewer
3. Manage Reviewer and Authors
4. Manage Article and Comments
5. Manage Articles
6. Article Category Setup
7. Requirement Setup
8. Reviewer Setup
9. Profile Setting
10. Comment Manager
11. Author Manager
12. Contact Info Settings
13. Social Info Settings
14. Change Password
15. Video Setup In Article
16. Document Upload with Article
17. Custom Logo & Icons
18. Contact Mail System Integration
19. Customizable
20. Quick & Easy Setup

Phase 3: Development

1. Bidder shall Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Website.
2. Development shall be as per SRS Sign off from the department.
3. Development shall be as per the guidelines of Govt of India.
4. Development of website shall be done with latest technology available in market and with no cost to institution.
5. Development should follow SDLC process and documentation.
6. UAT (User Acceptance Testing) shall be done as per SRS sign off, vendor shall submit the test record of application before UAT.

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

1. Bidder shall purchase the domain name and after successful completion of contract will transfer it to institution.
2. All responsibility of activities related to hosting and managing the website will be of bidder.
3. Bidder shall manage the infra requirement related to smooth functioning of website with no extra cost to institution as prescribed in tender document.
4. Domain purchase should be for 10 year.

5. Bidder will provide the back up of application in every 3 months to the institution in appropriate media with undertaking as the back is free of bugs.
6. This activity shall be completed before the start of development phase. Necessary document shall be submitted along with details.

Phase 5: Go-Live , Operation and Maintenance support

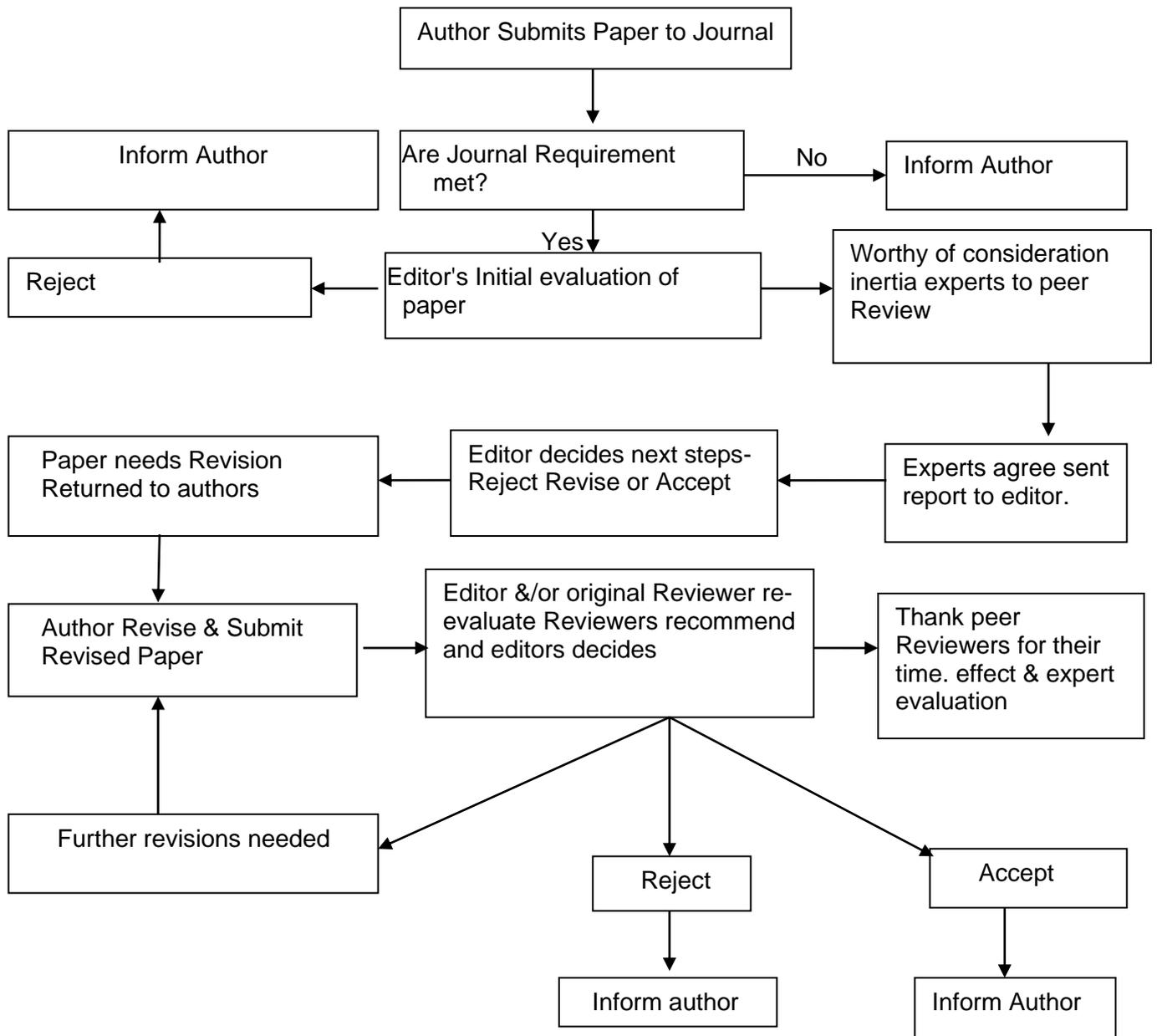
1. After successful completion of UAT, application Go-Live shall happen in 5 days from date of sign off of UAT compliance.
2. From the date of sign off on UAT compliance and Go Live , annual maintenance will start.
3. Annual maintenance will be free for the 1st year from date of Go-Live Contract will be for maintenance of website for 4 years from go live.
4. Bidder shall be responsible to keep the website up for the whole period of contract with no cost to institution.
5. For any other development not mention in SRS will be done under change management.
6. Bidder shall quote its Man Day Rate in the financial Proforma.

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

C.B. Considering T1 as date of signing of Agreement

S.No.	Activity	Description & Time & Duration
1	Requirement Gathering & SRS Sign off	T1+ 5 days = T2
2	Development & UAT	T2 + 17 Days= T3
3	UAT Compliance & Go-Live	T3 + 7 Days = T4
4	AMC for 5 Years	T4 + 4 years

Guidelines For Peer Review Process



The automated review system should be developed.

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	<p>a. An entity registered under Indian Companies Act 1956 / 2013, registered firm, society, proprietorship firm, or institutional organization.</p> <p>b. Valid PAN card and GST registration in India.</p> <p>c. Registered office in India, which is operational for more than three years.</p>	<p>Certificates of incorporation Registration Certificates along with Bylaws/ MOA & AOA or similar legal document.</p> <p>Copies of PAN and GST Declaration of address proof on latter head/any proof mentioning address.</p> <p>Experience proof (any)</p>
2.	Turnover	a. The bidder should have a minimum annual average turnover of Rs. 10 lacs from IT related works in the last one financial year.	Financial Statements along with ITR return. Assessment year 2020-21
3.	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 RFP.	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 be include contain 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 envelops 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 tended box at the office of

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

Payment Terms & Conditions

S.No	Milestone	Payment Quoted in Price Bid Part
1	SRS Submission- Part A	25 %
2.	Successful Completion of Development & UAT - Part A	25 %
3	Go-Live - Part A	50 %
4	Annual Maintenance for 4 Years- Part B	Equal Quarterly Installments

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 "Design, Development, Hosting & Maintenance of Journal Website" in capital letters. The bidder should specifically provide full technical details of the service offered including demand draft for Rs 2,000/- towards EMD.

3. Opening of Bids:

a) The purchaser will open the 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, 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.

c) 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.

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 adjusted with 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 or have taken prior permission of the competent authority .-
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.

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: -

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		

Price Bid

S.No	Item Description	Rate (in Rs) I	GST (%)	GST Value (Rs) II	Total Value (Rs) (I+II)
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. Part A				
2.	Annual Maintenance for 4 Years Part BCAMC (Incl. Warranty , Hosting with 05 GB Space)				
3.	Domain purchase for 10 year.				
Grand Total (Rs)					

Name of the Bidder:

Total In words)- Rs.

Note:

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

Date :-

Authorized Signatory:

.....

Address:

