

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES
Dahung: West Kameng District: Arunachal Pradesh-790116
Phone:03782207030,email:cihcsdahung@gmail.com
(An Autonomous Body of the Ministry of Culture, Govt.of India)

M. No: 3-40/2019/CIHCS

Date: 6th Sept, 2019

“Notice Inviting Tender”
For
Revamping and Re-designing of the website (Bi-lingual:: Hindi and English)

Notice Inviting Tender

Central Institute of Himalayan Culture Studies, Dahung invites sealed bids for Revamping and Re-designing of the Website of CIHCS.

A. General:

1. Tender document can be download from the website (www.cihcs.edu.in).

2. Details of Bid:

a) Last Date & Time of receipt of bid: 21st Oct, 2019, 3.00 pm

b) EMD : Rs. 15000/- (DD/ Bankers Cheque)

c) Contact Person for any Technical Enquiry: Biraj Lahkar, Computer Instructor
Contact Nos.:(+91)7629954301/9774209395, e-mail:biraj_lahkar@yahoo.com

3. Eligibility / Qualification Criteria:

a) The bidder shall preferably be registered by Government Department / organization / Society (Registered under established relevant central Acts) or those who have served in any Government Department / organization.

b) The bidder should have a registered office in Arunachal Pradesh/Assam. The bidder should have at least 5 years' experience, preferably in website creation/designing development, maintenance & other related matters as given below:

i. Should have developed at least one portal of similar nature, of more than 500 pages of static content and database driven dynamic content / interactive content with any National Research Institute/Agency website during the last three years ending March 31, 2019 and of a minimum value of Rs. 5,00,000/-.

ii. Domain knowledge of the Government sector is preferable.

d) The bidder shall have to provide services required at CIHCS, Dahung West Kameng, Arunachal Pradesh.

e) The bidder should have sufficient number of persons/skilled manpower having special skill in Programming/maintenance/trouble shooting etc. to carry out the said work professionally.

f) The firm may enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.

- g) All bidders must enclose GST registration certificate along with the tender documents.
- h) The bidder should not be blacklisted by any Government, or Government Department, whether in the Central/State/District levels across India. An undertaking in this regard as per Appendix-I be enclosed with the Tender.
- i) The bidder should be an Income Tax Assessee and should have filed Income Tax Return for the last three Assessment Years ending March 31, 2019.
- j) The successful bidder will have to furnish a performance security of 10% of contract value in the form of Demand Draft/Bankers Cheque in favour of “**Director, Central Institute of Himalayan Culture Studies, Dahung West Kameng**” drawn on SBI Tenga Valley after adjustment of EMD value.

4. Existing Web Site:

The existing website provides basic information about the CIHCS through various sections/ web pages/ images. The site provides information on history and background about the CIHCS and also presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, forms, events, results, research careers/ jobs, tenders, notices etc. The site provides information related to RTIs and press releases.

5. Vision of the Web Portal:

CIHCS plans to have a dynamic state-of-the-art web portal which would truly reflect our proposed vision, be a lively platform and add to the CIHCS vibrant academic environment and campus life. To meet this objective, CIHCS invites firms having expertise in the design, development of website as Service Providers (SP).

6. Period of validity of bid:

The bid shall remain valid for 45 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.

7. 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/Agency profile, including previous experience of contracts with Government departments.
 - (ii) Acceptance of terms and conditions by enclosing a signed copy of the Terms & Conditions.
 - (iii) Demand Drafts for Earnest Money Deposit.
 - (iv) All other required documents, including undertaking as per Appendix-I.

- (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 website of CIHCS**”. This should be addressed to the Director, Central Institute of Himalayan Culture Studies, Dahung, West Kameng, Arunachal Pradesh-790116 and the tender document complete in all respects may be reached CIHCS latest by 03:00 p.m. on2019.

8. Opening of Bids:

- a) The Institute will open the Technical Bids on scheduled time, date and venue in the presence of the bidders' representatives who choose to attend.
- b) b) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance. In the event of the bid opening day being declared a holiday for the Institute, the Technical Bid shall be opened at the same time and location on the next working day.

9. Clarification of Bids:

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

- 10. 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 Director, CIHCS for qualifying for opening of Financial Bids.

11. 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. 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.
- iii. 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.
- iv. Institute may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- v. 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. Institute 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.
- vii. The Institute may seek clarification in writing from bidder by email / fax. Bidder shall promptly reply by email within the time limit specified in the clarification letter from the Institute.
- viii. The comparison shall be of total price of the services offered inclusive of all taxes.

12. 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 CIHCS 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) CIHCS does not bind itself to accept the lowest or any tender and reserve to itself the right of accepting the whole or any part of tender and bidder shall be bound to perform the same at the rate quoted.
- d) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

13. Prices:

Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the bidder in its bid.

14. Termination by default:

- a) The Institute may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to bidder, terminate the Contract in whole or part:
 - i) If the bidder fails to provide services/rectify the fault within the time period specified in the Contract or any extension thereof granted by the Institute,
 - ii) If the bidder fails to perform any other obligation(s) under the Contract.
- b) In the event the Institute terminates the Contract in whole or in part, pursuant to Para 14 above, the Institute may procure, upon such terms and in such manner, as it deem appropriate, goods similar to those undelivered for any excess costs for such similar goods/services. However, the bidder shall continue the performance of the Contract to the extent not terminated.

15. Resolution of Disputes:

- a) The Institute and the Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after thirty (30) days from the commencement of such informal negotiations, the Institute and the Bidder have been unable to resolve amicably a Contract dispute; either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract. These mechanisms may include, but are not limited to, conciliation mediated by Director of CIHCS. The mechanism shall be specified in the Special Condition of Contract.

16. Applicable Law:

The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of Gauhati High Court.

17. Notices

- a) Any notices given by one party to the other pursuant to the Contract shall be sent in writing or by email / fax / telex / cable and confirmed in writing to the address specified for that purpose in the Special Conditions of Contract.
- b) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

18. Taxes and Duties

The bidder shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the Contracted Goods & services to the Institute. No tax or duty will be payable by the Institute. If there is any enhancement in the taxes, duties, license fees etc, during the service period, the enhanced expenditure will be paid by the Institute

19. General

The following Special Conditions of Contract shall supplement the General Conditions of Contract, whenever there is conflict provisions herein shall prevail over those in the General Conditions of Contract.

- i. The design consideration for the website should result in an eye-catching website, with a pleasant and appealing color-codes portraying activities of CIHCS.
- ii. The website should be optimized for load time, response time. Navigation and search.
- iii. The website should be supported by all current browsers.
- iv. The appropriate test data according to the various design consideration and will be presented to IT Division of this office, monthly in a suitable format.
- v. Records of up-dation in web contents of the both (English, Hindi) should be maintained to determine the performance of the site with respect to page load speed and these statistics will be stored and examined, on a monthly basis and analyzed.
- vi. Modification of Site Map as and when required.

20. Payment

The payment to the Contractor under the Contract will be made on satisfactorily completion of assigned task.

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 agency will be required to maintain/develop the content management tool to make the website dynamic, interactive and Bilingual (Hindi & English). The agency shall also develop Hindi version of CIHCS website.

The details of various sub-components of the website redesign and development are as follows:

(a) Information Content

The website cum portal will be superset of the existing website www.cihcs.edu.in. In addition, the portal should provide appropriate plug-ins to passively/actively integrate the portal with the proposed Centre on-line administration system (OAS).

(b) Other Features

The website/ portal should comply with the comprehensive content management system to support a variety of users ranging from Administrators to Guests. It should allow the administrator to creates user roles and allow the setting up of access rights ranging from entire site to a specific page.

CMS: website must be CMS based and CMS must be secure, not open sourced based.

Website should be mobile friendly.

It should be JAVA Script compatible.

Navigation

- The website be user friendly to access information needed at a sight
- Design should be flexible to accommodate new pages.
- It should provide for flexibility to modify the design when a major event has to be published.
- Design should allow changing the interface templates for fresh new look as and when required.
- The portal should be based on International standards like W3C standard for HTML, WAI etc.
- It should be compatible to various browsers including IE, Mozilla Firefox, Chrome, Opera, Safari etc. and it should work on both Windows and MAC/APPLE Based OS. This shall be made available as an optional feature.

Security System

- Provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, job application, student fees, conference registration etc.
- The organisation would ensure that the site and database is secure and free from unauthorized access & hackers.
- The portal should support Web 2.0 (any advanced/ latest) based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as U-Tube, Linked in, Face book, Twitter etc.
- The website should have a Moodle feature integrated within it for allowing Fellows-Faculty interface for individual courses
- The website should incorporate necessary security features against hacking and defacement.
- All logins and payments transaction must operate on secure protocols. It should provide support for website security audit.
- The portal should comply fully with the guidelines issued from time to time by the Government of India for the development of the new website. (<https://web.guidelines.gov.in>)
- Provide online tracking facility for job applicants, students seeking admissions, RTI, applicants etc.

User friendly systems

- The web site must be designed with a balance of text and graphics such that each page loads in 8 seconds or less on the average computer (using a 56K modem).
- Site must be compatible with Internet Explorer and Netscape Navigator & other web browsers. Web site must not require plug-ins as a default. The technologies to be used for its development and maintenance should be easily available and cost effective. Website must be built in accordance with the Web Content Accessibility Guidelines 1.0, provided by the W3C.
- Provide search capabilities using key words or phrasing that will identify content from within the site. The website would also have a search engine with index-based search options

(c) Technology

The website/ portal should be based on Web 2.0 based CMS like Laravel, Node Js etc. and preferably use Open Source Tools like LAMP, Moodle, OpenLDAP etc.

For any add on features, open source tools (or) educational s/w may be predominately used.

The website should be made in English & Hindi. It should be mobile friendly.

An APP should be also developed for accessing content.

(d) Development Methodology

The development methodology should follow an iterative-prototype approach especially in the initial startup and design phase.

Website Features

This website will enable external users to obtain information on the following key features:

- Central Institute of Himalayan Culture Studies (CIHCS)
- Academic Information – Research Programs, research focus, related activities
- Seeking Admission to the Centre
- Faculty
- Research
- Services – facilities, student services, academic services, administration
- Linkages – (MoC, GoI, MoF, SSVV, UGC, AICTE, NAAC, other universities etc.)
 - Job opportunities – research career, teaching careers etc.
 - News & Events
- Extracurricular activities
 - Fellows
- Other Statutory and publication information

For the internal users, the following key features shall form inputs:

The internal users include – faculty, staff and students, who can have access to:

- Calendar of events
- Research Articles & information
 - Faculty Home page
- Circulars, Notification
- Any other statutory information for disclosure

Design and Layout

The website should have an elegant design with suitable colors, a neat, uncluttered look and a user-friendly, easy-to- navigate layout, an ideal design layout that an education and research institutional friendly resource site.

Some of the chosen websites which are similar to the ‘look & feel’ as required by the Centre are listed below, to indicate the kind of layout that seeks for its own website includes:

www.tezu.emet.in, <https://www.nnm.ac.in>, www.cuts.ac.in, <https://cibs.ac.in>

The website should be accessible for PwDs.

Tentative Site Map

The tentative site map for the new website shall be as under:

ABOUT US

Institute

Director

Organizational Chart

 Organizational Structure

 Administrative Setup

Administration - Statutory Bodies

 Who's who

 Memorandum and Rules & Regulations

 Staff Members

 Holidays & Working Hours

 Contact Us

Society- Composition of Society

 First Members of the Society

 Present Members of the Society

Board of Governors - Composition of BoG

 First Members of BoG

 Present Members of BoG

Academic Council

Finance Committee

Residence Committee

Academic

- Programmes and Courses
- Syllabus
- Faculties and Departments
- Centre for Professional Learning
- Feeder School

Activities

- Seminar
- Workshop/Symposia
- Lecture Series
- Foundation Day
- Photo Gallery
- Literary Competition
- Cultural Activities
- Games and Sports
- NSS

Admission

- Prospectus
- Form
- Admission Notice
- Contact

Results

Alumni Association

- Notice
- Alumni Association
- Membership Form

Publications

- Magazine
- Journals
- Books

Swachh Bharat Abhiyan

Citizen's Charter

Institutional (Internal) Committee/Designated Functionaries- Staff

- Technical Staff – Computer Instructor
Physical Instructor

PolicyFacts & Figures

General

Awards

Visits & Tours

Research

- Ph.D. Programme
- About
- Course
- Completed Theses

Careers

- Ph.D. Admission
- CIHCS Vacancies
- Latest
- Previous

Facilities

- CIF – Library
- Bioinformatics (DISC)
- About
- Infrastructure
- People
- Research
- PublicationTraining
- Workshop
- Database & Tool
- Contact
- News

- Online Internet Complaint
- Student Hostel
- Staff Residence

EVENTS

- WORKSHOP/SYMPOSIA
- SEMINAR/INVITED LECTURES
- FOUNDATION AND OTHER IMPORTANT DAYS
- PHOTO GALLERY

LATEST

- TENDER
- RTI
- NEWS
- NO. OF VISITORS DISPLAY
- SEARCH BOX

ADVERTISEMENT/TENDER/NOTICE/CIRCULARS SHOULD BE DIAPLAYED ON HOME PAGE AS MOVING NATURE.

WEB-MAIL

- cihcsdahun@gmail.com

Other Terms and Conditions

1. The agency will provide experienced website operators having profound knowledge of all latest web designing tools and coding languages like HTML, JAVA, etc. and will good command over MS Office, Page Maker, Adobe Indesign/Illustrator, and other related softwares for updating & maintenance of the Institute website. The nodal person should be available and accessible 24 x 7 all days. Instructions given by designated officers of the Institute must be carried out immediately, even after office hours or on holidays. The Institute has the right to change the person if not satisfied with his/her work. The personnel deployed shall be a qualified Computer Engineer with minimum qualification of B.Tech./BE/MCA.
2. The revamping must be completed and operational within three months of award of contract, to the satisfaction of CIHCS and Agency should provide the accessibility to CIHCS for regular updates.
3. Upon completion of project, Agency should provide day to day assistance on full-time basis for minimum of 4 years for maintenance of website.
4. The bidders shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/ contract without the express written consent of The Central Institute of Himalayan Culture Studies.
5. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.
6. The successful bidder shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The CIHCS shall not be liable for any financial burden/ liability due to negligence or his failure to comply with labor laws or any other statutory Acts/ Rules.
7. The Director, CIHCS reserves the right to accept or reject any or all the tenders without

assigning any reason thereof.

8. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Director, whose decision will be binding on both the parties.
9. All disputes arising out of this tender shall be subject to the jurisdiction of courts of Guwahati/Itanagar Bench

Financial Bid

Proforma for quoting rates

Name of the Firm/Agency: _____

1	Cost of revamping the website of CIHCS as per the requirements of Tender document, including all taxes (in `)	
2	Cost of maintenance of CIHCS website with regular updates as required by CIHCS, per month, including all taxes (in `)	

Signature: _____

Name: _____

Seal / Stamp of the firm / agency

(Undertaking on a Non-Judicial Stamp Paper worth `100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as ‘Unsatisfactory Performer’ for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘forfeiture of Earnest Money Deposit’ and ‘Blacklisting’ etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the CIHCS shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date: