



भाकृअनुप - भारतीय मृदा एवं जल संरक्षण संस्थान

218-कौलगढ़ रोड, देहरादून 248195 (उत्तराखंड)

(कृषि मंत्रालय, भारत सरकार)

ICAR - Indian Institute of Soil & Water Conservation(IISWC)
218, Kaulagarh Road, Dehradun 248195 (Uttarakhand)



ISO 9001:2015

N0.1(25)/2017-18/Stores/

Date: 07/June/2023

Gem Bidding notice for Redesigning & development of the Institute website through GeM

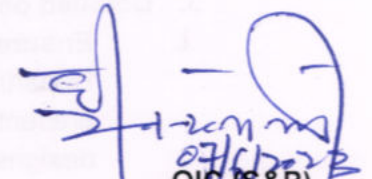
On the behalf of the Secretary, ICAR, New Delhi, the Director, ICAR-IISWC, Dehradun invites Bids in from interested agencies empanelled with National Informatics Centre Services Inc., Ministry of Communication & Information Technology, New Delhi for Redesigning & development of the ICAR-IISWC web site compliant with standards laid down in the Guidelines for Indian Government Website (GIGW 3.0) including security audit by CERTIN empanelled agency and STQC certification.

Detailed information/Instructions contain terms and condition governing the above job work as well as tender document is enclosed.

This tender notice contains following documents :-

- | | | |
|--------------|---|--------------------------------|
| Annexure-I | - | Scope of work. |
| Annexure-II | - | Terms and Conditions. |
| Annexure-III | - | Technical Bid (Part-A, B & C). |
| Annexure-IV | - | Financial bid document |

Those bidders who are in a position to full-fill the eligibility criteria and terms & conditions of this bid document and GeM General Terms & Conditions (GTC) and Additional Terms & Conditions (ATC) as mentioned in this bidding document may participate in this GeM bidding.


07/06/23
OIC (S&P)
ICAR- IISWC, Dehradun

Scope of work

Name of work:-Designing & Building of website of this Institute compliant with standards laid down in the latest Guidelines for Indian Government Website (GIGW 3.0).

1.

2. Brief description of work :-

- i. To ensure that the website is compliant with GIGW 3.0.
- ii. To build bi-lingual website with English & Hindi Version and to ensure that Hindi content is universally accessible by using Unicode compliant font.
- iii. To enhance the overall look and feel of the website as per GIGW compliance.
- iv. To integrate easy to use contents management system for easily managing overall content of the website.
- v. To develop roll based access management system to provide secured, restricted access to different stake holders.
- vi. To provide information to citizens with minimum number of clicks.
- vii. To make it easy to use for citizens by providing latest updates, important events on the home page itself and by providing within site search feature.
- viii. To restructure content of the website to make it disabled friendly so that the available information is easily accessible to people with disability.
- ix. Content to be transfer at new website which is available at present website.
- x. To make website accessible on all platforms like all major browsers (e.g. internet explorer, mozilla firefox, google chrome etc.) disabled specific devices.
- xi. To make the web site responsive to all the devise.
- xii. To get safe to host certificate from cert-in empanelled auditor.
- xiii. Integration of payment gateway for online transactions.
- xiv. To get GIGW Compliance Audit Certificate from standardization Testing and Quality Certificate (STQC) Directorate.

3. Detailed description of work :-

- i. **Ensure professional look and feel of website:** - This will be done by working together with Department in ensuring that all of its expectations related to the overall aesthetics, content presentation structure and content organization structure are achieved. While preparing designs also make sure that they are developed as per the relevant guidelines.
- ii. **Ensure that the website content is organized as per Visitors expectations :-** This will be done by structuring content to give direct access to most sought after important information through the home page itself and also by ensuring that user is able to reach any part of the website within 3 clicks as under :-
 - a. Proper website navigation scheme and features will allow users to find an access information effectively and efficiently.
 - b. The navigation elements will be clearly differentiated from each another and will be placed in a consistent way so that it will be easily located on each page.

iii. Role based management module :-

- a. This module will help department in giving role specific access of administrator panel to different members of the department.
- b. Site Administrator will be able to add/edit/deactivate members and assign roles to each member.
- c. Members will have access to relevant backend modules based on the roles assigned to each member.
- d. Members will be able to do the following :-
 - i. Manage personal profile.
 - ii. Mangle personal documents (upload/view list/download/ delete?) Perform the role assigned by the administrator.

iv. Bilingual management module

- i. Develop the website in English & Hindi version.
- ii. The front-end website as well the backed administrator panel will be made compliant to handle the bi-lingual requirements.
- iii. Front-end web portal will have all the content including dynamic & static text in both the languages.
- iv. Allow Administrator to enter content for all the CMS pages separately in Hindi.

v. Development of content management system for 2 stage work flow with bilingual support and modules for management of notices and circular, vacancy and recruitment, news and announcement, feedback, employees corner.

vi. Certification (Security and GIGW compliance)

- a. The new website is to be audited by empanelled auditor and all the vulnerabilities to be fixed. Upon completion, security clearance certificate of cert-in empanelled auditor to be submitted. The selected agency will handle the entire process.
- b. GIGW Compliance Audit Certificate certifies that the website is developed as per guidelines for Indian Government Websites (GIGW) is accessible to people with disability and is adhering W3C's WCAG Guidelines. This audit will be done by STQC Auditors and agency will handle the entire process related to obtaining this certificate from STQC department.

vii. Training

Provide onsite training to the department's website team official to train them on the overall workflow of the developed solution and backend administration module at a centralized location.

viii. Providing technical support for one year

- i. 24 x 7 technical assistance.
- ii. Fixing security vulnerabilities whenever any issue is reported or in the case of cyber attacks.
- iii. Training & Handholding of user representatives on content management system workflow on demand basis.

- iv. Addressing server related issues to ensure website uptime by coordinating with data centre.
- v. Addressing browser compatibility related issues to ensure smooth functioning of website on updated version of all popular web browsers.
- vi. Addressing device compatibility related issue to ensure smooth functioning of website on all personal computers, smart phones, table PCs and disabled specific devices.
- vii. Addressing website performance related issues to fix issues like no response, slow response, website crashing etc.
- viii. Rectification of bugs like content formatting issues, image placement, link mismatch etc. immediately after user request.
- ix. Minor changes like changing static images, text, updating your privacy policy site terms of use, disclaimers etc.

ix. Hosting

Hosting at data centre of Indian Council of Agriculture Research which includes assessing the requirement for hosting and developing according the required hosting environment in consultation with data Centre. (The hosting at the data center with PHP 7.4 or higher preferably 8.0 and MYSQL 8.0).

x. AMC (Annual maintenance cost post 1 year support)

After one year of the technical support the award agency should explicitly mention the charges for the maintenance which would include the fixing all the problems in running the website and support for the content updating.

xi. Details of Website pages

ICAR-IISWC WEBSITE PAGES

		No. of Pages	Remarks
<u>1. About us</u>			
About Institute	History	1	
	At a Glance	1	
	Mandate	1	
	Organization setup	1	
	Our Directors	1	
		5	
Personnel			
	Scientist		
	Technical		
	Administrative		
	Supporting		10 pages (Centre list separately with one front page)
		10	

Centres	Headquarter	6	(Background, Infra., Res., Trg., RF, Collaboration)
	Research Centres		
	Agra	6	
	Bellary	6	
	Chandigarh	6	
	Datia	6	
	Koraput	6	
	Kota	6	
	Udhagamandalam	6	
	Vasad	6	
		54	
How to reach		1	
Existing staff		1	
RFD		1	With multi links of pdf files
ISO 9001:2015		1	
		4	
Total Pages of About Us Section		73	
<u>2. Research</u>			
Projects		1	With multi links of pdf files
Research highlights		1	
Achievements		1	
Research papers		9	Hqrs and Research Centres
Award/Honours		1	
Research Section		13	
<u>3. Training</u>			
HRD		1	1 page
Notifications		1	With multi links of pdf files
E-Learning		3	(DLL-1; Videos-1; Lectures-1)
Training manual		1	With multi links of pdf files
Training Section		6	
<u>4. Centres</u>			
The Centres page is to be linked with the button of Centres in About Us Section			
<u>5. Services</u>			
Consultancy		1	
MoU signed		2	
Training		1	
Central library		1	
Database		1	
Services Section		6	
<u>6. Digital Library</u>			
Publications		1	Linked with KRISHI website
Photo library		2	(HQ & Centres)
Video library		1	Linked with Youtube channel
Model watersheds		1	With multi links of pdf files
Database		2	Soil & Water

Museum tour	1	
Technical brochure	2	With images of manuals with link
Technical Bulletin	1	With multi links of pdf files
Vision 2030	1	
Newsletter	1	With multi links of pdf files of Newsletters
Annual reports	1	With multi links of pdf files of Annual Reports
Poster	1	
Training manual	1	
Proceedings	1	
IRC proceedings	1	With multi links of pdf files
Blogs	1	
Priced publications	1	With multi links
Digital lecture library	2	With multi links of pdf files
Digital Library Section	22	
<u>7. Facilities</u>		
Labs	1	Already under training
AKMU Cell	1	
Guest House	1	
Seminar Hall	1	
Exhibition Hall	1	
Facilities Section	5	
<u>8. Notice Board</u>		
Notification	-	Already under Training
Tenders	1	With multi links of pdf files
Vacancies	1	With multi links of pdf files
Download	1	With multi links of pdf files
Circulars	1	With multi links of pdf files
Notice Board Section	4	
<u>9. Farmers Zone</u>		
Technology	-	Under publication section
Success stories	1	With multi links of pdf files
Brochures	1	With multi links of pdf files
Helpline	1	
Farmers Zone	3	

Left side contents		
Citizen's/Client's Charter	1	With multi links of pdf files
RTI Act	1	With multi links of pdf files
Vision 2050	1	Link of pdf file
In Media	1	(03 pages: Archives three previous year pages)
In ICAR News	1	-
ICAR News	1	

	ICAR Reporter	1	
	ICAR Website	1	
	ICAR Mail	1	
Success stories			To be linked with the page under Farmer's Zone
IISWC Data Repository		1	1 page with multiple links
ICAR Annual Report		1	To be linked to ICAR webpage
ISO 9001:2015			1 page
PIDPI		1	1 page
SAIF		1	1 page with multiple links
Met Information		1	1 page
Statewise reports		1	1 page with multiple links
Online Software		1	3 pages of software
Recruitment			1 page (to be linked with Vacancy Section)
Vigilance Officer		1	1 page
Important Links			
		16	
<u>Page Bottom Links</u>			
Privacy Policy		1	1 page
Disclaimer		1	1 page
Linking Policy		1	1 page
Contact Us		1	1 page
How to reach		1	1 page
Feedback		1	1 page
FAQs		1	1 page
		7	
<u>Windows/Section with pictures</u>			
Newsletter			Also under Digital Library
Current News/Events			Currents events link
Events Desk			Major event link
Research Centres			Dipicted on map of India
Facebook			Linked to Facebook Page
Youtube			Linked to Youtube Page
Twitter			Linked to Twitter handle
SBI Collect			Linked to SBI collect of HQs and Centres
Swachh Bharat Abhiyan		1	1 page with multiple pdf links
Mera Gaon Mera Gaurav		1	1 page with multiple pdf links
		2	
Total Pages in English		157	
हिंदी में वेब पृष्ठ		157	

Terms & Conditions

Name of work:-Designing & Building of website of this Institute compliant with standards laid down in the latest Guidelines for Indian Government Website (GIGW 3.0) .

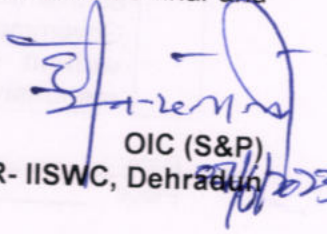
1. The firm should have valid empanelment with National Informatics Centre Services Inc., Ministry of Communication & Information Technology, New Delhi.
2. **The Institute website shall be strictly designed and built up according to the standards laid down in the latest Guidelines for Indian Government Website (GIGW 3.0) of GIGW and any deviation from these guidelines shall attract termination of contract, forfeiture of performance security and other action as decided by the Director, ICAR-IISWC, Dehradun.**
3. The work is to be completed in three phase 1-Design and development of the website. 2- Security audit by CERTIN empaneled agency. 3- STQC certification. The agency would be responsible for completion of all the three phase including the hosting at ICAR data center and provide the local technical support at ICAR-IISWC during the course of design and development.
4. Time period for STQC certification is as per the STQC directorate audit.
5. The agency should have the required expertise on roll and professional experience of developing GIGW compliant sites and the proof of the same is to be uploaded in technical bid.
6. All documents in proof of registration of GST, PAN, ITR for last three financial year, ISO certificate, if obtained etc. must be attached with the Technical Bid.
7. After building of website, firm may provide one year technical support to the Institute as warrenty.
8. The agency should mention the AMC charges for the web site (fixing bugs and vulnerabilities and updating) post the warranty/support period as part of bid for the continued period.
9. The minimum annual average turnover of the bidder (for 03 years) should be 30 lakh.
10. If tenderer does not accept the offer in writing and deposit performance security (for a period of one year technical support + 60 days) within 07 (seven) days from the date of receipt of letter of award of work, the offer made shall be deemed to be cancelled without any notice & Earnest Money Deposit shall be forfeited.
11. Similarly after acceptance of work order, if the firm does not starts work within a period of 20 (twenty) days from the date of receipt of work order, the work order shall be deemed to be cancelled and the performance security shall be forfeited.
12. The rate quoted by the bidders is inclusive of all taxes (including GST).
13. The EMD of Rs. 30,000/- (Rupees thirty thousand) shall be deposited with the Institute.
14. The performance security shall be 5% of the value of contract awarded to the firm and shall be deposited with the Institute for the contract period + 60 days.
15. No interest on the EMD/Performance Security shall be granted to the firm at any stage.

16. The website building work should be completed within a period of 120 (One twenty days) days from the date of receipt of work order failing which liquidated damage as prescribed shall be imposed.
17. If the successful bidder fails to build-up the website within the stipulated time/period or withdraw the tender after acceptance, the amount of EMD/Performance Security, as the case may be, shall be forfeited.
18. Successful Bidder/tenderer will have to enter into a detailed contract agreement with IISWC on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) for work.
19. **Pre-bid conference will be held on dated 22-06-2023 at 11:00 a.m. in J.S. Bali Committee Room of the Institute** in which interested bidder may be participate to clear their doubt about this tender/job work contract and also give the presentation regarding execution of designing developing of the website. **The attendance of the interested bidder is mandatory in the pre bid meeting.**
20. **Payment will be made after completion of all three phase.**
21. Decision of Director, IISWC, Dehradun shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended time to time.

LIQUIDATED DAMAGES CLAUSE :-

1. The website designing & building work should be completed within a period of 120 (one twenty days) days from the date of receipt of work order failing which liquidated damage equivalent to 0.5% (half percent) of the contractual price for each week or part thereof of delay and maximum of 10% (ten percent) of contractual value shall be deducted from the bill. Thereafter the contract shall be terminated with forfeiture of performance security etc.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency for designing & building of the website will not be tolerated and such persons will have to be replaced immediately.
3. The contract is liable to be terminated and security deposit forfeited if, at any stage, reports are received that the Agency has violated the terms & conditions/agreement of the contract.

The Director, ICAR-IISWC, Dehradun reserves all right to accept, reject any or all tenders in whole or in part without assigning any reasons therefore. The decision of Director shall be final and binding on the agency in respect of any clause covered under the Contract.


OIC (S&P)
ICAR- IISWC, Dehradun

Technical Bid

Name of work:- Designing & Building of website of this Institute compliant with standards laid down in the latest Guidelines for Indian Government Website (GIGW 3.0) .

Schedule of documents/details to be furnished/attached alongwith Technical Bid

Sl. No	Documents/details required to be furnished/attached alongwith with technical bid	
1.	Name of the Firm/Agency	
2.	Full address with Post Box No. And Telephone No. if any	
3.	Photocopy of valid certificate/letter of empanelment of the firm with National empanelled with National Informatics Centre Services Inc., Ministry of Communication & Information Technology, New Delhi on the date of opening of tender bid.	
4.	Copies of last three year's continuous experience of the firm in the field in Central Govt/establishments/autonomous bodies of Govt/ of India/corporations of Govt of India (Annexure-III Part-B).	
5.	Constitution of the Firm/Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners	
6.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
7.	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
8.	If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
9.	Name and Full Address of the firm's banker and complete details of bank account	
10.	Copies of PAN/TAN and GST registration	
11.	Copy of ISO Certificate, if any	
12.	Earnest Money Deposited in the shape of Demand Draft/Pay Order payable in favour of ICAR (Unit) – CSWCRTI, Dehradun (To be attached with Technical Bid)	Yes/No (Details)
13.	Proof of professional experience on roll of developing GIGW compliant sites (work order) and professional expertise required for the technology proposed on roll name, qualification, experience.	
14.	Name of the Permanent Representative to be visiting ICAR-IISWC, Dehradun in connection with execution of work, if awarded	
15.	Please attach Detailed project/technical report for Designing & Building of website of this Institute compliant with standards laid down in the Guidelines for Indian Government Website (GIGW) alongwith technical bid. Technical Bid received without detailed project/technical report tender shall be treated as non-responsive.	

Date: _____

Place : _____

Name & Signature of Authorized signatory
Seal of the firm
Full Address:

UNDERTAKING

I/We have read and understood general terms and conditions contained in the tender document of designing & building of website of this Institute compliant with standards laid down in the Guidelines for Indian Government Website (GIGW) including guidelines incorporated in 2nd edition GIGW. I/We do hereby declare that all the details provided in this tender document are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-IISWC, Dehradun.

I/We do hereby also accept ICAR-IISWC, Dehradun have the right to accept or reject this tender and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-IISWC, Dehradun any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-IISWC, Dehradun to approach Individuals, employees, firm and corporations to verify our competence and general reputation.

Name & Signature of Authorized signatory

Seal of the firm.....

Full Address:

Financial Bid

Name of work:- Designing & Building of website of this Institute compliant with standards laid down in the latest Guidelines for Indian Government Website (GIGW 3.0) .

Price quoted by the firm for the work

S.N.	Description	Cost (in Rs.)
1.	Design & Development Costs	
2.	Security Audit Charges-CERTIN	
3.	STQC certification charges	
4.	AMC charges for the web site (Fixing bugs and vulnerabilities and updating) post the warranty/support period	
5.	GST and taxes	
	TOTAL COST: [1+2+3+4+5]	

Note : The financial ranking of bids shall be on "TOTAL COST".

Name & Signature of Authorized signatory

Seal of the firm

Full Address: