

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY
Department of Science and Technology,
Ministry of Science & Technology
(Govt. of India)



E-Tender

Notice Inviting Tender (NIT)

**for the award of Annual Maintenance Contract (AMC) of Institute
Website**

**Institute of Nano Science and Technology
(INST), Mohali**

TENDER NO:- INST/12(6)/2021-Pur

Tender Issued from: 31/05/2021

Last date of receipt of tender: 22/06/2021 up to 2:00pm

Tender Opening date: 23/06/2021 at 3:00pm

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY (INST)
(Deptt. of Science and Technology, Ministry of Science & Technology, Govt. of India)
Knowledge City, Sector 81, Mohali-140306. (Pb.)
Website: www.inst.ac.in, Tel: 0172-2297000

Tender Notification
Notice Inviting Tender No: INST/12(6)/2021-PUR

E-tender in **Two parts [Part(A)-Technical Bid & Part(B)-Financial/Price Bid]** are invited on behalf of the Director, INST from the reputed agencies/ service providers for the award of Annual Maintenance Contract (AMC) of website of Institute of Nano Science and Technology(INST) , Mohali. Bids are accepted only through e-tender and no physical bids are accepted. Bidders upload there bids on e-procurement website in within due date and time.

| | | |
|----|---|--|
| 1. | E- Tender Publish | 31/05/2021 |
| 2. | Last date and time for submission of e-Tender | 22/06/2021 up to 2:00pm |
| 3 | Date and time for opening of e-Tenders | 23/06/2021 at 3:00pm |
| 4. | Tender Fees | Rs.590/- |
| 5. | Earnest Money Deposit | Bid Security Declaration in attached annexure. |

For more details/information, log on to the website: www.inst.ac.in or www.eprocure.gov.in

Sd/-
Chief Fin and Admn Officer

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E-TENDER

NOTICE INVITING E-TENDER

INST invites tender from the reputed agencies / service provider so as to reach this office on or before scheduled date and time for the award of Annual Maintenance Contract (AMC) of website of Institute of Nano Science and Technology(INST) , Mohali as per specifications given in the tender. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the website (www.inst.ac.in) of the Institute.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, INST reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Eligibility Criteria

- i) The firm should be a well established and reputed in the field of Design, Development and Maintenance of the Website/Web portal/web application with minimum experience of 5 years and also have sound financial standing with annual turnover of at least Rs 15.00 Lakhs.
- ii) The firm must be a registered company with valid registration No. from the registering authority and should be ISO certified software company.
- iii) The firm must be in possession of PAN No. and GST No.
- iv) For fast and effective support, Project needs to be handover to company only within Mohali, Chandigarh, and Panchkula.

Scope of Work

INST Website Support and Maintenance Technical Specifications

- Experience Team Needed:- Required Minimum 5 Years' experience in web designing and development of websites under secure PHP development platforms and having knowledge of handling databases and creating & configuring websites.
- Should have Experience in PHP Laravel and have done other projects in the same PHP Laravel Framework.

- MVC Based Framework Expertise.
- A strong command of HTML, Java, and CSS.
- The understanding of PM frameworks – Agile, Scrum, Waterfall, etc.
- Working experience of handling APIs; knowledge of RESTful or SOAP.
- Solid understanding of OOP and model view controller (MVC).
- Manage Our Server and Server Security.

Team needs to do followings:

- 24*7 availability for maximum uptime of the website (99.9%).
- Fix any bug came in the website quickly.
- Design Issues Fixes.
- Regular Maintain of the website and make small changes in backend development without extra cost.
- Manage Hosting Server settings and resolving issues related to same.
- Website Content Security and Server Security for keeping website safe from hacking attacks.
- Regular Backup of the website.
- Cross Browser Compatibility and Website should be compatible with all devices including mobile and tablets.
- Content Add on website on Different pages and Modules of the websites.
- Manage the all pages which are on Live website: <https://inst.ac.in>
- Manage Complete Admin Portal and their Modules.
- Manage Scientist Portal and its internal Features.
- Manage Staff and Students pages.
- Keep source code of all these modules updated.
- Manage Home page & Publication portal.
- Tenders.
- Academic & Admissions.
- Research Unit.
- News & Announcements.
- Technical assistance through Phone, Email, Video Calling.
- Fixation of any bugs and enhancements in current Laravel Frontend website and Backend Portal.
- Updating minor changes on website and any content changes needed.
- Prioritization of troubleshooting, site - building & design assistance.

- Informing hosting provider in case of any issue in the server.
- Optimising website and email delivery issues related to domain host.
- Database Expert (MySQL).
- Expertise in JavaScript JQuery as well.
- Great attention to detail and be highly organized.
- Working knowledge of GIT / SVN.
- Manage all dynamic and static pages of the website.
- Monthly Visit to INST required for discussing any changes and issues related to website.
- For fast and effective support, Project needs to be handover to company only within Mohali, Chandigarh, and Panchkula.

Terms and Conditions

- i) The Bidder 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 INST. Failing which tender awarded may be cancelled and legal action as deemed fit may be taken.
- ii) The Bidder's rate should remain same & valid for a period of contract from the date of acceptance of contract on successful award of the same.
- iii) 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.
- iv) The Bidder/contractor shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The INST shall not be liable for any financial burden/ liability due to negligence by the contractor or his failure to comply with labour laws or any other Statutory Acts/Rules as per notifications issued from Govt. of India from time to time.
- v) The Director, INST reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- vi) All disputes relating to this tender shall be referred to sole arbitrator to be appointed by the Director, INST whose decision will be binding on both the parties.
- vii) The work contract is for 1 year initially and may be extended for another 2-3 years based on work performance of the firm succeeded in getting award of contract at the same cost and same terms & conditions. Work performance certificate will be provided on the basis of penalty imposed which may not accede 25% of tender value.
- viii) The successful bidder will depute one authorized developer to resolve the issues at any time as per requirement of INST.
- ix) The successful bidder will have to furnish performance guarantee of Rs.25,000/- (Rs. Twenty Five Thousand Only) at the time of entering into contract with INST which may be refunded after successfully completion of job and handed over the project .

- x) In case the successful bidder fails to perform the awarded job the deposit of Rs.25000/- will be forfeited.
- xi) All disputes arising out of this tender shall be subjected to jurisdiction of Courts at Mohali.
- xii) Payment would be made quarterly basis after successful completion of job and certificate issued by IT coordinator.
- xiii) The bidder should submit the e-tender - technical bid and financial bid separate.
- xiv) In case of failure to complete the job in time, INST shall impose a penalty up to Rs.1,000 per day apart from legal action, which the Trust may deem fit. The contractor may also be blacklisted for future work. In such situation, INST shall have the right to make alternative arrangement for completion of the work through some other contractor of its choice. The entire cost so incurred by the INST will have to be borne by the original contractor and may be deducted from their bill or Security amount.
- xv) If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he shall promptly notify the INST in writing of the fact of delay, its likely duration and its cause(s). As soon as practicable, after receipt of the contractor's notice, the INST may evaluate the situation and may at its discretion extend the contractor's time for performance.
- xvi) Submission of monthly status report in details of website provided to IT Cell. On the basis of monthly status report, quarterly payment will be released.
- xvi) Bank details for submission of tender fee:
- a. Name of Beneficiary: Institute of Nano Science and Technology (INST)
 - b. Account No. **2452201001102**
 - c. Name of Bank: **Canara Bank, Sector 34, Chandigarh**
 - d. IFS Code: **CNRB0002452**
 - e. MICR Code: **160015003**
 - f. Swift Code: **CNRBINBBFFC**

SIGN AND SEAL:

The Bidder must sign and affix his seal on every page of the Tender Document by the authorised person and the complete Signed Tender Document must be submitted along with the technical bid.

I/We accept the above terms and conditions of tender.

Bidder's Name:
Seal

Bidder's Signature with

UNDERTAKING

I/We undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the INST and shall abide by them.

I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

Date:
Place:

Bidder's Signature with Seal

BID SECURITY DECLARATION

To
The Director,
INST Mohali

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Bank for the period of time of **3 years**, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Bank during the period of bid validity,
- (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with tender terms and condition.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

For: Name of Company

Authorised Signatory

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

Annexure I:
FINANCIAL BID

| Sr. No. | Description of Work | Total Cost in INR |
|--------------------|------------------------------------|--------------------------|
| 1. | Support and Maintenance of Website | |
| 2. | Any Other Charges | |
| 3. | Taxes | |
| Grand Total | | |

Note: No other cost/ amount would be paid over and above the aforesaid proposal amount.
Financial bid to be submitted as per BOQ.