REGIONAL INSTITUTE OF EDUCATION
MYSURU -570 006

Tender Document for
Design, Development & Maintenance of the
Website of Regional Institute of Education,
Mysuru

Tender Document

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1. **Introduction:**

The Regional Institute of Education, Mysuru [RIEM] (Formerly Regional College of Education) (herein after called "RIEM") founded on 1st August, 1963, is one of five such institutions established by the National Council of Education Research and Training (NCERT), New Delhi. The other Institutes are located at Ajmer, Bhopal, Bhubaneswar and Shillong. The Regional Institutes were started with main objective of qualitative improvement of school education through innovative pre-service and in-service teacher training programmes and relevant research, development and extension activities.

The Regional Institute of Education, Mysuru has established itself as an institute of repute in the area of school and teacher education. The institute has endeavoured to shoulder the responsibilities and challenges generated by changes in the educational scenario of the country and the southern region. The Institute has been functioning as Regional Institute of Education since 1995, following a major shift in its focus from pre-service education to in-service education. The pre-service teacher education programmes of the institute are affiliated to the University of Mysore and cater to the needs of south Indian states namely Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, and Union Territories of Pondicherry and Lakshadweep and the post graduate programmes on all India basis. A Demonstration Multipurpose School (DMS) is attached to each RIE at Ajmer, Bhopal, Bhubaneswar and Mysuru as a laboratory School for trying out innovative practices in school education and teacher education. These schools are also used for practical teaching for the trainees of the respective Institutes.

The purpose of this document is to invite a suitable service provider for the Design, development and maintenance of the Institute's website. The website shall serve as a powerful communication tool in reaching the potential users.

Existing Web Site

The existing website of RIEM can be viewed at www.riemysore.ac.in/. The existing website provides basic information about the Institute through various sections/ web pages/ images. The site provides information on history and background about the Institute and also presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, forms, results, research careers/ jobs, tenders, notices etc. The site provides information about the facilities and infrastructure, press releases, and also has an intranet section meant for use by restricted members of students, faculty and staff of the Institute.

Vision of the Web Portal

RIEM 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 Institutes vibrant academic environment and campus life. More details are given in Section 4 of this document. To meet this objective, RIE, Mysuru invites firms having expertise in the design, development and maintenance of website as Service Providers (SP).

Tender document

Sealed tenders (under two bid system) are invited from registered firms in India and having experience of designing, developing and maintenance of websites for reputed academic institutions. The tender document containing the terms and conditions can be downloaded from www.riemysore.ac.in/

Bidders downloading the tender document from the website are requested to notify "The Principal, Regional Institute of Education (NCERT), Manasagangotri, Mysuru 570 006" (or) by e-mail at: riemysore@rediffmail.com so that any amendments/ changes in the tender document can be informed to all prospective Bidders.

2. SCHEDULE OF SUBMISSION OF BIDS

The following is the schedule of events for this tender. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful bidder.

Schedule of Tender	Date
The Tender Document shall be downloaded from the Institute website from	12-09-2018
Last date and time for submission of completed tender document	03-10-2018 – 3.00 pm
Tender document opening date and time (Technical bid and evaluation)	03-10-2018 – 3.30 pm
Opening date and time of Financial bid	05-10-2018 - 3-00 pm

The Tender document along with the schedule can be downloaded from the website: www.riemysore.ac.in. The completed application (response document containing Technical & Financial Bids), (printed and signed) should be submitted in a sealed cover along with the EMD of an Rs-10,000.00 only (Rupees- Ten Thousand) only Drawn in favour of Principal RIE Mysuru from any Nationalised Bank should be enclosed. The upper cover of the Tender Document should be super scribed with the title "Tender for Design, Development & Maintenance of Website of REGIONAL INSTITUTE OF EDUCATION, MYSURU" at the address given below.

The Principal,
Regional Institute of Education
(NCERT),
Manasagangotri,
Mysuru-570 006.
Ph: 0821 -2514095
Fax: 0821-2515665

The Financial bid should be in a sealed cover inside the main cover.

Envelope – 1 (Super scribed as "Technical Bid")

The Technical Proposal should detail the technical specifications of the proposed solution, compliance to the specifications of various modules detailed in the tender, implementation plan, post implementation warranty and support plan along with the Checklist for Technical Bid Supporting documents such as firm's registration certificates (Income tax PAN no., Service Tax, Sales tax certificate etc.), bidders profile. Any other relevant paper which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the Bidder.

Envelope – 2 (Super scribed as "Financial Bid")

The Financial bid should give detailed breakup of price of various modules and associated price of implementation using the Performa in Annexure – 1 (enclosed).

RIEM will not be liable for any cost incurred by the respondents in preparing responses to this tender or negotiations associated with award of a contract.

Deadline for Applications: Any application received after the last date and time for submission for the same, i.e., **03/10/2018 at 3.00 pm** shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

3. CLARIFICATION OF TENDER DOCUMENT

Prospective bidders requiring any clarification on the tender documents may notify the REGIONAL INSTITUTE OF EDUCATION, MYSURU in writing/ e-mail/ fax. The Institute will respond in writing by fax/e-mail to any request for clarification of the Tender Documents, which it receives not later than 7 days prior to the deadline for the submission of bids prescribed by the REGIONAL INSTITUTE OF EDUCATION, MYSURU.

Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders, which have received the Tender Documents.

4. FUNCTIONAL AND TECHNICAL SPECIFICATIONS

Proposal for Interactive & Dynamic Website for Regional Institute of Education, Mysuru

Present Web Site

The existing website of the Institute can be accessed/ viewed at www.riemysore.ac.in. The existing website presents information through various sections/ web pages and sub menus.

Vision of Design for the Web Portal

The Institute plans to have a dynamic state-of-the-art web portal which would actually reflect various functions, activities, profile and add to the Institutes vibrant academic environment and campus life. This means the proposed website shall have a working blend of Web 2.0 technologies and eye-catching presentation of information. The proposed site shall blend up-to-date information, current data & information that can go lively. The purpose is also having an improved look & feel with latest design features & elements, that an international institution be able to capture. The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

Users

For all, the Institute related information needs, the envisaged portal will be used by the students, researcher, faculty members and administrative staff for their day-to-day activities. It will also be used by prospective students and employees, visitors, partner institutes and academic institutions, other government departments and agencies, and the general public in India and abroad.

5. SCOPE OF WORK

The scope of the work includes planning the design, development, hosting, maintenance and gathering relevant information, test run, deliver the existing web site in the new form & where needed to the new portal.

It also includes regular maintenance and updating of the website for a period of 1 year and extendable of contract will be considered on satisfactory services provided by the firm and by mutual agreement for such further period(s) as may be agreed upon but not exceeding one year at a time up to 3 years. The Institute expects that the portal will be delivered on "turnkey basis" to RIE, Mysuru.

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.riemysore.ac.in. In addition, the portal should provide appropriate plug-ins to passively/actively integrate the portal with the future proposal and expansions.

(b) Other Features

The website/ portal should comply with the comprehensive **content management system** to support a variety of users ranging from students, researchers, educationist, 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.

Navigation

- The website/portal 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 etc. This shall be made available as an optional feature.

Security System

- Provide online tracking facility for job applicants, students seeking admissions, RTI, applicants etc.

- The portal should allow the user to syndicate, aggregate and set up the notification of data using RSS feeds.

- The website/ portal should allow users to share their views, feedback solutions and suggestions online through the webmaster, and also allow podcasts, webcasts and other wikis and forums. It should provide a search module for efficient information retrieval

Applications:

The website should have the following applications:

1. **Learning Management System** -**Moodle** feature integrated within it for allowing student-teacher interface for online courses.
    - Moodle Installation, Implementation, Migration and upgradation.
    - Moodle Course Design and
    - Custom Moodle Integration and modification for online courses and examinations.
    - Moodle plugin installation and integration with third party applications and databases.
    - Customisation and branding design.
    - Technical and administrative support.
    - Backup and restoration.
    - Platform upgrades
    - Viewing or accessing reports.

2. **Library Management System – KOHA** with Web OPAC.
    - KOHA installation and setup
    - Data Migration and upgrade
    - System customisation and configurations services
    - Secure Hosting and local installations.

3. **Institutional Repository application- DSpace**.

- DSpace Installation and setup.
- DSpace Customisation and Upgradation.
- DSpace Data Migration
- DSpace hosting on the website.

4. **A Mail Exchange Server** in cloud

Linkages

1. The website/ portal shall have a direct mailing facility where mails could be sent to different contact persons.

2. The website/ portal should allow for creation of/linking to new websites for different Centres within the Campus etc.

3. 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.

4. The website should incorporate necessary security features against hacking and defacement.

5. The website should have a portal to manage the e-resources, e-journals and e-books subscribed by the institute.

6. 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.

User friendly systems

- The website/ portal shall have features that are disabled-friendly, and should allow for features such as voice enabling and enhancement of font size. The web site must be designed with a balance of text and graphics such that each page loads in a seconds or less on the average computer.

- Site must be compatible with Mozilla Firefox, Google Chrome, 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 latest Web Content Accessibility Guidelines, 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 WordPress, Joomla, Drupal etc. and preferably use Open Source Tools like Moodle, KOHA, DSpace, LAMP, Open LDAP etc. For any add on features, open source tools (or) educational s/w may be predominately used.

(d) Development Methodology

The development methodology should follow an interactive-prototype approach especially in the initial start-up and design phase.

(e) Hosting

The Service Provider (SP) shall host the website on the cloud services of a reputed third party providing hosting services in line with the existing provisions. However, it may be ensured that the party is competent enough to safeguard Institutes Website/ portal and provide robust security to maintain the site integrity and confidentiality. The other features which RIEM would prefer to have in the host ISP are:

- Unlimited hosting (Bandwidth + Storage)
- Email, Auto responders, POP3, Mail Forwarding
- FTP, PHP, Perl, SSI, .htaccess, SSH, MySQL, Cron
- Data Transfer (Traffic/Bandwidth)
- Multiple Domain Hosting and Subdomains
- Web Server and Operating System like MAC, Windows, and Linux
- Easy site builder
- C panel Control
- Scalability
- Multiple servers to ensure that you and your site are protected
- The site shall be highly reliable with at least 99.5% service up time.
- The Site shall provide their services for at least 3 (three) years and renewable to another 3 years.
- Adequate provisions for Disaster Recovery facilities
- Ensure that security measures are regularly installed in the software and provide proactive defence against malware and other cyber crimes
- Provides Secure Sockets Layer (SSL) encryption during payment transaction and user login.
- Pro-actively monitor and maintain services to maximum server performance and up time.
- Provide clear and proper billing.
- Safeguard privacy by not sharing, renting or selling its information.
- Promptly inform the Institute about any changes to the T&C and/or their plan.
- RIEM reserves the right to host the Portal or any other

- In such a case, the vendor will be required to provide all other services as mentioned in this
- document on the server as chosen by RIEM.
- The source code of the Website/portal should be handed over to the Institute.

6. WEBSITE FEATURES

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

- **Home**

- **About Us:** General Information, Campus & Infrastructure NCERT, RIEs, Mission, Vision & Objectives, Faculty Members, Visit RIEM, Organizational Structure, Principal's Message.

- **Administration –** Principal, Administrative Officer, State Coordination Committee (SCC), Institutes' Advisory Board (IAB), Management Committee, Programme Advisory Committee (PAC), Academic Section, Establishment Section, Accounts Section Campus & Welfare

- **Departments:** Dept. of Education, DESM (Dept. of Education in Science and Mathematics), DESSH (Dept. of Education in Social Science and Humanities), DEE (Dept. of Extension Education), Institute Library, DMS (Demonstration Multipurpose School)

- **Courses:** BSc.Ed, BA.Ed, MSc.Ed, B.Ed, M.Ed, DCGC, Ph.D in Education

- **Study @ RIEM:** Why RIEM, Admissions, Academic Calendar, Student Activities, Student Services, Placements, Enrolment & Results

- **Library:** About Library, Print Journals, e-Resources, Question Papers, Online Public Access Catalogue, Institutional Repository, Ask Librarian, Useful Links

- **DM school:** About DMS, Human Resources, Pre School Activities & Achievements, Admissions, Inter Demonstration School Meet (INDEM), Rules and Regulations, Photo Gallery, Alumni@DMS

- **IUCTE:** About IUCTE, Mission Objectives, Proposed Strategies, Expected Outcome, Organizational Structure, Programmes, Centre Director, Faculty, Contact Us

- **Facilities:** ICT Infrastructure, Hostels for students, Guest House, Classrooms, Laboratories, Assembly Hall, Play grounds, Other facilities, School Birds@RIE, Garden

- **Contact Details**
- **Circulars/Notifications**
- **Tenders**
- **Recruitments**
- **Exams Results**
- **RTI related**
- **Latest events**
- **Alumnus**
- **Students Council**

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

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

- E-books, e-journals and e-resources purchased and subscribed by the Institute
- Institutional Repository of the Institute
- Library Management System - KOHA
- Learning Management System - Moodle
- Any other statutory information not for disclosure

7. DESIGN AND LAYOUT

The website should have an elegant design with suitable white/ blue/pastel background, light colours, a neat, uncluttered look and a user-friendly, easy-to-navigate layout, an ideal design layout that an education friendly resource site. Some of the chosen websites which are similar to the 'look & feel' as required by the Institute are listed below, to indicate the kind of layout that seeks for its own website includes:

www.iisc.ac.in/

www.nii.res.in

www.thsti.res.in

www.nuepa.org/New/

www.ncbs.res.in

www.iitm.ac.in

8. ANNUAL MAINTENANCE & MANAGEMENT

The Scope of Annual Maintenance & Management will cover regular updating of contents in the above modules/ sub-modules, applications & security feature, etc. In order to undertake the above, the firm has to engage qualified and experienced resource persons and available as per RIEM's requirements initially for one year and likely to extended up to three years on year to year basis subject to satisfactory performance.

9. PRE-QUALIFICATION CRITERIA

Eligibility Criteria

Bidder should qualify the following eligibility conditions:

i. The firm shall be legally established as per the GOI regulations and laws of the land.
ii. The firm shall have a minimum of five years' experience in design, development & providing maintenance and management services of websites/portals/ web applications.
iii. The firm should have executed two similar projects which are complex in nature.
iv. The firm should have executed at-least three of the Centrally/ State Government funded

Universities/ Institutes, out of which 2 must be Central Funded University.

v. The firm must have service tax registration, PAN, TIN, GST Reg. No. and should be income tax assesse.

Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.

Amendment of Tender Document

At any time prior to the deadline for submission of bids, the REGIONAL INSTITUTE OF EDUCATION, MYSURU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, modify the Tender Document by notifying amendment. The amendment will be notified in the website and in writing by fax or email to all prospective firms who have sought clarification from REGIONAL INSTITUTE OF EDUCATION, MYSURU and will be binding on them. The deadline for submission of bids may also be extended at the discretion.

10.TENDERING PROCESS

Sealed bid superscribed as Tender for *"Design, Development and Maintenance of Website of the Regional Institute of Education, Mysuru"* along with Earnest Money Deposit (EMD) as specified at clause 6 is to be submitted in the office of the Campus and Welfare Section, Regional Institute of Education, Manasagangotri, Mysuru before 3.00 P.M. of 03-10-2018.

The Technical bid will be opened on 03/10/2018 at 3.30pm. The RIEM will not be held responsible for any delay in receipt of bid or missing of bid while in transit/post. All bids should be in English language only.

Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid.

The aforesaid sealed bid will contain two separate sealed envelopes, clearly marked "Technical Bid" and "Financial Bid" and submitted within the and time fixed for submission of tenders. The tenders received without proper supporting documents will be summarily rejected.

10.1 Technical Bid

The technical bid must contain the following documents:

Part 1: Basic Information

i. Profile of the firm clearly indicating name of the proprietor/firm/company, address, contact

persons with mobile numbers and notable credentials if any

ii. List of similar projects undertaken along with the name of the client, and project value and duration.

iii. EMD of Rs. 10,000.00 only Rupees- Ten thousand, only as specified in Section 11, below.

iv. Signed Tender document as acceptance to the Terms and Conditions

v.   Documents in support of eligibility criteria mentioned in Section 8.

vi. Certification that the firm is not black listed from the CEO of the firm/ Notary.

vii. Reference of at least 3 organizations from where the firm has executed such project. Based on need, RIEM may like to seek views from the Client list.

Part 2: Concept & Vision for the website

(i) A brief of the proposed vision and concept for the design and development of the website (not more than 2 pages with illustrations where needed).

(ii) Note explaining the scope of the work as understood by the agency and which shall be executed by the firm.

The Technical Bid Comprising Part- 1 & 2 shall be submitted in format at Annexure 1.

The documents shall be submitted in the prescribed format, if found not suitable the same will be summarily rejected. The Regional Institute of Education, Mysuru retains the right to ask for any further information/ clarification during the tendering process.

Based on the above evaluation, the financial bid of only those firms/ bidders who qualify in the Technical bid will be opened. The technical bids of the firms that are found suitable will only be scrutinized and considered as eligible firms. The shortlisted eligible firms shall be asked to make a presentation before the committee of their proposed project plan, wherein they have to present **at least 3** proposed layouts and designs for the new website. The design templates are subject to discussions/ deliberations as per the institute's criterion.

Institute's criterions.

The Technical Bid scoring is based two Parts 1 & Part 2. Part 1 shall essentially serve as qualifying criteria and Part 2 along with Design template (proof of concept) Both sub-parts carry equal weightage. The assessment shall also be based on the reflection of vision into an appropriate design suited for the websites/ portal. The scoring pattern is given in Section 10 of this document.

10.2 Financial Bid

(i) The financial bid shall be submitted in the format provided at **Annexure 2**. Any additional information regarding the breakups, if any, is to be clearly mentioned therein.

(ii) Price quoted shall remain valid till the completion of work and acceptance by the RIE, Authorities.

(iii)The payment and delivery terms is given in Section 9.

10. 2.1 Payment Terms

- Upon signing the contract : 10% of total project cost agreed mutually

- Upon approval & acceptance : 25% of total project cost
of the design
- Website testing at B-version : 25% of total project cost
- Balance upon completion & : 40%
Launch of Website

10.3 Evaluation Criteria

Evaluation of Financial Bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

(i) The bidder with lowest financial bid (L1) will be awarded 100% score. The Financial Scores for other than L1 Bidders will be evaluated using the following formula:
Financial Score of a Bidder = {(Financial Bid of L1 / Financial Bid of the Bidder) X 100} % (adjusted to 2 decimals)

Errors & Rectification

Arithmetical errors will be rectified on the following basis: -

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

11. EVALUATION OF TECHNICAL BID AND PROOF OF CONCEPT

(i) The applicants may be asked to **present 2 or 3 options of design templates** (not a final) for the RIEM website in presence of Website Committee basis their understanding of the Request for Proposal (RFP) document.

(ii) The presentation will be followed by a 10-15-minute discussion.

(iii)The technical bid will be evaluated out of 100 points on the basis of 3 criteria:

Understanding and Compliance with requirements and scalability (maximum 20 points)

The proposal should address each work area in sufficient detail to demonstrate a clear understanding of the statement of objectives/ work, including operations and maintenance. The bidder should provide evidence of sufficient planning to show that work will be accomplished as required and on schedule, utilizing all available resources. Specifically, the proposal from the bidder will be evaluated on whether it addresses each requirement and goal set forth in the scope of work in the RFP document.

Design templates and Proof of Concept (POC) (maximum 50 points)

The design templates presented by the bidder POC should demonstrate compliance with all the mandatory requirements mentioned in the RFP and also demonstrate extra capabilities. During the POC presentation, 1 IT/ Web design expert from the firm should be present to answer technical queries and to demonstrate the capabilities of the firm to deliver the assignment.

Experience and Ease of Management (maximum 30 points)

The firm will be expected to provide details their past experience in specific contracts of this nature/ type/ complexity. They will also be asked to provide information on performance in these contracts, and present testimonials from previous or existing clients. They will be asked to furnish details of key personnel, both supervisory and technical. Resumes of personnel must include education, experience, background, accomplishments, and other pertinent information.

12. JOINT EVALUATION OF TECHNICAL & FINANCIAL BIDS

The following is the procedure for evaluation as applicable to technically qualified bids:
The technical and financial scores secured by each bidder will be added with weight of 60:40 respectively and a Composite Bid Score arrived at, using the formula:
CS = S(T) X 0.6 + S(F) X0.4
Where CS is Cumulative Score; T = Technical bid Score; and F = Financial bid Score
The combined highest scorer will be the successful bidder and be eligible to become the service provider.

Earnest Money Deposit (EMD)
EMD of Rs. 10,000.00 only should be given by way of demand draft / pay order/ bankers cheque of

a Nationalized Bank or Scheduled Bank drawn in favour of the Principal, Regional Institute of Education, payable at Mysuru. Tenders submitted without EMD will not be considered.

The EMD of unsuccessful firms will be released after the award of the tender.

13. INDICATIVE SCOPE OF WORK

The indicative scope of work is laid out in detail in the enclosed **Request for Proposal (RFP) document** at **Section 5 (above).**

14. COPYRIGHTS AND TRADE MARKS

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by REGIONAL INSTITUTE OF EDUCATION, MYSURU upon completion of the successful implementation of website by bidder.

15. PERFORMANCE SECURITY DEPOSIT:

In order to ensure due performance of the contract the successful bidder is required to pay performance Security Deposit for an amount of 10% of the total value of contract as specified in the bid documents immediately before executing the order, after the award of contract and enter into an agreement deed on non-judicial stamp paper of appropriate value. The performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit receipt it from a Commercial Bank, Bank Guarantee from a Commercial Bank drawn in favour of "Principal, Regional Institute of Education, Mysuru – 570 006. Also it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The **Performance Security Deposit** of successful firm/s will be released only after the completion of the guarantee period as stated in the Tender Document of the successful bidder towards the implementation of the website redesign and development project. The **Performance Security Deposit** will be forfeited to the RIEM Accounts if the bidder withdraws the tender or fails to execute the work undertaken.

16. PAYMENT AND DELIVERY TERMS

(i) The work shall be completed in <u>SIX weeks</u> from the date of issue of work order.

(ii) The successful Bidder/ firm shall make a presentation after first two weeks from issue of work order and thereafter a weekly presentation of completed pages.

(iii) The firm shall obtain approval of each page by the duly constituted committee during the designing work in progress.

(iii) Payment will be made as stated at section 10-2.1

(iv) TDS shall be recovered as per the rules in force.

(v) RIEM shall reserve the right to recover any dues payable to the Institute from the EMD or any other dues payable to the successful bidders.

(vi) Subsequent support of further years not more than 1 year at time after implementation and acceptance shall be rendered as per charges mentioned in the financial bid.

17. FORCE MAJEURE

Notwithstanding the provisions of this contract, the bidder/ firm shall not be liable for forfeiture of its EMD or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure. If a force Majeure situation arises, the firm shall promptly notify the RIEM in writing of such conditions and the cause thereof.

Unless otherwise directed by REGIONAL INSTITUTE OF EDUCATION in writing, the firm shall continue to perform its obligations under the contract as for as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force **Majeure event.**

18. SAVING CLAUSE

In respect of any matter for which no provisions have been made in this contract the provisions contained in the general instructions of the Government of India on the subject shall

19. OTHER TERMS AND CONDITIONS

i. The bidders should have office in Mysuru or Bengaluru.

ii. The bidders should allocate single point of contact who can provide support during the development and implementation stage. For an identified number of months/ year, the firm shall depute a dedicated resource within RIEM for up-gradation, maintenance and development of the website.

iii. 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 REGIONAL INSTITUTE OF EDUCATION, MYSURU.

iv. The tenderer's rate should remain valid for a period of 6 months from the date of opening of tenders

v. Priority will be given to those tenderers' who qualifies the Technical requirements.

vi. Minimum warranty/ guarantee should be given for the services to be provided which should not be less than one year.

vii. EMD of Rs. 10,000.00 only should be given by way of demand draft / pay order/ bankers cheque of a Nationalized Bank or Scheduled Bank drawn in favour of the Principal, Regional Institute of   Education, payable at Mysuru.

viii. Tender submitted without EMD will not be considered

ix. The successful bidder is required to pay performance Security Deposit an amount of 10% of the total value of contract as specified in the bid documents immediately, before executing the order.

x. The **Performance Security Deposit** of successful firm/s will be released only after the completion of the guarantee period as stated in the Tender Document.

xi. The **Performance Security Deposit** will be forfeited to the RIEM Account if the bidder withdraws the tender or fails to execute the work undertaken as per the terms and conditions.

xii. The EMD of unsuccessful firms will be released after the award of the tender.

xiii. The successful bidder shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The RIEM shall not be liable for any financial burden/ liability due to negligence or his failure to comply with labour laws or any other statutory Acts/   Rules.

xiv. The Principal, RIEM reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

xv. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Principal, whose decision will be binding on both the parties.

xvi.   All disputes arising out of this tender shall be subject to the jurisdiction of courts of Mysuru.

xvii. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.

Sd/-

Principal:

SIGN AND SEAL:

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

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

Bidders' Name (name of firm):

Signature (key official of firm):

Seal of the Bidders:

Date:

TECHNICAL BID FORMAT

1. Letter of invitation

To,
The Principal,
Regional Institute of Education,
(NCERT)
Manasagangotri,
Mysuru -570 006.

Sub: Technical Bid submission for Design, Re-development of website for RIEM

Sir,

Having examined the Tender Document regarding the above subject project, as detailed in you tender, conditions and scope of work etc. and having understood the provisions, requirements, relating to Design & Development and maintenance of the project, and other factor governing the tender.

We hereby submit our offer for the above project in accordance with the terms & conditions, thereby confirm our acceptance to execute the order within time period specified in the Document.

Upon tender submission, we fail to provide services, unsatisfactory, we agree that RIE, Mysuru shall have full authority to forfeit the Performance Security Deposit and cancel our contract.

We confirm having deposited Rs. 10,000.00 only as EMD by Demand Draft/ Bankers'
Cheque No. _____ dated _____ drawn on _____.

Further, we confirm that,
  i.   We satisfactory fulfil all conditions laid in the document to execute the project.
  ii. The rates quoted shall be valid for a period of 6 months from last date of submission
  iii. We further confirm all section of document have been read, understood & signed & there is no deviation / discrepancy

<div align="right">

Signature of Bidders
Name of the Key Official
</div>

Date/ Seal

2. Technical Bid Formats

PART – I: Details of the Bidder

1.	Name of the Organisation/ Institution	
2.	Category of Institution	
3.	Reg./ Head Office- Address	
4.	Communication - Phone - Fax - E-mail - Website	
5.	Address for Communication	
6.	Name of Authorized Representative & Designation - Designation - Mobile - Email	

PART-II

		Supporting Documents	Ref. No. (Page No.)
7.	Company Name & Existence (Year of Registration)		
8.	Name of Registration Authority		
9.	Date of Registration		
10.	Place of Registration		
11.	Service tax Registration		
12.	PAN etc		
13.	GST No		

NB: Please use separate pages to detail part-2 of Tender Document.

Financial Bid Format

1. Letter of Transmittal

To,
The Principal,
Regional Institute of Education,
(NCERT)
Manasagangotri,
Mysuru -570 006.

Sub: Financial Bid submission for Design & Re-development of website of RIEM

Sir,

This document is in response to the subject project and our technical response as detailed in the tender along with the tender conditions & the scope of work.

This financial quote is to be read in conjunction with Technical Bid response, thus our offer for the project at a cost of Rs. _____ (in figures) _____ (in words)

The charges for the subsequent support of 1 years after implementation and maintenance acceptance shall be rendered at a cost of Rs. _____ (in figures) _____ (in words).

The hosting charges for the website for a period of one year at a cost Rs._____ (in figure) _____ (in words).

We confirm that,
1. The Financial Bid is valid for 6 months
2. No interest shall be charged by both on the EMDs
3. Agree to the terms & conditions laid in the Tender Document.

Signature of the Bidder
Name of the key official

Date /Stamp

Format for Financial Bid

Design, Development & Testing of website and related application deployment

S. No.	Description of Items	Unit Rates	Total Cost
1.	Website design, development, testing and including maintenance of website for period of one year		
2.	Hosting charges per year		
3.	Maintenance of website for further period of one year .		
4.	Service Tax as per GOI norms		
	TOTAL COST (Indian Rupees)		