



JAWAHAR VIDYA MANDIR
SHYAMALI, RANCHI – 834002

No. JVM/LT-10/2016-17

Date: 18.11.2016

INVITATION TO TENDER

**Subject: Tender for Design and Development of Website of
Jawahar Vidya Mandir, Shyamali, Ranchi**

Salient Features of the Invitation to Tender

1	Tender Enquiry No. & Date	JVM/LT-10/2016-17, Dated 18.11.2016
2	Project Description	Design ,Development, Hosting and Maintenance of CMS (Content Management System) based Website for Jawahar Vidya Mandir, Shyamali, Ranchi
3	Due date & time of submission of tender document	By 29.11.2016 at 12.00 P.M
4	Date & Time of Opening of Tender	On 29.11.2016 at 1.00 pm . The representatives from the tenderer may be present while opening of the tender.
5	Validity of tender	03 (Three) months from the due date of opening of Techno-Commercial part of the tender document.
6	Completion Time	One month from the date of issue of work order.
7	Earnest Money Deposit	Rs. 3000/- (Three thousand) only
8	Cost of the tender document	Rs. 500/- (Five hundred only)



No. JVM/LT-10/2016-17

Dated 18.11.2016

INVITATION TO TENDER -LIMITED

Subject: Design, Development, Hosting and Maintenance of CMS (Content Management System) based Website for Jawahar Vidya Mandir, Shyamali, Ranchi

Sealed tenders are invited on official letterheads duly filled in Annexure – I & II for award of **Design, Development, Hosting and Maintenance of CMS based Website**, as listed in Annexure – I from from the following firms

1. M/s. Horizon Softech ,205/206, Giridhar Plaza, Harmu Road,Ranchi-1, Jharkhand
2. M/s. Soft Solution, Opp. Ranchi Club Gate,Next to Birsa Vihar, Main Road, Ranchi, Jharkhand
3. M/s. Sparrow Softech Pvt Ltd. No. H-117, Harmu housing colony, Sajanand Chowk, Ranchi Jharkhand

1.0 Instructions to Tenderer

- 1.1 Tenders are invited in two bid system (i) Techno-commercial Bid & (ii) Price Bid. The 'Techno-commercial Bid' will be made and put in the first envelope containing the title '**Techno-commercial Bid**'. It should contain full information as required in Annexure – I & II and documents mentioned in eligibility criteria 2.0. The 'Price Bid' will be made and put in the second envelope containing the title '**Price Bid**'. It could include full information as required in Annexure – III. Both bids should be put in the third envelope which should be prominently super-scribed as "**TENDER FOR Design, Development, Hosting and Maintenance of CMS based Website**" and addressed to "The Principal, Jawahar Vidya Mandir, Shyamali colony, Ranchi – 834002" on or before **29.11.2016** till **12.00 NOON**. The tenders will be opened on the same date at **1.00PM on 29.11.2016**
- 1.2 Tenders received after due date and time mentioned above, as well as those received without separate sealed envelopes as specified above will not be accepted.
- 1.3 It may be noted that incomplete in any respect or conditional tender will not be accepted.

2.0 Documents to be submitted

- 2.1 The tenderer should have the following registrations and *Copies of Registration of Company, Sales Tax, Service Tax, PAN card should be submitted along with the offer.*
- 2.2 **Earnest Money Deposit:** The tender must be accompanied by earnest money deposit (EMD) in the form of a Demand draft drawn on any Nationalized/ Schedule Bank in favour of Jawahar Vidya Mandir. The earnest money shall be kept deposited up to a period of 06 (six) months beyond the validity of the Tender. The earnest money will not earn any interest. Tenders not accompanied by earnest money shall be rejected. On acceptance of the tender (but not earlier than the expiry date of validity of tender) the earnest money will be returned to the unsuccessful tenderer on request.



JAWAHAR VIDYA MANDIR
SHYAMALI, RANCHI – 834002

- 2.3 **Cost of the Tender** : The cost of the tender will be Rs.500/- (Five hundred only) non-refundable in the form of a Demand draft/ AT PAR CHEQUE drawn on any Nationalized/ Schedule Bank in favour of Jawahar Vidya Mandir.

IF A FIRM FILING TENDER DOES NOT FULFILS ALL OR ANY OF THE ABOVE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL NOT BE CONSIDERED.

- 3.0 **Scope of work:** The scope work shall include but not limited to Design and Development of website of the equipment/Software as per Technical Specification enclosed at Annexure-I, on FOR, JVM, Ranchi basis.
- 4.0 **Price:** The Tenderer shall quote for the items indicated above on F.O.R. JVM, Shyamali, Ranchi basis. The quoted price shall be firm and binding and shall not be subject to any variation whatsoever on any account till completion of supply. All applicable taxes & duties shall be indicated separately. *(Un-priced copy of Price Bid indicating “quoted” against each item should be submitted along with Techno-commercial bid).*
- 5.0 **Taxes & Duties:** Except as otherwise specifically provided in the order, the CONTRACTOR shall bear and pay all taxes, duties, levies as charges for the subject work.
- 6.0 **Validity of Rates:** The rate quoted by the tenderer shall remain valid for a period of 90 (ninety) days from the date of opening of quotation.
- 7.0 **Time Schedule:**
- 7.1 The successful tenderer shall be required to complete the work within 8 (eight) weeks from the date of receipt of order.
- 8.0 **Payment Terms:**
- 8.1 No advance payment shall be paid for the work.
- 8.2 Subject to the deduction which JVM Shyamali may be authorized to make under the contract, 100 % payment shall be released within 20 (thirty) days of on submission of bill along with receipted challan towards development work & web space charges and after six month for the AMC, Acceptance Certificate to be issued by JVM IT deptt. and a bank guarantee for 10% of total contract price towards performance guarantee to be kept valid till completion of warranty period.
- 9.0 **Warranty:** The software shall be covered under comprehensive free onsite warranty for a period of minimum 1(one) year from the date of acceptance.
- 11.0 **LIQUIDATED DAMAGES:** Time and date stipulated in the Contract for completion of delivery and **Design and development of Website** shall be deemed to be the important activity of the Contract. If, however, the SUPPLIER fails to fulfil the delivery and installation within the time schedule, or within such extended time schedule as may be further granted, the SUPPLIER shall be liable to pay as Liquidated Damages (LD) and not by way of penalty a sum of 0.5% of the contract price per week of delay or part thereof, and such liquidated damages shall be limited to a maximum ceiling of 5% of the Contract Price. In case the reasons for delay in supply & installation are not attributable to the SUPPLIER, then the LD clause shall not be applicable for such delay.
- 12.0 **Acceptance of Order:** JVM is not bound to accept lowest or any tender or to assign reasons whatsoever for non-acceptance. JVM also reserves the right to cancel the tender without assigning any reason whatsoever.



- 13.0 Evaluation of Tender:** Tenderer should quote for all the items as per enclosed price schedule format. Part offer or incomplete offer shall be liable to be rejected. Price of the techno-commercially eligible tenderer shall be evaluated on overall basis.
- 14.0 NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER:** The Tenderer whose Tender is not accepted shall not be entitled to claim any costs, charges, expenses of and incidental to or incurred by him through or in connection with his submission of Tender, even though JVM may elect to withdraw the Invitation of Tender
- 15.0 NEGLIGENCE, DEFAULT AND RISK PURCHASE**
- 15.1 If the SUPPLIER fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any order given to him in writing by JVM in Contract, JVM may give notice in writing to the SUPPLIER calling upon him to make good the failure, neglect or contravention within such time as may be deemed reasonable and in default of the compliance with the said notice, JVM without prejudice to its rights under the Contract, may rescind or cancel the Contract holding the Re-designer website liable for the damages that JVM may sustain in this regard.
- 15.2 Should the party fail to comply with such notice within a reasonable period from the date of serving thereof, JVM shall have the option and shall be at liberty to take the work wholly or in part out of the Re-designer scope and may get the same executed by alternate agency at party risk and cost. This shall be without prejudice to JVM's rights under other clauses of this Contract.
- 16.0 SUSPENSION AND TERMINATION**
- 16.1 JVM may at any time temporarily stop the work under the Contract or any part thereof by serving notice in writing to the SUPPLIER. Work so suspended shall be resumed by the party on receipt of instructions from JVM in writing. JVM will not be liable to the party for any damage or loss caused by such period of suspension of work.
- 16.2 JVM will be at liberty to terminate the Contract without prejudicing its right and affecting the obligations of the party by giving 15 days' notice in writing in the following events:
- a) If the party fails to comply with the provision/provisions of the Contract.
 - b) If the party is involved in any action involving moral turpitude.
- 17.0 Arbitration:**
- 17.1 Any disputes, differences, whatsoever, arising between the parties, the arbitration shall be governed and regulated in all respect according to Laws of India.
- 17.2 The Arbitration proceedings in case of other Indian companies shall be regulated and governed by Indian Arbitration and Conciliation Act 1996, or such modification thereof.
- 17.3 The venue of arbitration proceeding shall be Ranchi.
- 17.4 Work under this Order shall be continued by the party during the arbitration proceedings, unless otherwise directed in writing by PURCHASER or unless matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. The tenderer are requested to confirm acceptance of all terms & conditions as per tender enquiry.

PRINCIPAL



Design, Development, Hosting & Maintenance of CMS (Content Management System) based Website for JVM, Shyamali, Ranchi

1. Scope of work

Broad scope of the work is as follows:

1. Design and develop the website as per GOI Guidelines for website.
2. Database driven approach
3. Detailed Requirement Analysis for the website and covers all functionalities of the existing web site. (www.jvmshyamali.com)
4. Creation of dynamic web pages, managing data through Content Management System
5. Deputation of persons for collection of information and pictures from School initially, apart from those that are available on the existing website.
6. Content of approximately 200 pages dynamic and 20 static pages to be added.
7. Online- Registration for Admission and download forms.
8. Provision for publishing tenders.
9. Link to existing fee payment gateway
10. Training to School staffs for content upload.
11. Web Space for Hosting of website
12. One year warranty

2. Project Requirements

The website must follow and comply with all the guidelines for Government of India Indian websites to ensure proper standardization of all content. Website needs to be designed with all dynamic features and prescribed web accessibility features as below:

1. Least site opening time
2. Clean and Professional design
3. Search engine friendly website
4. Website must reflect the essence of JVM
5. The website must be Cross-browser and cross-OS compatible up to the most recent browser/ OS version
6. Should have mobile compatibility
7. Should be a secure website
8. Web site's navigation scheme and features should allow users to find and access information effectively and efficiently.
9. All items should be appropriately aligned on the pages and layout should be consistent on all the related pages.
10. Website must use a fluid layout that automatically adjusts the page size to monitor resolution settings that are 1024 x 768 pixels or higher.
11. All copyrights of the site and content will belong to Jawahar Vidya Mandir, Shyamali



3. Functionality

The website shall be based on a Content Management System. Facility to update content by multiple users from anywhere through browser based administrative module allowing users to create and modify content shall be provided. Website structure shall include but not limited to the following:

1	Home	
2	About Us	
a	History, School Profile and Culture	
b	Chairman's Message	Message of chairman
c	Principal's Desk	Message from principal and brief bio
d	Management Committee	List of management committee members
e	Mandatory Disclosure	pdf or web page
f	Photo Gallery and Video Gallery	
g	Prefects and Captains	Name of prefects, Sports Captains, team captain vice captains etc.
3	Admission	
a	Admission Procedure	Regular admission steps
b	Admission Registration	Online Registration portal
c	Fee Structure	
d	Scholarships	Criteria given and form for application
e	FAQ's	
4	Student Life	
a	Academics	10, 12 Result, Brief of each department and faculty in each department and brief of each faculty
b	Sports	List of sports available to play. Brief of each sport and team of each sport, past achievements in each sport.
c	Cultural	brief of Performing arts, Stills arts, Co-curricular activities, Info Tech, Subject Exhibition at APG
d	In-School Services	IT Facilities, medical facilities, Career cell, exchange programs etc.
e	Co-Curricular	brief of school bodies
f	Houses	houses in school
5	News and Calendar at Home page	Categorized against each of the mentioned categories
A	Academic News	
B	Celebration News	
C	Sports News	
D	Co-Curriculum News	



E	Newsletter and Magazines	
F	Calendars and Events	
G	Archives	
6	Tenders	
7	Achievements	
8	Alumni - Link to alumni page	
9	Downloads	
10	Contact us	
11	Email Ids -for every deptt. (separate)	Principal, Three Vice-Principal's ,Counsellor, Dean, Co-Ordinator, Purchase & Stores, Accounts Section, etc. .

4. Development and Implementation

1. After being awarded this assignment the selected bidder will carry out a detailed requirement analysis with the JVM, for finalizing the proposed site map and graphical layout of the website. During this phase the functionality of different pages will be determined, with regard to dynamic aspects, etc.
2. Based on the input from preceding phase, the Developer should prepare 3 sample layouts for the website, which should be submitted to Principal JVM School for approval. All changes suggestion for the layout would be done by the Developer. Further work should only be started after approval. The website should be subsequently launched.
3. Acceptance will be given after successful working of 30 days.
4. Training should be provided to JVM staff for management of Administrative Interface.
5. The Developer should provide **1 year warranty after acceptance** for the website which should essentially mean rectification of errors and correction or addition of contents. For addition of new functionality/ pages separate proposal would be submitted after understanding the requirement.



Techno – Commercial Bid Declaration by the Bidder:

Sl.No	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency / firm	
2.	Name, Designation, Address and telephone No. of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor / Partnership firm / Private or Limited Company	
4.	Copy of PAN card issued by Income Tax Department	
5.	Sales Tax Registration (Please attach)	
6.	Details of Bid Earnest Money Deposit: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank:	

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself / ourselves to strictly abide by them.

Signature of the Tenderer with Seal
Designation



Price Bid Format

S.No.	Description		Amount (Rs.)
1.	Cost of Website Conceptualization & design, Deliverables including Homepage, Inner page Design, Navigation, Menu Structure, Graphics, Color Combination, Writing of content, addition of HTML Pages with Uploading , hosting & successful Working. One year warranty after acceptance.	One Time	To be quoted
2.	Space charges for hosting of website for 5 years	Per annum	To be quoted
3.	Annual Maintenance Charges for 4 years	Per annum	To be quoted
4.	Taxes		
TOTAL COST			

Signature of the Tenderer with Seal