

K.R. Narayanan National Institute of Visual Science & Art
Thekkumthala, Kanjiramattom P.O, Kottayam, Kerala – 686585
Ph: 0481 270 6100, email: krnnivsa@gmail.com,
web site: www.krnnivsa.edu.in

EOI NO: 252/A5/KRNNIVSA/2018

Date: 19/11/2018

**Expression of Interest For Design, Development, Hosting & Maintenance of
KRNNIVSA Website /Portal**

1. Name of the Company:

2. Address with Contact Person No:

.....
.....

Last Date for Receipt of Document: 17-12-2018, 03:00PM

Date & Time of Opening: 19-12-2018, 03:00PM

3. EMD(Earnest Money Deposit)

(to be deposited along with the
Tender document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on

4. Tender Document cost :

d) Drawn/Issued on.....

a) DD /Receipt.....

b) Date.....

c) for Rs.....

K.R. Narayanan National Institute of Visual Science & Art
Thekkumthala, Kanjiramattom P.O, Kottayam, Kerala – 686585
Ph: 0481 270 6100, email: krnnivsa@gmail.com,
web site: www.krnnivsa.edu.in

1	EOI No: 252/A5/KRNNIVSA/2018	Dated : 19/11/2018
2	Name of work	Design, Development, Hosting & Maintenance of KRNNIVSA Website /Portal
3	EOI Document Fee	Rs 5,000/- (in the form of DD in favour of The Director, K.R. Narayanan National Institute of Visual Science & Arts, Kottayam)
4	Last Date of Receipt of Tender	17-12-2018 , 03:00PM
5	Date of opening of Technical Bid	19-12-2018 , 03:00PM
6	Earnest Money Deposit EMD	Rs.30,000/- (in the form of DD in favour of The Director, K.R. Narayanan National Institute of Visual Science & Arts, Kottayam)
7	Date of Presentation	Will be intimated later to the technically qualified bidders
8	Date of opening of Financial Bid	Will be intimated later to the technically qualified bidders
9	Correspondence Address	K.R. Narayanan National Institute of Visual Science & Art Thekkumthala, Kanjiramattom P.O, Kottayam, Kerala – 686585

K.R. Narayanan National Institute of Visual Science & Arts

Expression of Interest For Design, Development, Hosting & Maintenance of KRNNIVSA Website /Portal

K.R.Narayanan National Institute of Visual Science & Arts, established by Government of Kerala invites Expression of Interest (EoI) for Design, Development, hosting and Maintenance of a new CMS based dynamic Web Portal from the “Registered Companies/Firms working in the field of Software-development for K.R. Narayanan National Institute of Visual Science & Arts. The Web Portal needs to be developed as per the *Guidelines for Indian Government Website (GIGW)*. The companies/firms must be registered with the Commercial Taxes Department having a valid GSTIN and mandatorily registered with "Central or State Government " for the said activities.

The detailed proposals must reach to The Director, K.R. Narayanan National Institute of Visual Science & Arts, Thekkumthala, Kanjiramattom P.O, Kottayam, Kerala – 686585. The hard copy of EoI should be accompanied by DD of Rs 5,000/- (five thousand only) (**Nonrefundable**) as cost of the tender document and D.D of Rs.30,000/- (Thirty Thousand Only) as EMD drawn from any nationalized bank favoring to The Director, K.R. Narayanan National Institute of Visual Science & Arts.

The Proposal should be submitted as **Annexure -1**(Technical Bid), **Annexure -2**(Financial Bid) and **Annexure -3**(EMD and Tender Document Fee) each of them sealed in separate envelopes with Bold Titles and together enclosed in a sealed envelopes duly superscripted “**Expression of Interest For design, Development, Hosting & Maintenance of KRNNIVSA Website /Portal**” and submitted on or before **17-12-2018, 03:00PM**. Tenders which are received after the closure date specified above will not be considered.

Introduction :

K. R. Narayanan National Institute of Visual Science and arts (KRNNIVSA) is an autonomous institute established by the Government of Kerala at Thekkumthala in Kottayam District of Kerala State and it is an innovative venture in professional film /audio-visual training and a research center of international standards.

1. Eligible Bidders

- 1.1. Registered Companies/ Firms need to participate.
- 1.2. The bidder should have a turn over of more than 20 lakhs in an year.

Copies of Company balance sheet, certified by the chartered accountant be attached.

- 1.3. The bidder should have valid Permanent Account Number (PAN), a copy of the same should be enclosed.
- 1.4. The bidder should have valid GSTIN), a copy of the same should be enclosed.
- 1.5. The Company/Firm should have been engaged in software development and UI/UX projects for a period of at least **Five years**(attach proof)(should be included in **Annexure-5**).
- 1.6. Firm should have experience of developing at least **10 Dynamic Website/Web systems/ Web Applications** of any reputed organizations out of which at least **3** should be for a government organization. The work order/SLA/MoU/any Proof document copy should be enclosed with the EOI documents(should be included in **Annexure-5**).
- 1.7. Company Should have done a web portal which has a value more than 10 Lakhs. (attach proof) (should be included in **Annexure-5**).
- 1.8. Shall mandatorily have a Local Office/Local Partner in Kerala at the time of signing the MOA with KRNNIVSA.
- 1.9. Previous Experience in doing a website of a Film Institute will be considered as an added advantage.
- 1.10. Bidder is not presently blacklisted and hasn't been black listed by any institution of the Central/State Government in the past three years.

2. Competencies

- 2.1. Excellent I.T. skills and Project Management skills.
- 2.2. Highly Experienced Technical Architect having experience not less than 10 Years
- 2.3. Ability to juggle priorities and deadlines and perform well under pressure;
- 2.4. Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- 2.5. Awareness on the latest smart technologies for website development.
- 2.6. Ability to regularly maintain, update the developed website.
- 2.7. The team should be well equipped with the latest client side technologies.
- 2.8. The bidder should have experience in designing user interface guidelines / kit for digital products.
- 2.9. The bidder should have experience in advertising & communicating key messages effectively.

3. Scope of the Work:

The KRNNIVSA Institute invites Expression of Interest (EOI) from reputed Firms/Organizations for Design, Development, Hosting & Maintenance of Website /Portal with latest modules and tools.

3.1.The website should fulfill the following criteria:

- Transfer and editing of existing content to new website.
- Making the website Dynamic with new look & feel.
- Design/develop the Web Portal using modern Web technologies following the agile methodology and phase wise roll-out.
- Should support HTML5, CSS3, Java Scripts Framework like JQuery and other necessary futuristic frameworks
- The website will be interactive in all aspects and will include the menus in interactive and user friendly manner.
- The new website should have a user-friendly interface to create, update, and upload contents in the relevant pages.
- Develop the Web Portal in two sections viz: the *Pre-login Section* (that shall be visible to general public without any need of authentication) and *Post-Login Section (Content Management System (CMS))*, That shall be accessible to authorized users who shall be responsible for management of data on the web portal besides monitoring the traffic on the Web Portal).
- Prescribed minimum content and functionality as stipulated by GIGW is present on the website e.g., Feedback, Help, Search, Sitemap etc.
- Advanced security features securing the website from any hacking vulnerabilities, threat, penetration, Brute force attacks, etc.
- Compliance for GIGW and other Government guidelines: The vendor has to complete the formalities for compliance of Government guidelines, security audit through Government technical auditor etc.
- Maintenance of website (for three years): The vendor has to deploy sufficient technical, graphics, language experts to maintain and update the website. The website need to be updated in order to accommodate any future changes and requirements at KRNNIVSA. E.g. integration of mobile application with website content etc.
- The layout of the web framework should be responsive, to support dynamic rendering. The design should support cross browser rendering across all prominent operating systems as well as platforms such as desktops, laptops, and mobile devices. Users can open the website on any Smartphone, tab, iPhone and all other capable phones & mobile devices with the gadget compatibility

- Design of the website as per the GIGW guideline and W3C guideline.
- Interactive multimedia oriented web page design.
- Should be able to support Video Content without Plugins.
- Support to Search Engine Optimization.
- Should support encryption
- Social Media integration and interactivity
- Language -- Java / .Net / NodeJS / PHP
- Industries standard database (RDBMS , MySQL , PostgreSQL)
- Should support SMS gateway
- The Portal should provide integration with payment gateway for online payment transactions involved in processes such as admission form, job application etc.
- Automated customized reply systems to emails; sms; whatsapp etc
- Interactive features
- Any other useful features

3.2. Project Development and Implementation

- After being awarded this assignment the selected bidder will carry out a detailed requirement analysis with the KRNNIVSA website committee, 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 and static aspects, etc.
- Based on the input from preceding phase, the Developer should prepare 3 sample layouts for the website, which should be submitted to Coordinator/Principal KRNNIVSA 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.

3.3. Security and Copyright

- The sensitive data stored at the backend of the website shall be stored in encrypted form.
- The website shall be run on the Secured Socket Layer (SSL). The website shall be audited according to OWASP (Open Web Application Security Project) application security verification standard.
- The bidders have to ensure and take the responsibility that there will be no breach of security and no tertiary data is generated and transmitted.

- The department shall own the copyright of the content of the Web Portal and shall be free to use the same in its own concerns, if needed.

3.4.Maintenance of the Website and De-bugging.

Vendor has to do the maintenance of the Website for a period of three year with no additional cost, from the date of Commissioning of the website, which will include de-bugging of the website on their own as well as when reported. This maintenance will be considered part of the implementation process. On successful completion of the three year period, the Vendor may be awarded the Annual Maintenance Contract for the website on payment basis, for which, the Vendor is expected to quote the rates separately in the Financial Bid.

3.5.Annual Maintenance Contract(AMC)

- The warranty period (AMC) shall commence after the final deployment of the product.
- AMC period shall be 3 years, extendable Up to 2 more year by mutual consent
- KRNNIVSA reserves the right to extend or reduce the AMC period of the project at any instance of time

3.6.Training

- The successful bidder shall train nominated person/s of the KRNNIVSA for handling and making changes as required, before the product is handed over to the department for operations.
- The successful bidder shall depute training teams to the KRNNIVSA as and when required without any extra charges.
- The successful bidder shall provide instruction/training manuals with the final web portal

3.7.Important guidelines

- The vendor has to share source code of product with KRNNIVSA from time to time.
- All material/ product and related codes would be property of KRNNIVSA and vendor would have no claim over the same in future.
- All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
- The vendor should provide all admin/ user manuals.
- The Vendor should also provide support for all future upgrades/initiatives of KRNNIVSA related to website

Pre-Bid Activities

- 4.1. The bidder should read the eligibility conditions and other details provided in this document carefully before applying.
- 4.2. The bidder may visit website of the KRNNIVSA and also the websites of other Film Institutes for getting the better idea of Film sector and its needs.

5. Submission Of Proposals

- 5.1. The bidder need to submit the hard copy of the tender in the office K.R. Narayanan National Institute of Visual Science & Arts, Thekkumthala, Kanjiramattom P.O, Kottayam, Kerala – 686585.
- 5.2. PLEASE NOTE THAT **KRNNIVSA** SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAYS/LOSSES
- 5.3. The hard copies of Technical and the Financial bids need to be submitted in separate envelopes. Envelope containing financial bid shall not include any other document. Both technical and financial bid containing envelopes are to be enclosed in one envelope which shall be addressed to ***The Director, K.R. Narayanan National Institute of Visual Science & Arts*** duly **“Expression of Interest For design, Development, Hosting & Maintenance of KRNNIVSA Website /Portal”**.
- 5.4. Detailed specifications of the web portal proposed shall be attached with the technical bids. Incomplete bids in any respect shall be summarily rejected.
- 5.5. The bidders meeting above eligibility criteria should submit their Expression of Interest along with the following documents:
 - Full Company profile along with document supporting experience of developing 10 dynamic Websites/Web systems/Web Applications of any reputed organizations out of which at least **3** should be for a government organization.
 - Names of the organizations for which website/s/web applications have been developed (with modules / functionalities deployed).
 - Registration Certificate/s
 - GSTIN Registration Certificate
 - Xerox of organizational PAN Card
 - Annual turnover certificates for last financial year

- A self-certificate stating that the Bidder is not presently blacklisted and hasn't been black listed by any institution of the Central/State Government in the past three years should be submitted.
- 5.6. The Bidders are expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish complete required information or submission of a bid with incomplete information can result in rejection of the bid
- 5.7. **KRNNIVSA** may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
- 5.8. At any time before the deadline for submission of bids, **KRNNIVSA**, for any reason, whether at its own initiative or in response to a clarification requested by a bidder, modify the bidding document by amendment. All prospective bidders shall be notified of the amendment through the **KRNNIVSA** website and all such amendments shall be binding on them. The **KRNNIVSA** reserve rights to extend the deadline for the submission of bids and the same shall be notified on the official website www.krnnivsa.edu.in/ Bidders will suppose to visit this website regularly.
- 5.9. The bid will be opened as per details in **KRNNIVSA** in presence of bidders or their authorized representatives, who wish to be present. The representative should bring the authorization letter from the bidder for attending the Bid opening. However, presence of representative of bidder/s is not mandatory for opening of bids.
- 5.10. The bidder should confirm that there are no hidden costs. Any change found necessary to make the web portal functional will be provided by the bidder without any extra cost.
- 5.11. Copy of Tender document in each page which was duly signed and stamped.
- 5.12. Any hard copy of the bid received by the **KRNNIVSA** **after the last date** for submission prescribed by the department will be rejected/returned unopened to the Bidder.
- 5.13. The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

7. Terms of Reference

- a) Bids the firm must be a registered body with Govt. of India/ State.
- b) Rate should be quoted inclusive of the cost of Services, Security audit of the Web Portal, Manpower cost, maintenance for a minimum period of 3 years, Printing of Questionnaires and report generation and also inclusive of GST and other taxes, as applicable.
- c) The timelines to complete the development work of website shall be finalized at the time of award of contract.

- d) All information, document, photos and data coming in the possession of firm, as a result of the execution of the job shall remain the property of KRNNIVSA.
- e) The Firm/agency shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the KRNNIVSA.
- f) The Firm/agency shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- g) The Firm/agency has to complete the job assigned within the prescribed time and if the job is not completed within the stipulated time, a penalty@ 1% of the cost of the uncompleted job for each day will be imposed on the firm.
- h) KRNNIVSA will have no liability regarding transportation, boarding and loading of firm and their staff.
- i) Under no circumstances the firm shall not appoint any sub contractor or sub lease the contract. If violated the conditions, the contract will be terminated.
- j) The rate quoted once will remain firm for that particular dealing. Any Conditions of the Firm sent along with proposal if any, shall not binding on the KRNNISA.
- k) It is not binding KRNNIVSA to accept the lowest of the biding.
- l) The Web Portal shall be hosted in those servers with prior approval from the Institute. The firm/ agency shall ensure the security audit of the Web Portal. The cost of Security Audit shall be borne by the agency/ firm.
- m) The required infrastructure like Servers, storage etc. shall be clearly defined. Other charges like hosting etc, as applicable shall be also clearly defined.
- n) TDS as applicable on date will be deducted from firm actual bill submitted for payment.
- o) The price accepted by the KRNNIVSA is final and no deviation from it will be accepted in this regard.
- p) The selected service provider will have to complete the job as per term and conditions specified in the EOI.
- q) In case of any dispute between the parties, the parties shall refer the matter to a single arbitrator under arbitration law that may be applicable, whose appointment shall be done by the Director, KRNNIVSA. The place of arbitration shall be decided by the Institute and the language used shall be English.
- r) The procuring entity reserves the right to accept or reject any or all EOIs without assigning any reason thereof.

- s) Conditional offer/ Eol submitted by fax/email or after the due date and time will be rejected.
- t) Earnest Money Deposit :
- The Bidders shall furnish, D.D of Rs.30,000/- (Thirty Thousand Only) as EMD drawn from any nationalized bank favoring to The Director, K.R. Narayanan National Institute of Visual Science & Arts.
 - The EMD of unsuccessful bidders shall be returned without any interest only after finalization of a selection and the signature on Service Level contract (SLA)/Agreement with Registrar, DHSGVV.
 - The EMD of the successful bidder shall be returned to the agency without interest after the agency signs the Service Level Contract (SLA) /Agreement and submits a Performance Bank Guarantee (PBG) equal to 5% of the contract value.
- u) Forfeiture of EMD :
- The EMD will be forfeited if the agency withdraws the bid during the period of bid validity or does not accept the correction of errors. If the successful Bidder fails to sign the Contract/Agreement within the time stipulated, the KRNNIVSA will adopt measures relating to unfair practices .
- v) The selected agency/ firm shall deposit 5% of quoted cost as performance Bank Guarantee in the Bank Guarantee/ FDR/ CDR in the favor of Department designated Officer at the time of signing of Contract with the KRNNIVSA.
- w) For any query please contact at email : krnnivsa@gmail.com, Phone no.: 0481 270 6100

8. Evaluation Of Bids

8.1. The bids shall be evaluated in three stages.

Stage-1: Pre-Qualification Criteria:

Evaluated as per the eligibility criteria(Financial and Technical Qualification Requirements) specified in the previous clauses. Successful bidders shall qualify for stage-2 of bidding,

Stage-2: Technical Bid :

The successful bidders from stage 1 are required to give a detailed presentation (Proof of Concept) on proposed Web Portal and its implementation before a Committee that shall be nominated by the KRNNIVSA, *on a date and time which shall be notified separately*. The successful bidder shall also share its team profile before the Committee.

- a. The selection of the successful bidder shall be made on **QCBS (Quality and Cost Based Selection) scheme.**

QCBS Evaluation :

- Technical part points =80%
- Financial part points=20%

Technical Bid Evaluation:

Points: 80%

Score: 100 points

Sl. No.	Criteria	Score (out of 100)
1	Background of organization (date of start, various types of IT related tasks performed in past other than web development) (based on attached proof).	5
2	Annual turnover for the last year (on basis of attached CA certified document of last year)	5
3	Past Project Experience i. Experience in Development of Dynamic website/web system/web applications. (at least 1 should be for a Government Organization) ii. 3 marks for each past project with maximum of 30 marks.	30
4	At least 1 website design and developed in last 2 years with a minimum value of 10 Lakhs. The bidder shall submit the work orders of the work.	5
5	Workflow Management, Project Methodology, Project Management. Team	5
6	Digital campaigns carried out by the agency by way of SMS or online forms (2.5 per campaigns) .	5
7	Proof of Concept	35
8	a. Analysis Part (Understanding of Users)	10
9	b. Technology Part 1. Design/UI/Front-End/Back-End/database and software engineering principles.	10
	2. Proposed features in the website apart from the one mentioned in this EOI	15
10	Past experience of maintaining web-sites (AMC document agreement, bill of payments required to attached) .	5
11	Post implementation support and Satisfaction of previous clients (shall be substantiated by way of satisfactory certificate from the client, and each satisfactory certificate will earn 2.5 marks to the maximum of 5 Marks)	5
	TOTAL	100

b. Minimum qualifying score shall be 80% (i.e. 80 out of 100 score points) of the Technical bid points.

c. Only those proposals which have scored 80% in the technical bid evaluation shall be considered for financial evaluation.

Stage-3: Financial Bid Evaluation:

Weightage: 30%

Name of the Bidder	Financial Bid Amount	Financial Score
Bidder 1	B1	$(LB/B1) \times 20$
Bidder 2	B2	$(LB/B2) \times 20$
Bidder 3	B3 (LB (Lowest Bid))	20

8.2. Cumulative Technical and Financial Score (CTFS) with weightage 80:20

Bidder details	Technical Score (TS) (out of 80)	Financial Score(FS) (out of 20)	Cumulative Technical and Financial Score CTFS (out of 100)	Rank of the Bidder based on the cumulative score. Highest cumulative score bidder will be the winner of the bid
Bidder 1	$(T1/100)*80=TS1$	$(LB/B1)*20=FS1$	$TS1 + FS1$?
Bidder 2	$(T2/100)*80=TS2$	$(LB/B2)*20=FS2$	$TS2 + FS2$?
Bidder 3	$(T3/100)*80=TS3$	$(LB/B3)*20=FS3$	$TS3 + FS3$?

8.3. During evaluation of bids, the KRNNIVSA may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

8.4. Any effort by a Bidder to influence the KRNNIVSA, in its decisions on bid evaluation, bid comparison or award of contract may result in rejection of bid.

9. POST-BID ACTIVITIES:

9.3. The successful bidder shall be eligible for **Award of Contract**.

9.4. The successful bidder is required to enter into **Memorandum of Association (MoA)** on stamp paper/s of denomination/s as required under law, which shall include the terms and conditions of this tender document and others as decided in meetings of the Committee and at the time of award of the contract.

- 9.5. The Parties (KRNNIVSA and the successful bidder) shall frame timeline for implementation of the project, as such the KRNNIVSA has fixed a time line of 45 days *to launch the first phase* and rest shall be finalized at the time of award of contract.
- 9.6. Development, Deployment and customization of the product shall be done on the local servers of the party and later on onto the servers with the prior approval from the Institute.
- 9.7. The successful bidder shall follow the standard System development life-cycle (SDLC) during the development of the system. The stages of the life-cycle shall produce standard documents like Software Requirement Specification (SRS), SDS etc. which shall be implemented only after approval of the Department. Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract even after the date of notice of award of contract or within such extended period, as may be, the selection may be rejected.

10. ANNUAL MAINTENANCE CONTRACT(AMC)

- 10.3. The warranty period (AMC) shall commence after the final deployment of the product.
- 10.4. AMC period shall be 3 years, extendable Up to 2 more year by mutual consent
- 10.5. KRNNIVSA reserves the right to extend or reduce the AMC period of the project at any instance of time

11. TRAINING

- 11.3. The successful bidder shall train nominated person/s of the KRNNIVSA for handling and making changes as required, before the product is handed over to the department for operations.
- 11.4. The successful bidder shall depute training teams to the KRNNIVSA as and when required without any extra charges.
- 11.5. The successful bidder shall provide instruction/training manuals with the final web portal.

12. PAYMENT TERMS

- 12.3. Prices shall be quoted in Indian Rupees (INR) only.
- 12.4. The amount is required to be quoted both in figures and in words, in case of a discrepancy, the amount quoted in words will be taken as final.
- 12.5. The amount payable shall be subject to the applicable Taxes like TDS etc.
- 12.6. The cost of the bid includes the following:
- a. Design and Development cost of the Website (Front-End/Back-End)
 - b. Maintenance and AMC of the website for 3 years
 - c. Documentation and Training cost
 - d. Certification cost (STQC, Cert-In, OWASP, etc.)

- e. Any other charge/s which are necessary for completion of the project mentioned in the scope of work

13. PERFORMANCE SECURITY DEPOSIT

- 13.3. The successful bidder is required to furnish 5% of the project cost as performance security in the shape of D.D/ FDR/ CDR in the favour of '*The Director, K R Narayanan National Institute of Visual Science and Arts*' at the time of signing of Contract with the KRNNIVSA. The performance security shall be returned to the supplier 30 days after the date of completion of all contractual obligations of the party selected for implementation of the web portal. However, in case of unsatisfactory service during the contract period, the Performance Security will be forfeited. The decision of the Department to declare the service unsatisfactory shall be final.

14. GENERAL TERMS & CONDITIONS

- 14.3. Submission of bid under this EoI shall mean that the bidder has accepted all the terms and conditions laid down in the tender document.
- 14.4. The KRNNIVSA may make changes within general scope of the Contract.
- 14.5. The project has to be taken immediately after award of the contract. Implementation schedule must be included in the proposal itself which shall be finalized after discussion with the KRNNIVSA. In case of failure to do so, the KRNNIVSA may impose the penalty.
- 14.6. The KRNNIVSA reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the EoI.
- 14.7. The KRNNIVSA reserves the right to relax any condition enumerated or arising out of this EoI, without assigning any reason/s thereof. .
- 14.8. If the implementation of project/s is/are not affected before the specified period, the KRNNIVSA shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
- 14.9. Preference shall be given to the bidders who have an experience in designing & development of configurable systems commonly called as "Do IT Yourself Systems".
- 14.10. Preference shall be given to the bidders who are expert in media and content delivery, having the knack of media web portals and systems.
- 14.11. KRNNIVSA reserves the right to amend/ append any requirement during the period of the project.
- 14.12. **Parties:** The parties to the Contract are the successful firm/bidder and the KRNNIVSA.

14.13. **Addresses:** For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to The Director, KRNNIVSA. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

14.14. **Signing of EOI/ Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

N.B. (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

N.B. (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

N.B. (iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the KRNNIVSA may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

N.B. (iv) The bidder should sign and affix his/his firm’s stamp at each page of the EOI/ tender including attachments as the token of having read and understood the documents. The successful bidder, having been communicated about acceptance of his offer and award of the tender, shall have to enter into an agreement with the

KRNNIVSA Stamp Paper of Rs.200/-. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS EOI/TENDER DOCUMENT.

- 14.15. The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
- 14.16. **Forfeiture:** Failure of the successful bidder to comply with the requirements of the KRNNIVSA shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security.
- 14.17. **Undertaking:** Undertaking from the bidder to the effect that the firm has not been blacklisted by any Government or Semi-government body during the past 3 years.

Sd/-

Director
KRNNIVSA

Annexure 1
Technical Bid

A. Format for Technical Covering Letter

(To be submitted in the official letter head of the company)

To,

The Director,
K.R. Narayanan National Institute of Visual Science & Arts,
Thekkumthala, Kanjiramattom P.O, Kottayam,
Kerala – 686585.

Sub: Expression of Interest For Design, Development, Hosting & Maintenance of
KRNNIVSA

Website /Portal

Ref: EOI No: 252/A5/KRNNIVSA/2018 dated 19/11/2018

Sir,

We are hereby submitting our offer in full compliance with the terms and condition of the above EOI No. Our Proposal includes **Annexure -1**(Technical Bid), **Annexure -2**(Financial Bid) and **Annexure -3**(EMD and Tender Document Fee) each of them sealed in separate envelopes with Bold Titles and together enclosed in a sealed envelopes duly superscripted “**Expression of Interest For design, Development, Hosting & Maintenance of KRNNIVSA Website /Portal**”. EMD in the form of Demand Draft, valid for 90 days and Bid fee.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment immediately after award of the contract.

We agree to abide by all the terms and conditions of the EOI document.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

B. Check List for Technical bid

Sl. No.	Criteria	Documents to be attached Wherever applicable.		
		Yes	No	Page no.
1	Name, Address, email and telephone number of the Agency / firm / company.			
2	Name, Designation and telephone no. of the authorized person.			
3	Whether firm is registered, PAN (Please attach copy) and GST, TAN/TIN (whichever applicable)(write number)			
4	Copy of Agency / firm / company registration certificate with Government			
5	Please enclose the list of permanent professional and no. of year of association with organization			
6	A self-certificate stating that the Bidder is not presently blacklisted and hasn't been black listed by any institution of the Central/State Government in the past three years should be submitted.			
7	Tender Documents with seal & Sign by the bidder with acceptance of term & conditions of tender.			
8	Detail of experience in developing website and technology skills (please attach proof)			
9	Detail of similar assignment (Please attach copy with sanction letter/ work order)			
10	Describe organization knowledge about website development application (Human Resource skill set and profiles)			
11	Website maintenance for the past five years with experience including management, editing of website application(please attach proof) (indicate list with years)			
12	Last year Tax Return (Please attach copy)			
13	Last year Profit & Loss and Balance Sheet with duly certified by CA			
14	Annual Turnover: 2017-18			
15	Proposed Work Plan, proof of concept and Approach			
16	Post implementation support and Satisfaction of previous clients (shall be substantiated by way of satisfactory certificate from the client)			

Declaration:

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

Signature of the officer with name, designation, seal and date

Annexure 2
Financial Bid

(Submitted on Own letter head)

Please provide detail financial implication to the organization with break up. (All prices/rates quoted must comply with the terms and conditions)

Sl. No. (A)	Description (B)	Amount (INR) (C)	Taxes (if applicable) GST		Total Amount (INR) (E)=(C)+(D)
			%age	Amount (INR) (D)	
1	Design, Development, Implementation, data migration, training, Security Audit, warranty support and other allied services of Integrated System as per the detailed scope of work. (The Finance/ Budget Plan must provide a detailed cost breakdown. Provide separate figures for each functional grouping (modules)or category or service or feature .)				
2	Design, Development and Maintenance (AMC for 3 years)				
Grand Total					
Grand total in words					

PRICE SCHEDULE FOR ANNUAL MAINTENANCE CONTRACT (A.M.C.)
(RATES SHOULD BE QUOTED IN INDIAN RUPEES ONLY)

Please specify the AMC charges with terms and condition.

For First Year	For Second Year	For Third Year
1	2	3

Please give web space extension charge (if any) and other charges needed time to time in next five years if the work is awarded

Declaration:

1. The prices shall remain FIXED AND FIRM till entire contract period /completion of the Assignment.
2. The prices to be quoted would be inclusive of all taxes & duties.
3. price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
4. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD/PBG of said bidder.

Place :

Date :

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

(This bid Performa must be submitted duly signed in case separate sheet is submitted)

Note: KRNNIVSA reserves the right to accept /reject any or all EOIs in part or full without assigning any reason thereon.

Annexure 3

EMD and Tender Document Fee

(Submitted on Own letter head)

1. EMD(Earnest Money Deposit)

(to be deposited along with the
Tender document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on

2. Tender Document cost :

d) Drawn/Issued on

a) DD /Receipt.....

b) Date.....

c) for Rs.....

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure 4

Project Schedule time to be specified (Submitted on Own letter head)

Sl. No	Activities	Time Frame (from the award of contract)	Remarks
1	Project Initiation		
2	Basic template design and approval		
3	Final website design and approval		
4	User Acceptance Testing (UAT) of the system		
5	Security Audit (STQC)		
6	Go--Live of the Website		
7	Maintenance		

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure-5

Details of Orders Received and Executed in Last 5 Years

(Submitted on Own letter head)

SL. No.	Name of Agency/ Organization	Work Order No., Date.	Date of commissioning and full execution with letter no. & date of the performance certificate	Page number of the Work order/ purchase order submitted	Page number of the performance certificate/recommendation submitted

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Note:

- a. Attach Photocopies of work order/Purchase Orders
- b. Attach Photocopies of Certificate of Satisfactory Performance Issued by Concerned Nodal Agency/*PSU*/ Govt. Organization
- c. Separate sheet may be used for giving detailed information in seriatim duly signed with page number. Proof of work order/purchase order and corresponding performance certificate should be submitted/enclosed in the bid. Non submission of the work orders and corresponding performance certificate will be treated as no experience.

Annexure 6

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(Submitted on Own letter head)

Subject: Authorization for attending bid opening on _____ (date) in the EOI of
_____.

Following is hereby authorized to attend the bid opening for the EOI
mentioned above on behalf of _____ (Bidder) Order of
Preference

Name with Specimen Signatures

Alternate Representative

Signatures of bidder

OR

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of one representative will be permitted to attend bid opening and representative at Sl. No. 1 will be allowed. Alternate representative will be permitted when regular representative at Sl. No. 1 is not able to attend.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not received.