

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

TENDER FOR DESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF IIM SIRMAUR WEBSITE

Tender Notice No. : IIMS/PUR/WEBSITE D&D/09/ 2017-18

Date: October 04, 2017

Last Date & Time to Download the Tender Document from Website	October 29, 2017, at 5:00 PM
Last Date & Time of Submission	October 30, 2017, at 2:00 PM
Date & Time of Opening	October 30, 2017, at 3:00 PM
EMD	30,000/- (Thirty Thousand Rupees Only) (Refundable to unrestful bidder) DD/Banker's cheque drawn In favour of "Indian Institute of Management, Sirmaur" payable at Paonta Sahib
Bank Guarantee	10% of Contract Amount
Address and place of Submission of Tender	Indian Institute of Management Sirmaur Rampur Ghat Rad, Paonta Sahib, District Sirmaur, Himachal Pradesh-173025.
Tender Document Delivery Mode	Speed Post/Registered Post/Courier Services/by Hand
Note: The Institute reserves the right to change/revised the date of opening the tender. In such case, the information will be displayed on institute's website.	

Yours faithfully,

Purchase & Stores Officer

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

TENDER FOR DESIGN, DEVELOPMENT, HOSTING & MAINTENANCE OF IIM SIRMAUR WEBSITE

INTRODUCTION

IIM-Sirmaur intends to develop a website which is multi-lingual, easy to use, and easy to search, easy to navigate and visually appealing. The website must have an easy to use Web Content Management System (WCMS) and must support dynamic content from a database. Website must be compatible and interoperable with different browsers and different platforms etc.

SCOPE OF WORK

The website will be based on a WCMS (Open Source WCMS are preferred). It should have facility to update content by multiple users from anywhere, through browser based administrative module, using WYSIWIG editing tools, enabling non-technical users to create and edit content.

- i) Design & development of the website on preferably Drupal 8 CMS platform (Visually rich with image slider on the homepage.
- ii) It is a bilingual website - Hindi and English, so vendor should be able to handle both languages
- iii) Website should be responsive and should work perfectly on all devices (Desktop, Laptop, Android, Windows, i-Pad, i-Phone, Smart Phone etc.)
- iv) All the pages including home page must be editable.
- v) Website should be optimized and SEO (Search Engine Optimization) work needs to be done.
- vi) IIM Sirmaur site should reflect well for organic search.
- vii) Image slider and content page associated by default should get archived and should be available for viewing (view all image sliders). Implement the image slider for each landing page on the site. On each page, the slider should carry different images as required.
- viii) Easy User Interface functionality to create event photo gallery, video gallery.
- ix) BLOG functionality is must for the site.
- x) Website should follow Web Content Accessibility Guidelines (WCAG) as per GOI guidelines (GIGW), refer <http://guidelines.gov.in/> and certified by the Standardization Testing and Quality Certification (STQC), refer <http://meity.gov.in/content/stqc> and be social media enabled.
- xi) Collapsible Right-side Menu with Controls - option to make hide / visible sub items as needed.
- xii) Back end performance optimization like DB structure, query optimization to be done to enhance user experience in terms of fast load times and good mobile experience.

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

- xiii) Website should be integrated with the upcoming intranet portal.
- xiv) New website design should be approved on the development version and should involve multiple iterations with the IIM Sirmaur Admin/ CC team.
- v) Website architecture/design should be scalable for future requests.
- xvi) Provision for addition of content of approximately 150 pages (100 static & 50 dynamic) as and when required. The dynamic pages will be customized as per IIM Sirmaur requirements and no. of pages (Static & Dynamic) may be increased/decreased as and when needed. Hence, the provision of same should be open in any case.
- xvii) Approval process - WCMS should allow administrator to set up rules for workflow management, guiding content managers through a series of steps required for each of their tasks.
- xviii) Ability to create a new page with formatted content, send it for approval and publish it on the site after approval and admin should have provision for entering date by which the link may expire (Wherever Necessary). The default shall never expire.
- xix) Menu Management - Ability to add, move, delete, modify menus on the site.
- xx) Dynamic Photo gallery/ Video Management System: Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/ edit/ delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.
- xxi) The website should allow secured socket layer. The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard.
- xxii) The Faculty page is a user-based profile creation - it needs to be completely integrated with the A-Z faculty list and the Area-wise faculty list and their menus. Faculty get the rights to edit their profile with their login credentials.
- xxiii) The contents of the website should be readable using any Screen Access Reader Software to the Visually Impaired users.
- xxiv) Website would be under 1 year warranty (post go live) and after warranty, 5 years Annual Maintenance Support with 24 x 7 x 365 days website updation and maintenance support.
- xxv) Designed, technical documents and source code is the property of IIM Sirmaur. Hence, the vendor is expected to submit all the required documents / media post go live and after implementation.
- xxvi) Website should be enabled to microsite (Admission, PGP, MDP etc) with payment gateway.

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

Tentative Proposed Site Map

Tentative Proposed Site Map				
Main Tab Pages	Sub Menu Page	Details of Content	No of Pages	
	Image Slider Banners with Key Text	Header will contain Slider Banner	1	
HOMEPAGE	captions and archival	Images with catchy tag lines	1	
	Info on IIM Sirmaur This may not be a separate page; can be clubbed with Image	Brief information about IIM SIRMAUR	1	
	Slider Banner page		1	
		Content Related to About IIM SIRMAUR	1	
ABOUT	About IIM Sirmaur with Image Gallery	IIM SIRMAUR mentoring	1	
	Director's Message	Message of Director with Photo & Video	1	
		Details of Members with name	1	
	Governing Board	Designation & Photo	1	
		Board of Governors, Task Heads	1	
	Organisation Chart		1	
		Partner Institutions, Student	1	
	International Linkage	Exchange		
	Accreditations		1	
		IIM Sirmaur	1	
	Campus		1	
		List of Officers / Staff	1	
	People		1	
Post Graduate	(PGP office)		1	
Programme	a PGP		1	
	About PGP with two tabs of core and elective courses		1	
		Write up on PGP	1	
		Methodology, Core Courses,	1	
	i) Academics	Electives, Academic Calendar	1	
		Eligibility, Policy, Process,	1	
		Important Dates, Fees Payment	1	
	ii) Admissions	Options	1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

	iii) Fees and Financial Aids		1	
	iv) Contact Information		1	
	a) MDP		1	
		Write up on MDP	1	
	About MDP		1	
		Dynamic Page with all options like	1	
		Show by Area, Date, Venue	1	
	i) Programme Calendar	Brochures Downloads	1	
		General Management Programme	1	
		for Executives (GMPE), GMP for Defence Officers (DGMP), Certificate Programme in Business Analytics for Executives (CPBAE) etc.	1	
	ii) Long Term Programmes		1	
		List of All Programmes	1	
	iii) MDP Sirmaur		1	
	iv) Accommodation		1	
	v) Login for Registration and Fees		1	
	vi) Contact Information		1	
		Landing page with A-Z list of Faculty, area wise, each faculty will have dedicated profile page	1	
FACULTY and Research	Faculty landing page with Image Gallery and small video (Prof. Patra)	Faculty, area wise, each faculty will have dedicated profile page	1	
		Individual faculty profile pages for Faculty	1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

	Faculty Members Pages Should have different pre-defined sections, content for which should be entered in the database, auto generation of profile for the profile page	Admin should be given facility to add new faculty data and facilitate populating the faculty profile page automatically	1	
	Academic Areas		1	
	Research & Publications Year Wise		1	
	Research Projects		1	
	- Internally Funded		1	
	- Externally Funded		1	
	Conference and Events		1	
Recruiting	Highlights (Placement Cell)		1	
	Post Graduate Programmes	Process Guidelines, Brochures,	1	
		Reports, Accommodation & Travel, Contact Information	1	
	PG Programme for Executives	Process Guidelines, Brochures, Reports, Accommodation & Travel, Contact Information	1	
		Process Guidelines, Brochures, Reports, Accommodation & Travel, Contact Information	1	
	Recruiting Partners		1	
		Contact Directory IIM Sirmaur	1	
Contact US	Contact Directory		1	
		IIM Sirmaur (Navigation Map Online)	1	
	Map & Location		1	
Quick Links	Consulting	Consulting Guidelines, Consulting Projects Ongoing, Consulting Projects Completed	1	
Facilities	Library	About Library write up and contacts	1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

	Computer Centre	About Computer Centre (Write up and Contact Information)	1	
	Support Facilities	General Management - Sirmaur	1	
Life @ IIM Sirmaur		Landing with Image Gallery with information of All Programmes	1	
	Life @ IIM Sirmaur		1	
	Campus, campus pictures	Content and Images	1	
		Content and Images	1	
	Learning Ambience		1	
	Hostel pictures	Content and Images	1	
	Students Awards & Recognition	Award details with Title and Image competitions etc	1	
	Contact Address		1	
CAREERS	Careers write up about IIM Sirmaur. culture with links for downloading Job	List of opportunities Job title and description for various positions	1	
	Details			
	Apply Database with CV upload) according to applicable dates of the Posts for Faculty / Officers / Staff etc.	Form page	1	
EVENTS	List of Events (current, past upcoming with Images)	List of Events planned for ongoing basis with dates.		
	Event Calendar		1	
		Details of Event with photos	1	
	Event details page		1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

CAREERS	Careers write up about IIM Sirmaur culture with links for downloading Job Details. (Vacancy Management - Back end portal and Application Form needs to capture applicant details and proceed to Payment Gateway and Generate PDF and Excel for this.)	List of opportunities Job title and description for various positions	1	
	Apply Database with CV upload) according to applicable dates of the Posts		1	
		Form page	1	
OTHERS	Tender Notices and its archival	Details of Notices for various Tenders	1	
	Right to Information	Right to Information Contacts for appeal	1	
	Photo Gallery separate folders with pictures Image gallery with titles	Image Gallery of Campus photos with various facilities and locations with titles	1	
		Contact details, Activities & Achievements of Students, Faculty Members, Programme Seminars Conferences, News Letter	1	
	Corporate Communication and Media Relations		1	
	Annual Report year wise		1	
	Students Councils	Guidelines downloadable link; contact details	1	
		Alumni Website, Executive Alumni	1	
	Alumni at IIM Sirmaur		1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

		Media Policy & Guidelines, IIM SIRMAUR Social Media, Newsletters, NIRF 2017, Annual Reports, Contact	1	
	Media	Information	1	
		Photos and Videos	1	
	Campus Tour Video		1	
	Contact Us Address & Google Map	Contact Address and Google Map	1	
		Sitemap with all pages links	1	
	Sitemap		1	
ALUMNI	Our Community	Alumni News, Famous Sirmaur Alumnus	1	
	Benefits	E-Mail, Join City Groups, Career Support, College Access, Assistance for further learning, Face Book Page, LinkedIn Page	1	
	Events	Annual Home Coming Nostalgia 4x4 City meets, Networking Dinner, Annual Induction of New Batch, Workshops for Students, Mentorship, CV Review, Senior Alumni Conclave	1	
	Get Involved	Alumni Board, Give, Offer to Mentor, Offer Internship, Offer Placement, Volunteer, Staff Day, Remote Interactions	1	
	IIM Sirmaur Today	Campus News Letters, Campus, Events, Academic Calendar.	1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

		General, Reunion, Workshop, Alumni Conclave, Guest Lecture	1	
	Albums		1	
	Alumni Cell	Chairman Alumni Affairs, Alumni Manager, Alumni Office, Alumni Cell team, Batch Coordinator PGP, Batch Coordinator, Batch coordinator	1	
	Maintenance & Up-gradation may involve addition of new features (other than those mentioned below) as well as modification and enhancement of the existing website.		1	
INTERNAL LINKS	Leave Management & Biometric Attendance	Login Interface for Department Staff - - Leave Apply/Process/Approval System— Staff Attendance View	1 + 1 = 2	
		Intranet Portal needs to integrate with database of Biometric devices so that respective staff attendance will be displayed in the portal.	1	
EXTERNAL LINKS	IIM Sirmaur Webmail	link to URL	1	
		Link to URL	1	
	Link to intranet portal			
		Hindi Version of the site	1	
	Hindi Version			
		Links to Facebook, LinkedIn, Twitter etc.	1	
	Social Media Links			
	Accreditations etc.		1	
		Total Pages		
Site should be capable of archiving data for future reference Based on date deadline , particular section automatically should get disabled and archived Hindi Version for all pages as per MHRD guidelines				
<u>Details of Tentative Dynamic Pages</u>				
Main Tab Page	Sub Menu Page	Details of Content	No of Pages	
	Importing of Selected Candidates Course-		1	
Admission	wise from Excel (Uploading)		1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

	Ability to check results by candidates by entering their credentials		1	
	Ability to upload required documents and photographs by candidates with credentials		1	
	Ability to pay fees online through payment gateway		1	
Admission Office (PGP Office)	List of Selected Candidates for Interview		1	
	Ability to check candidates uploaded		1	
	documents and verification with comments		1	
	Ability to retrieve information filled in by		1	
	candidates / Verifier / download in excel format		1	
	Ability to Generate / Download Interview		1	
	Letters and Offer Letters		1	
	Provision to verify the documents and enter		1	
	Remarks		1	
	Verifier wise report		1	
	Seat Matrix Details Programme wise /		1	
	Category wise with Available Seats, Acceptance, Withdrawal, Vacant etc.		1	
	List of Paid / Unpaid Candidates		1	
	List of Transferred Candidates		1	
	List of Withdraw Candidates		1	
	List of Withheld Candidates		1	

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

	List of Cross-category Candidates		1	
	List of Verified / Unverified Candidates		1	
	Provision to Enter Marks for PGP		1	
	Payment Summary / Bank wise / Date wise /		1	
	Programme Wise etc.		1	
	User log reports with user id/date-time/ip		1	
	address etc. with flush facility		1	
MDP	Individual / Organization Registration		1	
		Ability to calculate early bird and	1	
	Fee Payment	group discounts	1	
	Confirmation		1	
	Long term Programme Application Form	Multiple Document attachment facility	1	
	Submission and Registration & Fee Payment		1	
	Long Term Programme Fee Instalment		1	
	Ability to add/modify/delete programs and its		1	
MDP Office	MIS reports regarding payments, etc. etc.		1	
Site should be capable of archiving data for future reference Based on date deadline , particular section automatically should get disabled and archived Hindi Version for all pages as per MHRD guidelines				

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

Annexure - 'A'

ELIGIBILITY CRITERIA (TECHNICAL BID FORMAT)

The bidder must submit following as per the format specified:

ELIGIBILITY CRITERIA (TECHNICAL BID FORMAT)				
The bidder must submit following as per the format specified:				
Sl No	Particulars	Document Reference Compliance	Page Nos in submitted Document folder	
1	The Bidder must have at least three years web site development experience as well as must have completed three projects website design and Development of similar nature within the last three years for any large educational institution or international organization The Bidder will have to give proof of such clients with their contact numbers Total value of the similar projects for the last three years should not be less than 15 Lakhs per annum.			
2	Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices A self-declaration Certificate should be enclosed			
3	Copy of the Tender Document Duly signed and stamped on each and every page Proof of adequate facilities and manpower.			
4	Hosting and Cloud Service Information			
5	24x7 Technical staff to ensure the necessary support to IIM Sirmaur during the warranty AMC period (Document should be attached.)			
6	Registration No of the bidder firm along with the LST GST WCT No and the PAN number allotted by the concerned authorities			
7	The tenderer shall be required to submit the Earnest Money Deposit EMD of Rs 30,000 by way of demand drafts banker's cheque drawn in favour of Indian Institute of Management Sirmaur, payable at Sirmaur, The said earnest money will not bear any interest and will be refundable only after finalization of the contract awarding process			
8	Bank guarantee of 10 of the contract amount to be submitted on being awarded the contract valid for 13 months.			
8	Details Regarding the provision of support during Warranty AMC Period with Manpower support etc. Full contact information of the bidder on the letterhead with SLA.			
9	Site should be capable of archiving data for future reference Based on date (deadline), particular section automatically should get disabled and archived Hindi Version and English Version for all pages as per MHRD guidelines.			

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

10	The bidder has to quote for the entire tender as a package and the comparative statement will be made as per package only			
11	The bidder has to quote for the entire tender as per the given tender specification Bidder who does not quote for all the specification, as per the given tender specification, is subject to disqualification			
12	Sealed hard copy of Technical Bid along with EMD to be submitted on or before the due date of tender. Tender having Price Bid and Technical Bid submitted together in one envelope and tender received after due date (5.30 PM) will be summarily rejected Tender should be submitted to The Chief Administrative Officer, Indian Institute of Management Sirmaur, Rampur Ghat Road, Paonta Sahib, Himachal Pradesh - Pin 173025			
13	24x7x365 days Support			
14	Creation of WCMS based website of IIM-Sirmaur			
15	IIM Sirmaur as detailed in Scope of Work , along with content collection, maintenance of one year and required training and documentation with 1 year Warranty (post go-live)			
16	Certification by the standardization testing and Quality Certification (STQC)			
17	Annual Maintenance Contract of the website including maintenance, updates, and minor modifications expansions and installing patches in the application (if required).			
18	Vendor will follow all GIGW 115 Guideline: please refer the following link to check GIGW norms: http://www.dit.mp.gov.in/documents/294405/294617/ComplianceMatrix-GIGW.pdf			
19	The vendor should be registered in National Informatics Centre Services Inc. (A Government of India Enterprise under NIC, Ministry of Electronics & Information Technology) (Proof to be submitted)			

- The bidder has to quote for the entire tender as a package and the comparative statement will be made as per package only.
- The bidder has to quote for the entire tender as per the given tender specification. Bidder who does not quote for all the specification, as per the given tender specification, is subject to disqualification.
- Sealed hard copy of Technical Bid should be reached on or before the due date of e-tender to the following address
(Tender Opening Venue):

To,

Purchase Convenor, Indian Institute of Management-Sirmaur,

Indian Institute of Management Sirmaur

Rampur Ghat Road, Paonta Sahib

District Sirmaur, Himachal Pradesh 173025

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

Evaluation of Technical Bid

Only those bidders who cross the threshold level (70%) of the technical evaluation shall be considered for the evaluation. Scoring Parameters used for scoring will be based on relevance and nature of past experience, consulting assignments, approach proposed, experience in domain area, experience and skill of core team etc.

Evaluation of Financial Bid

Financial proposals of only those companies who are technically qualified shall be opened on the date & time specified in the presence of the Bidders' representatives who choose to attend. The evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between the partial amount and the total amount, or between word and figures the former will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

IIM Sirmaur will use Cost Evaluation under Combined Quality Cum Cost Based System (CQCCBS), the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposals with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

The following formula will be used to evaluate the overall ranking of the qualified tenders.

$$\text{Overall Score} = \frac{\text{Financial Bid} \times 30}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Score of Technical Bid} \times 70}{\text{Price of}} \times \text{Lowest}$$

Selection of tender will be based on overall score calculated from the formula. An example of the same is presented below:

Tenderer	Score of Technical Bid	Price of Financial Bid	Overall Score	Overall Rank
Company A	90	480	98.75	First
Company B	80	470	91.58	Third
Company C	80	460	92.22	Second

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

Technical Evaluation Criteria

Sl. No.	Particulars	Weightage %
1	Average annual turnover during last 3 financial years - Above 1 Crore - 10 Marks - 50 Lakhs to 1 Crore - 08 Marks - 25 Lakhs to 50 Lakhs - 06 Marks - Up to 25 Lakhs - 04 Marks	10
2	Experience - Above 5 years - 15 Marks - 4 years to < 5 years - 12 Marks - 3 years to < 4 years - 9 Marks	15
3	Certification (ISO-9000 series) for Software Design	10
4	Should have successfully executed at least 3 webpage developments, implementation and maintenance projects excluding hardware, total valued more than Rs. 30 Lakhs. (Copy of PO & Proven Experience shall be considered as proof of completion of the project) - 3 projects with 30 lakhs to < 40 lakhs - 10 Marks - 5 projects with 40 lakhs to < 50 lakhs - 08 Marks - 7 projects with 50 lakhs and above - 05 Marks	10
5	Update and maintenance support (24 x 7 x 365) details with number of dedicated manpower for this project	15
6	The bidder must display (through presentation before the committee) understanding of the requirements of the project. The bid will be evaluated on the following components (max points indicated in brackets) of Proposed Solution a. Project Understanding (08 Marks) b. Solution proposed and its components (08 Marks) c. Challenges & mitigation plan (08 Marks) d. Technologies used (08 Marks) e. Operation & Maintenance Support (08 Marks) Presentation Venue, Date & Time will be communicated later on.	40
	Total	100

Note: After evaluation, the work shall normally be awarded to the Agency fulfilling all the conditions as mentioned above. In case two more agencies are found to have qualified and secured the same marks, in such case the Director, IIM Sirmaur shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience, etc. such decision by the authority shall be final.

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

Annexure - 'B'

FINANCIAL BID FORMAT				
Note In the financial bid format, the rate shall be quoted in Indian Rupees in figures and words				
In case of discrepancy between the rate quoted in figures and words, the rate quoted in words will be taken as final and shall be binding on the agency				
Form-1 Design, Development	Redesigning of Website of IIM-Sirmaur			
Sl. No.	Item Description	Amount (Rs.)	Taxes (Rs.) if any	Total (Rs.)
1	Creation of WCMS based website of IIM-Sirmaur			
2	IIM Sirmaur as detailed in Scope of Work , along with content collection, maintenance of one year and required training and documentation with 1 year Warranty (post go-live)			
3	Certification by the standardization testing and Quality Certification (STQC)			
4	Annual Maintenance Contract of the website including maintenance, updates, and minor modifications expansions and installing patches in the application (if required).			
	01 st Year			
	02 nd Year			
	03 rd Year			
	04 th Year			
	05 th Year			
	Total (Rs.)			
	(In Words)			
Company Name: _____				
Name & Designation: _____				
Date & Place: _____				
(Company Seal)				

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

TERMS AND CONDITIONS

Pricing:

- The prices are to be quoted as per the tender document and also to mention the amount as total package with Taxes.
- All duties, taxes and other levies payable by the vendor shall be included in the total price.
- Vendor should quote only for the specified requirements in the tender. No change in the design/development or deviation from the tender documents will be permitted.

Website Development and Deployment

- Website Design & Development should be completed within 60 days of awarding the order.
- The Supplier should ensure smooth hosting of the Servers at IIM Sirmaur website (<http://www.iimsirmaur.ac.in>).
- The supplier has to deploy qualified manpower for the installation and commissioning of the webhosting.

Payment Terms:

- 100% payment will be released, only after successful installation and commissioning of the Website Design & Development
- The final payments will be made based on the completion certificate and total works done.
- Website AMC payment will be released on the completion of each quarter.

Procurement Rights:

- IIM Sirmaur reserves the right to conclude the purchase with entire or partial bill website design & development as mentioned in the price schedule.

Late Bids

- Bids received after the due date and the specified time for any reason whatsoever, shall not be entertained.

Disqualification

- Proposal not submitted in accordance with the document.
 - i. During Validity of the proposal, or its extended period, it's any, the bidder increases his quoted prices.
 - ii. Proposal is received in incomplete form.
 - v. Proposal is received after due date and time.
 - vi. Proposal is not accompanied by all requisite documents.
 - vii. Information submitted in the tender proposal is found to be misrepresented, incorrect or false accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

IIM SIRMAUR'S RIGHT TO TERMINATE THE PROCESS

a. IIM Sirmaur may terminate the tender process at any time and without assigning any reason.

IIM Sirmaur makes no commitments, expressed or implied that the process will result in a business transaction with anyone.

b. This tender does not constitute an offer by IIM Sirmaur. The bidder's participation in this process may result in IIM Sirmaur selecting the bidder to engage in further discussion and negotiations onwards execution of a contract, if necessary. The commencement of such negotiation does not, however, signify a commitment by IIM Sirmaur to execute a contract or to negotiations. IIM Sirmaur may terminate negotiations at any time without assigning any

reasons.

DISPUTE SETTLEMENT AND APPOINTMENT OF ARBITRATOR

All dispute or differences whatsoever arising between the parties out of or relating to the work and the resulting agreement or the breach thereof that cannot be settling by good faith and negotiations between the parties within 60 days of the commencement of negotiation shall be settled by referring

the dispute to The Director, IIM Sirmaur, who may either himself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with IIM Sirmaur. The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996.

By consent of parties the jurisdiction of all other courts are exculpated and the court at Paonta Sahib alone shall have jurisdiction. The language of Arbitration shall be English.

The venue of Arbitration proceedings shall be Paonta Sahib as the case may be.

Place:

(Signature of the bidder with seal)

Name:

Seal:

Address:

Phone No. :

E-mail:

Signature with Stamp of Bidder

Date

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025

Signature with Stamp of Bidder

Date