



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
**National Institute for Locomotor Disabilities (Divyangjan)**  
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
(Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and  
Empowerment, Govt. of India)

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Tender Enquiry No. Website /933/R&D/04/NIOH

Date: 29.09.2022

Last date of submission of quotation: 20.10.2022

REF: **REF: INVITING OF ONLINE QUOTATIONS THROUGH WWW.EPROCURE.GOV.IN FOR ANNUAL WEBSITE MAINTENANCE OF N.I.L.D. KOLKATA**

SL. NO	Name of the work	Nature of work	Rate
01	Website maintenance of N.I.L.D. Kolkata Web related design as per W3C & latest guidelines for accessibility Govt. of India including maintenance with cyber security features	<b>I. Cost of new page addition</b>	01 No.
		<b>II. Cost of homepage modification</b>	01 No.
		<b>iii. Cost create new hyperlink as per requirement</b>	01 No.
		<b>iv. Fixed monthly charges for website / tools</b>	01 month

NOTE-

1. L-1 rate will be considered of the agency whose rate is lowest in total for the above mentioned serial nos. i to iv.
2. Individual L-1 rate for the above mentioned serial nos. i to iv for will not be considered.

## **INSTRUCTION TO BIDDERS**

- a) **NIC enlisted vendors are allowed to apply.**
- b) The bidders must submit documentary evidence in support of their claim of having adequate capability, technical know-how and experience of design & development of website.
- c) The bidder should have completed from start to finish, at-least one single work of website design & development in the last three financial years (i.e. current year and three previous financial years). The bidder is required to submit detailed report of similar work done & proof of payments.
- d) The proposals should be in the prescribed format appended herewith as Annexure-I . Proposals not in the format will be rejected.
- e) The bidder should provide the complete details of Bank Account like Name of the account holder, Account No., Name of the Bank and Branch, IFSC code for online transaction.
- f) The Institute reserves the right to amend/ append any requirement during the period of the Project.

## **SCOPE OF WORK**

### **Broad scope of the project is as follows:**

- a) User/Admin panel to upload dynamic control upload size (< 10mb)
- b) Creation of dynamic web pages
- c) Managing data through Content Management System
- d) Addition of content of approximately 200.pages (50. static and 150 dynamic) to be
- e) Added as and when required.
- f) Writing of all the contents in the website
- g) Provision of E-tendering
- h) Training to Institute's staff for content upload.
- i) 1 years maintenance of the website with rectification of errors, addition or up-gradation of contents.

## **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 for up-gradation and prescribed Latest website accessibility standards features as below:

- a) Least site opening time
- b) Clean and Professional design
- c) Search engine friendly website
- d) The website should be supported by all the popular and latest web browsers like Chrome, IE, Netscape, and Mozilla and in mobile etc.
- e) Should have feature to upload audio and video lectures
- f) Should maintain latest website accessibility standards. Accessible to all types of PwDs.
- g) Should be a secure website
- h) Web site's navigation scheme and features should allow users to find and access information effectively and efficiently.
- i) All items should be appropriately aligned on the pages and layout should be consistent on all the related pages.
- j) Website must use a fluid layout that automatically adjusts the page size to monitor resolution settings that are 1024 x 768 pixels or higher.
- k) All copyrights of the site and content will belong to N.I.L.D Kolkata.
- l) Bilingual design (English & Hindi)
- m) Website content will be security audited by STQC, if any changes required for audit clearance that should be done immediately without any charge.**

**APPLICATION FORMAT**

<b>Name of Organization/Institution:</b>	
<b>Registered Office/Head Office Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Website:</b>	
<b>Name of Authorized Representative/Project</b>	
<b>Designation:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Details of legal constitution of the organization:</b>	
<b>Registration Number:</b>	
<b>Date of Registration(Date):</b>	
<b>Place of Registration:</b>	
<b>PAN:</b>	
<b>TAN:</b>	

[Please see Annexure I for supporting documents to be provided]

## DETAILS OF THE TECHNICAL BID

**i) No of website maintenance certified by STQC / NIC :**

Website certified by STQC	Website certified by NIC

**ii) Experience in Universal Accessible web design as per W3C web developers guidelines :**

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**iii) Brief details of Core technical team of the organization :**

Sl. No.	Name	Educational background	Experience in Website Development	Other achievements

**iv) Details of experience in Web tools**

Web tools	Experience

## DETAILS OF THE TECHNICAL BID

**i) Annual Turnover of the organization for the last three years:**

Financial Year	Turnover (in Lakhs)	Net Worth (in Lakhs)

[Please see Annexure I for supporting documents to be provided]

**ii) Organization's Experience Profile:-**

Sl. No.	Name of the organization where vendor currently engaged for CAMC or AMC	No of Modules in AMC	Date of AMC	Rate Contract

I hereby declare the information provided for this proposal is true to the best of my knowledge. If any information provided above is found to be false, National Institute for Locomotor Disabilities (Divyangjan) under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, GOI, reserves the right to reject the proposal.

**Signature**

**Name of Signatory:**

**Designation:**

**Date:**

**Location:**

(List of supporting documents are indicated in Annexure-I)

**ANNEXURE-I**

**CHECK LIST OF SUBMITTING DOCUMENTS – (TO BE FILLED BY THE TENDERER)**

<b>S.NO.</b>	<b>Parameters</b>	<b>Documentary Evidence</b>	<b>Please Mark “√” if Document submitted</b>
<b>Essential Documents</b>			
1	Legal Constitution of the organization	Certificate of Incorporation/ Registration/ License under section 25 of the (Indian Companies Act)	
2	Financial Turnover	Audited balance sheet, Profit & Loss Account and Receipt & Payment Account duly certified by an Auditor for last three financial years.	
3	Existing Management Team and Technical Team	Attach CV's of the management team	
<b>Desirable Documents</b>			
5	Third Party Certification	Attach proof of third party certification for all trades	
6	Past Experience	MoU with employers/ letters from employer on company letterhead not more than three months old	
7	Rate Contract	AMC details where the vendor currently engage.	
8	<b>Any other documents submitting by the Tenderer, to be mentioned here:</b>		

**Mention “NOT APPLICABLE” if the document is irrelevant.**

### **SETTELEMENT OF DISPUTES**

All disputes or differences of any kind whatsoever arising out of or in connection with execution of this contract, whether during the progress of the supply or after their completion, shall be referred by the supplier to the Director of the Institute and the competent authority of the institute shall within reasonable time shall examine the case on its merit and on basis of any representation made in this context and notify decisions thereon in writing. The decision of the Director of the Institute shall be binding upon the supplier. If the supplier is not satisfied with the decision of the competent authority of the Institute, on any matters in question, dispute/difference to be arbitrated upon shall be the jurisdiction of the High Court at Kolkata.

The High Court of Kolkata will only be the jurisdiction to deal with and decide on any dispute whatsoever arising out of this tender.

The Director of the National Institute for Locomotor Disabilities (Divyangjan), reserves the right to reject any or all the tenders without assigning any reasons or giving any explanation thereof. No claim for damages will be entertained in this regard.

**In addition to above, all others terms & conditions will also be binding as applicable in Govt. of India Purchase Rule.**

The above conditions are stipulated without any prejudice.

**DIRECTOR  
NILD, KOLKATA**