

# CSIR-CENTRAL INSTITUTE OF MINING & FUEL RESEARCH DHANBAD (JHARKHAND), INDIA

# BID DOCUMENT FOR DEVELOPMENT/ RE-DESIGNING OF WEB CONTENT MANAGEMENT SYSTEM (WCMS) BASED WEBSITE OF CSIR-CIMFR, DHANBAD

(OPEN TENDER IN TWO BID SYSTEMS)

## To Be Submitted To

Stores & Purchase Officer, Central Institute of Mining & Fuel Research, Barwa Road Campus, Dhanbad-826015, Jharkhand, INDIA

Ph: +91-032-2396018 EPABX: 0091 0326 2296026/28/29

Extn: 4429,4251,4336

NB: THIS BID DCOUMENT CAN BE DOWNLOADED FREE OF COST FROM OUR

WEBSITE: <a href="http://www.cimfr.nic.in">http://www.cimfr.nic.in</a></a>
E-Mail: <a href="mailto:msansarispo@gmail.com">msansarispo@gmail.com</a>,



# सी.एस.आई.आर. - केन्द्रीय खनन एवं ईंधन अनुसंधान संस्थान CSIR- CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH बरवा रोड कैम्पस, धनबाद 826015-झारखंड (भारत)

Barwa Road Campus, Dhanbad -826015, Jharkhand, India Phone no. 0326- 2396018, 7091365227 EPABX: 0091 0326 2296026/28/29

Extn: 4429, 4251, 4336

ई-मेल/E mail - <u>msansarispo@gmail.com</u>, spo.cimfr@rediffmail.com

NIT NO: CIMFR/PUR-6(26) /2015 Dated: 13.01.2016

## निविदा आमंत्रण /NOTICE INVITING TENDER

निदेशक, सीएसआईआर-सिंफर, नीचे वर्णित सामग्री हेतु नामी वेब डिजाइनर से द्विबोली पद्धति के आधार पर खुली निबिदा आमंत्रित करते है । प्रिबिड सम्मेलन दिनांक 11.01.2016 के उपरांत संस्थान द्वारा तय की गई स्पेसिफिकेशन्स को अंतिम रूप दिया गया है और इसे टेंडर प्रपत्र में अंकित कर लिया गया है/ The Director, CSIR- CIMFR, DHANBAD invites tender from reputed web designers for the below mentioned work on double Bid system. The specifications have been finalized and incorporated in the tender document after Pre- Bid conference hold on 11.06.2016.

क्रम/ S.N	मिसिल संख्या File No.	सामग्री का विवरण /Description of Item	, ,	<b>ईएमडी रु0</b> /EMD –Rs.
1-	CIMFR/PUR-	सीएसआईआर-सिंफर धनबाद के वैबसाइट का	<mark>एक इकाई</mark>	
	<mark>6(26)2015</mark>	विकास / पुनर्विकास	(One Unit)	Nil/कोई नहीं
		Development/Redesigning of a Web  Content Management System (WCMS)  based website of CSIR-CIMFR,Dhanbad		

बोलीदाता कृपया ध्यान दें- उपरोक्त निविदा निम्न समयानुसार जमा कराएं/ Bidders are requested to kindly submit their quotation as per mentioned schedule .

निविदाएं जमा करने की अंतिम तिथि/ Last Date of Submission: 27.01.2016 Time: Up to 1.00 P.M

निविदा खोलने की तिथि/ Date of Opening (Technical): 27.01.2016 Time: 3.00 PM

निविदा पत्र की पूरा विवरण कार्यालय वैबसाइट पर उपलब्ध है /Detailed Tender Documents is available at www.cimfr.nic.in which may be downloaded free of cost .

- 2. इच्छुक बोलीदाता और अधिक जानकारी भंडार एवं क्रय अधिकारी, सीएसआईआर-सिंफर, धनबाद, झारखंड, भारत से प्राप्त कर सकते हैं/Interested Bidders may obtain further information from the office of the Stores & Purchase Officer, CSIR-CIMFR, Dhanbad, Jharkhand, INDIA.
- 3. निविदाप्रपत्र फ़र्म के लेटरहैड पर स्पष्ट तौर से टंकित/कम्प्युटर टंकित होना चाहिए। Bid should be neatly typed/ computerized on the letterhead of the firm, If any cutting is there, it should be duly certified.
- 4. बोलीदाताओं को अपनी निविदा जमा करते समय यह सुनिश्चित कर लेना होगा कि उनके द्वारा दी जा रही वांछित सूचनाएँ निर्धारित प्रपत्र पर सम्पूर्ण टेंडर प्रपत्र के साथ प्रस्तुत की जा रही हैं, यदि आवश्यक हो तो अतिरिक्त शीट का प्रयोग कर सकते हैं।सम्पूर्ण टेंडर प्रपत्र पर बोलीदाता की ओर से प्राधिकृत हस्ताक्षरकर्ता के हस्ताक्षर व मुहर लगी होनी चाहिए/ Bidders are required to submit the complete tender document along with the requisite information related to their bids in the prescribed formats given in the tender documents. Additional sheets may be used, if required. The complete tender documents should be signed and stamped by the authorized signatory of the bidder.
- 5. निदेशक, सीएसआईआर-सीआईएमएफआर को यह अधिकार है कि वह, कोई कारण बताए बिना, किसी या सभी निविदाओं को अंशत: या पूर्णत: स्वीकार/ अस्वीकार कर सकता है, या उसके/उनके क्रम को भंग कर सकता है जो कि भाग लेने वाले सभी बोलीदाताओं को बाध्यकारी व मान्य होगा/ The Director, CSIR-CIMFR, reserves the right to accept/reject any or all tenders either in part or in full or to split the order without assigning any reasons there for, which will be binding and acceptable to the all participating bidders.

हस्ता0 / Sd भंडार एवं क्याधिकारी / **S.P.O.** 

#### **GENERAL TERMS & CONDITIONS:**

- 1. The offer must be enclosed with the following formats.
  - (i) Specifications and allied Tech Details Firm (ii) Price Schedule (iii) Service Support Detail Form (iv) Deviation Statement, comprise of the following, failing which it will be treated as non-responsive, hence rejected:
- 2. Late/Delayed tenders shall not be accepted. Any financial offer/ escalation after opening of the bid are not acceptable.
- 3. Recent Past Purchase Orders of similar equipments, client list with contact details & Performance Certificate.
- 4. Taxes: Rates of all taxes should be indicated clearly. This office is not eligible to issue "C" or "D" form
- 5. **Payment Terms**: 100% against satisfactory service & commissioning or mutually agreed.
- 6. The exact figure in %age for discount, if any.
- 7. The period of validity of each bid must be 180 days / more than 180 days from the date of opening.
- 8. Any Extra Charges for Warranty, Installation, Commissioning, Any levy, Any other charge(s) must be mentioned clearly.
- 9. Warranty: The warranty period will be 3 years after successful completion of the assignment. During warranty period onsite support, email support and/or remote support should be provided. Annual maintenance period will be 3 years post-warranty period (to be included in the price bid and will be considered for overall evaluation. Otherwise the Bid may be cancelled.
- 10. Copy of last audited balance sheet, Income tax registration/ PAN Card, Latest Income Tax clearance certificate, Proof of Manufacturer's Authorization for this offer, Agreement of Service Provider and Warranty Support Service, Local Service Centre Details with contact Nos., DGS&D Registration No. of Indian Agent, if applicable.
- 11. Conditional tenders shall not be accepted.
- 12. The quotations must be neatly typed or computer printed. Hand written offer will be rejected. Quotations must carry the numbers of sales tax / VAT / TIN invariably on the top. Incomplete/conditional/tender received after due date and time will be summarily rejected.
- 13. The following are some of the important points, for which a tender may be declared as unresponsive and liable to be ignored at initial stage or any point of time of processing:
- (i) The Bid is unsigned.
- (ii) The Bidder is not eligible.
- (iii) The Bid validity is shorter than the required period.
- (iv) The Bidder has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
- (v) Bidder has not agreed to give the required performance security.
- (vi) The goods quoted are sub-standard, not meeting the required specification etc.
- (vii) Against the schedule of Requirement (incorporated in the tender enquiry), the tenderer has not quoted for the entire requirement as specified in that schedule and in the prescribed formats.
- (viii) The tenderer has not agreed to essential condition(s) incorporated in the tender enquiry.
- (ix) The tenderer fails to timely respond to query/clarification sought by the Purchaser during the tender evaluation.
- 14. **Settlement of Disputes:**(a) In case of Dispute or difference arising, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996. Director General, Council of

Scientific & Industrial Research will appoint a Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. The venue of the arbitration shall be the Dhanbad.

- 15. **Liquidated Damages**: LD/Penalty @ 1% per week subject to maximum 10% or as decided by the competent authority will be imposed on non-compliance/violation of Purchase Order terms & conditions.
- 16. **Acceptance / Rejection**: Director, CIMFR, Dhanbad reserves the right to accept a quotation in part or in full or to reject all quotations or any of the quotations received, for non-compliance or any of the above items, conditions or instructions or for any other reason without assigning any reason thereof.

## **INSTRUCTIONS TO THE BIDDERS**

- 1. Each quotation sent by post/courier should be enclosed in double cover. The inner cover must be sealed with wax and must be superscribed with "Tender Enquiry No. " & "Date of Opening". The outer cover should bear only the address of the sender and the received without any indication that there is a quotation inside.
- 2. **Bids have been invited on Two Bid system**, Therefore, the Bidder shall seal the un-priced commercial and technical bid comprising the documents and the priced bid in two separate envelops duly marked as "Technical bid" and "priced bid". Both the envelopes shall then be sealed in one outer envelope.
- 3. Tenders/Quotations delivered personally should be put in the Tender box kept at the Receipt Section of CSIR-CIMFR, Dhanbad.
- 4. All tenders/quotations should be sent to the following address: Stores & Purchase Officer, Central Institute of Mining & Fuel Research, H.Q.: Barwa Road Campus, Dhanbad 826 015 (Jharkhand), India.
- 5. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
- 6. **Specification and Make**: Quotation should be given for the exact specification and make as shown in the enquiry against SI. No. of the item., if in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any CSIR Lab / any Govt. Organization including detail of price & all charges must be attached.
- 7. **Delivery schedule**: Specific mention should be made whether the delivery will be made as per attached delivery schedule. In case of the later the period of delivery must be mentioned clearly and the same has to be strictly adhered to.
- 8. **Opening of Quotations:** The quotations will be opened by three officers committee of CIMFR. You may attend tender opening as per the schedule.

.

## Final Techno-commercial Specifications

# <u>Development /Re-designing of a Web Content management System</u> (WCMS) based website of CSIR-CIMFR Dhanbad

The following specifications have been finalized in the pre-bid conference on dated 11/01/2016, after detailed discussions with the prospective bidders who attended PBC.

#### Introduction:

CSIR-CIMFR is a constituent laboratory of Council of Scientific and Industrial Research (CSIR) under Ministry of Science & Technology, Govt. of India to provide basic research, R & D back-up, advisory services and help in technology up-gradation to mining and fuel industries. CSIR-CIMFR consists of 52 departments approximately and 2 campuses with a total of four regional units spread all over India. CSIR-CIMFR possesses a team around 600 scientists/technical/supporting personnel having rich knowledgebase of Indian geo-mining conditions, equipped with modern laboratory and different national tests facilities and serves national and international clients of mining and fuel sectors.

The present website at http://cimfr.nic.in is now outdated, and does not permit the dynamic changes required to update the system. It has been decided to replace this site with a website based on Web Content Management System (WCMS) containing a modular structure and work flows.

#### Objectives for revamp/ redesign:

CIMFR intends to do complete revamp of CIMFR Website from a static site to a dynamic one. The site should be cross browser, cross resolution compatible.

- New concept, layout, navigational structure using state-of-the-art technology
- Bilingual website
- Aesthetic appeal
- Navigational ease
- Secured Login system, feature of forgets Password should be provided, Password will be stored in encrypted form in database, and the admin should be able to reset the password of any user if needed.
- Every department is to be given a login id and password to update their information on Website.
- Easy availability of important information to target users.
- To ensure that same information when displayed in multiple pages will always be correct without any manual intervention in each page.

#### Scope of work:

- The entire Website should be developed using PHP, MySQL. Any other standard open source tool/language/package can also be included wherever required. The use of only open source Content management package - Wordpress customized content management package will be accepted.
- The Website should be cross OS & Browser compatible i.e. support Mozilla, IE, Google chrome, Opera and other popular web browser etc and support all type of monitor and its different resolution and size with responsive.
- Proper documentation has to be ensured inside the program.
- The extensive training to all HODs and the web administrator has to be provided at CSIR-CIMFR, Dhanbad to handle web content related to their departments.
- The Website should be able to export database or part of database in .csv file and import .csv file of given format using web interface only by the administrator.
- There should be single menu file, header as well as footer file so that if changes are made
  at one place the same is reflected in all the pages calling these files. In all the pages the
  same menu, header and footer file should be called wherever necessary
- Dynamic (database driven) features that can be updated from specific web forms
- Adding of contents / graphics to all static inner pages.
- Creation of custom Content Management System or use of any open source Content Management System - WORDPRESS.

This CMS will be operated from a password protected admin interface. The responsibility of updating contents through the CMS can be assigned to multiple admin users. These admin users and their access privileges can be defined by the super administrator as and when required.

- The design and presentation of existing CIMFR website has to be changed and made dynamic specially to the following sections:
  - **CIMFR Info:** There should be a page relating to the history of CIMFR archive with images and text from past. The contact us page should be completely dynamic in nature e.g. if a change is made in the database like email or phone etc, the same should be reflected in contact us also.
  - HODs Each HOD should be registered and should be given their own login ID and password. HOD can be added, edited, deleted. All details can be added. All staff details can be managed from one place and will show up in staff pages on departments, administration, and email of staffs. The entire research mandate, details about staffs, ongoing projects, facilities and infrastructure, etc, of departments should also be present and should be accessible from the home page. The visitor can search from department-wise, member-wise etc. all information should come in a drop down. This information can be retrieved from each department's database.
  - Departments- This constitutes the major part of our Website. Whatever layout decided has to be implemented in all the 52 departments. Facility to manage R&D offered by each department and uploading of mandates, research activities, projects and consultancies, Laboratories, staffs details with photograph including project fellows and assistants. The tentative layout given below may be modified but the information should not be lost.
    - Name and mandate
    - Major achievements

- People
  - Staffs (Name, Designation, Photo, Brief Bio-data, Publication, Contact Details, Qualification, Specialization, Research Interest etc.)
- List of facilities and infrastructure with brief description and photographs
- List of ongoing projects
  - Name
  - Sponsor
  - Duration
  - Objectives
  - Major outputs
- **Notifications** Vacancies, Tenders, Important Notices will be managed from the CMS. The vendor can also register them shelves for getting email/SMS alert in case of any change or new advertisement.
- Tenders –Civil & Purchase and Vacancies Regular & Project
- Events (Science day/ foundation day) —Profile of chief guest, his address, director's address, photographs, videos, etc. can be linked for each event.
- Rules All rules should be displayed as web page and show download option in .doc and PDF both. All the .doc file or .pdf file should be in web page and there should be two options to download the .doc file and the .pdf file.
- **Search –** Website Search & Web Search
- Employee & Vendors Database: The site should have a web interface through which details of Employee data can be stored including their image. The users should also be able to change their information. All changes should be password protected. The list of vendors who wants to get information about the tenders can also be stored in the database. There should also be an interface through which one can retrieve the desired data from these tables and can take a print.
- Complete documentation on the WCMS website- User Manual and Technical Manual has to be provided.
- The warranty period will be 3 years after successful completion of the assignment. During warranty period onsite support, email support and/or remote support should be provided. Annual maintenance period will be 3 years post-warranty period (to be included in the price bid and will be considered for overall evaluation.

#### **Special terms and conditions:**

- The bidder should enclose client list with contact address for reference. Attach photocopies
  of work orders and work completion certificate. The bidder should also submit a recent
  certificate from the Institute/University/Organization stating that the website is running
  successfully.
- 2. Vendor will have to successfully complete website packages development & installation maximum within two months from the date of the purchase order.
- 3. The bidder must have at least 3 years of experience of creating and managing quality website preferably WCMS based websites of large institutions/companies. The documentary evidences must be provided for at least 3 similar works.
- 4. The bidder should provide an operational guarantee on the WCMS designed and also provide support for at least 5 years from the launch of our website.
- 5. The complete source code will be the property of CIMFR, Dhanbad.
- 6. Bidders are required to submit minimum 03 different Mockups including Home Page, department and individual profile separately. The content and logo may used from our existing website <a href="www.cimfr.nic.in">www.cimfr.nic.in</a>. These Mockups are to be designed on the lines of following reference sites
  - A <a href="http://www.jkmrc.ug.edu.au/">http://www.jkmrc.ug.edu.au/</a>
  - B <a href="http://www.csiro.au/">http://www.csiro.au/</a>
  - c <a href="http://www.iisc.ernet.in/">http://www.iisc.ernet.in/</a>
- 7. The bidders should note that entire website design work to be developed under the

## supervision of CSIR-CIMFR.

8. In case of any query an e-mail may be sent to <a href="mailto:rlolarak@yahoo.com">rlolarak@yahoo.com</a>

## (B) Delivery Schedule

Schedule		Reference		
	Purchaser's	Supplier's response		
Expected designing schedule	6-13 weeks	weeks/	From the date of purchase order	
Launch of new website	14 <sup>th</sup> weeks	weeks		

# (PART-I Technical Bid))

# DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

SI. No.	Information	Bidder's response
		Enclosed (Yes/No) ( Ensure that it should be up to date and page numbered)
01.	Name of the Agency	
02.	Name of the concern: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organisation)	
03.	Full Address of Regd. Office (i) Telephone No. (ii) Fax No. (iii) e-mail address	
04.	PAN No.	
05.	Service Tax Registration No.	
06.	Service Tax paid during financial years 2012-13, 2013-14, 2014-15	
07.	Details of major contracts handled in last two Years.	
08.	Certificate - Not blacklisted etc.	
09.	The firm / agency should have a fully functional Customer Service Center(s) in this region, if any should be enclosed with technical bid.	
10.	03 (Three) different Mock up including Home page, department and individual profile	
11.	(a) Experience and Technical Capacity:  Performance statement in enclosed format: Past experience towards similar services in other CSIR Labs/ Institutions/ Govt. org./ Govt. research Laboratory/ Govt. University/ Autonomous body/ PSU / Govt. Academics with contact detail & address.	
12.	(b)Client list with contact detail, responsive phone No., e-mail & address	
13.	Any other relevant information	
		lignature of authorized Person with sea

12.	(b)Client list with contact detail, responsive phone No., e-mail & address	
13.	Any other relevant information	
	Si	gnature of authorized Person with sea
Date :	Name :	
Place :	Seal:	

# **SERVICE SUPPORT DETAIL FORM\***

SI. No.	Nature of service	List of similar type	Details if the Contact		
	provided	service in past three	person fax, phone,		
		years	email etc.		
	ļ				
	ļ				
	ļ				
	ļ				
*Documentary	evidence should be	enclosed.			

Signature and Seal of the manufacturer/Bidder
Place :
Date :

# 1. PERFORMANCE STATEMENT FORM (past performances) (For a period of last 3 years)

## Name of the Firm.....

Order placed by (Address of the Purchaser)	Order No. and date	Description And quantity of the ordered equipment	Value of the order	Date of completion of the delivery as per contract	Date of actual completion of delivery	Remarks of late delivery if any	Has the equipment been installed satisfactory? (Documentary evidence)	Details of the Contact person (phone fax, email etc)

Signature and Seal of the manufacturer/Bidder
Place:
Date:

## 2. DEVIATION STATEMENT FORM

1) The following are the particulars of deviations from the requirements of the Tender specifications:

Tender Clause/specifications	Deviation	Remarks justification)	(including

Place:
Date:

Signature and seal of the Manufacturer/Bidder

## NOTE:

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

# PART-II

# <u>Financial Bid Forms</u>

Name of the Bidder\_\_\_\_\_

NIT Reference	ce No			
File Reference	ce No			
Sl.No.	Description	Quantity	Unit Price (in INR)	Total Amount (in INR)
1.				
2.				
3				
FOR ( CIM	FR Stores)		<u>.</u>	
Service Tax	(their rate(s)as the ca	ase may be clearly	specified)	
Installation	& Commissioning cha	arges if any		
Annual Mai	ntenance Charges for	3 years		
				iceords
Signature of I	Bidder			
Name				
Business				
Address				