



भारत सरकार

Government of India

पृथ्वी विज्ञान मंत्रालय

Ministry of Earth Sciences

राष्ट्रीय तटीय अनुसंधान केन्द्र (एन सी सी आर)

NATIONAL CENTRE FOR COASTAL RESEARCH (N C C R)



MoES/NCCR/SWQM-Web/61/2018

28.08.2019

NOTICE INVITING E-TENDER (Open E Tender – Two Cover System)

To

All the Eligible Bidders

Dear Sir/Madam,

You are invited to submit your most competitive **ONLINE** quotation through the Central Public Procurement (CPP) portal web site <https://eprocure.gov.in/eprocure/app> in **Two cover system (Technical and Financial)** on or before the prescribed date and time for the design and development of Seawater Quality Monitoring (SWQM) web Portal for NCCR, Chennai.

Manual bids shall not be accepted for Financial bid except for the original documents/instruments if any asked in this tender. However, Bidders are requested to submit a hardcopy Technical bid on or before the tender opening date mentioned in this tender document.

The details of tender items are available in the tender document which can be downloaded from <https://www.nccr.gov.in> and Central Public Procurement (CPP) portal web site <https://eprocure.gov.in/eprocure/app> and the bids are to be submitted **ON-LINE** on <https://eprocure.gov.in/eprocure/app> up to last date and time of submission of tender.

1. Brief Details of Tender

S.No.	Details	Description
(i)	Name of Supply/Work	Design and Development of SWQM Web Portal. For complete details, tender document can be downloaded from the above said websites.
(ii)	Tender reference No.	MoES/NCCR/SWQM-Web/61/2018
(iii)	Required Validity of Bid	180 Days from the date of opening of Tender.
(iv)	Tender document fees	Rs.500/-
(v)	EMD fee	Rs.50,000/-
(vi)	Language of Bid	English
(vii)	Bid Currency	INR only

रा.स.प्रौ.सं. परिसर, वेलच्चेरी तांबरम मेन रोड, पल्लिकरणै, चेन्नै-600 100.

NIOT Campus ,Velachery-Tambaram Main Road, Pallikaranai, Chennai-600 100.

दूरभाष/Tel : 91-44-66783599 Fax: 66783487

2. Complete tender can be viewed and submitted through <https://eprocure.gov.in/eprocure/app>. To use the Electronic Tender portal <https://eprocure.gov.in/eprocure/app>, bidders need to register on the CPP portal.

3. Important instructions to bidders for online bidding

3.1 The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) portal <https://eprocure.gov.in.in/eprocure/app>, using valid Digital Signature Certificates.

3.2 SUBMISSION OF BIDS

- i) Bidder should log into the CPP site well in advance for bid submission so that bidder can upload the bid in time on or before the bid submission time.
- ii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- iii) Bidders select the payment option as offline to pay the Tender Fee/EMD and enter details of the DD/BC/BG/others, if any asked in the tender.
- iv) Bidder shall digitally sign and upload the required technical bid document by a single PDF file and the financial bid as indicated in the tender document.
- v) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- vi) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast. **There is no need to scan and send the complete Tender document and it is not required.**
- vii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

Bidders shall download the Schedule of Quantities & Prices, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. The Technical bid also uploaded in CPP Portal in the appropriate place.

If the template of Schedule of Quantities & Prices file is found to be modified/ corrupted in the eventuality by the bidder, the bid will be rejected.

- viii) Bidders shall submit their bids through **online e-tendering system** to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- ix) After the bid submission (**i.e. after Clicking "Freeze Bid Submission"** in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening (if any) or for records.
- x) Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- xi) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

3.3 ASSISTANCE TO BIDDERS

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender of the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal by bidders should be addressed to 24X7 CPP Portal Helpdesk by using the Toll Free numbers given in the CPP website.
- (iii) Clarifications, if any required to be sought on this tender may be obtained through writing letter, addressed to The Director, NCCR, II Floor NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai- 600100 (OR) email to nccr@nccr.gov.in (OR) contact 044-66783599.
- (iv) Bidders should submit/upload their bid in CPP Portal, digitally signed and placed in appropriate covers/places only.



Head of Office

**E-TENDER DOCUMENT FOR DESIGN,
DEVELOPMENT AND MAINTENANCE OF SWQM
WEB PORTAL**

TENDER REF NO. MoES/NCCR/SWQM-WEB/61/2018

Final Version

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR COASTAL RESERACH CENTRE (NCCR)
CHENNAI, INDIA**

August 2019

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**MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR COASTAL RESEARCH (NCCR), CHENNAI-600100**

**NOTICE INVITING TENDER
E-TENDER NOTICE
TENDER No. MoES/NCCR/SWQM-WEB/61/2018**

On behalf of Hon'ble President of India, the Ministry of Earth Sciences at its National Centre for Coastal Research (NCCR), Chennai-600100 invites E-Procurement Tender (Online Tender through website <http://eprocure.gov.in/eprocure/app>) in two bid system from qualified firms for the requirement of following work/service.

S.No.	Particulars	Quantity
1.	Design, Development and Maintenance of SWQM Web Portal	**

Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> within the stipulated date & time mentioned in tender document available at the websites <https://eprocure.gov.in/eprocure/app> & <https://www.nccr.gov.in>. Bidders are requested to follow the instructions carefully as per the tender document and instructions given in above said websites.

Any corrigendum / addendum regarding this tender will be available on the above said websites only.

Sd/-
Director, NCCR

DISCLAIMER

1. Though adequate care has been taken while preparing the E-Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within ten (10) days from the date of publication of Tender Document/ Issue of the Tender Document, it shall be considered that the Tender Document is complete in all respects.
2. NCCR reserves the right to modify, amend or supplement this Tender Document.
3. While this Tender Document has been prepared in good faith, neither NCCR nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender Document, even if any loss or damage is caused by any act or omission on their part.

Place: Chennai

Date: 28.08.2019

NCCR

DEFINITIONS

Following terms used in the document will carry the meaning and interpretations as described below:

"Bid" shall mean the Technical and Price Bid submitted by the Bidding Company / Bidder along with all documents /credentials/ attachments, formats, etc., in response to this Tender Document, in accordance with the terms and conditions hereof;

"Bidder" shall mean the Bidding Company submitting the Bid. Any reference to the Bidder includes Bidding Company including its successors, executors and permitted assigns jointly and severally, as the context may require;

"Bidding Company" shall refer to such single Company that has submitted the response in accordance with the provisions of this Tender Document;

"Chartered Accountant" shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949;

"Company" shall mean a body corporate incorporated in India under the Companies Act, 1956 or the Companies Act, 2013, as applicable;

"Tender Document" shall mean the bidding document issued by NCCR including all Flowcharts, Drawings, Formats & Annexures etc. **Vide Tender Document No.MoES/NCCR/SWQM-WEB/61/2018 and** also including all amendments / clarifications thereof;

"NCCR" shall mean National Centre for Coastal Research;

"Selected Bidder or Successful Bidder" shall mean the eligible Bidder who has been selected based on this Tender Document issued by NCCR;

"Bid Deadline" shall mean the last date and time for submission of Bid in response to this Bid as specified in Bid document and as specified in Tender schedule, of this Bid document including all amendments thereto;

"Authorized Signatory" shall indicate the authorized signatory who can discuss and correspond with the NCCR, with regard to the obligations under the contract.

"The Government" means the Government of India.

"The Goods" means all the all the material / services, which the Vendor is required to supply to the Tendering Authority under the Contract;

"Day" means calendar day;

"Week" means calendar week;

"Month" means calendar month;

“Static page” means a Web page that is built using HTML code and features the same presentation and content, regardless of user identity or other factors. Also, it does not involve any database linkages.

“Dynamic Page” it can contain client-side scripting or server-side scripting to generate the changing content, or a combination of both scripting types. These **sites** also include HTML programming for the basic structure.

NCCCR

Tender Reference No.: MoES/NCCR/SWQM-WEB/61/2018**SCHEDULE TO TENDER**

1	Tender Reference No.	: MoES/NCCR/SWQM-WEB/61/2018
2	Name of Organisation	: National Centre for Coastal Research (NCCR)
3	Type of Tender	: OPEN – E-Tender
4	Mode of Tender	: Two cover – Technical and Financial
5	Description of the Item	: Design, Development and Maintenance of SWQM Web Portal
6	Quantity	: ***
7	Date of Issue / Publishing	: 28.08.2019
8	Document Download/ Sale Start Date	: 28.08.2019
9	Document Download/ Sale End Date	: 30.09.2019 (17:00 hrs IST)
10	Clarification Start Date	: 28.08.2019
11	Clarification End Date	: 30.09.2019 (17:00 hrs IST)
12	Last Date and Time for ONLINE uploading of Bids	: 30.09.2019 (15:00 hrs IST)
13	Date and Time of opening of Bids	: 01.10.2019 or later
14	Date and Time of pre – bid meeting	: 16.09.2019 , 11:00 hrs at NCCR
15	Mode of submission of bids	: Online through Central Public Procurement Portal. http://eprocure.gov.in/eprocure/app
16	Manual submission of Technical bid	: 27.09.2019 (on or before 15:00 hrs IST)
17	Tender document fee	: Rs.500/- as defined in Clause 14 of Section- I of this Tender document and will be valid for 90 days from the date of opening of Tender.
18	EMD	: Rs.50000/- as defined in Clause 14 of Section- I of this Tender document and will be valid for 90 days from the date of opening of Tender.
19	Validity of offer	: 120 days from the date of opening of tender
20	Address for communication	: The Director, National Centre for Coastal Research (NCCR), 2 nd Floor, NIOT Campus, Pallikaranai, Chennai-600100
21	Contact Details	: NCCR, 2 nd Floor, NIOT Campus, Pallikaranai, Chennai – 600100 Tel:044-667873599 email id: nccr@nccr.gov.in

SECTION I

INSTRUCTIONS TO BIDDERS

1. National Centre for Coastal Research (NCCR), Ministry of Earth Sciences invites **Online E-tender** from eligible and qualified bidders for undertaking Design, Development and Maintenance for Seawater Water Quality Monitoring (SWQM) Web Portal.
2. Sharing information / knowledge on technologies, activities and achievements of National Centre for Coastal Research (NCCR) is important for the implementation of the Mission's objective. A knowledge portal, providing necessary platform to all stake holders to share relevant information, knowledge and experience, can be an excellent tool for dissemination of information. NCCR is inviting proposal from interested web-design and development organizations including any Govt. agencies for re-designing and developing the proposed Knowledge Portal based on Content Management System (CMS). The purpose of the proposal is to develop a web interface for participating institutes and NCCR, facilitating transmission of data and information, serving as a data depository accompanying with alert mechanism on time bound activities. It will be a content centric cataloguing web portal, facilitating the interfaces for both NCCR and the participating institutions of the SWQM programme, which involves voluminous data transfer and dissemination of information.
3. The Tender document can be downloaded free of cost from the website of NCCR, viz., <https://www.nccr.gov.in> and the CPP Portal eprocure.gov.in from the date mentioned in the Bid Information Sheet. **The Technical & Price Bid shall be submitted through ONLINE CPP portal and additionally the technical bid, shall also be submitted manually to NCCR.**
4. Prospective Bidders interested to participate in the bidding process are required to submit their Project proposals in response to this Tender Document along with a non-refundable processing fee and refundable Earnest Money Deposit (EMD) as mentioned in Bid Information Sheet.
5. The bids submitted without EMD & Processing Fee shall not be considered for the bidding and such bids shall be summarily rejected. However, exemptions on EMD and Processing Fee for MSEs and Start-Ups will be allowed as per Govt. of India rules. But the bidder should satisfy the tender qualifying criteria.

6. It may be noted that NCCR will not pay any amount / expenses / charges / fees / traveling expenses / boarding expenses / lodging expenses/ conveyance expenses / out of pocket expenses, regardless of the conduct or outcome of the Tendering process.

7. All offers should be in prescribed format written in English only. All correspondence should be made only with tender inviting authority. The invitation to tender is open to all eligible bidders who meet eligibility criteria as specified in the tender document. The tender currency is only in INR.

8. Eligibility Condition:-The submitted tenders will be scrutinized to determine whether they are complete in all respects and meet the essential and important requirements, conditions, etc., as prescribed in the Tender document. The tender which do not meet the following basic requirements, will be treated as non-responsive and it will be summarily rejected.

i) All the relevant documents should be signed by the authorized representative of the firm, where ever necessary.

ii) Tender should be complete with regard to accepting all terms and conditions of tender.

iii) All the requisite supporting documents for the proof of the claim should be submitted as per tender document.

Under the following circumstances, the bid will be summarily rejected.

iv) Tender validity is shorter than required period.

v) Required EMD (amount, mode, validity, etc.) have not been provided as per detail, before the technical bid opening due date.

vi) 100% subsidiary firm of foreign company in India bid through another Indian Agent.

vii) The bid offered is not meeting the tender enquiry specification / scope of work and terms & conditions and specifying any extra conditional terms in the bid.

viii) Bidder has not agreed to other condition(s), especially the terms of payments, etc.

ix) Poor/unsatisfactory past performance of the bidder / firm.

x) Bidders who stand de-registered by DGS&D / banned / blacklisted by any government authority.

9. Qualification Criteria (Bidders should submit necessary supporting documents to establish the following qualification criteria)

(i) The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm. Partnerships or Joint Ventures & Consortiums are not allowed to participate in the bid.

(iv) Net worth for the last financial year (2017-2018) should be positive and turn over should be minimum Rs.50 lakhs for any one of the FY 2015-16, 2016-17, 2017-18.

(ii) The bidder must have completed at least 5 years of operation in the field of web application / software development such as content generation, design, development of website and providing maintenance and management services of websites/ portals/web applications.

(iii) The bidder must have their valid website with own domain name.

(v) The bidder should have an established setup in India and product development Center/branch office in Chennai, where the contract activities will be done. Bids from Partnership firms, Joint ventures or consortium and other types of setup will not be acceptable.

(vi) The bidder should have successfully executed at least five projects of similar nature (website development / web based application) in the past five years, out of which at least three projects of similar nature (web design and development) for a Government Ministry or Department/Public Sector company/Government autonomous body during the past 5 years.

(vii) The firm should have Service Tax, PAN / TIN registration.

10. Documents to be signed and submitted by Bidders

(i) The documents required under the tender conditions for submission along with the tender are listed below. The bidder/s are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, bidders may not be qualified for which NCCR reserves its right to reject the bid.

(ii) Documents in Support of Eligibility:

(a) Earnest Money Deposit (EMD) and Tender Processing Fee as per details given below.

(b) Copy of Certification of Incorporation, or company registration certificate, Memorandum and Articles of Association/ Partnership Deed.

(c) Copies of Service Tax, TIN / PAN registration.

- (d) The link of the firm's own website and printout of homepage has to be provided.
- (e) Self-attested copies of work orders (5 clients) and their respective project completion certificates issued by clients for similar works/projects during last 5 years.
- (f) CA certified copy of balance sheet or bank's report for last three financial years i.e. FY2015-16, 2016-17, 2017-18 and Certificate by Statutory Auditor / Practicing Chartered Accountant of the Bidding Company in support of net worth and turnover.
- (g) Contact details of the registered office and product development centre in Chennai (separate sheet in bidder's letter head)
- (h) Compliance with the minimum eligibility criteria mentioned above should be indicated item-wise with the page number of the technical bid document in **Annexure 3**.
- (i) NCCR reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria.
- (j) Bidders qualified after Technical evaluation shall be notified of financial bid opening date & time through the CPP website.
- (k) The complete proposal should meet for: 1. Content Generation, Design, Development, Security Audit, Go-Live and Maintenance support.
- (l) Contract will be awarded to the bidder, as per evaluation of bid specified in **clause 16** of this section. However, NCCR reserves the right to take appropriate decisions in such case and shall not be binding on NCCR to award the contract.
- (m) Bidder should quote the prices in the given format BOQ_XXXX in excel sheet and it should be uploaded / submitted through **online in CPP Portal**.
- (n) Since NCCR being Government organization, no advance payment will be made. Every attempt will be made to make payment within 30 days from the date of receipt of bill/acceptance of service, whichever is later.
- (o) NCCR reserves the right to cancel / withdraw the bid without assigning any reasons for such decision. NCCR also reserves the right to award to any bidder or cancel the orders issued to any bidder without assigning any reason thereof. Such decision will not incur any liability whatsoever on the part of NCCR consequently.

(p) **PRICE BID in BOQ_XXXX format should be downloaded and submitted ONLINE ONLY thru CPP portal and no other mode of submission of price bid is acceptable and they will be rejected.**

(q) Tender document is non-transferable.

11. The supporting documents as called for in the tender conditions, should be duly filled (wherever necessary along with necessary copies / documents for proof) and signed in and are SACROSANCT and scanned copy of the same should be uploaded online mode for considering any offer as complete offer. There is no need for uploading the tender document and this will reduce the size of uploading file. All the Bidders are expected to go through every detail of the tender carefully and provide all requisite details and documents / certificate, and tender documents duly complete in all respect and digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using Digital Signature Certificate (DSC) for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

12. All contracts shall be entered and acting through its designated authority. wherever not so specified, the contractual obligations will be governed by the International contract law or the Indian Contract Law as may be applicable.

13. NCCR reserves the right to cancel / reject entire tender process without assigning any reason.

14. EARNEST MONEY (EM) and TENDER PROCESSING FEE

(a) The **Earnest Money Deposit (EMD) of Rs.50,000/-** should be given in the form of Banker's cheque OR Demand Draft, drawn in any scheduled / Nationalised bank in favour of **Pay & Accounts Officer, IMD, payable at Chennai** and it should be submitted on or before the due date of Technical bid opening during office working hours as a part of technical bid. Scanned copy of such document must be attached online along with the technical bid documents, failing which tender document will be rejected. The earnest money shall bear no interest. Further, if the bidder is seeking exemption from Tender fee and EMD submission,

(b) The participating bidders should pay **Rs.500/-** (Indian Rupees five hundred only) as **tender fee (non-refundable)** in the form of Banker's Cheque OR Demand Draft drawn in any scheduled / Nationalised bank in favour of **Pay &**

Accounts Officer, IMD, payable at Chennai on or before the due date of Technical bid opening during office working hours of NCCR, as a part of technical bid. Scanned copy of such document must be attached online along with the technical bid documents, failing which tender document will be rejected. The bidders, who are exempted from submission of EMD and Tender fees, are requested to enclose the relevant Government certificates, related to the web design and software development category only. The other business categories will not be accepted for exemption.

15. TWO BID SYSTEM

The bidding methodology adopted for this work shall be single stage Two cover system i.e. **The Bidders shall submit their Project proposal (Technical Bid in sealed envelopes by manual submission and both technical and financial bids by ONLINE)** in line with this Tender Document. The last date for submission of bids is as mentioned in the Bid Information Sheet. No bids shall be accepted after the date and time mentioned above. Date of opening of financial bids shall be notified by CPP website after short listing of eligible Bidders based on Technical bid evaluation by a technical evaluation committee.

A. TECHNICAL BID: The bidder should submit the scanned copy for online submission and the same original hard copy of all the following documents as part of the Technical Bid in the stipulated format. The original (EMD & Tender Fee instruments) and **copies of necessary documents of technical bid should be submitted by manual submission** to the NCCR (Contact person Mr.S.Kumar, Tel: 044-66783599) 2 days before the due date of Technical bid opening, during office working hours. The cover containing the necessary technical bid documents should be superscripted by **"Tender Ref No: MoES/NCCR/SWQM-WEB/61/2018, Part I Technical BID for development of web portal"**.

The Technical bid should contain the following details:

- (i) Duly completed Tender Acceptance Letter as per Annexure – 1(original by online and scanned copy by manual submission)
- (ii) Duly completed check list as per Annexure – 2 (original by online and scanned copy by manual submission)
- (iii) The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm. Joint Ventures & Consortiums are not allowed to participate in the bid. The bidder must have completed at least 5 years of

operation in the field of web application such as content generation, design, development and providing maintenance and management services of websites/portals/web applications. Scanned copy of registration certificate by online and copy of the same by manual submission should be provided.

(iv) The bidder must have their valid website with own domain name. Scanned copy of home page print-out by online and hard copy by manual submission should be provided.

(v) Net worth for the last financial year (2017-2018) should be positive and turn over should be minimum Rs.50 lakhs for any one of the FY 2015-16, 2016-17 and 2017-18. Scanned copy of balance sheet or bank's report is required for both online and manual submission.

(vi) The bidder should have an established setup in India and Development Center/branch office in Chennai. The contact details (name of the person, postal address, contact numbers and email id) of the Chennai Centre should be provided in bidder's letter head and it will be included in online and manual submission.

(vii) The bidder should have successfully executed at least five projects of similar nature (web based application/software development) in the past five years, out of which at least three projects of similar nature (web design and development) for a Government Ministry or Department/Public Sector company/Government autonomous body. Performance certificate from their clients should be provided for both online and manual submission.

(viii) The firm should have Service Tax, PAN / TIN registration. Copies of the above registration should be provided for both online and manual submission.

(ix) Original EMD fee instrument as per detail (manual submission)

(x) Scanned copy of EMD fee instrument (online submission)

(xi) Original tender document fee instrument as per detail (manual submission)

(xii) Scanned copy of tender document fee instrument (online submission)

(xiii) Any other relevant documents / Product brochure / web reference (both online and manual)

(xiv) Any other relevant document / certificate which are required to be submitted by the firm in line with the tender requirement.

Manual submission of technical bid documents along with the relevant documents should be submitted to NCCR, before the due date of online e-tender submission (i.e, manual bid (Technical) should be submitted on or before 27.09.2019, 15:00 hrs Indian standard time). It is mandatory to

submit the manual Technical bid on or before the due date and other wise tender will not be considered.

B. PRICE BID should comprise the following:

i) Bidders shall quote only in Indian Rupees as per BOQ_XXXX excel file format, which can be downloaded by bidder along with tender document from CPP portal and after filling the price details it should be uploaded / submitted through **ONLINE only.**

ii) Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

16. BID EVALUATION

The bids, which are determined as substantially responsive (bids conform to all the requirements, terms & conditions and specifications of the tender), shall be evaluated by NCCR for technical compliance and then price aspects. The bidder must submit all necessary authentic data with necessary supporting documents of the various items of technical evaluation criteria **as per section 1 clause 10 of this** Tender Document, failing which, the tender is liable to be rejected. The ranking of bidder will be determined as per the method given below:

(i) Marking Criteria for Technical Bid

S.N.	Evaluation Parameter	Max.Marks	Supporting Document for Proof
1	Firm shall be in existence for the past five years; for Five years (cut off date is tender due date) 10 marks (02marks per year) and above five years 15 marks	15	Copy of Certification of Incorporation
2	Firm shall have at least minimum business turnover of Rs.50lakhs per year from development of websites for the past 03 years. 50 lakhs per year for the past 03 years - 10marks and more than 100 lakhs - 15marks	15	Certificate from statutory auditor / audited financial statements (revenue from consulting vertical to be considered only and not audit / tax)

3	Quality Certification: ISO9001 - 05marks; ISO27001-05marks; CMM3 or above-05 marks	15	Copies of Certificates
4	Experience of development & implementation Web Portal / web based applications in Govt. Sector (order value more than ₹4.5lakhs will be considered) during last 5 years (2013-2018). Each project - 05 marks up to maximum of 25 marks.	20	Copies of completion certificate of work from engaging authority/body/ agency/organization along with respective work orders
5	The bidder shall submit a small write up (max 4pages of A4) regarding the understanding of this project and plan of action and execution.	15	Write up about the project.
6	Completeness of Technical Bid	10	Technical bid
7	Presentation (max 15 minutes) of the proposed methodology & work plan of the project at NCCR: i. Over all understanding of the Project (Maximum 5 marks) ii. Proposed application architecture & framework, innovative ideas / provisions & technologies to be used in the web portal (Maximum 5 marks)	10	PowerPoint Presentation (PPT)

Note: If the supporting documents are not available with the bid, no marks will be awarded.

The bidders who score a minimum of 80 marks in technical evaluation (preliminary evaluation and presentation) out of 100 marks will qualify in the technical evaluation. However, NCCR has the right to determine the qualifying score at the

time of technical tender evaluation. Further, the qualifying score in technical evaluation for MSMEs and Start Up bidders will be 30 out of 35 marks.

(i) Technical Ranking (TR): Technical score (TS) obtained by the Bidder/ Maximum Technical score obtained (T1) X 100 (rounded off to 2 decimal places). All the bids, complying with the tender qualifying criteria (Section I , clause 9) will be considered for technical ranking.

(ii) Commercial Ranking (CR): The bidder with lowest total commercial quote designated as (L1) will be awarded a commercial quote value of 1. Value for higher commercial quotes of other technically qualified bidders will be given in an ascending order starting from 2. Commercial Rank of a bidder would be determined as per following method: - Commercial Rank of Bidder (CR) = (1/Commercial quote value of the bidder) X 100 (rounded off to 2 decimal places)

(iii) Final Score of the Bidder: The Final Ranking of the bidder would be derived by combining 70% of the Technical Ranking and 30% of the Commercial Ranking. **Final Score of the Bidder (FS)= TR*0.7 + CR*0.3**

The bidder with maximum Final Score shall preferably be awarded the order contract, subject to the discretion of NCCR.

17. Any change in Address / Telephone / Fax / e-mail of bidder should be immediately informed to NCCR. The state of non-communication or non-responsive by the firm will make the offer liable for rejection.

18. Clarification regarding contents of the bids: During the course of evaluation process, the contracting authority, shall at its discretion, ask the bidder for clarifications or confirmation on various aspects with reference to shortcomings or deficiencies so noticed in their bids. The request for such clarification or confirmations shall be given in writing to which the bidder will be required to send in their response within the time frame so prescribed in such written communications. The clarifications / confirmations shall be called only in respect of general conditions or requirements of the tender enquiry documents and not on any aspect pertaining to prices or other essential requirements of tender schedule and if the bidder is failing to clarify the queries, their bid may be rejected on the basis of incomplete quotation.

A prospective Bidder requiring any clarification of the Bid documents may raise his point of clarification through Bid Management window after successfully logging to the e-procurement website <https://eprocure.gov.in/eprocure/app>. The bidder may seek clarification by posting query in the relevant window after clicking "Seek

Clarification" option in the view tender details window for tender which can be selected through my tender option of bid submission menu. The clarification will be replied back by the tendering Authority through the e-procurement website which can be read by the bidder through the "Clarification" option under Bid Submission menu. The tendering authority may also respond to clarifications raised by the prospective bidders on e-mail address nccr@nccr.gov.in or the bidder may also write to The Director, NCCR for seeking clarifications by mentioning the tender reference details.

19. Any dispute relating to purchase of goods between NCCR and Bidder shall be subjected to the jurisdiction of a court of law situated in Chennai, Tamil Nadu.

20. No post bid clarification or alteration or modification on the initiative of the bidder will be entertained.

21. Integrity pact / Rejection of bids – If the bidders do not agree with the terms and conditions of tender, their offer will be summarily rejected. Contract with successful bidders will also be cancelled if they do not fulfill the terms and conditions of the contract or till contractual obligation period and their Earnest Money Deposit and Performance Security Deposit (if any) will be forfeited. Canvassing by the bidder in any form, unsolicited letter/communications and post tender corrections would invoke rejection of tender with forfeiture of EMD.

22. Modifications and withdrawal of bids – A bidder may modify or withdraw his bid online after submission but prior to final date of submission of tenders/date of opening of tenders. In case a supplier modifies or amends a bid already submitted online, the latest version of the bid will be accepted.

23. Tender Updates - For any change in terms and condition of this tender / tender specification, changes of due dates through corrigendum, the Bidders are requested to visit the websites <https://www.nccr.gov.in> & Central Public Procurement Portal (CPP) <https://eprocure.gov.in/eprocure/app>

SECTION II

SPECIAL INSTRUCTIONS FOR ONLINE BID SUBMISSION

1) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

2) More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

3) REGISTRATION : Bidders are requested to enroll on the E-Procurement module of the Central Public Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.

4) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

5) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

6) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode/ eMudhra etc.), with their profile.

7) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

8) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.

9) SEARCHING FOR TENDER DOCUMENTS : There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location,

Date, Other keywords etc. to search for a tender published on the CPP Portal.

10) **For searching the Tenders floated by NCCR in the CPP portal**, bidders are requested to select "Search by Organisation" and find out the **Integrated Coastal and Marine Mgmt Project Dirte** in the organisation name column and then click on the respective Tender count number, appearing in the CPP E procurement Portal.

11) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

12) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

13) PREPARATION OF BIDS: Bidder should take into account any corrigendum published on the tender document before submitting their bids.

14) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

15) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

16) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

17) SUBMISSION OF BIDS : Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

18) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

19) Bidders should submit the EMD & Tender Fee as per the instructions specified in the tender document. The original instrument should be posted/couriered/given in person to the Tender Processing Section at the above address, latest by the last date of bid submission. The detail of the Demand Draft / any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

20) A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the Light Blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

21) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

22) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.

23) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

24) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

25) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

26) ASSISTANCE TO BIDDERS :Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

27) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk. The Toll free contact numbers and other contact numbers are mentioned in the CPP E procurement website.

SECTION III

SPECIAL INSTRUCTIONS FOR MSEs & Startups

1. As per Public Procurement policy (PPP) for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must be registered with any of the following in order to avail the benefits / preference available vide Public Procurement Policy MSEs Order, 2012.

1. District Industries Centers (DIC)
2. Khadi and Village Industries Commission (KVIC)
3. Khadi and Village Industries Board
4. Coir Board
5. National Small Industries Corporation (NSIC) f) Directorate of Handicraft and Handloom
6. Any other body specified by Ministry of MSME (MoMSME)
7. Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum issued by MoMSME.

2. MSEs participating in the tender must submit valid & authorised copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate shall attach original notarised copy of the DIC certificate. The MSE's Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSE's certificate matches with the nature of the services and goods /items to be supplied/rendered as per Tender.

3. Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.

4. The registration certificate issued from any one of the above agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

5. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

6. The MSEs registered with above mentioned agencies /bodies are

exempted from payment of Earnest Money Deposit (EMD) & tender fees.

7. Relaxation of Norms for Micro & Small Enterprises (MSEs):

Pre-qualification criteria with respect to Prior Turnover and Prior experience may be relaxed for Micro & Small Enterprises as per GOI guidelines subject to meeting of quality and other technical specifications.

However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc., wherein NCCR reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Micro and Small Enterprises as per GOI guidelines.

8. CONDITIONS FOR START-UP COMPANIES

a) Subject to meeting of Quality and Technical specifications, NCCR may consider allowing the participation of "Start up" companies with capability to execute the supply/ services, as per technical specifications/ perform the job as per scope of work specified in the tender and subject to meeting extent & relevant guidelines of Government of India. This should be confirmed and substantiated in the technical bid.

b) The bidder who intends to participate as "Start up" company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India during submission of Technical bid.

c) Prequalification Criteria with respect to Prior Turnover and Prior Experience may be relaxed for Start ups as per the GOI guidelines.

(i) However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc wherein NCCR reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Start up Companies as per GOI guidelines.

(ii) Start up Companies who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender. The MSME and "Start Up" bidders should furnish the details as per **Annexure 3 (both online and manual submission)**.

SECTION IV

SCOPE OF WORK

1. The scope of the project is to develop SWQM web portal with Content Management System (CMS) using Cent OS / Linux platform server having sufficient memory and 10TB of hard disk space. Government of India has released guidelines for Government of India websites (GIGW). This is issued so as to ensure proper standardization of all content and websites. The proposed website of SWQM needs to be designed with all dynamic features for updation and prescribed web accessibility features. The new website would also have administrative control for all the modules and there would be one admin who will update /add /delete website content through Content Management System (CMS) for some specific pages.
2. National Centre for Coastal Research (NCCR), coordinates the seawater quality monitoring activities with the participation of 8 National Research Institutes and academia. Data on more than 24 parameters on physico-chemical, biological and microbiological characteristics of seawater and sediment were seasonally collected and analyzed using standard protocols. Water (surface, mid-depth and bottom) and sediment samples were collected in each location at 0/0.5 km(shore), 2/3 km (near shore) and 5 km (offshore) distance from the shore. A time series sampling for 36 hrs at 3 hrs interval was carried out at the hotspot stations. The received data from the participating institutions were formatted, compiled and processed stored in an Oracle database Server. It is proposed to automate some of the manual activities at present in order to save time and easy retrieval of information through the development of SWQM web portal.
3. The main components are : 1) Generation of programme Data sheet / Excel sheet. 2) Dash board for Participating Institutes (PI), 3) Dashboard for NCCR, 4) Portal Administrator.
4. The following are some of the suggestions (but not limited to) for inclusion in the design and development of SWQM Web portal. The bidder for the project needs to come up with innovative suggestions / ideas for content generation and is more comprehensive. The minimum requirement of NCCR for the portal development work is given below:

The PI will send the tentative data collection schedule to NCCR and will be approved by NCCR. The well formatted Excel Datasheet will be sent to PI for the respective data collection. The excel sheet is programmed for structure of columns which will match with the database columns and the value checker will check any abnormal values, entered in the columns. Once the data set received by NCCR, it will be verified and reconciled. After making the final version, the datasets will be updated with the database. For automating the manual process of SWQM programme, we require web interfaces for (i) Participating Institutes (ii) NCCR User (iii) Super Admin and (iv) Data View. The proposed web application which should comply features for users to create, process, collaborate and manage collection of data and documents. The complete features of this system will be utilized by NCCR and various Institutions who will collect offline data and submit reports. The proposed web application should be developed in open source technologies for data collection schedule and reports management by various institutions and NCCR as administrator for overall application system. There should be user level management in both Institutions level and NCCR users level and provide provision restrictions such as create, edit, delete and view/download. In short, the objective of the proposed web interface is

- To facilitate the timely data upload on observed sea water quality parameters from the participating institutes for all the seasons.
- Facilitating minimum effort to verify and validate the data for accuracy.
- Enhance the coordination between the NCCR and participating institute operations and automate the workflows involved with timely escalations, auto generated reports, reminders, approval processes.
- To act as a proper document repository system for the SWQM programme.
- To view data in text view and graphical view

4.1 PI Interface

This will be for various institutions for collecting seasonal (Monsoon, summer, etc.) data in various locations in the prescribed format and sending report through this online system for NCCR's data verification and approval.

Calendar Schedule

Schedules will be created by institutions based on calendar date and seasons for data collection with reference to the locations. Provision should be given to select data and time and create schedule.

Data Upload

Presently, data collection sheet is provided by NCCR in the form of MS excel sheet and collected data by institutions are shared in the same excel sheet. The contractor should program forms for data collection and report submission in the form of same format provided by NCCR.

The MS excel format should be available to institutions to download and upload the same format with data and report submission. There must be automatic data variation capture system if the format varied while data entry / uploading the excel sheet. System should highlight varied fields and filled data formats during report submission by institutions.

Document Upload

The Provision should be given for institutions to upload document for report submission. Restrictions should be given for file format and file size.

PI Report Publication

The institutions may publish technical reports based on the collected data. The details of technical reports will be intimated to NCCR. The same details should be available for institutions to provide information on the published reports. The system should be made available for collecting the details of report. This will help both NCCR and institutions to keep records all the time.

Manual data format

The initial data collection starts offline by Institutions. The system should be automated in such a way that offline data collection will be carried out manually in excel format and the same format should be synced with application template/form when uploaded by institution users. The excel sheet will be uploaded by NCCR user end based on the schedules. Institution users will download the same format, fill data in the sheet and upload in to the system.

Reconciliation

System must have option for queries and reconciliation for the queries for the report submitted by Institutions. Based on reconciliation institution users should able to change report and provide comments for queries asked by NCCR. Also, there should be option available for uploading supporting documents for reconciliation in the prescribed file format and file size.

Fund Utilization

NCCR allocate and transfer fund for Institutions for data collection process. System should be available for fund utilization report by various institutions. Institution can able to send fund utilization report by category wise with respect to the total fund transferred by NCCR. The available fund should be shown in the system when utilized fund report sent to NCCR.

4.2 NCCR Interface

Calendar Schedule

Provision should be given for NCCR users to view and approve schedules based on calendar date. NCCR users can view and download (download as PDF) schedules. Alerts should be given to NCCR users for changed schedule. Feature should be given for uploading supporting document in the prescribed format and file size.

Template management

Template should be designed with fields for data capture. The template will be in the type for FORMS. Template will vary for data category. The template should be designed and functionally developed as per the format provided by NCCR.

Manual template that is data capture manual process will be in the form of Excel file format. Feature should be given for uploading and downloading excel sheet and sync data with the created template. Also as a reverse process the created template form and its fields should be able to download in excel format.

Data Verification

When the data report submitted by Institutions then the system should automatically check data formats and highlight wrong data format. If there is abnormal / wrong data identified by the system then it should reflect them in the report by highlighting the data.

Reconciliation Management

Provision should be given to NCCR users to send queries on the reports submitted by Institutions. Queries can be sent by highlighting the data and enter comments for data. Also supporting document should be allowed to upload for sending queries to an institution for particular report. Only NCCR users must be allowed to create queries and acknowledge final report.

Fund/Budget Projection

Fund will be allocated for institutions in different periods of time. System should have provision for recording amount, transfer mode, institution detail and type of fund. Also master data can be added for institution details and bank details for recording funds management. The overall fund transferred and utilized fund report should be generated with the data recorded in the system. Feature should be provided with option to create Budget projection based on the current or previous year data, using the fund utilisation certificate data.

Approvals

Approval for all the data collection report will be done at the NCCR users end. Provision needed by user wise stage approval once the reports submitted by the institutions. The final approver should able to see history of stage by stage approvals and reconciliation history.

Approval can be given for institutions reports publishing. Also queries can be raised by NCCR for the published reports by institutions on their own web for public views.

Notification/Reminders/Alerts

- Notifications
 - Calendar schedule
 - Data Upload
 - UC upload
 - Publication upload
 - Funds transfer
 - Reports submission
 - Reconciliation / Queries
 - Report generation
- Reminders
 - Unscheduled seasons
 - Seasonal/Daily Status
 - Pending Reconciliation / Queries
 - Pending reports
 - Pending data verification by local head
 - Report approval
 - Yearly budget projection
- Alerts
 - Wrong data upload
 - Pending reports seasonal/daily
 - Fund transfer
 - System user change
 - Users password chage

Reports

Various reports should be generated by the system automatically based on the data availability.

- Overall status report
- Institution wise report
- Season wise report
- Daily reports
- Report variation within a day
- Parameter wise report
- Quarterly/Half yearly/Yearly report
- Approvals
- Funds utilized report
- Funds transferred reports
- Equipment wise report
- User wise report
- Other reports
 - Graphical data for data collection report
 - Graphical data for fund utilization

User Management

System should be designed in a way to provide levels and restrictions to various users at both institutions and NCCR user end. NCCR admin user can create user for institutions. Institution user can only view and utilize modules and features provided for their own institution.

NCCR admin can manage all the system users and vary system module utilization permissions.

Dashboard

Dashboard will be provided for all the users based on the user roles.

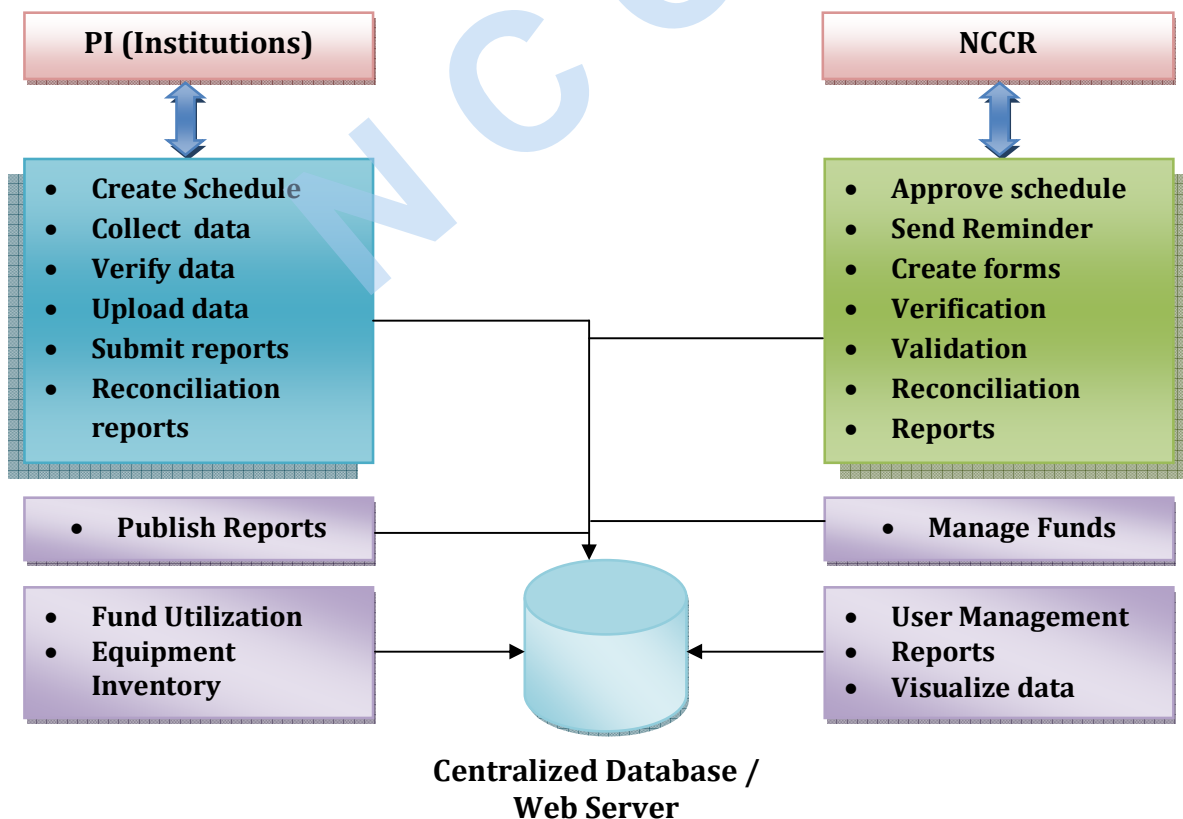
- Institution user:
 - Calendars
 - Reconciliation/Queries
 - Reports submitted
 - Pending
 - Utilized funds and available funds
- NCCR user
 - Calendar schedules
 - Submitted reports
 - Reconciliation/Queries
 - Documents
 - Template/FORMS
 - Pending reports
 - Publications
 - Approvals

- NCCR Admin
 - Users
 - Schedules
 - Reports
 - Documents
 - Publications
 - Approvals
 - Funds
 - Equipment inventory

Other Requirements

- Data input restrictions for FORM fields.
- Schedule creation based on calendar date and restriction for date selection within a short time period.
- For hourly data collection provide field to select time format (AM/PM).
- Location capture in degrees and other format. Automatic location format conversion within the system.
- Wrong data identification while data sync from Excel sheet with the application FORM.
- Equipment details and availability in various institutions provide by NCCR. Use of machine/equipment details while data collection.
- Common user management for each institution for online report submission.

Data Collection System overview



4.4 Data and Security Management

- The data should be encrypted at all times (device, transmission and storage)
- Multiple FORMS deployment for each institution
- Functionalities to produce custom reports by a combination of a range of factors such as data collections, dates, tables, parameters etc.

Data Output

- Data should be output in PDF / Excel formats.

Application Capability

The application should be capable enough to handle the following:

- It should be able to host approximately 10,000 submissions or >1GB (approximately) of data per month.
- It should be equipped to host around 100 users at a time (users, meaning the number of different devices from which data collection FORMS can be filled and data can be sent to the server)
- Data (text/images/document etc.) collected should be stored in a server with encryption.

Security

- The architecture should provide an end to end security model that protects data. Unauthorized access to the application, database, servers and network should be prevented. System should incorporate Audit trail system. Any sensitive information should not be captured/printed in log, console.
- Developer should take regular backup of the audit trail, log files and store it in secured place.
- Developer should ensure that all the new patches related to software applied/installed successfully.
- All the internal/external communication must be done over HTTPS protocol.

Application Quality

Development

Developing quality control measures to ensure:

- FORM fields are created with data input restrictions
- Logics such as report generation, funds utilization, alerts, login attempts, etc. are coded correctly.

- Conversion of FORMS into Excel and Excel data sync with FORM fields are created as per department requirement. Any attempt to access the application over HTTP must be redirected to HTTPS.

Technical Requirements

Development Technology

The proposed solution shall be compliant with industry open standards, wherever applicable. This will apply to all the aspects of solution including but not limited to design, development, security, installation, and testing.

Solution Architecture

Architecture should support multi-tenancy and should be compatible to host in a cloud environment.

S. N	Description	Technology
1.	Server OS	Linux / Ubuntu / Red Hat, CentOS
2.	Application Database	MySQL / Postgre SQL
3.	Application Development Language	PHP / Java / J2EE (Open source preferred)
4.	Application Server	Apache Tomcat/JBoss

1.1. **Deliverables:** Develop a highly beneficial, cost-effective, up-to-date, easy-to-use, interactive, and technically sound website that will remain viable for a minimum of three years and to get Safe to Host Certificate from CERT-IN empanelled auditor.

(i) Working version of the complete website as per requirement of NCCR in Cent OS / Linux operating server.

(ii) Obtain Safe to host certificate from CERT-IN empanelled auditor

(iii) Source code of the final version of the website and content management system

(iv) Design documents and User manual

(v) Training on CMS workflow

(vi) Six months technical support during Go-Live period should be provided by free of cost and thereafter two years support on cost basis.

(vii) NCCR / GOI logos, or any other logo as decided by NCCR, should be designed and displayed prominently in the website.

(viii) Necessary general software (genuine) involved in the project and licenses are to be provided to maintain the website

(ix) It should contain in site archive functions, filter options to maximise the search option.

(x) Portal must be compatible with all the currently available browsers and no plugins are to be required as default to access the portal. Testing to be done on all applicable platforms to ensure that portal is stable and runs fast on all.

(xi) Web portal must be safe and secure and free of any malware, adware or any such unsecure and unwanted scripts. Security audit and testing of the portal at regular intervals should be conducted to keep its security. It should support users to print all pages.

(xii) Broad design of the portal to be generic type and different types of categories of contents/user to be maintained by Web-admin with the facility of addition, deletion, edit, restoring and hide from public view.

(xiii) The design and facilities of the portal to be fully in compliance to the Guidelines for Indian Government Websites (GIGW) and should be based on open source software.

(xiv) All licenses on software part, if any, to be procured in the name of NCCR by the bidder.

(xv) In addition to above, the contractor should develop appropriate training material in order to train backend administrative and user interfaces.

Look of the Website: The website must be visually appealing and contemporary in its design and presentation with an attractive mix of photos, videos, graphics and text.

Ease of Use: The website must provide consistent orientation and navigational aids, such as hierarchical menus that tell users how deep they are into a topic or subtopic as well as a homepage link or icon on each page in the same position.

Allow for interactivity: Include e-mail response, surveys, feedback, online forms, and access to various calendar of events. The designer must incorporate the ability for users to complete interactive online forms for such tasks as membership, feedback, requests etc.,

Form Printing: A number of static forms will be available for printing. Website must have links or embedded plug-ins for opening and viewing these documents.

Content Management System (CMS): The website must be built on a content management system that allows for specific areas of the site (web pages, images, blogs, forms, etc.) to be easily updated.

Responsive Design: The website must be responsive, so that it seamlessly adjust to fit desktops, laptops, tablets and smart phones.

Search Engine Optimization (SEO): The CMS must include the ability to alter title tags, Meta descriptions, alt tags, and headers. The site must be built to be easily crawled by search engines.

Website Analytics: Analytics tracking must be integrated on the site to allow for website visitor tracking, page tracking, etc.

Technical requirements: The website must be built using HTML and CSS. The website must be compliant with Mac and PC, as well as with the latest two versions of Internet Explorer, Mozilla Firefox, Chrome and Safari.

Additional functionalities: The website developer must also cater for the following in the proposal:

3. Some of the important guidelines which the website should meet are:

(i) Portal should be designed in a way that it will permit NCCR officials to update the content/pages easily and quickly using a web-based interface. For this purpose, 2 or 3 normal user accounts shall be created and Admin account will be the final authority to approve the updates.

(ii) **Development of information architecture:** This should ensure that the website content is organized as per visitors' expectations. This is to be done by structuring content to give direct access to most sought-after / important information through the home page itself and also by ensuring that user is able to reach any part of the website within limited number of clicks.

(iii) **Development of user interface design:** This has to ensure professional look and feel for the website. All of its expectations related to the overall aesthetics, content presentation structure and content organization structure are to be achieved to the expectation of NCCR.

(iv) **Development of template on guidelines compliance:** This has to ensure that the website is developed as per GIGW guidelines and is universally accessible. Following will be done to ensure this: a). Development of screen reader friendly website. b). Restructuring overall content with proper heading structure. Ensuring compatibility with popular browsers like Internet Explorer, Mozilla Firefox, Chrome and smart mobile phones.

(v) **News & Announcements Module:**

a) Administrator should be able to Publish Latest News & Announcements on the website. b) Administrator should be able to View/Add/Edit/Delete News/Press Releases by adding News Titles and Details through WYSIWYG editor. b) News added here are required to be reviewed and approved before getting published on the website.

(vi) **Media Gallery:** a) Media gallery should allow NCCR to publish best quality photos/videos on the website. b). It should allow uploading of Image/Video Name, Image/Video, Image/Video Description and Meta tags for each image/Video. c). Should allow review, editing and publishing layers to ensure correctness of the content.

(vii) **Development of Within Site Search Module:**

- a) This module should allow website visitors to search for relevant information within the website.
- b) Customized Google search will work based on keywords and will search the entire database driven content.
- c) Search results will be displayed in the form of listing and will also have link to relevant pages within the website

(viii) **Search Engine Optimization:** This feature will ensure that Department's website is registered in Public Search Engines on appropriate keywords and is displaying the correct information in search description. Following should be ensured for appropriate search engine results:

- a) Integrate Page title, Meta description & Meta keywords for all web pages. b.
- b) Sitemap.xml creation c). Robot.txt file creation d). Manually submit website to top 4 search engines including Google, Yahoo, Bing & Live

4. Project Duration

Maximum duration of the project is 6 Months (180 days) from the award of the contract by NCCR and six months support for post Go-Live period. However, if the contractor completes the entire works within the maximum duration, the milestone periods will be adjusted suitably – agreeable by both NCCR and contractor. The proposed milestones are:

Milestone 1 – Suitable content generation and finalisation, Portal design consisting of information architecture, visual design, usability and other related items – 10 Days from the date of award of contract

Milestone 2 – Portal development consisting of creation of HTML pages, scripts, databases, CMS development etc.– 40 Days from the date of award of contract

Milestone 3 – Portal testing ensuring the functionality and compatibility – 70 Days from the date of award of contract

Milestone 4 - Hosted portal, source code, user manuals, training - 90 Days from the date of award of contract.

The no. of days proposed in the milestone periods are tentative only and if there is any agreeable delay by both parties, the development period will be extended suitably.

5.11. Payment Structure

Milestone	Payment (% of total cost as per Requirement proposal)
Milestone 1	25
Milestone 2	25
Milestone 3	25
Milestone 4	15

The remaining 10% payment along with EMD amount will be released only at the end of six month post Go-Live period from the date of actual work completion. Payment will be released only on submission of Invoice/Bill duly completed in all respect according to milestone achievements.

Penalty

If the contractor fails to complete in full, all delivery and implementation according to the project schedule, NCCR reserves the right to recover penalty @ 1.0% of the values given for the contract value for each complete week or part thereof, for delay up to a maximum of 10% of value of contract price. Thereafter, NCCR will have the right to terminate the contract in case of delay beyond 10 weeks and would have the option to execute the project from market at vendor's risk and cost. NCCR would deduct from the amount due for payment to the vendor, the amount charged as penalty. If the amount of such penalty exceeds the payments due to the vendor, the vendor shall within 15 days make the full payment to NCCR failing which the EMD and 10% balance payment will be forfeited. If there is a reasonable delay either on part of NCCR or the contractor, the same may be adjusted in the milestone schedule.

Project Deliverables (minimum)

- Functional Requirement System document
- System design document
- Deployment Architecture
- Database Schema
- Prototype and demonstration
- Technical Manual and User Manual along with softcopy
- Project services: project management, implementation, warranty and support
- Source code of the developed application
- Code Coverage report
- Test Cases document
- Code Analysis report
- Server configuration manual
- Disaster Recovery report
- Confidentiality and Non-Disclosure Agreement

NCCR will provide the necessary hardware and software required for the development and the existing server details for this purpose are given.

CPU: 1 x Intel Xeon E3-1200 series (3.60GHz base, 8MB Cache and 4 cores)
Chipset & Motherboard: Intel C236 series Chipset on Intel / OEM Motherboard
Memory: (4x8GB) 32GB RAM, 2400 MHz DDR4 with 4 DIMM slots.
Internal (4x4TB) 16TB 3.5 inch hot swap 7200 rpm SATA HDD with integrated server RAID 0 and 1.
Graphics: Integrated Matrox G200 with analog resolution 1600x1200 at 75 Hz with 16 M colors
Optical Drive: One Internal SATA DVD +/- RW (DVD writer) with min 8X.
Network: 2 x Intel or Broadcom gigabit
Operating System: Preinstalled Genuine Microsoft Windows Server 2012

The other required hardware / software can be suggested by the contractor if it is necessary and NCCR will decide later, if it is essential.

After the Go-live period, the contractor should provide the maintenance of the developed portal for an additional period of two years.

Total Time Frame for Website Design, Development and Maintenance

S. N	Activity	First 6 months	Next 6 months	Year2	Year3
1	Design, Development and Launching				
2	Warranty Period/ Go Live period				
3	AMC Period				

Scope of Work during AMC Period

- From the last day of Go-Live period the date of AMC will be commenced.
- During AMC period the Successful bidder shall maintain a Helpdesk via phone and Remote Support Tools for sorting out issues pertaining to the user groups.
- The Successful bidder shall maintain a team of qualified and experienced personnel as may be required to carry out the help desk Services.
- The designation, names and other particulars of each of the Successful bidder’s personnel handling the help desk including the number of queries dealt currently shall be made visible to NCCR.
- Any change in the personnel attending the help desk shall be intimated to NCCR.
- Amongst the help desk personnel, the Successful bidder shall name one person as the Team Leader who shall act as Authority’s Point of Contact for all communication and correspondence in relation to the Services, and the Successful bidder shall not remove/replace the Team Leader during the Term of this Work order.
- The online queries/ calls/ emails / fax etc from the user groups shall be received by the team leader and subsequently marked to the suitable member of the help desk team for attending the same.
- The Help desk should operate during Monday to Friday except National Holidays from 9 am to 8 pm.
- The Help desk shall operate on Saturdays and other holidays on exceptional cases on making special request by the Authority before a minimum of 2 days of such Saturdays and holidays.

- The Successful bidder shall also give all assistance for effecting the additional modifications (if any) suggested by the Authority and to take action to fix the bugs (if any).
- The personnel posted in the help desk should have thorough knowledge about all functionalities of the website
- The personnel posted in help desk are expected to have to be prompt in attending the queries from the user groups and should have thorough service experience to troubleshoot the software
- The Successful bidder has to ensure that the personnel attending the help desk are not changed frequently.
- The Successful bidder shall generate monthly reports in the administrator panel on the actions taken by the help desk in the format approved by NCCR.
- 90% of the Calls / complaints to be closed on the same day and balance within next 48 hours.
- Monitoring of calls and resolution of issues shall be done on a daily basis and report shall be available in real time to the administrator and same may be sent everyday by email. Any discrepancy noted will attract penal clause as mentioned in the work order.
- If the website is completely down for more than a day, penalty @1% of billable amount will be deducted per day from the Bills of the corresponding quarter.
- During the Warranty period, if the website is completely down for more than a day due to software problems, penalty @1% (one percent) of billable amount will be deducted per day from the Bills of the corresponding half yearly payment.
- During the AMC Period, if the website is completely down for more than a day due to software problems, penalty @1% (one percent) of billable amount will be deducted per day from the Bills of the corresponding quarter.
- During AMC period, if 90% of the Calls / complaints are not closed on the same day and balance within next 48 hours, there shall be an imposition of penalty @ 0.5% (zero point five percent) from the Bills of the corresponding quarter.
- The Successful bidder shall take adequate measures to prevent Server downtimes in times other than scheduled maintenance periods / Network problems.
- The Services rendered by the Successful bidder shall be subject to regular review by Authority and Authority shall be at liberty to make suggestions relating to the quality thereof.

SECTION V

GENERAL CONDITIONS

1. Application:

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2. Language of Bid:

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NCCR, shall be written in English language. The tender currency in INR only and there should be no mention of prices in any part of the bid other than the financial bid.

3. Security Deposit:

3.1 Within 21 days of receipt of the Notification of Award from NCCR, the Successful Bidder shall furnish Performance Security initially to NCCR for an amount of 10% of the total Contract Price valid for a period of one year and shall be submitted within 10 working days of from the date of Notification of Award. There after PBG shall be renewed, if required by NCCR for further renewed period of Contract. The bidders should not claim any interest on EMD and security Deposit. The EMD and Security Deposit will be adjustable and keeping a maximum of 10% order value over the contract period.

3.2 Security deposit and EMD shall be forfeited by NCCR in the event of Successful Bidders failure to complete its obligations under the Contract or breach of contract conditions. This may be in addition to the application of Penalties which NCCR may recover.

4. Payments shall be made in Indian Rupees promptly by NCCR to the contractor subject to verification & approval by NCCR through ECS within 25 days from the date of submission.

5. Taxes, if any, as applicable shall be deducted at source from all the payments made to the Successful Bidder.

6. Assignment: The Successful Bidder shall not assign, in whole or in part, its obligations to perform under the Contract, except with NCCR's prior written consent.

7. Time of completion:

The Work covered by this Contract shall be completed as mentioned in this document. NCCR may also issue instructions to the Successful Bidder on

time to time which shall also be complied.

8. Default in Contracts obligation:

8.1 In case of any default or delay in performing any of the contract obligation, NCCR reserves the right to recover the actual damages/loss from the successful bidder but in any case total liability of the Successful Bidder under this contract shall not exceed total contract value/price.

8.2 In addition to Clause above, NCCR may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Successful Bidder, terminate the Contract in whole or part:

- If the Successful Bidder fails to deliver any or all of the Work as required by NCCR.
- If the Successful Bidder fails to perform any other obligation(s)/duties under the Contract.
- If the Successful Bidder, in the judgment of NCCR has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

9. Force Majeure:

10.1 Notwithstanding the provisions of tender, the Successful Bidder shall not be liable for forfeiture of its performance security, EMD Penalties or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

10.2 For purpose of this clause, "Force majeure" means an event beyond the control of the Successful Bidder and not involving the Successful Bidder's fault or negligence and not foreseeable, either in its sovereign or contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by NCCR and its decision shall be final and binding on the Successful Bidder and all other concerned.

In the event that the Successful Bidder is not able to perform his obligations under this contract on account of force majeure, he will be relieved of his obligations during the force majeure period. In the event that such force majeure extends beyond six months, NCCR has the right to terminate the contract in which case, the contractual guarantees and warranties shall be

refunded to him.

If a force majeure situation arises, the Successful Bidder shall notify NCCR in writing promptly, not later than 14 days from the date such situation arises. The Successful Bidder shall notify NCCR not later than 3 days of cessation of force majeure conditions. After examining the cases, NCCR shall decide and grant suitable additional time for the completion of the Work, if required.

10. Termination for Insolvency:

NCCR may at any time terminate the Contract by giving written notice to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NCCR.

11. Termination for Convenience

NCCR, by written notice sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for NCCR's convenience, the extent to which performance of the Successful Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

12. Notification of Award/Letter of Award

Prior to the expiration of the period of Bid validity, NCCR will issue Notification of Award of Contract to the Successful Bidder in writing by letter or by fax/Email, to be confirmed in writing by letter, that its Bid has been accepted.

12.1 The Notification of award will constitute the formation of the Contract and the awardee would be required to acknowledge the same and send the Duplicate copy, duly stamped and signed by the Authorized signatory.

13. Successful Bidder Integrity: The Successful Bidder is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

14. Successful Bidder's Obligations: The Successful Bidder is obliged to work closely with staff of NCCR, act within its own authority and abide by directives issued by NCCR. The Successful Bidder will abide by the statutory norms/Govt. rules prevalent in India and will free NCCR from all demands

or responsibilities the cause of which is the Successful Bidder's negligence. The Successful Bidder will pay all indemnities arising from such incidents and will not hold NCCR responsible or obligated.

14.1 .The Successful Bidder will treat as confidential all data and information about NCCR, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of NCCR.

15. Settlement of Disputes:

15.1 If any dispute of any kind whatsoever shall arise between NCCR and Successful Bidder in connection with or arising out of the contract including without prejudice to the generality of the foregoing, any question regarding the existence, validity or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation.

15.2 If the parties fail to resolve, such a dispute or difference by mutual consent, within 45 days of its arising, then the dispute shall be referred by either party by giving notice to the other party of its intention to commence arbitration as hereafter provided, as to the matter in dispute, & no arbitration may be commenced unless such notice is given. Any dispute in respect of which a notice of intention to commence arbitration has been given.

15.3 In the event of any question dispute or difference whatsoever arising under this contract or in connection therewith including any question relating to existence, meaning and interpretation of this contract or any alleged breach thereof, the same shall be referred to the Sole Arbitrator, the Head NCCR or to a person appointed by him for the purpose. The arbitration shall be conducted in accordance with the provision of the Indian Arbitration and Conciliation Act, 1996.

16. Limitation of Liability :

The aggregate liability of the Successful Bidder to NCCR, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price/Value.

17. Governing Language :

The contract shall be written in English language, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

18. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India.

19. Taxes and Duties

Except as otherwise specifically provided in the Contract, the Successful Bidder shall bear & pay all taxes, duties, levies and charges including service tax if applicable in connection with the completion of the contract. Any taxes & duties shall be to the Successful Bidder's account and no separate claim in this regard will be entertained by NCCR.

20. Statutory Acts

20.1. All legal formalities are to be obtained prior to and or during the commencement of work by the Successful Bidder for the successful execution of the said Work.

20.2. The Successful Bidder shall comply with all the Acts & rules and regulations, laws and by-laws framed by State/ Central Government/ organization. NCCR shall have no liabilities in this regard.

21. Compliance of Govt. Regulations

The Successful Bidder should execute and deliver such documents as may be needed by NCCR in evidence of compliance of all laws, rules and regulations required for reference. Any liability arising out of contravention of any of the laws on executing this order shall be the sole responsibility of the Successful Bidder and NCCR shall not be responsible in any manner whatsoever.

22. Successful Bidder Liability

Successful Bidder hereby accepts full responsibility and indemnifies NCCR and shall hold NCCR harmless from all acts of omissions and commissions on the part of the Successful Bidder, his agents, his sub contactors and employees in execution of the work. The Successful Bidder also agrees to defend and hereby undertakes to indemnify NCCR and also hold him harmless from any and all claims arising out of or in connection with the performance of the work under the Notification of Award.

23. Indemnity Damages and Insurance

The bidder shall indemnify and make harmless the owner or the Officer, their agents or employees from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him or the owner by reason or any act or commission of the said bidder, his agents or employees in the

execution of the work.

24. IPR

The entire software developed under this contract shall be property item of NCCR and it will not under any circumstance be commercially distributed or exploited by the vendor in direct or modified form.

25. PATENT AND OTHER INDUSTRIAL/INTELLECTUAL PROPERTY RIGHT

The prices quoted in the present tender shall be deemed to include all amounts payable for the use of patents, copyright, registration charges, trademarks and payment for any other industrial property rights. The Bidder shall indemnify the Purchaser against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or the use.

NCCR

ANNEXURES

ANNEXURE - 1

TENDER ACCEPTANCE (OFFER) LETTER

(To be submitted online duly signed format (scanned copy) by the authorized signatory on bidder's letter head.

Date:

To

**The Director, NCCR,
2nd Floor, NIOT Campus,
Pallikaranai, Chennai – 600100**

Subject: Acceptance in respect of terms and conditions of tender document for Design, Development and Maintenance of SWQM web portal.

Ref No : MoES/NCCR/SWQM-WEB/61/2018

Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned tender from the web site <https://eprocure.gov.in/eprocure/app>.
2. I / We hereby certify that I / We have read all the terms and conditions of tender document from page No. _____ to _____ (including all annexure / Forms / appendixes, paras, etc.,) which shall part of the contract agreement and I / we shall abide herby by all the terms and conditions contained therein.
3. The corrigendum(s) issued from time to time by your organization has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
5. In case any provisions of this letter are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of EMD.
6. I / We confirm that our bid shall be valid up to 180 days from the date of opening of Technical Bid.

7. I / We hereby certify that all the statements made and information supplied in the enclosed appendix, annexure / Forms / paras etc., furnished herewith are true and correct.

8/ I / We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.

9. I / We understand that you are not bound to accept the lowest or any bid you may receive.

10. I / We certify / confirm that we comply with the eligibility requirements as per bid documents.

11. In case any provisions of this tender are found violated, NCCR shall be at liberty to reject this tender, including the forfeiture of the full said EMD and we shall not have any claim against NCCR in satisfaction of this condition.

Yours faithfully,

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

NCCR

(To be in the Bidder's letter head)

Date:.....

DECLARATION & UNDERTAKING BY MICRO & SMALL SCALE ENTERPRISES / STARTUP COMPANIES (This form is only for MSES and Startups)

S.N	Particulars	Details
1	Is your organization Proprietary / Partnership / Private Limited Company / Public Limited Company / Others	
2	Does your organization belong to Micro / Small / Medium scale Industry / Start-ups/ others (Please tick mark appropriate box. If bidder is Startup & MSE, then please tick mark both)	Micro Small Scale Medium Startup Company Others
3	Whether Service provider / Manufacturer for the tendered items (supply) / Service Provider for the tendered services as per MSE certification. (Please tick mark the appropriate)	Manufacturer for supply items Service Provider for services Trader/reseller/authorized agent/ distributor Non MSE Bidder
4	In case you belong to Micro / Small/Medium Scale Enterprises whether you are registered under SC / ST Category (Please tick mark the appropriate)	Yes No if yes, SC ST

A) CATEGORISATION OF MSE/SC-ST VENDORS

1. In case of Micro/Small/Medium scale Enterprises, **kindly attach Registration Certificate** issued by DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum/Acknowledgment.
2. SC/ST entrepreneurs registered under MSEs need to submit valid documentary evidence.

B) CATEGORISATION OF START-UP COMPANIES

Bidder who intends to participate as 'Start-up' company should also enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

C) DECLARATION IN CASE OF MSE BIDDERS/ START-UP COMPANIES

In terms of Tender Conditions applicable for Micro & Small Enterprises (MSEs)/ Startups, we hereby declare as under-

- a) We are a Micro / Small Enterprise, as on bid closing date of this tender.
- b) We are a Manufacturer of the quoted supply item(s)/service provider for quoted services and valid documentary evidence for same is submitted.
- c) MSE certificate submitted by us is authentic & valid as on bid closing date of this tender.
- d) We are a 'Start-up' company and we are enclosing copy of certificate of recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt.of India.

We declare the above details are true. In case any of the details are found to be false/untrue, our offer will be liable for rejection /cancellation of order/ subjected to appropriate actions as per tender Terms & Conditions.

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

NCCCR

ANNEXURE - 3**CHECK LIST**

(Following documents are to be submitted online by means of scanned copies and manual as a part of Technical bid. Bidders are requested to put a ✓ mark for ensuring submission of document in the **appropriate places and page number**)

Sl.No	Description	Online Submission	Manual Submission	Page no. of Technical Bid
1	Tender covering letter and stating the enclosures of technical bid (scanned copy by online and original by manual). Scanned copy of entire Tender document is not required for online.	Submitted / Not Submitted	Submitted / Not Submitted	
2	Earnest Money Deposit (EMD) instrument (scanned copy by online and original by manual).	Submitted / Not Submitted	Submitted / Not Submitted	
3	Tender processing Fee Instrument (scanned copy by online and original by manual).	Submitted / Not Submitted	Submitted / Not Submitted	
4	Copy of Company registration/Incorporation certificate.	Submitted / Not Submitted	Submitted / Not Submitted	
5	Copies of GST, TIN / PAN Registration	Submitted / Not Submitted	Submitted / Not Submitted	
6	Print out of bidders own home page from their website	Submitted / Not Submitted	Submitted / Not Submitted	
7	Copies of work orders and project completion certificate from their clients during last 5 years	Submitted / Not Submitted	Submitted / Not Submitted	

Sl.No	Description	Online Submission	Manual Submission	Page no. of Technical Bid
8	Details for annual turnover of the bidder for the last 3 years. Scanned copies of audited financial report for the last three years should be submitted	Submitted / Not Submitted	Submitted / Not Submitted	
9	Contact Details of registered office and development Center in Chennai	Submitted / Not Submitted	Submitted / Not Submitted	
10	Scanned copy of Tender Acceptance Letter (Annexure-1) by online and original by manual	Submitted / Not Submitted	Submitted / Not Submitted	
11	Any other relevant document such as approach of the proposal, proposed sitemap, Methodology, Work plan, etc., (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not Submitted	
12	For MSME & Start UP (Annexure 2) (scanned copy by online and original by manual by MSES & Startup firms)	Submitted / Not Submitted	Submitted / Not Submitted	
13	This Check list (Annexure 3) (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not Submitted	
14	Submission of Financial Bid (ONLINE ONLY)	Submitted / Not Submitted	*****	*****

NOTE: There is no need to send the complete Tender Document (in manual and online submission) and the essential supportive documents along with required Annexure / documents are required.

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm.