

13/01/2023

The Indian Institute of Metals invites sealed bids for **Redesigning/Restructuring** of the current <http://www.nmd-iimawards.com> online portal owned by the Institute. The current portal is dynamic in nature with a Content Management System integrated in PHP CodeIgniter framework.

Technical Bid [A]

A. General:

1. **Tender Document** can be downloaded from the home page of our website <http://www.iim-india.net>

2. Details of Bid: -

- a. *Last date & time of receipt of bid:* 03.02.2023 at 5.00 PM
- b. *Place of receiving the bid:* The Indian Institute of Metals, Address for communication: Metal House, Plot 13/4, Block AQ, Salt Lake, Sec V, Kolkata 700091
- c. *Contact Persons:* Ms. Tanisha Neelam Das; Contact No: 033-23675004 / Ms. Atashi Saha; Contact No: 033-23675004

3. Eligibility / Qualification Criteria:

- a) The bidder shall preferably be Kolkata based website service provider who has served any Corporate/Organization / Society /NGO based out of PAN India, including Kolkata.
- b) The bidder shall have at-least 5 years of experience, preferably in website creation / designing development, maintenance & other related matters as given below:
 - i. *Should have developed at-least five mobile responsive websites/portals of similar nature, constituting database driven dynamic content / interactive content with member login interface and payment gateway integration.*
 - ii. *Domain knowledge of the Education & Consulting Sectors would be preferred.*
- c) The bidder may enclose adequate & relevant documents regarding their experience in execution of work order, specifically maintenance/ creation & designing of dynamic websites in different modes.
- d) The bidder must have adequate number of developers having special skills sets in website designing and development in .php platform
- e) The bidder should be an Income Tax Assessee and should have filed Income Tax Returns for at-least last two assessment years [2020-21 and 2021-22]
- f) All bidders preferably enclose GST registration certificates along with the tender documents
- g) The bidder should not be blacklisted by any PSU/Private Organizations/Corporates based out of anywhere in the Country. An undertaking in this regard needs to be appended herewith the tender.
- h) The successful bidder will have to furnish an EMD of 10% of the Contract Value in the form of Demand Draft/Banker's Cheque in favour of The Indian Institute of Metals, while entering into an agreement with the latter.

4. Awards online portal [Description & Requirements]

Currently, The Indian Institute of Metals owns the under-mentioned website:

A]: <http://www.nmd-iimawards.com> , which is an awards portal designed in 2018, created and developed by IIM Head Office, with an objective to receive applications/nominations for IIM Awards being held every year under the aegis of the Institute, in the month of November.

This website works on a data base management platform, managed with an administrative panel which helps the administrator to retrieve data received from the Applicants &

Nominators, and subsequently divulge the online applications/nominations to multiple Assessors wrt each category for online evaluation/assessment.

The awards portal functions in the following manner: -

- Applications are invited online for approximately 22 categories of IIM Awards currently. The existing offline categories [Around 6 categories] may be structured online with effect from this year.
- The applicants may register through this portal and subsequently login for filling-in and submit the online proforma, as available for the respective categories.
- Existing applicants (only for the previous term/year) in IIM Awards categories also do have the provision of editing / modifying their application as per the prevalent norms. Else all applications filed in the previous year would by default be considered valid along with fresh applications in the same category of awards only.
- The system should restrict the awardees for a particular year not to apply for the next two years, i.e. A successful IIM Awardee in a particular category in a specific year [Applicable ONLY FOR INDIVIDUAL AWARDS CATEGORIES UNDER IIM AWARDS] will not be eligible to apply for any other IIM Awards Categories in the next two years. [e.g., A candidate who has got an Award in 2021, may apply earliest in 2024.]
- Assessment processes is undertaken through this portal for various categories, as defined for IIM Awards, after successful submission of the filled in application forms.
- All reports related to applications being submitted and assessments being given shall be system driven.

5. Nature of the Project:

➤ **Re-Designing/ & Re-Structuring:** *Rebuild the IIM Awards module on the current website [nmd-iimawards.com].*

- ✓ The portal shall have a registration panel, online registrations for each category and application forms [approximately 25 in number, per the existing design layout & modalities as shared by the Client] and individual assessment panel for each Assessors [Provisions for 30 Assessors to be created], as would be applicable for all categories of IIM Awards. Modifications in the existing features may be suggested by the developer for better functionality of the portal.
- ✓ Downloading and printing provisions [as per specified combinations] need to be there for the application proforma in both word and pdf format. The print layout should be appropriate without any distortions.
- ✓ Flow Charts and User manual [for end-to-end process] needs to be made available as required for various categories of end users.
- ✓ Report generation from the backend need to be made available in multiple combinations. Reports need to be available in .xls and pdf formats.
- ✓ The online proforma once submitted successfully and appropriately shall be divulged through the panel members/ Assessors through the portal for initiating the evaluation process. There would be a provision for the Applicant to edit the application not more than twice, post submission.
- ✓ Each Assessors should be able to login to the Assessors' Panel through individual login credentials being created through admin panel.
- ✓ The options to edit, format and delete both Applicants & Assessors' details should also be managed by the Administrator users at Client's end.

- ✓ After the completion of the registration and application process followed by evaluation process, final scores need to be derived through the formulae as programmed in the back-end.
- ✓ The year in which applications are invited should be annually set in the system in a way where auto change in the year would be activated, avoiding any manual interventions.
- ✓ An auto-generated email option should be created for all Applicants/Nominees/Assessors indicating completion of respective registration/submission/assessment completion once the relevant task is initiated, or/and completed.
- ✓ The portal shall act as a database management system to store all the application forms and documents received from all the applicants /assessment details for both IIM Awards against each year.
- ✓ It is also understood by the parties that the copy right of all intellectual properties, total NMD and IIM Award portal shall vest with the Institute.
- ✓ The notice board, website banners and home page shall be fed with latest information, replacing all details pertaining to 2023. The notifications and updates shall be provided by the Client.
- ✓ IIM Awards applications shall be valid for two years [One additional year apart from the year applied] for all Individual Categories. An applicant who has not been awarded in a particular year may wish to edit the same application, if applying for the same category. For a different category, the candidate needs to register fresh and undertake the registration and application formalities.
- ✓ Organizations under **Category III** are exempted from paying the existing registration charges of 5000 INR. [In both Ferrous & Non-Ferrous Categories]. Hence the payment provision for this Category has been removed from Online Proforma.

6. **Period of validity of bid:** The bid shall remain valid for one month after the date of bid opening.

7. **Submission of Bids:** The tenders should be submitted in two sealed covers:

(a) The first sealed cover should be super-scribed "**Technical Bid**" and should contain the following, apart from documents in support of the above-mentioned requirements.

(i) Firm/Vendor profile, including previous experience of contracts with Corporates.

(ii) Acceptance of terms and conditions by enclosing a signed copy of the Terms & Conditions.

(iii) Demand Draft of INR_____, as Earnest Money Deposit.

(b) The second sealed envelope super-scribed "**Financial Bid**" should contain only the rates which are to be quoted.

(c) Both the sealed covers should be placed in the main sealed envelope super-scribed "Tender for revamping and redesigning of awards portal of The Indian Institute of Metals". This should be addressed to the Deputy General Manager, The Indian Institute of Metals, Plot 13/4, Block AQ, Salt Lake, Sec V, Kolkata 700091

8. **Opening of Bids:**

a) The Client [The Indian Institute of Metals] shall open the technical bids on prescheduled time, date and venue in the presence of the bidders' representatives who choose to attend.

b) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance.

c) The bidders' names, bid withdrawals, presence of bid security and such other details at Client's may consider appropriate will be announced at the bid opening.

9. **Clarification of Bids:** After examining, evaluating and comparing of bids the Client with the help of consultant may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

10. **The tenderers/bidders** who have submitted all required documents prescribed in the Technical Bid will be required to give presentations before the Committee constituted by the Secretary General, Deputy General Manager, Head-Finance and relevant officials of the Institute for qualifying for opening of Financial Bids.

11. **Evaluation of Bids:**

a) The Institute will examine the bids to determine whether:

- i. They are complete
 - ii. Required EMD has been furnished,
 - iii. The documents have been properly signed; and
 - iv. Documents in support of experience.
- b) Evaluation of bids shall be done based on the information being furnished by the bidder.

The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.

c) The Institute will examine the bids to determine:

- i. The correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.
- ii. The substantial responsiveness of each bid to the bidding. For purposes of these clauses, a substantially responsive bid is one, which conforms to all technical specifications and terms and conditions of the bidding documents without material or commercial deviations.
- iii. Arithmetic errors will be rectified on the following basis:

If there is a discrepancy between the unit price the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the Vendor does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount whichever is lower will prevail.

- iv. Institute may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- v. The Institute reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of contract.
- vi. The Institute may waive off any minor non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.
- vii. The Institute may seek clarification in writing from bidder by email. Bidder shall promptly reply by email within the time limit specified in the clarification letter from the Institute.
- viii. The financial cost estimate comparison shall be of total price of the services offered inclusive of all taxes.

12. **The Institute's right to accept or reject any or all bids:**

a) The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Institute action.

b) The acceptance of tender, will rest with IIM who does not bind itself to accept the lowest bid and reserves himself the right to reject any or all the tenders received without the

assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected

c) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

13. **Prices:** Price charged by the bidder under the purview of Mutual Contract shall not vary from the prices quoted by the bidder.

Financial Bids [B]
Proforma for quoting rates

Name of the Firm/Vendor: _____

Particulars	Cost Estimate INR
1. Redevelopment/ & redesigning	
2. Annual Maintenance Cost of the Awards portal, as applicable for a year post redevelopment	
3. SSL Certification & Social Media Integration	
4. Hosting & domain renewal Charges as / when applicable	
<i>Total Cost Estimate</i>	

Signature

Name

Seal/Stamp of the Firm /Vendor