

TENDER ENQUIRY REF. NO. CCMB/Gen/WB/2023



CSIR - CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (CCMB)
UPPAL ROAD, HYDERABAD- 500 007
(TELANGANA) INDIA

TENDER DOCUMENT

SERVICE DESCRIPTION:

“Design, Development, and Commissioning of Trilingual
(English, Hindi & Telugu) Website of CSIR-CCMB”

e-Bids under **TWO BID System** (Technical Bid& Financial Bid separately)
shall be submitted ONLINE through CPP Portal only

Controller of Administration

CSIR - Centre for Cellular & Molecular Biology(CCMB)
Uppal Road, Hyderabad – 500 007 (TELANGANA) INDIA

Ph: +91-40-2719 2663 (Direct)

E-Mail: coa@ccmb.res.in

Website: <https://www.ccmb.res.in>

NOTICE INVITING TENDER (NIT)

CSIR-CCMB is an internationally acclaimed Research Centre of CSIR situated in Hyderabad.

The Director, CSIR-CCMB, Hyderabad invites **ONLINE** bids under **TWO-BID System (Technical Bid & Financial Bid separately)** through CPP Portal only from reputed and approved agencies having their **Head Office in Telangana and Andhra Pradesh states**, and are engaged in providing the following services:

Name of Work	Estimated value of the contract (Rs.)	Bid Type	Contract tenure	EMD (Rs.)
Design, Development, and Commissioning of Trilingual (English, Hindi & Telugu) Website of CSIR-CCMB	Rs. 11 Lakhs excluding the 18% GST	TWO BID SYSTEM	3 Years	Rs. 22,000/- by way of Demand Draft in favour of Director, CCMB, payable at Hyderabad

CRITICAL DATE SHEET

Tender Ref. No.	CCMB/Gen/WB/2023
Publishing Date & Time	18.12.2023
Start of Online Submission of Bids	18.12.2023
Last Date & Time for Online Submission of Bids	05.01.2024
Date/Time of Opening of Technical Bid	08.01.2024
Mode of submission of Bid	Tenders should be submitted ONLY THROUGH ONLINE ON THE CPP PORTAL. Tenders in hard copy by mail/hand shall not be considered.

Address for Communication:

The Controller of Administration.
 CSIR – Centre for Cellular & Molecular Biology (CCMB)
 Uppal Road, Habshiguda
 Hyderabad 500007, TELANGANA
 E-mail: coa@ccmb.res.in

EMD in favour of Director, CCMB, may be submitted OFFLINE in an envelope duly superscribed “Design, Development, and Commissioning of Trilingual (English, Hindi & Telugu) Website of CSIR-CCMB” to Controller of Administration, CSIR-CCMB, Hyderabad 500 007. Alternatively, the EMD can also be submitted through Online RTGS transfer to the following Bank account : Director, CCMB, Bank Account No. 62047049509, IFSC Code : SBIN0020087, State Bank of India, Habshiguda Branch, Hyderabad. Tenders received without EMD will be summarily rejected.

Director, CSIR-CCMB, Hyderabad reserves the right with himself to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially without assigning any reason thereof.

[Sailaja Maddaly]
 Controller of Administration

TENDER FOR “DESIGN, DEVELOPMENT, AND COMMISSIONING OF TRILINGUAL (ENGLISH, HINDI & TELUGU) WEBSITE OF CSIR-CCMB”

Online bids are invited by Director, CSIR-CCMB from industry-reputed and registered software companies/agencies having their **Head Office in Telangana and Andhra Pradesh states** for the Design, Development, and Commissioning of a Trilingual (English, Hindi and Telugu) website and maintenance of the same for three years from the date of implementation. The website should be hosted on our server platform at CSIR-CCMB. The Website needs to be developed as per Guidelines for Indian Government Website (GIGW3.0). The agencies/companies must be registered with the Commercial Taxes Department having a valid GSTIN and mandatorily registered with "Central or State Government" for the said activities.

About CSIR-CCMB

CSIR-Centre for Cellular & Molecular Biology (CCMB), Hyderabad is a premier research organization in frontier areas of modern biology. The objectives of the Centre are to conduct high-quality basic research and training in frontier areas of modern biology and promote centralized national facilities for new and modern techniques in the interdisciplinary areas of biology.

I. Eligibility Criteria

a. Identity & Recognition

- i. Bidder must be a Registered Company / MSME in India under the Companies Act. Company Profile and Copy of Certificate of Incorporation to be attached.
- ii. Registered Companies/Firms having their Head Office in Telangana and Andhra Pradesh states need to participate. The undertaking of list of offices and list of technical persons for the region to be mentioned.
- iii. The bidder should have a valid Permanent Account Number (PAN), a copy of the same should be enclosed.
- iv. The bidder should have valid GSTIN), a copy of the same should be enclosed.
- v. Bidder should not have been banned or delisted by any Government/Central universities/Research universities/PSUs. Self-Declaration in Letter Head to be attached.
- vi. Should not be a loss-making firm during any three of the financial years- 2020-21, 2021-22, 2022-2023. Audited Balance Sheets and Certificates duly audited by CA to be attached.
- vii. Firm should have experience and completed development of at least 10 Dynamic Websites/Web systems/Web Applications of any reputed organisations out of which at least 2 (2 different clients) with similar scope of work should be for government organisations (State/Central Universities, PSUs, Research Institutes). The Purchase Order/ work order /SLA /MoU /any Proof, document copy should be enclosed with the bid. Signed project completion certificates of the executed works are also to be attached.

- viii. The Successful bidder is required to provide free of cost training for personnel of CSIR-CCMB. Undertaking for the same to be attached.

b. Competencies

- i. Industry standard and excellent I.T. skills and Project Management skills.
- ii. Highly experienced design architects having experience not less than 10 Years
- iii. Ability to manage priorities, deadlines and perform well under pressure;
- iv. Ability to respond quickly for any issues in the post commissioning phase.
- v. Knowledge on the latest and smart technologies for website development.
- vi. The team should be well equipped with the latest client-side tools and technologies.

II. Scope of Work

a. Design and Brand Recognition:

- i. The developer should use Professional Graphic Design of the website, with minimum loading time, friendly navigation and with a pleasant look and feel. Following points have to be taken into consideration when designing and developing the website of CSIR-CCMB
- ii. The logo of CSIR-CCMB should be present on the homepage and visible at all times during the navigation of the visitor.
- iii. The main menus should be present on the homepage and visible at all times during navigation of the visitor. Colors and images should be chosen according to CSIR-CCMB requirements
- iv. Design should be optimized to all screen resolution (Responsive Design) and it should be compatible with all the browsers, operating systems, Tablets and mobile devices.
- v. The branding aspects should be made in consultation with the concerned CSIR-CCMB officials.
- vi. The website should fully comply with the Guidelines for Indian Government Websites (GIGW3.0) [Refer <https://guidelines.india.gov.in/>] and disability-friendly features to be incorporated.
- vii. Provision for including and removing mandatory links to important government websites/ portals should be provided on the homepage.
- viii. The latest and upcoming trends in *web designing* (which could make an impact in the upcoming years) should be anticipated and incorporated.

b. Website Structure

- i. General

The website should run on all browsers available such as Internet Explorer, Firefox, Chrome, Opera, Safari, Microsoft Edge etc. without any change in format, layout and alignment issue with mobile first design. The text font, size and alignment should be uniform in all the pages of the website and it should be globally controlled by using CSS. The website should be in trilingual (English, Hindi and Telugu). An appropriate mechanism should be adopted for managing the trilingual content. The primary language should be English, on user's choice of changing language, it should render the content in respective language instantly without any further navigation. There would be a landing page as well as

the inner pages of the website and all the pages should link to the respective language version as well. The Hindi and Telugu versions should be in Unicode font. The visitors must be able to view the content with ease without any requirement of font download. However, if there is a situation wherein the browser might not support automatic font configuration then proper popup guidelines should be given for font configuration for such users. All the web pages should be printer-friendly, the user should be able print or save as PDF.

ii. Content Distribution and Interactivity:

Content on Homepage should be distributed so as to grasp the visitor's attention, encourage the exploration of website, and allow easy access to the most important information on the website. The navigational path through the sublevels to the site's section must be clearly displayed. The design trends/techniques like best Website loading time, Smart Content Loading and Accessibility and Availability, Interactivity, Micro Interactions, Micro Animation, Thumb-Friendly Mobile Navigation, Smart Video, Material Design, Vintage-Inspired Colors & Typography, Data Visualization, Dark Mode, White Space, Illustrations, Blending Photos with Graphical Elements, Frosted Glass Effects etc need to be included in suitable places of the website to make it visually appealing and dynamic. These features should be included in the presentation (during tender evaluation) as well. All the menus and submenus in the present website should be migrated to the new website in a unique, attractive, user-friendly, aesthetically appealing, and navigation-friendly manner. The sitemap of the current website along with all the menus and submenus is available on the URL: <https://www.ccmb.res.in>. However, all the changes in the menus and submenus (including the addition of new menus/submenus) required for CSIR-CCMB needs to be developed by the successful bidder.

iii. Themes for homepage and inner pages:

The homepage theme should be elegant and informative. For the inner pages, there should be separate templates for each section of the website, the same template should follow throughout the section. The homepage should provide enough flexibility to include any emergency news/notification.

iv. Dynamic modules to be integrated on the Homepage:

Events, News, Newsletter, Announcements, Banners, Research highlights, Search, Academic & Training Programs, Awards& Honours, Skilling & Training Programs, Research Facilities, R&D Services, Diagnostic Services, walk through video should be arranged on the homepage in a pleasing manner.

v. Presentation of Active and Archival Web content:

An appropriate mechanism should be there for handling and managing the time bound content of website (i.e Events, Notification, News, Tenders, Announcements, SDP, Training Programs, Awards & Honours etc), this content is

presented during its active period and after that, it should be moved to the archive. A link should be provided from the active content page to the archive content page.

vi. Content Structure:

The basic content structure of the present website can be referred from the sitemap of our Website (<https://www.ccmb.res.in>) which can help in drawing the content modules. Please note that the scope of content and structure is going to change as per the new requirements for the proposed new website.

c. Proposed Website Features to be implemented

- i. The website should emphasize that CCMB has three different campuses where research happens
- ii. Diagnostic and forensic services provided by CCMB should be highlighted
- iii. Designing appropriate Illustrations or images for home page and primary pages linked with main menu items
- iv. On page Search Engine Optimization (SEO) and optimized website ranking
- v. Website search
- vi. Integration of Social Media
- vii. Google Analytics

d. Content Management System and Modules of the Website.

A customized CMS (preferably) has to be incorporated with the proposed website. The complete source code of CMS module should reside on the server without any dependency on third party resources. The same need to be updated periodically to avoid any security threads during the AMC period. The requirement includes but not limited to the below modules:

- i) *Administrator privileges for website administrators (Member Management module):* There should be provision to assign module wise and content wise privileges for the users for content updation and management in trilingual (English, Hindi and Telugu). The IT department would handle the role of the super administrator to configure all the settings related to the website and portals. Super admin should be allowed to make any change in any part of the website.

e. Website Standards, Security and Certification Requirements

- i. Mobile-First design should be adopted with high performance front-end technologies.
- ii. Ensure the Website is accessible to all types of users (including persons with disability) and user friendly.
- iii. Ensure that Web development languages/scripts/tools (HTML/CSS/Scripting languages) are being used as per W3C standards
- iv. To ensure a comprehensive security mechanism and to get *Security Audit Certificate* from a CERT-In Empanelled Information Security Auditing Organisations
- v. Ensure that all the compliances with “Guidelines for Indian Government Websites (GIGW3.0)” along the with Compliance Audit Certificate from Standardization Testing and Quality Certification (STQC).

- vi. The site should be compatible with all web enabled smart devices and all major browsers i.e Internet Explorer/Microsoft Edge, Mozilla Firefox, Google chrome, Safari, Opera, Brave etc.
- vii. Ensure that, the provision of presenting the website in trilingual (English, Hindi and Telugu). The presentation should be localizable based on the needs of the visitor/user.
- viii. All the pages should have option show/hide the date of content hosted/updated.
- ix. All the source files, scripts, tools, packages, images/videos etc, being used for running of the website should reside on the server.
- x. The website should be implemented with database driven content management which would be helpful in data management, backup and recovery.
- xi. The suggested web server platform for the Website is Apache, PHP and MySQL/MariaDB and frameworks (Laravel, CodeIgniter, Symfony, CakePHP etc)

f. Expected deliverables

- i. Design, Development and commissioning of the Website as per CCMB requirements as above
- ii. Obtaining Security Audit Certificate for the website from a CERT-In Empanelled Information Security Auditing Organisations
- iii. Obtaining GIGW3.0/STQC Compliance certificate from STQC/STQC Empanelled company
- iv. The complete source code along with the dependency tools/scripts etc, should be handover to CSIR-CCMB
- v. Knowledge transfer/training and system/user manual
- vi. Technical Upgradation, updation and maintenance of website for three years

g. Expected duration for delivering/commissioning the proposed website

5 Months from the date of award of tender.

h. Payment terms

Payment shall be made on full and final completion of the work. After certification received from the concerned officer with regard to satisfactory completion of the work, payment shall be processed.

III. TERMS AND CONDITIONS

1. The Tenderers are required to submit two separate Bids i.e. Technical and Financial, as per the prescribed proforma available in the Tender document as Annexure 'A' and Annexure 'B'.
2. Technical Bid shall contain all the necessary documents and fulfil the terms & conditions mentioned in the Tender document. Annexure A can be used as a checklist to ensure that the minimum required details are submitted.

3. The enclosed Technical Bid in the prescribed format should be accompanied with soft copy of Earnest Money Deposit (EMD) having validity for a period of 90 days from the date of opening of tender as notified in this document in the form of Demand Draft/Bankers cheque issued by any Nationalised/Scheduled bank drawn in favor of "The Director, CCMB" payable at Hyderabad.
4. Hard copy of EMD of Rs. 22,000/- (Rupees Twenty Four Thousand only) i.e., @ 2% of tender value Rs. 11,00,000/- is a must and should be sent to the office of Controller of Administration by speed post or to be submitted in person. Failing to submit the EMD, the tender shall be summarily rejected.
5. Alternatively, the EMD can also be submitted through Online RTGS transfer to the following Bank account :
Director, CCMB
Bank Account No. 62047049509
IFSC Code : SBIN0020087
State Bank of India, Habshiguda Branch, Hyderabad.
6. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
7. The bid shall be valid for 90 days from the date of opening.
8. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
9. All the technical bids will be scrutinized along with the relevant documents for their authenticity and the Tenderer whose technical tenders are accepted will be considered for financial bids on the date & time as informed by the office.
10. Tenderer will be allowed to withdraw their online bid through CPP portal and resubmit it again before the tender due date, specified for the tender. CPP portal will not allow withdrawal of online bids after tender due date.
11. The Financial bids of only those Tenderers who qualify in Technical Bid evaluation shall be opened/downloaded. The financial bids of all those Tenderers who fail to qualify in the technical bid will not be opened/downloaded from CPP portal under any circumstances.
12. The bidder among the technically qualified bidder with the lowest quote (L1 bidder) will be selected as the successful bidder. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
13. In case of tie for the lowest quote of Total Service Fee charged by two or more technically qualified bidders, the bidder with more experience in Government organisations and total aggregate turn over in past three years shall decide the successful bidder.

14. In case the successful Tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
15. The tenderer shall enter into a formal contract with CSIR-CCMB within 15 days from the date of receipt of intimation of their selection. The successful tenderer will have to make the security deposit and commence the work within 15 days of acceptance of tender.
16. The successful Bidder will have to submit a Security Deposit @ 5% of the tender value of Rs. 11,00,000/- or the award value of the contract, whichever is less, in the **form of Demand Draft** in favour of the Director, CCMB in the prescribed format. Otherwise the contract will be cancelled and EMD will be forfeited.
17. Alternatively the Security Deposit can also be submitted through Online RTGS transfer to the following Bank account :
Director, CCMB
Bank Account No. 62047049509
IFSC Code : SBIN0020087
State Bank of India, Habshiguda Branch, Hyderabad.
18. EACH PAGE OF THE TENDER DOCUMENT SHOULD BE SIGNED AND STAMPED BY AUTHORIZED SIGNATORY, WITH NAME AND ADDRESS OF THE TENDERER, AS A TOKEN OF ACCEPTANCE OF THE TERMS AND CONDITIONS LAID DOWN BY THE OFFICE OF CSIR-CCMB.
19. The Competent Authority of CSIR-CCMB reserves the right to withdraw/relax/modify any of the terms and conditions mentioned above, under such circumstances the tenderer will be given adequate time to take the changes into account.
20. The Competent Authority of CSIR-CCMB reserves every right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.
21. The empanelment will be done based on the lowest bid (L-1) quoted by the tenderer and fulfillment of all the terms and conditions.
22. The Agreement at tenderer's cost is to be executed on Rs.100/- Non-judicial stamp paper within 10 days of acceptance of the work award. The draft agreement may be collected from the General Section, Administration of CSIR-CCMB.
23. The contract period may be terminated at any time by giving one month notice on either side.
24. In case of breach of terms and conditions by the tenderer, the Security Deposit will be forfeited at the discretion of the Director, CSIR-CCMB.

25. It is advised to all the tenderers **to visit the CSIR-CCMB before submitting their offer** and fully acquaint themselves with type of work to be undertaken.
26. The TENDERER MUST QUOTE THEIR CHARRGE EXCLUSIVELY GST Charges, and the same will be paid as extra as applicable from time to time, as and when the payment are released. The charges shall also include all preliminary works required for laying of cables, labour charges, installation charges, stand by cable etc., and nothing extra on any account will be entertained at a later stage.
27. Income-Tax will be recovered from the bills of the Contractor as per the instructions of the Govt., from time to time during the contract period, while making payment.
28. The tenderers are expected to go through the entire tender document, terms and conditions, specifications, special conditions, etc., before submitting their offer. In case of any clarification is required the same has to be sent in writing to Shri S Balaraju, Principal Scientist (e-mail ID: sbalu@ccmb.res.in) or from Smt. Geetha Thanu, Sr. Principal Scientist & Head, IT Division (Email : geetha@ccmb.res.in), CSIR-CCMB Campus well in advance to enable them to give the clarifications.
29. Tenders shall remain valid for 90 days from the date of its opening for the acceptance and for award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
30. Tenderer must sign and put their Official Rubber Stamp showing the full address and in each page of the priced schedule of quantity and also in each page of all the documents submitted along with their technical bids and also specifically indicated such as “Name & Address of the Tenderer” and “Signature of the Tenderer”.
31. Tenderers are advised not to use any correction fluid in their commercial offer and in commercial terms & condition page tender document, particularly in priced schedule of quantity. Otherwise the same will be rejected at the time of tender opening itself.
32. In case of any mistake or correction to be made due to any unavoidable reason, the tenderers may kindly ensure to circle the earlier figure and cut the same and thereafter re-write the new figure. All such corrections overwriting has to be signed by the tenderer and official rubber stamp has to be affixed in that place to authenticate the corrections made by them.
33. Tenderers have to quote their Offer rates in figure and in words. The tenderer shall also workout the amount for each item of work and write in both in figure and in words. On check, if there is any difference between the rates quoted by the tenderer in words and in figure or in the amount worked out by them the following procedure shall be followed :

- a. When there is a difference between the rates in figure and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.
 - b. When the amount of an item is not worked out by the tenderer or it does not corresponding with the rate written either in figure or in words, the rates quoted by the tenderer in words shall be taken as correct.
 - c. When the rate quoted by the tenderer in figure and in words tallied but the amount worked out is not tallied with the rates quoted by the tenderer, then the rates quoted by the tenderer shall be taken as correct and not the amounts.
 - d. Except writing the rates and amount, the tenderer shall not correct/score or cut any terms and conditions or change the specifications or alter or make any modifications in the tender document. In case any tenderer wants add their own terms and conditions or specification or offer any rebate they are welcome to do the same separately in their letter head and attach with the original tender. However, if any discount or any condition having financial implication the same may also be indicated in the last page of the Priced Schedule also.
34. It may kindly be noted that all the conditions put forwarded by the tenderer in the covering letter or in the tender document or in their commercial terms and conditions, deemed as rejected automatically, until and unless the same is/ are specifically accepted by the CSIR-CCMB in writing either before award of work or the same specifically indicated in the work order to be issued by CSIR-CCMB to the successful tenderer.
35. All the tenderers are expected to quote reasonable and work out able rates in their tender taking into consideration of site conditions, availability of materials, market fluctuations etc.
36. All the tenderers must submit a copy of PAN Card issued by the IT Department along with the technical offer.
- 37. Sub-contracting or sub-letting:**
The bidder is prohibited from sub-contracting or sub-letting of the work to any other agency.
- 38. Cancellation / Termination of contract:**
- i. In cases where the contractor fails either to accept the order or to acknowledge the order without any pre-conditions within the stipulated time or fails to start the work according to the work schedule or fails to ensure satisfactory progress of the work, CCMB reserves the right to cancel/ terminate the contract by giving one-month notice at the cost and risk of the contractor.

- ii. Under any other circumstances, a notice period of one month will be required, from either side for termination of the complete contract or part thereof.

The Director, CSIR-CCMB, reserves the right to reject the lowest or any or all or to accept any tender in part without assigning any reason(s).

D. ARBITRATION

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre (DIAC).
2. The award of the arbitrator shall be final and binding on the parties. The arbitrator may interim award(s) and/ or directions, as, may be required.
3. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

Signature of the Tenderer with name, address and seal

Annexure – A

TECHNICAL BID (ELIGIBILITY CRITERIA)

“Design, Development, and Commissioning of Trilingual
(English, Hindi & Telugu) Website of CSIR-CCMB”

1.	Name of the firm / Company/ Undertaking	
2.	Location of Registered Office with complete address with Telephone/Fax Nos. and e- mail address. (having their Head Office in Telangana and Andhra Pradesh states)	
3.	Year of establishment and copy of registration certificate. Agency must be registered in India for at least 5 years	(enclose Copy of Registration Certificate)
4.	PAN Number (attach PAN card copy) and Goods & Service Tax registration No.	(enclose copies of PAN Card and GST Registration number)
5.	Bidder should not have been banned or delisted by any Government/Central universities/Research universities/PSUs.	(Self-Declaration in Letter Head to be attached.)
6.	A certificate from authorized Chartered Accountants/any Bank confirming minimum annual turnover of Rs. 10.00 Lakhs per annum for the past three financial years (Submit a certificate from registered auditors/any bank)	(enclose Certificate from Authorized CA or any Bank confirming minimum Annual turnover of Rs. 10.00 Lakhs)
7.	Organization’s audited financial statements for the last three financial years (Income Tax Returns, Balance Sheet, other financial documents)	(enclose IT Returns, Balance Sheet, other financial documents)
8.	Work Experience certificates or work completion certificates in the field of providing the above type of services. Firm should have experience and completed development of at least 10 Dynamic Websites/Web systems/Web Applications of any reputed organisations out of which at least 2 (2 different clients) with similar scope of work should be for government organisations (State/Central Universities,	(enclose work experience certificates/work completion certificates)

	PSUs, Research Institutes). The Purchase Order/work order/SLA/MoU/any Proof, document copy should be enclosed with the bid. Signed project completion certificates of the executed works are also to be attached. A minimum 5 years' experience in the field of providing the above services is required.	
9.	The bidder should not have been debarred and/or blacklisted by any Central Government/or any State Government/ Autonomous Department(s)/Body consecutively during the last three completed financial years.	(enclose Annexure C Affidavit)
10.	The Successful bidder is required to provide free of cost training for personnel of CSIR-CCMB.	(Enclose undertaking letter)
11.	Any other related information, not mentioned above, which the bidder wishes to furnish.	

Note: The Tenderers are required to indicate relevant information and compliance with supporting documents against each column failing which their bid will be rejected.

ELIGIBILITY CRITERIA

a. Identity & Recognition

- i. Bidder must be a Registered Company / MSME in India under the Companies Act. Company Profile and Copy of Certificate of Incorporation to be attached.
- ii. Registered Companies/Firms having their Head Office in Telangana and Andhra Pradesh states need to participate. The undertaking of list of offices and list of technical persons for the region to be mentioned.
- iii. The bidder should have a valid Permanent Account Number (PAN), a copy of the same should be enclosed.
- iv. The bidder should have valid GSTIN), a copy of the same should be enclosed.
- v. Bidder should not have been banned or delisted by any Government/Central universities/Research universities/PSUs. Self-Declaration in Letter Head to be attached.
- vi. Should not be a loss-making firm during any three of the financial years-2020-21, 2021-22, 2022-2023. Audited Balance Sheets and Certificates duly audited by CA to be attached.
- vii. Firm should have experience and completed development of at least 10 Dynamic Websites/Web systems/Web Applications of any reputed organisations out of which at least 2 (2 different clients) with similar scope of work should be for government organisations (State/Central Universities, PSUs, Research Institutes). The Purchase Order/ work order /SLA /MoU /any Proof, document copy should be enclosed with the bid. Signed project completion certificates of the executed works are also to be attached.

- viii. The bidder should not have been debarred and/or blacklisted by any Central Government/or any State Government/ Autonomous Department(s)/Body consecutively during the last three completed financial years.
- viii. The Successful bidder is required to provide free of cost training for personnel of CSIR-CCMB. Undertaking for the same to be attached.

b. Competencies

- i. Industry standard and excellent I.T. skills and Project Management skills.
- ii. Highly experienced design architects having experience not less than 10 Years
- iii. Ability to manage priorities, deadlines and perform well under pressure;
- iv. Ability to respond quickly for any issues in the post commissioning phase.
- v. Knowledge on the latest and smart technologies for website development.
- vi. The team should be well equipped with the latest client-side tools and technologies.

Place :
Date :

Signature of the Tenderer with name,
address and seal

Annexure – B

FINANCIAL BID

“Design, Development, and Commissioning of Trilingual
(English, Hindi & Telugu) Website of CSIR-CCMB”

The firm should submit the offer in the format given below :

Sl. No.	Particulars	Amount quoted (in numbers) (Exclusive of GST)	Amount quoted (in words) (Exclusive of GST)
1	Design, Development, and Commissioning of Trilingual (English, Hindi & Telugu) Website for CSIR-CCMB		
2	Quarterly Charges for Maintenance and Updating of CSIR-CCMB Website from time to time	(Per Quarter)	(Per Quarter)

*Prices to be quoted by the bidder must be exclusive of taxes.

** The L1 shall be decided after putting together the quoted amounts of Sl.No. 1 and 2 above.

Place:
Date :

Signature of the Tenderer with name,
address and seal

Annexure – C

AFFIDAVIT

I/We, (Name) _____ Contractor/Partner/Sole Proprietor (Strike out word which is notApplicable) of the (Firm) _____ do hereby solemnly affirm and declare that the individual firm/companies are neither blacklisted by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT:

Address: _____

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DEPONENT:

Place: _____

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

Annexure - D

DECLARATION

I.....Son/Daughter of Shri
Proprietor/Partner/Director/Authorized Signatory of
and I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Company's seal:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with Technical tender.

Format for declaration in LIEU of EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

Applicable for the MSE category only

Proforma of Bid Security Declaration (To be submitted by Bidder on its company letter head) it is hereby submitted that if I/We _____ (name of Bidder/firm/company) withdraw or modify the bids during period of validity, or if I/We _____ awarded the contract and I/We _____ (name of Bidder/firm/company) fail to sign the contract/agreement or to submit a performance security in the shape of FDR/BG, before the deadline defined in the tender/bid documents (within 10 days of work award letter), I/We _____ (name of Bidder/firm/company) suspended to take part in CSIR-CCMB Tender/Bid process for the period of _____ years from the date of occurrence of the above mentioned default.

Date :
Seal

Authorized Signatory Name &