

EXPRESSION OF INTEREST (EOI)

for the empanelment of firms/vendors to Design, Develop & upgradation of new & existing websites of Govt. Deptts./Bodies/Agencies into W3C WCAG 2.0 level AA Compliant Websites.

No: NIELIT(I)/DIR/Tech/03/15

Date: 16/01/2020

On behalf of the Executive Director, NIELIT Imphal, “**Expression of Interest (EOI)**” for empanelment of firms/vendors is invited in two bid system (Technical and Financial) from the reputed and well experienced firms/vendors for Design, Development & upgradation of new & existing websites of Govt. Deptts./ Bodies/Agencies into W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA standard websites. Interested firms/vendors fulfilling the requirements as specified under eligibility conditions of this document shall be eligible to apply. Information about the EOI, Schedule of Events of the Tender along with Eligibility Conditions, Terms & Conditions and Specification of work etc. are outlined in the Annexures to this tender as given below.

Annexure-I	:	About the EOI
Annexure-II	:	Schedule of Events
Annexure-III	:	Eligibility and Terms & Conditions
Annexure-IV	:	Specification of the work
Annexure-V	:	Details about Technical bid
Annexure-VI	:	Details about Financial Bid
Annexure-VII	:	Evaluation of Bids
Annexure-VIII	:	Abbreviations/Meanings

The scope of the contract/work of the successfully empanelled firms/vendors shall include (i) Data/Information Collection, Planning, Analysis, Design, Development, Security Audit and Maintenance of new websites of Govt. Deptts./Bodies/Agencies under Govt. of Manipur or any similar works undertaken by NIELIT Imphal and (ii) Updation of the existing websites of Govt. Deptts./Bodies/Agencies under Govt. of Manipur or any similar works undertaken by NIELIT Imphal. The websites shall be compliant with WCAG 2.0 Level AA standard of World Wide Web Consortium (W3C) to enable people with visual impairments access the website using assistive technologies, such as screen readers as indicated in **Annexure-IV**. The successfully empanelled firms/vendors shall visit the respective Govt. Deptts./Bodies/Agencies under Govt. of to collect the data, web contents and prepare interface design required for development and/or updation of websites as per direction from NIELIT Imphal.

Firms/Vendors shall have to quote rates for all the items/works required in the above stated works of new development of websites and updation of the existing website in the financial bid. If any firm/vender does not quote for all the items required in their work, the bid shall not be entertained & rejected.

The Fee for the EOI is Rs. 5,000/- (Rupees five thousand) only. Tender document can be downloaded from NIELIT Imphal website <https://www.nielit.gov.in/imphal>. The tender document shall be submitted along with proof of payment of EOI fee of Rs. 5,000/- to NIELIT Imphal.

(L. Shyam Sundar Singh)
Scientist-D/In-charge (Admin &
Finance)

Copy to:-

1. PS to Executive Director for kind information of Executive Director
2. P. L. Rongmei, Senior Technical Officer for necessary actions.
3. AD (Admin) for publication in local Newspaper.

ANNEXURE-I

About the EOI

NIELIT Imphal is one of the Centre of National Institute of Electronics & Information Technology (NIELIT), a scientific society of Ministry of Electronics & Information Technology, Govt. of India. The Institute is being undertaken the work for Design & Development of new websites of Deptts./Bodies/Agencies under Govt. of Manipur with World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliant and updation of existing websites of various Deptts./ Bodies/Agencies of Govt. of Manipur into W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA websites to enable people with visual impairments access the website using assistive technologies, such as screen readers.

NIELIT Imphal invites bids from the reputed firms/vendors who have past experience in the similar works for Govt. Deptts./Bodies/Agencies or similar works for other organizations for panelment of award of the above stated work/contract.

Authorised representative(s) of the interested firms/vendors can visit NIELIT Imphal or write email to plrongmei@nielit.gov.in within the stipulated timeline to understand the nature of the work or to clarify any doubts. The firm/vendor shall prepare a detailed design of at least one website having World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliance. This shall be submitted as a part of Technical bid. **All the technically qualified firms/vendors are required to prepare a presentation on the detailed design of the website and the same shall be presented by the authorised representative of the firm/vendor in front of the evaluation committee after opening of the Technical Bid.** Date and time of the presentation is placed at Annexure-II. There is weightage of the Technical Bid and Financial Bid which is mentioned at the Annexure-VII

Following are the important information about the EOI:

Particulars	Details
Nature of the Work	(i) Design & Development of W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliant new websites and, (ii) Updation of existing websites into W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA websites to enable people with visual impairments access the website using assistive technologies, such as screen readers.
Details of Contact Person for clarifications/queries etc.	Shri. P. L. Rongmei, Senior Technical Officer, NIELIT Imphal. Email id : plrongmei@nielit.gov.in
Mode of Tendering	Open Tender in Two bid System
No. of Covers	02 – Technical Bid & Financial Bid
Tender Fee (non-refundable)	₹ 5000/- to be paid through National Electronic Fund Transfer (NEFT) or e-transfer in favour of NIELIT Imphal payable at State Bank of India, Manipur University branch; A/C no: 10678276043, IFSC Code SBIN0005320
Website for downloading Tender Document, Corrigendum, Addendums etc.	http://nielit.gov.in/Imphal
Address where the Tender Documents are to be submitted	NIELIT Imphal, Akampat, Imphal-795001, Manipur
Venue for opening of Technical bid	NIELIT Imphal, Akampat, Imphal-795001, Manipur

ANNEXURE-II

Schedule of Events

Event	Date & Time
Date and time of Publishing of this tender	16 th January, 2020 at 5:00 pm.
Dates for visit to NIELIT Imphal for clarifications/queries etc.	17 th January, 2020 to 24 th January, 2020 during 9:00 am to 5:00 pm on working days
Bid Submission Start Date & Time	20 th January, 2020 at 9:00 am
Extended Date & Time for Bid Submission	12 th February, 2020 at 5:00 Pm
Date & Time of Technical Bid Opening followed by the presentation on the detailed design by the bidder	13 th February, 2020 at 10:30 am onwards
Date and Time of opening of Financial bids	14 th February, 2020 at 1.30 pm
Award of empanelment to the firm(s)	17 th February, 2020 at 10.30 am
Bid Validity	360 Days from the closing date of bid submission

ANNEXURE-III

Eligibility and Terms & Conditions

1. ELIGIBILITY:

- 1.1 The firm/vendor should have past experience in Design and Development of websites in the past 3- years in any of the Departments /Autonomous Institutions /Universities /Public Sector Undertakings of the Government of India or Government of Manipur or any other State Government or Public Sector Units or Banks or Local Bodies/Municipalities. The bidder shall furnish the details of past experience in the format included in **Appendix-1**. Proof of past experience shall be attached with the Technical Bid. **Without proof of past experience, technical bid of the firm/vender shall be rejected.**
- 1.2 Bidders shall have enough no. of well qualified and experienced manpower in the relevant field to execute the work. List of the technical/non-technical manpower shall be declared in the format included in **Appendix-1**.
- 1.3 The Registered Office or Branch Office of the Firm should be located at Imphal. If the firm/vendor who does not have an Office located at Imphal, their bids shall not be entertained.
- 1.4 The firm/vendor shall not been black listed by any of the Departments /Organizations of the Government of India/Government of Manipur and no criminal case is pending against. The firm/vendor should submit an undertaking with the Technical Bid to the effect. Prescribe Performa of the same is given at **Appendix-3**.
- 1.5 The firm/vendor should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder.
- 1.6 The firm/vendor shall have valid Certificate of Registration No., PAN and GST Registration No. The firm/vendor must furnish details of Certificate of Registration No., PAN No., GST Registration No. etc.
- 1.7 The firm/vendor must submit self-attested photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/self-attested Statement of Accounts as a proof of its Turnover.
- 1.8 Proof of payment of EOI Fee of Rs. 5,000/- (Rupees five thousand only) shall be submitted with the Technical Bid. Without EOI Fee the bid shall not be entertained & rejected.
- 1.9 The Firms/vendors are required to submit self-attested copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/outrightly rejected and will not be further considered:
 - a) Proof of payment of EOI Fee
 - b) PAN, GST Registration, Firm/vendor Registration certificate.
 - c) Audited Annual Accounts for the last 3 financial years i.e. 2016-17, 2017-18 and 2018-19.
 - d) Proof of past experience of execution of similar work(s) during the last 3 years.
 - e) Undertaking that his/her firm/vendor is not blacklisted by any Govt. Departments/organization.

2. TERMS & CONDITIONS:

- 2.1 The rates quoted should be in Indian Rupees only. In case of any difference/ discrepancy between the rates quoted in figures and words, the later shall prevail.
- 2.2 The bid shall be valid for a minimum period of 360 days after the closing date for submission.
- 2.3 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
- 2.4 The bidder shall quote the technical and financial bids only as per the guidelines/format mentioned at **Annexure-V & Annexure-VI**.
- 2.5 The contract is to commence from the date of award of contract/work to the Firm and shall continue for a period of 1 (one) year, unless it is curtailed or terminated by this NIELIT owing to poor in service.
- 2.6 The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and NIELIT.
- 2.7 The contract may be extended on the same terms and conditions or with some addition/deletion/ modification and on satisfactory performance, for a further period of one year with mutual consent.
- 2.8 The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of this NIELIT.
- 2.9 The contracting Firm will be bound by the details furnished by him/her to the NIELIT, while submitting the EOI or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- 2.10 Financial bids of only those Firms who are technically qualified/eligible shall be evaluated.
- 2.11 NIELIT Imphal reserves the right to terminate the contract during initial period after giving a week's notice to the Firm.
- 2.12 The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
- 2.13 The firm/vendor shall be available on his own direct telephone (office as well as residence) and also on the mobile phone(s) anytime so that he can be contacted immediately in emergency cases. The Mobile Number may also be provided.
- 2.14 Before award of contract, all original documents will be checked by the NIELIT and at that time attested photo-copies are required to be furnished.
- 2.15 The NIELIT Imphal shall not be responsible for any financial loss or other health problem for any person deployed by the contracting firm in the course of their performing the assigned duties in connection with the contract.
- 2.16 In the event of failure to accept the offer of contract or failure of submission of acceptance letter the Earnest Money deposit submitted by the bidding firm shall be forfeited.
- 2.17 Either party may terminate the contract by giving a notice of two months.

- 2.18 It may specifically be mentioned whether quotation is strictly as per EOI specification/conditions. If not, deviation must be spelt out specifically in Technical Bid.
- 2.19 NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever.
- 2.20 NIELIT reserves the right to select no. of firms/vendors as successfully empanelled firms/vendors based on the requirement.
- 2.21 NIELIT reserves the right to distribute the work to the successfully empanelled firms/vendors as and when required.
- 2.22 The successfully empanelled firms/vendors shall signed a contract agreement with NIELIT Imphal which may include additional terms & conditions.
- 2.23 After signing of agreement, NIELIT will place work order to any successfully empanelled firm/vendor. The work shall be executed on very short notice and shall be completed within specified time.
- 2.24 Once received the work order (mentioned at Para 2.23), the firm/party shall have to deposit Earnest Money Deposit (EMD) or Security Deposit @ 2% of the total work order value to NIELIT Imphal.
- 2.25 The work shall be genuine and of standard. In case it is found that the works are copied and it is against the copy right law, it will be final decision of NIELIT Imphal to terminate the Agreement, forfeit the EMD/Security Deposit (mentioned at para 2.24) and black list the firm.
- 2.26 All disputes arising out of this contract shall be settled amicably by NIELIT Imphal and the contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.
- 2.27 NIELIT, IMPHAL reserves the right to issue any addendum/corrigendum to this bid document at any time prior to 2 days before the last date for submission of bids. NIELIT Imphal may amend any of the bid terms, and as addendum/ corrigendum to bid document in the NIELIT Imphal website. The amendment so carried out will be binding on all the bidders. It will be assumed that addendum/corrigendum have been taken into consideration by the bidders in their offers after intimation, amendments shall be deemed to form an integral part of this tender document.

ANNEXURE-IV

Specification of the work

Design & Development of W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliant 18-websites and updation of 35-existing websites into W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA websites to enable people with visual impairments access the website using assistive technologies, such as screen readers.

The details of work to be executed are as under:

Sl.	Particulars
1.	Data/Information Collection, Planning & Analysis
2.	Interaction with Govt. Deptts./Bodies/Agencies for collection of data/information, user's requirement and validation of existing data.
3.	Design & Development of W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliant websites for Govt. Deptts./Bodies/ Agencies.
4.	Updation of existing websites into W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliant websites.
5.	Security audit of websites by CERT-IN empaneled agencies (if necessary)
6.	Maintenance of websites for a period of 1-year
7.	User acceptance testing (to be done with the help of any other Govt. Deptt./Agencies or as directed by NIELIT)
8.	The bidder is expected to follow standard best practices for the development of web application apart from making the websites W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliance

ANNEXURE-V

Details about Technical bid

1. Technical bid should be submitted in the prescribed format given at **Appendix-1** (duly filled in) along with the following:
 - i) At least a Sample Detailed Design of W3C Web Content Accessibility Guidelines (WCAG) 2.0 level AA compliant websites.
 - ii) Other Necessary enclosures and other supporting documents
 - iii) Declaration (as per format enclosed as **Appendix-2**)
 - iv) Undertaking (as per format enclosed as **Appendix-3**)
 - v) Acceptance Letter (as per format enclosed as **Appendix-4**)
2. All the necessary supporting documents mentioned in “Eligibility” and also mentioned in “Terms and Conditions”.
3. All the Technical Bid documents and enclosures should be signed by the authorized person of the bidder.

Sd/-
(L. Shyam Sundar Singh)
Scientist-D/In-charge (Admin &
Finance)

ANNEXURE-VI

Details about Financial bid

1. Financial Bid shall be submitted for the following items
 - i) Cost break up for development of new website as below:
 - a) Data/information/content collection & validation
 - b) Design Cost
 - c) Development charges of each type of pages (Dynamic & Static).
 - ii) Cost break up of updation of existing website.
 - a) Data/information/content collection & validation
 - b) Design/Updation Cost
 - c) Development/Updation charges of each type of pages (Dynamic & Static).
 - iii) Security Audit Charges
 - iv) Break up for hosting charges.
 - v) Maintenance & Support Cost breakup.
 - vi) Any other charges.
 - vii) Overall cost per website separately for new Development & Updation.
2. All prices quoted in Financial Bid should be inclusive of all taxes and other applicable charges.
3. The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.
4. Commercial bid will be evaluated only for those bidders who qualify technically on the date & time specified in the bid schedule.

Sd/-
(L. Shyam Sundar Singh)
Scientist-D/In-charge (Admin &
Finance)

ANNEXURE-VII

Evaluation of bid

Bidders are informed to note the following regarding evaluation of bids. Since the nature of the proposed work is technical, there shall be weightage of Technical bid as well as Financial bid. The evaluation of bids shall be as given below:

$$\text{Total Score of the bidder} = [w(T) \times s(T)] + [w(F) \times s(F)]$$

where,

w(T) = Weightage of Technical Score (i.e. 50%)

w(F) = Weightage of Financial Score (i.e. 50%)

s(T) = Score of Technical Bid

s(F) = Score of Financial Bid

Calculation of Technical Score, s(T) shall be based on the following:

Sl.	Heading	Description	Criteria of score allotment	Maximum Allotted Score
1	Design & Solution	Technical Design, solution, future aspects etc. to be mentioned by the bidder in the technical bid and present before the evaluation committee	a) Design & Solution = 1 to 10 b) Technology Standard followed = 1 to 5 c) Existing Manpower = 1 to 5 d) Existing Infrastructure = 1 to 5 e) Future /upgradation aspects = 1 to 5 f) Security aspects = 1 to 5	35
2	Experience in the field	Year of Experience	a) upto 5 years = 3 b) More than 5 years = 5	15
		Having past work experience in the organizations located in Manipur State	a) Yes = 5 b) No = 0	
		No. of similar works/services executed	a) Upto 05 = 3 b) More than 5 = 5	
3	Maintenance & Support	-	0 to 10	10

Calculation of Financial Score, s(F) shall be based on the following:

$$\text{Financial Score} = (\text{Lowest financial quote} / \text{firm's/vender's financial quote}) \times 100$$

Sd/-
(L. Shyam Sundar Singh)
Scientist-D/In-charge (Admin &
Finance)

ANNEXURE-VIII

Abbreviations/Meanings

RFP	Request for Proposal
W3C	World Wide Web Consortium
WCAG 2.0 Level AA	Web Content Accessibility Guidelines (WCAG) 2.0 level AA which deals with the biggest and most common barriers for disabled users
EMD	Earnest Money Deposit
PAN	Permanent Account Number
GST	Goods and services Tax
CERT-IN	India – Computer Emergency Response Team
NIELIT	National Institute of Electronics and Information Technology

Expression of Interest (EOI)
for
Design & Development of W3C WCAG compliant websites and
Updation of existing websites into W3C WCAG Compliant Websites for
Govt. Deptts./Bodies/Agencies

TECHNICAL BID (Part-I)

1	Name of the Bidder	
2	Full Address of the Bidder	
3	Telephone No.	
4	Mobile no. Whatsapp No.	
5	E-Mail	
6	Firm/Vendor's registration details:	
7	PAN No.	
8	GST No.	
9	Average Annual Turn Over for the last 03 financial years i.e. 2016-17, 2017-18 and 2018-19	
10	Details of past Experience in the field	
11	Details the Registered Office or Branch Office of the Firm located at Imphal including name, address, contact number, etc.	
12	Details of pending legal disputes(if any)	
13	Details of Tender Fee (Rs. 5000) paid for this tender.	
14	Name and telephone number of the contact person (<i>on behalf of the bidder</i>)	
15	Date of visit for preparation of the detailed design and by whom	
16	Whether detailed sample design enclosed?	YES or No

TECHNICAL BID (Part-I)**History of Past Experience**

Year	Name & type of work/service	Name & address of the customer	Value of Work/Service provided	Remarks

TECHNICAL BID (Part-III)

Detail of the "Website Design" submitted for presentation before the evaluation committee

Sl.	Particulars	Detail Information	Remark
1	Name of the Website		
2	Standard Followed		
3	Design & Development Tools used		
4	Security Aspects		
5	Compatibility		
6	Future Upgradation aspects		
7	Any other relevant information		

TECHNICAL BID (Part-IV)

Maintenance & Support facility (Please write the detail plan to be provided below☺)

--

TECHNICAL BID (Part-V)

List of the Technical/non-Technical Manpower of the organization

Sl	Name of the Employee	Qualification	Expertise Area	Experience (in years)	Technical/Non-Technical?

(To be printed on the bidder's letter head)

DECLARATION

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicated in Annexure-III and shall abide by them. I/We also understood the parameters of the proposed scope of work and shall abide by them also.

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in above statement at any stage; I/We shall be blacklisted and will not have any dealing with the organization in future.

I hereby confirm that I am authorized to sign the EOI Document.

Date _____

Signature _____

Place _____

Name _____

Designation: _____

Office Stamp/Seal

(To be printed on the bidder's letter head)

UNDERTAKING BY THE BIDDER

1. I/We undertake that my/our firm M/s.
..... has **not been blacklisted** by any Govt. Department/Public Sector /Undertaking/
Autonomous Body.
2. I.....Son/Daughter/Wife of
Shri Proprietor/Partner/Director/authorized signatory of
M/S..... am competent to
sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them:
4. The information/documents furnished along with the above application are true and correct
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;
5. I understand that in case any deviation is found in the above statement at any stage, my
concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in
future.

Date: _____

Place: _____

Signature of the authorized Signatory of
the firm/Company/Organization
(Bidder)

Office Stamp/Seal

(To be printed on the bidder's letter head)

EOI ACCEPTANCE LETTER

Date: _____

To,

The Executive Director
NIELIT Imphal
Akampat, Imphal

Sub: Acceptance of Terms & Conditions of EOI.

EOI Reference No: _____

Dear Sir,

1. I/We have downloaded/obtained the document(s) for the above mentioned, EOI from the web site www.nielit.gov.in/imphal as per your advertisement, given in the above mentioned website.
2. I/We hereby certify that I/We have read the entire terms and conditions of the EOI documents (including all documents like annexures, Appendix etc.,) which form part of contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also be taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the EOI conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted /debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Signature of the authorized Signatory of
the firm/Company/Organization(Bidder)
(Office Stamp/Seal)