



**National Research Centre for Orchids  
(Indian Council of Agricultural Research)  
Pakyong – 737 106, Sikkim, India**

Tel. No: 91-03592-257954(Director)      Telefax 03595257289  
Web Site: <http://www.nrcorchids.nic.in> Email: nrcorchids@rediffmail.com



F.No. NRC (O)/S/32/15-16/

Dated:

Dear Sir (s),

We have a requirement of the services as indicated below, tender for which will be received up to **1500 hrs on 25.06.2015** and you are invited to submit your most competitive quotation for the same. All the relevant details are given below.

1. Description of the services required and the required quantity: As enclosed in Annexure – I.
2. Guiding specification and other technical details, terms and conditions: **As enclosed in Annexure –II, III& IV.**
3. Service to be provided at **NRC for Orchids, (ICAR), Pakyong, East Sikkim-737106.**
4. Service should be provided/ Work should be started: **Within 30 (thirty) days** from the date of the purchaser's signing the contract/ issue of work order.
5. Terms of Inspection by the purchaser's representative: The inspection, installation and demonstration, training must be carried out to the satisfaction of the indenter and a certificate to this effect should accompany the final claim.
6. Training of purchaser's operator(s) for operating the web site: Two operators are to be trained for a period of 4 (Four) weeks at purchaser's premises for successfully operating the services provided by the party to this Institute. The training shall be completed by one month from the date of installation/ final up gradation.
7. **Price structure:**
  - a. The tenderer shall quote for the complete requirement of services and for the full quantity as shown against a serial number in the List of Requirements in Annexure – I. Unless otherwise specified in Annexure – I, the tenderers are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the List of Requirements).
  - b. The rates and prices quoted shall be in Indian Rupees only.
  - c. **All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.**
  - d. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.
  - e. ICAR-NRC for Orchids (ICAR), Pakyong is exempted from payment of Central Excise/Customs Duty.
8. **Bid Security:** The seller will submit bid security @**2.5%** of their quoted rate, in form of Bank Draft drawn on **STATE BANK OF INDIA**, in favor of "**Director, NRC for Orchids**", payable at **Pakyong (BRANCH CODE:9036)**.
9. No exemption on account of submission of bid security is allowed even if the firm is registered with DGS&D/NSIC/SSI.
10. **Terms of payment:**
  - a. After the completion of website up gradation purchaser will verify the work and website will be checked on trial run bases. Time of 04 (four) weeks will be provided by the party to purchaser to verify the work. Report based on these trial runs will be prepared by the I/c ARIS cell and if any requirement/ scope of further improvement/ modification/ up gradation is found same will be communicated by the purchaser to the party, such as the complete functionality of forms or other scripts, will test for last minute compatibility issues (viewing differences between different web browsers), ensuring that the site is optimized to be viewed properly in the most recent browser versions. Party will resolve the concerns communicated at an earliest. If work found to be satisfactory and after providing training purchaser will issue acceptance certificate to

the supplier, provided the service supplied are acceptable in terms of the contract. The supplier will then send its bill along with the purchaser's/ I/c ARIS cell acceptance certificate and other accompanying documents to the paying authority for payment.

- b. The paying authority will release the full payment to the supplier as due in terms of the contract, within thirty working days of receipt of supplier's bill, purchaser's receipt certificate, acceptance certificate and other accompanying documents, provided the same are in order.

After successful up gradation of website & completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the supplier. The supplier will thereafter send its bill, along with the above certificate to the paying authority. The paying authority will release the payment to the supplier in terms of the contract within fifteen working days of receipt of supplier's bill provided the bill and the accompanying documents are in order.

- 12 **Paying Authority:** Director, NRC for Orchids, (Indian Council of Agricultural Research), Pakyong East Sikkim-737106
- 13 **Liquidated Damage Clause:** If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the service, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied service after the existing completion period, or to extend the service period suitably by issuing an amendment to the contract. If the supplier fails to perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to **0.5% (half percent)** of the delivery price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be **10% (ten percent)** of the contract price of the delayed goods or services.

Further, during such delayed period of supply and/ or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser's letter (to the supplier, with copies endorsed to others concerned) extending the delivery period will be subject to the above conditions.

14 **Warranty Clause:**

Warranty will be for a period of one year from the date of upgradation. In case of any repair/ up gradation within the warranty period, the period of warranty would extend for a period of 12 months from the date of such repair.

15 **Dispute Resolution Mechanism**

- i) If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. A sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996, shall conduct the arbitration the venue of the arbitration, shall be the place from where the contract is issued.
- ii) You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.
  - a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
  - b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).

- c) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
  - d) Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnish relevant details.
  - e) A supplier shall not submit more than one quotation for the same set of service.
  - f) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the service or any part thereof, with respect to the services quoted by the supplier in its offer.
  - g) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
  - h) The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
  - i) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - j) The quotation/ offer shall remain valid for acceptance for a period not less than 90 Days after the specified date of opening of the offers.
- iii) The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry no. and the words **“DO NOT OPEN BEFORE 25.06.2015“UPGRADATION OF INSTITUTE WEBSITE”AT NRC FOR ORCHIDS, PAKYONG, SIKKIM.** This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders. The supplier may, at its choice, send the tender by registered Post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.
- iv) The tenders, which are received late by the purchaser, will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and/ or sent as above.
- v) The tenders, which are received on time (as per para 3 above), will be opened at purchaser’s office at **1500 hours on 25.06.2015**(date). The purchaser will open the tenders in the presence of the tenderer’s duly authorized representatives, who choose to attend the tender opening. The representative should submit the authorization letter at the time of bid opening. Tenderer may communicate the office of Director - ICAR NRC for Orchids before visiting the Institute for above mentioned purpose.
- vi) The purchaser will evaluate and compare the quotations, which are substantially responsive, i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
- vii) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
- viii) Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure – 3. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

**Encl: Annexure I, II & III.**

(N.Sailo)

Asstt.Administrative Officer  
I/C(for and on behalf of Director, NRC for Orchids, (ICAR), Pakyong-  
737106.

**Copy to:**

1. Scientist In-charge, (ARIS CELL), NRC for Orchids, Pakyong for information and also request you to kindly upload the Tender Notice in the website of the Institute and central Procurement Portal.
2. All members of Institute's Website/Data Management Committee members, ICAR-NRC for Orchids, Pakyong, Sikkim.
3. Notice Board, NRC for Orchids, Pakyong

(N.Sailo)  
Asstt.Administrative Officer I/C

**LIST OF REQUIREMENTS**

<b>Serial No.</b>	<b>Description of Services</b>	<b>Accounting Unit</b>	<b>Quantity</b>
01.	Up-gradation of Institute Website	Number	

**Special instructions In case of Website which require installation and demonstration by the Service Engineer of the supplier, it should be clearly mentioned whether these services are free of cost or involve extra cost and the cost should also be indicated, if applicable.**

**SPECIFICATIONS & OTHER TECHNICAL DETAILS**  
**OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE – 1)**

**Scope of Work**

1. Least site opening time
2. Clean and professional design
3. Search engine friendly website
4. Security Clearance from GOI empanelled Party
5. GIGW Compliance

**Functionality to be Covered In Website** - Completely CMS (Content Management System) driven. –  
2 broad components • Visitor section • Administrator section:

Visitor Section

- (i) Landing/Home Page with both English and Hindi version
- (ii) Hindi Content: The Hindi Content should be in Unicode compatible font.

1. About Us
2. Organogram
3. Cadre Strength
4. Divisions
5. Personnel
6. Directors
7. Research
8. Services
9. Extension
10. Publications
11. IJAOR
12. Facilities

13. Farmers
14. Downloads
15. Achievements
16. Germplasm
17. Collaborations
18. Orchid Gallery
19. Tenders
20. Employments
21. Conference
22. RTI information
23. News and events
24. Important Links

**Administrator Section:**

1. Secure Login:
2. Add/Delete/Change Order of Links/Sub Links.
3. Content can be updated in Database for each Link
4. Upload Tenders, vacancies, RTI Information and owner of the content.
5. Meta Data: For each content the admin should specify the metadata

**Implementation Approach:**

• On receipt of work order the Developer should start interacting with ICAR- NRCO team for Requirement Analysis for 2 -3 days. • Requirement Analysis will be documented and get vetted by ICAR- NRCO. • Based on the Requirement Analysis, will prepare 4-5 sample layouts for the website and submit it to ICAR- NRCO,Pakyong for approval. Suggestions received from ICAR- NRCO,Pakyong will be incorporated by the Developer to finalize the Homepage. • Data for most of the links will be provided by Incharge ARIS cell. Mostly the Data will be given in the form of softcopy. However the same need to be set as per desired format by the developing team. Some data may have to be picked from existing website or if required need to be fed (in case provided hardcopy) by the developers.

**Technical Proposal must highlights the following major Milestones timeline :**

S. No	Activity Start	Start	End	Remarks
1	Project Initiation			
2	Requirement Analysis			
3	4-5 Sample layouts			
4	Website Upgradation			
5	Present to NRCO for approval with all functionality			
6	Content Placement			

7	GIGW guidelines and Security Audit Submission & Clearance			
8	Website Launching			

### 3. ACCEPTANCE CRITERIA/ DELIVERABLES

- User Manual & Web Site Contents
- Web site Setup/Installation, Maintenance Guidelines
- Source Code for Dynamic components
- Hand Holding for Data Updation
- Maintenance/bug fixing for 6 months



**FORMAT OF PRICE QUOTATION**

Serial No.	Description of Services	Specifications	Accounting Unit	Qty	Quoted Unit Price in Rs.		Total amount in Rs.
					In figures	In words	

Grand Total Cost: Rs. \_\_\_\_\_

Details of Bid security submitted (Rs): \_\_\_\_\_

Enclosures: Related to credentials: \_\_\_\_\_

We agree to supply the above services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision, as given in tender document along with Annexures \_ I, II, III & IV.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(in case a tenderer desired to put some additional/ modified stipulations, terms & conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

.....  
 (Signature, name and designation of the authorized executive of the tendering firm)  
 for and on behalf of .....

(Name and address of the tendering firm)  
 (Seal of the tendering firm)

Date:  
 Place:

**Terms and Conditions:**

1. The time for completion of the work shall be 90 days from the date of issue of the Letter of award.
2. The successful bidder shall be required to present several designs of output templates out of which some templates will be selected by a Committee with/without suggestions for changes which the bidder will have to incorporate.
3. The interested persons can go through the existing ICAR- NRCO Website (<http://nrcorchids.nic.in>) and estimate the variety and quantum of information that needs to be available on the website. They can also make suggestions for presentation of more information on the website which is not yet on the website at the time of making presentations, which will form part of the technical bid.
4. The bidder must have (i) at least five years "experience of creating and managing quality websites".
5. The company/firm must have annual turnover of not less than 05 lakhs rupees in each of the past three financial years.
6. The bidder should be registered for Service Tax (Copy to be enclosed).
7. Parties: The parties to the Contract are the contractor (the bidder to whom the work has been awarded) and the ICAR- NRC for Orchids through the Director.
8. Addresses: For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the NRCO, Pakyong. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
9. Signing of Tender: Individual signing the tender or other documents connected with contract must specify whether he signs as:- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor. (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company. N.B. (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender. (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm. (iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR- NRCO, Pakyong may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available. (iv) The bidder should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the token of having read and understood the documents. The successful bidder, having been communicated about acceptance of his offer and award of the tender,

shall have to enter into an agreement with the ICAR- NRCO in non-judicial Stamp Paper of Rs.100/-. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.

10.Sub-letting of Work: The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.

11.The tender is not transferable.

12. Please quote Service Tax Registration No., VAT Registration No., PAN No., as are available with you.

13. Address and profile etc. of the firm/ company/agency. Copies of last two years income tax returns and other relevant documents should be enclosed with the technical bid.

14. The bidder should submit the details of his previous works and his previous clients and he should give printout and details of websites developed earlier.

15. An authorized Committee in NRCO would first open the technical bids only. Financial bids of only those bidders would be opened who are found to be technically suitable after looking into the documents and facts submitted by them along with the technical bids and the proposal and scheme that they would have submitted.

16.Payment Terms: Payment on successful up gradation and implementation of website to the satisfaction of NRCO.

17. Rate quoted shall remain same till the completion of work.

18. The decision of the NRCO in this regard would be final and it can depend upon the liking of the NRCO for the proposal for refurbishing and up gradation of NRCO website submitted by the bidders along with the technical bids.

19. All the dispute/litigation, if any, will be subject to Gangtok (Sikkim) jurisdiction only.

20.The bidders have to furnish the following information along with the supporting/required documents as part of the technical bid. 1. The Detailed business profile along with organizational structure showing details of professional, technical and other manpower. 2. The bidder required to provide evidence of having successfully undertaken similar projects. 3. Detailed note explaining the scope of work as understood by the bidder and which shall be executed by it/him. 4. The bidder can also submit his ideas and schemes about how he would refurbish and develop the NRCO website. He can enclosed write-ups, presentations, screen shots, plans etc for this. 5. Detailed lists / procedures of quality control, which the bidder proposes to conduct during the execution of work. • The financial bid for the items included in the scope of work may be submitted on plain paper.

21. Work of upgradation will strictly performed as per ICAR guidelines (<http://www.icar.org.in/files/guideline-of-ICAR.pdf>) for Uniformity in Contents of Website of all the ICAR Institutes.