

**NORTH EAST REGIONAL INSTITUTE OF
PARLIAMENTARY STUDIES, TRAINING &
RESEARCH, ASSAM**

**TENDER FOR
DESIGN, DEVELOPMENT, INTEGRATION,
DEPLOYMENT, IMPLEMENTATION AND PROJECT
MAINTENANCE OF WEB PORTAL**

Tender No : NERIPSTR/51/2023/01

Date : 01.02.2023

Important Information

Date and Time of Publishing of Bid Document	02.02.2023
Date and Time of Start of Bid Submission	03.02.2023
Date and Time of End of Bid Submission	3.00 PM of 17.02.2023
Date and Time of Opening of Technical Bid	3.30 PM to 17.02.2023
Tentative Date and Time of Opening of Price Bid	Will be notified
For any clarification please contact the following	Director, North East Regional Institute Of Parliamentary Studies, Training & Research, Assam (NERIPSTR), APSC Road, Jawahar Nagar, Khanapara, Guwahati-781022

**NORTH EAST REGIONAL INSTITUTE OF PARLIAMENTARY
STUDIES, TRAINING & RESEARCH, ASSAM**

Address:

Tender No: NERIPSTR/51/2023/01

Date: 01.02.2023

The Director, North East Regional Institute of Parliamentary Studies, Training & Research, Assam invites tenders in two bid system (Technical and Financial bids) from technically complied bidders fulfilling the eligibility criteria as mentioned in the tender document for selection of bidders for **“Design, Development, Integration, Deployment, Implementation, Maintenance and Project Management of Web Portal”**. Tender document can be collected from the office of the Director, NERIPSTR, Khanapara, Assam on payment of Rs. 100 only. However, Tender Documents can be downloaded from the website also but Rs. 100/- will have to be deposited at the time of submission of the Tender

The bid shall be submitted in a sealed envelop in hard copy format.

Date of issue of tender document : **02.02.2023**

Last date of submission of tender : **17.02.2023 at 3.00 PM**

Sd/-

Director,

North East Regional Institute of Parliamentary Studies, Training & Research, Assam

Background / Introduction

The North East Regional Institute of Parliamentary Studies, Training and Research (NERIPSTR), is one of its kind and the first institute in the entire Northeast of India, to provide trainings and the prospect of learning Constitutional and Parliamentary studies. Up until now, there have been specialized courses on Parliamentary Studies provided by reputed Universities across the country and also through organizations like Institution of Constitutional and Parliamentary Studies (ICPS) or Parliamentary Research and Training Institute for Democracies (PRIDE) in Delhi. But NERIPSTR plans a specialized platform highlighting the democratic as well as cultural history of Northeast India.

NERIPSTR not only will focus on promoting the said studies, but also provide a platform for people from across the globe to attend seminars, conferences, lectures on developments in constitutional laws, conventions, practices, parliamentary procedures in reference to the formal Parliamentary Democracy of this region. It further plans on providing research facilities for students who wants to pursue specialization in the democratic reforms of North-eastern region.

Needless to mention, Northeast's rich culture has paved in more than countable ways to shape the democratic reforms of this region. Assam alone has more than 30 ethnic groups which add to the varied ethnicity of this amalgamation of 8 states. Each state represents a rich culture which makes Northeast India stand out in the entire country. NERIPSTR, through a well designed and descriptive web-portal can put forth all the 8 states in the global map and draw the attention of people across the world, who are interested in studying about Parliamentary and Constitutional reforms of different countries, in specialization to a particular region of the country highlighting demography, culture and political aspects of North East Region.

The North Eastern Regional Institute of Parliamentary Studies, Training & Research, Assam hereinafter referred to as NERIPSTR has been set up with the objective of imparting training, conducting workshops and extending support to all the legislators and officials of the NE assemblies.

Scope of Works.

Building a website varies from purpose to purpose and the design can remain dynamic. Since the major purpose of a website for NERIPSTR is to provide information to the world. It is important to make the website attractive with a picturesque presentation of the information. The aim is to attract stakeholders and inspire them to explore more through the website. Thus, the website/web-portal can be showcased in the following manner:

Home Page:

Overview of NERIPSTR

Overview of the Geographical representations

Overview of the training/courses offered

Notification Box for updates

Sections:

About Us

Origin of NERIPSTR

Organizational Set Up

Faculty Involved

Location/Campus

Photo / Video Gallery

Academics

Courses

Details on each course

How to apply for the courses

Activities

Youth Parliaments

School Seminars

College Seminars

Archive/Library/Publications

Parliamentary Records

Political Historiography

Cultural Historiography

Geographical Historiography

Policies

Contact us

Phone numbers of relevant nominees

Email address of the organization/relevant nominees

Location

Social Media Links

Features of the Web-portal

The web portal will have mainly the following features

Constituency wise user page for uploading contents

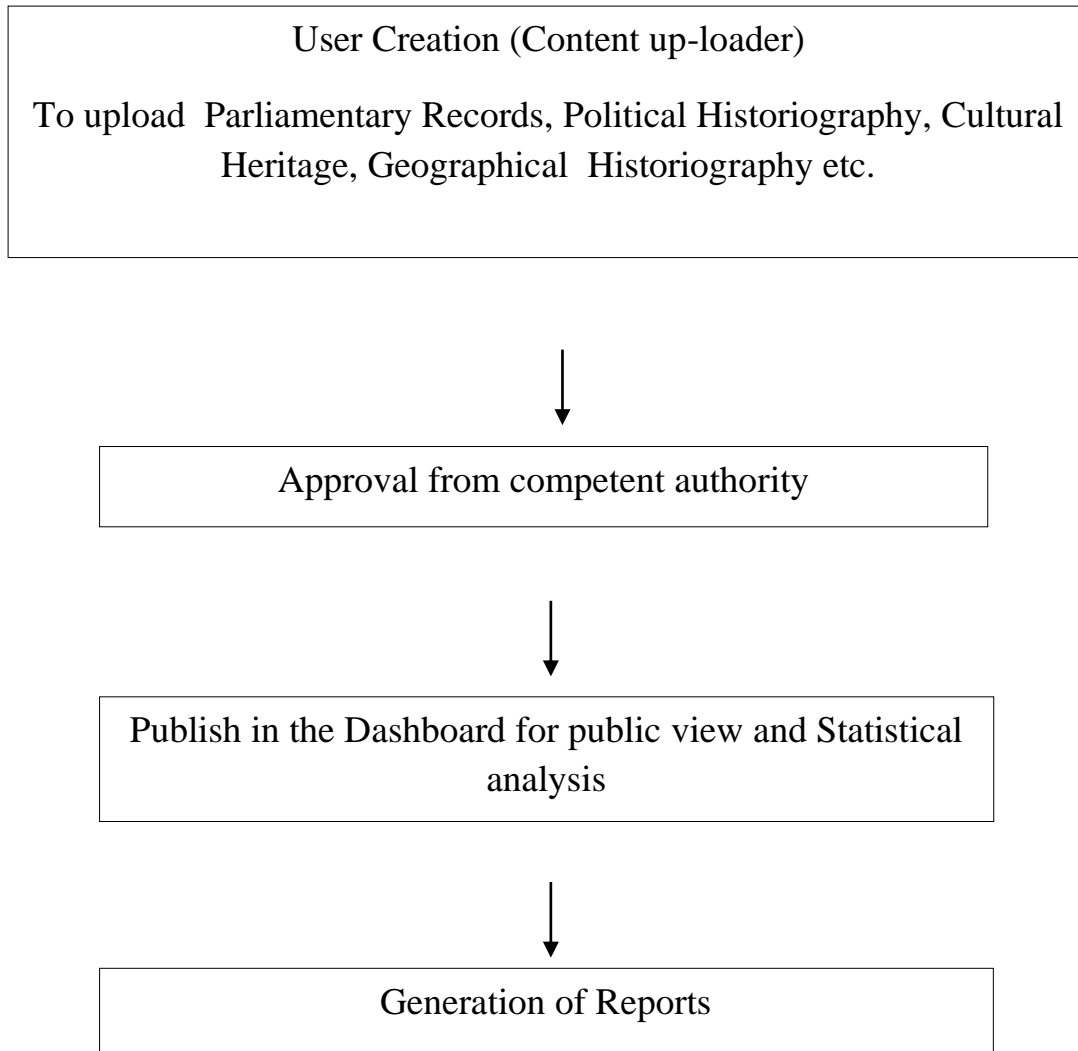
1. Constituency wise user page for uploading contents Assembly Secretariat wise users for uploading assembly related information etc.

Central Moderator to moderate the uploaded contents and publish in the portal for public view.

Assembly wise dashboard to view and upload/modify information.

Dashboard for viewing and downloading various MIS reports as per selection criteria of the user

PROCESS FLOW



General

Conditions of the Tender

NERIPSTR/51/2023/01

The Tender in Two-Bid System (Technical & Financial bid), shall be submitted with affixing Court Fee Stamp of Rs.8.25/- (Rupees eight and twenty five paisa) only (for local bidders) or IPO of Rs. 10/- (Rupees Ten) only (in case of bidders from outside of the State of Assam) from the technically competent bidders of the tender floated vide no. NERIPSTR/51/2023/01 for Design, Development, Integration, Deployment, Implementation and Maintenance of web portal with project management.

The tender shall be physical mode and the financial bid shall be opened only for approved technical bids.

Any further details of the scope of works can be obtained in person from the undersigned.

Tenders of only those Bidders who have fulfilled the Terms and conditions of this tender will be considered for evaluation. The tender will undergo evaluation at every stage of processing and any tender found at any stage, not in conformity with the stipulated tender conditions including specification / found to be having defective and incomplete documents will be rejected.

Corrigendum / Addendum / Modifications/ corrections if any, will be published in the portal assambidhansabha.org. Bidders can collect the tender document from the office of the Director, NERIPSTR, Khanapara, Assam. Tender shall be submitted physically in a sealed envelope to the undersigned in the stipulated date and time.

Tenders must be accompanied by Tender Processing Fee of Rs. 500/- (Non refundable) and EMD (Earnest Money Deposit) of Rs. 5,00,000/- (Five Lakh only)(Refundable) which shall be submitted **through DD in favour of Director, NERIPSTR**. If the tenderer fails to submit the same, their tenders will be rejected.

Firms registered with PSU (Central/State)/ MSME / NSIC are exempted from submission of Tender Fees. However the Court Fee is not exempted.

The tenderer should submit the following documents in Technical Bid otherwise the tender will be treated as rejected:

1. The Bidder must be a registered firm in India under the Companies Act, 1956. Proof of the establishment.
2. GST registration certificate
3. Income tax returns acknowledgment for last 3 (three) Assessment Year 2018-19, 2019-20 and 2020-21.
4. Audited Balance sheet for last 3 (three) Assessment Year 2018-19, 2019-20 and 2020-21.
5. Average Annual Turnover for last three assessment years should not be less than of **Rs. 50 lakhs** in each financial year and should be authenticated by the Chartered Accountant.
6. The Bidder must of prior experience of successfully completed / be in the process of executing large IT projects in turnkey basis on development of web portal with CMS (Detailed experience in the field should be submitted).
7. List of similar projects completed/ implemented with references has to be submitted with contact number of the concerned officer(s).

8. Should not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation or private organization as on the date of tender submission and a self-declaration in a duly notarized Rs. 100/- Non-Judicial Stamp Paper has to be submitted.

Undertaking for Criminal Liability on Non Judicial Stamp Paper worth of Rs. 100/-

9. No police case is pending against the Company / Director of the Company. Indicate any convictions if any against the Company/firm/partner.

10. Complete project plan as a turnkey solution with tentative time plan must be submitted.

11. The Bidder should have submitted a notarized declaration for “local office to be established in the state of Assam/ having local office in the state of Assam” after the award of the Contract.

12. In line with the condition with the Government of India, the Bidder must be a registered firm in India (a Company) in existence for at least five years

13. The bidder should have CMMI Level 3 (minimum) and ISO certification

14. The Bidder must have experience in design, development, hosting, maintenance & management of Web and Mobile applications.

15. Bidders must submit the tender document on or before **17.02.2023** up to **3.00 P.M.** through submission of Physical documents only and the technical bids will be opened on **17.02.2023** at 3.30 P.M. in presence of the bidders or their authorized representatives. If the office happens to be closed on the tender opening date as specified, the tenders will be opened on the next working day at the same time and venue.

INSTRUCTIONS TO THE BIDDER

The bid document should be read in conjunction with the press Tender Notification No. NERIPSTR/51/2023/01 a copy of which is enclosed in this document towards ***“Design, Develop, Integration, Deployment, Implementation and Maintenance of Web Portal and Project Management ”***.

The bidders are expected to examine all instructions, forms, terms, specifications etc., in the bidding documents. Failure to furnish all information as stipulated in the bidding documents or submission of a bid not in compliance to the bidding documents will be at the bidder’s risk and may result in rejection of its bid.

Cost of Bidding - The Bidder shall bear all the costs associated with the preparation and submission of its Bid and the inviter will, in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Project period: The period of Project completion shall be 6 calendar months from the date of Letter of Award.

The maintenance period shall be **5 years (60 months)** from the date of final project sign off.

Technical Support: Three (3) persons [Content Manager, IT (Admin), Support Staff (Grade-III)] should be made available initially for a period of 5 years for In-house technical support, Content management & Project co-coordination.

Copies of original document defining the constitution of legal status, place of registration and principal place of business, written power of attorney of the signatory of the bid to participate the tender. Authority may seek references from the bidders bankers to be provided.

Amendments of Bidding Documents:

At any time prior to the deadline for submission of the Bids, the NERIPSTR shall have right to modify the Bid document by amendment for any reason.

Corrigendum/Modifications/corrections, if any will be **published / notified in the portal assambidhansabha.org**.

NOTE:- A hard copy of the technical bid along with the court fee stamp, Tender Processing Fees & EMD must be submitted during submission of the bid.

EVALUATION OF BIDS

The participating bidders will be technically evaluated through a marking system to be qualified for opening of the price bids. No complaint or grievance will be entertained after 7 (seven) days of publishing of the technical bid evaluation result.

The tendering evaluation will be done on weightage with 70% to technical evaluation and 30% to financial evaluation.

1. Technical Bid Evaluation criteria:

The Technical bid evaluation committee constituted by the North East Regional Institute of Parliamentary Studies, Training & Research, Assam authority will evaluate the proposals on

the basis of their responsiveness to the tender terms, applying the evaluation criteria, sub criteria and point system specified.

During the technical evaluation stage, each bidder shall be assigned marks out of a total of 100 marks, as per the criteria specified below.

Technical Criteria and weightage matrix for evaluation (total 100 marks). Documentary proof for the below mentioned parameters must be submitted, otherwise marks will not be awarded for the criteria.

Sl	Evaluation Criteria	Maximum Score
1	Years of experience in providing software development services in India	Up to 5 Years – 5 Marks > 5 –7 Years–7 Marks More than 7 Years–10 Marks
2	Bidder should have executed Web based and Mobile application development projects above of value not less than INR 50 lacs during the last 5 years for Central Govt./ State Govt./PSUs / Government bodies/ Work Order and Completion Certificate to be submitted/ Bills/relevant documents	1No. Project –5 Marks 2 Nos. Projects–7Marks 3 Nos.–10 Marks More than 3 Nos. -13 Marks
3	The annual turnover of the last financial year (2020-21)	Upto INR 30 Lakhs–3 Marks >30 Lakhs –50 lakhs –5 Marks More than or equal to INR 50 Lakhs–7 Marks
4	The bidder should have any one of the following CMMI Certification:	CMMI Level 3 – 5 Marks CMMI Level 5– 10 Marks
5	ISO Certification: ISO 9001:2015 certification ISO 27001:2013 certification ISO/IEC 20000-1:2011 certification	Any 1 of the above certificate - 5 marks Any 2 of the above certificate - 10 marks
6	Number of Full Time IT professionals on own payroll	25 Employees – 5 Marks 26 –50 Employees – 7 Marks More than 50 Employees – 10 Marks
7	Head Office location	Head Office in the state of Assam – 10 marks

8	Presentation with Live Demo of Application Approach & Methodology Setting up of Project Environment Configuration/ Change/ Release/ Event/ Incident/ Access/ SLA / etc. Management Understanding of various components of the requirement Risk Mitigation Strategy & Plan Team Deployment Metrics & Templates for Resource & Schedule Utilization tracking	30 marks
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Total Scoring 100

Minimum score for the technical bid shall be 70 marks for qualification.

Illustration 1(for Technical weightage):-

If a bidder has secured 80 marks out of the total 100 marks in technical evaluation , the technical evaluation value shall be 56 i.e. (80 x 70%).

2. Financial/Price Bid evaluation Criteria:-

The Financial evaluation shall be carried out by the tender committee constituted by North East Regional Institute of Parliamentary Studies, Training & Research, Assam authority and financial bids of all the bidders will be given 30% of weight-age. The bidder with the lowest bid prices (L1) as per tender process shall be assigned full 30 marks (i.e. 30% x100). Financial evaluation may be done taking into consideration for 5 (five) years cumulative cost based on the price quoted in the BOQ which is at the discretion of the tender committee. The Total Marks obtained by a bidder in the technical bid shall be allocated 70% of technical weightage and the financial bid shall be allocated 30 % of the financial weightage and thereby making a total of 100 % weightage for the complete bidding.

Illustration 2 (for Financial weightage):-

If the bidder at illustration 1 is L1 and quoted rate is Rs. 100/- than the total score shall be 86 i.e. (56 technical score + 30 financial score)

The financial score of the other bidder i.e. L2, L3....etc. shall be computed as under and as explained at illustration 3 below:

$30 \times \text{lowest price (L1 price)}/\text{Quoted Price (L2 or L3)}$

Illustration 3:-

If the bidder at illustration 1 is L2 bidder and he quoted Rs. 125/- , therefore 30% being the weightage value, the financial score for L2 shall be computed as under.

$30 \times 100(\text{lowest price L1})/125 (\text{Quoted price- L2}) = 24$ (financial score)

Therefore L2 bidder shall have total score of 80 (56 Technical score + 24 financial score)

3. Determination of the Successful Bidder:-

The bidder meeting the minimum eligibility criteria and with the highest score/rank (i.e. the total of technical evaluation score and financial evaluation score) shall be deemed as the successful bidder and shall be considered **eligible L1** bidder for further process.

4. Documents required to be submitted.

Marks /Score

- a) Years of experience in providing software development services in India
- b) Bidder should have executed Web based and Mobile application development projects above of value not less than INR 50 lacs during the last 5 years for Central Govt./ State Govt./ PSUs /Government bodies/Private organization
- c) Work Order/ Completion Certificate to be submitted

The bidder should have developed similar web portal with Content Management System Performance certificate/Completion Certificate/relevant documents to be submitted

d) The bidder should have any one of the following CMMI Certification:

- i. CMMI Level 3
- ii. CMMI Level >3
- iii. ISO Certification:
- iv. ISO 9001:2015 certification
- v. ISO 27001:2013 certification
- vi. ISO/IEC 20000-1:2011 certification
- vii. Number of Full Time IT professionals on own payroll
- viii. Office outside the state of Assam or office in the state of Assam
- ix. Presentation with Live Demo of Application Approach & Methodology

Setting up of Project Environment Configuration/ Change/ Release/ Event/ Incident/ Access/ SLA/ etc. Management Understanding of various components of the requirement Risk Mitigation Strategy & Plan Team Deployment Metrics & Templates for Resource & Schedule Utilization tracking

Note:

1. The bidders scoring minimum of 70 points will be eligible for opening of financial bid.
2. The decision of the North East Regional Institute Of Parliamentary Studies, Training & Research, Assam authority in selection of bidder shall be final and binding on the participating agencies.

3. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the technical bid document.
- b) Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weakness etc.

5. PERIOD OF VALIDITY OF BIDS:

- a) Bids shall remain valid for 365 days from the date of opening of tender. A Bid expressed to be valid for a shorter period may be rejected by NERIPSTR as non responsive.
- b) In exceptional circumstances, the Inviter may solicit the Bidders consent to an extension of the period of validity. The request and the response there to shall be made in writing or by cable. Bidder may refuse the request without thereby forfeiting their Bid security. A bidder granting their request will not be required nor permitted to modify its Bid.

6. OPENING OF BIDS BY INVITER

- a) The Employer will open the technical bids in the presence of Bidder's representatives who choose to attend, in North East Regional Institute of Parliamentary Studies, Training & Research, Assam premises on the due date and time as mentioned in the Notice inviting Bids. The Bidders representatives who are present shall sign in a register evidence in their attendance. The Bidders representatives who are present shall furnish letter of authority from their firm to attend the Bid opening.
- b) The Bidders names the presence of the requisite bid security and such details in brief as the Owners, at its discretion, may consider appropriate will be announced at the opening.
- c) Financial Bids of Bidders whose offers (Technical Bid) are found technically and commercially substantially responsive to the Bid Documents will be opened on a date to be intimated later to these Bidders. All other Bids shall be deemed to have been rejected for any further consideration / evaluation.
- d) Financial Bids of Bidders whose Techno – Commercial Bids have been rejected shall not be opened and shall not be considered further for reevaluation irrespective of the circumstances.

7. AWARD OF CONTRACT:

- a. The institute reserves the right to accept or reject any bids without assigning any reason thereof.

b. In case of two or more agencies quoting similar identical rates for the services, then the final decision shall be taken by taking into consideration of the additional facilities provided to the institute.

8. DURATION AND TERMINATION:

a. The contract shall be effective for a period of (5 years warranty) excluding the time for implementation

b. If the agencies services are found satisfactory by the management based on their performance, user friendly, feedback etc., the project may be renewed.

9. TENDER PROCESSING FEE :

Tenders must be accompanied by Tender Processing Fee of Rs. 500/- (Non refundable) and EMD (Earnest Money Deposit) of Rs. 5,00,000/- (Refundable) may be submitted through Demand Draft in favour of Director, NERIPSTR payable at SBI, Guwahati, Dispur. If the tenderer fails to submit the same, their tenders will be rejected.

10. OWNERS RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The owner / Employer reserves the right to accept or reject any Bid during the Bidding process and reject all Bids at any time prior to award of contract, without thereby, incurring any liability to the effected Bidder or Bidders on the grounds of the Employers action. The owner is not bound to accept the lowest or any bid.

11. NOTIFICATION OF AWARD AND SIGNING OF CONTRACT.

Prior to the expiry of the period of Bid validity, the owner / Employer will notify the successful Bidder by registered post / fax that its Bid has been accepted by enclosing detailed order copy in duplicate. This will constitute the formation of the contract and date of the contract shall be the date of such notification.

12. Payment Terms:-

- a) Against User acceptance sign off - 50% payment
- c) Final sign off - 50% payment

SECTION – V
BID FORM

To,

The Director,

North East Regional Institute of Parliamentary Studies, Training & Research, Assam

Sir,

1) I/We have read and examined the following documents for Design, Develop, Integration, Deployment Implementation and Maintenance of web portal & project management for North East Regional Institute of Parliamentary Studies, Training & Research, Assam.

a. Tender Notification

b. Invitation for Tenderers

c. Instruction of Bidders

d. Technical specifications

2) I/we hereby offer our service for Design, Development, Integration, Deployment Implementation and Maintenance of web portal at North East Regional Institute of Parliamentary Studies, Training & Research, Assam, referred to in the aforesaid documents according to the General conditions of contract and schedule of requirements.

3) I/We also agree to keep this tender open for acceptance for a period of 365 days from the date fixed for opening the same and not to make any modifications in its terms and conditions which are not acceptable to the North East Regional Institute of Parliamentary Studies, Training & Research, Assam authority.

4) I/ We agree to submit the copy of registered Partnership deed of our firm (if any)

5) I/We hereby further agree to pay all the charges of whatsoever nature in connection with the preparation, stamping and execution of the said contract.

6) I/We offer for Design, Develop, Integration, Deployment Implementation and Maintenance of web portal at North East Regional Institute of Parliamentary Studies, Training & Research, Assam as per the terms and conditions stipulated by North East Regional Institute of Parliamentary Studies, Training & Research, Assam for a period of 5 years

7) I/We also declare that it will be transferred to onsite or Govt. certified data centre if desired by the authority.

8) I/we will be responsible for recovery of data in case of any disaster.

9) Signed all documents herewith uploaded

Address:

Signature of Tenderer
with seal/stamp

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.50/-Non-judicial Stamp Paper duly attested by Public Notary)

I.....S/o.....
.....Resident of Do
solemnly pledge and affirm:

That I am the proprietor /partner/authorized signatory of

M/s.....

No police case is pending against the Proprietor / partner of the Company (Agency). Indicate any convictions if any against the Company/firm/partner (Proprietor/firm) has never been blacklisted by any organization.

Name & Signature

Seal of the participating Bidder Company

Affirmation/Verification

NON BLACKLISTING CERTIFICATE

[To be submitted on Rs.100/- Non-Judicial Stamp paper duly notarized]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central/ State Government / Public Undertaking / Institute on any account.

I/We also certify that the firm will comply all terms & conditions given by North East Regional Institute of Parliamentary Studies, Training & Research, Assam and also abide all the terms and conditions stipulated in tender.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date if it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and North East Regional Institute of Parliamentary Studies, Training & Research, Assam may impose any action as per Govt. rules.

Date :

Place :

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

SECTION – VI
COMMERCIAL BID
(PRICE BID)

Sl. No.	Particulars	Unit (INR)	Cost	Total Amount (INR)
1.	Design, Develop, Integration, Deployment Implementation & maintenance of web portal (including software licensing fees if applicable)			
2.	Hosting			
3.	Software maintenance & support for 5 years.			
	GST @ %			
	Grand Total:			

Rupees

Hardcopy of financial bid shall be submitted in a separate sealed envelop along with the tender.

Name & Signature

Seal of the participating Bidder Company

Date:

SECTION – VII**TECHNICAL SPECIFICATIONS**

Technical Specifications for or Design, Development, Integration, Deployment Implementation and Maintenance of Web portal for North East Regional Institute of Parliamentary Studies, Training & Research, Assam

SL. No.	MODULE	FEATURES

General Systems Requirements: