



Manohar Parrikar Institute for Defence Studies and Analyses (MP-IDSa), New Delhi

**NOTICE INVITING TENDER FOR
DESIGN, DEVELOPMENT, HOSTING/MIGRATION &
MAINTENANCE OF INSTITUTE FOR DEFENCE STUDIES
AND ANALYSES WEBSITE**

NIT

Item	TENDER FOR DESIGN, DEVELOPMENT, MIGRATION & MAINTENANCE OF INSTITUTE FOR DEFENCE STUDIES AND ANALYSES WEBSITE
Mode Of Tender	Through Government e- marketing system (Gem) (Online Part I - Techno-Commercial Bid and Part II - Price Bid)
Date of NIT available to parties to Download	From 3:00 PM of 17 February, 2023
Tender Fees	Rs – Nil
Pre-Bid meeting	11:00 AM on 27 February, 2023
Earnest Money Deposit	Rs. 30000/- by D.D.in favour of Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi - 110010
Last date of submission of EMD	Till 2:00 PM on 10 March, 2023
Date of Starting of e-Tender for submission of on line Techno- Commercial Bid and price Bid at GEM	4:00 PM of 17 February, 2023
Date of closing of online e-tender for submission of Techno-Commercial Bid &Price Bid	2:00 PM of 10 March, 2023
Date & time of opening of Part-I(i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of PartII i.e. price bid shall be informed separately	3:00 PM of 10 March, 2023

Notice inviting Tender for development, hosting & maintenance of institute for Defence Studies and Analyses Website.

The Manohar Parrikar Institute for Defence Studies and Analyses (MP-IDSA), is a non-partisan, autonomous body dedicated to objective research and policy relevant studies on all aspects of defence and security. Its mission is to promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.

The Broad Scope of Work of the proposed IDSA website is given under the Scope of work.

**Name of the work: TENDER FOR DESIGN, DEVELOPMENT, MIGRATION & MAINTENANCE OF
INSTITUTE FOR DEFENCE STUDIES AND ANALYSES WEBSITE**

PART I

Name of the Tenderer: _____

Address: _____

Date of Pre-Bid Meeting: **11:00 AM on 17 February, 2023**

Last Date of Submission: **2:00 PM of 10 March, 2023**

Date & Time of Opening of Part-1 on **10 March, 2023 at 3:00 PM**

FORM OF TENDERS

To
The Webmaster/System Administrator
Manohar Parrikar Institute for Defence Studies and Analyses,

Shankar Vihar, Delhi Cantt
New Delhi - 110010.

Dear Sir,

1. We have examined specifications, designs and schedule of quotation relating to the works specified in the memorandum herein after having visited and examined the site of the works specified in the said memorandum and in accordance in all respects with the specifications, designs and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions. Schedule of Quantities and Condition of Contract and with such materials as are provided for by and in all other respects in accordance with such condition of contract and with such materials as are provided with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of the works	TENDER FOR DESIGN, DEVELOPMENT, MIGRATION & MAINTENANCE OF INSTITUTE FOR DEFENCE STUDIES AND ANALYSES WEBSITE
(b)	Estimated Cost	Rs.15.00 lakhs
(c)	Mode of payment	As per tender document
(d)	Earnest Money	Rs.30,000.00/-
(e)	Bank Guarantee/FDR	(03% of contract value) valid for 15 months
(f)	Time allowed for completion of work	02 months (Two months) from the date of award of the work order.

2. We also agree that our tender will remain valid for acceptance by Institute for 90 days from the date of opening of Part -1 of the tender and this period of validity can be extended for such period as may be mutually agreed between the Institute and us in writing. We also agree to keep the Bank Guarantee towards earnest money valid during the entire period of validity of tender.
3. If this tender is accepted, I/we hereby agree to abide by and fulfil the terms and provision of the said conditions of Contract annexed hereto, so far as they may be applicable, or in default thereof to forfeit and pay to the MP-IDSA the amount mentioned in the said conditions.

4. I/We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefore.
5. The tender is submitted in two parts. Part I contains all commercial terms and conditions and technical particulars and Part II contains only the price bid.

We are enclosing a list of our clients with complete details as given in the details of tenderers.

For and on behalf of M/s. _____

(Signature with seal)

Name _____

Designation _____

Place _____

Date _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with name, address and date _____

(2) Signature with name, address and date _____

Details of Tenderers

A. Particulars of Firm

Sr. No.	Particulars	To be filled by Tenderer
1.	Whether Original Equipment Manufacturer	
	Or Authorized Dealer / subsidiary of foreign company (Please submit the certificate of authority)	Indicate Yes/No for certificate of authority)
2.	Composition of the firm (Whether partnership / proprietorship /Public Ltd.)	
3.	Names of the proprietor/ partners / Directors of the firm	
4.	GST Number	
5.	Address of the Firm	
	Telephone	
	Email	
	Fax	

B. The details of bankers are as below:

Sr. No.	Particulars (submit the crossed cancelled cheque)	To be filled by tenderer
1	Name of the Bank	
2	Branch Address	
3	Telephone and fax number	
4	Name of the contact person	
5	Credit facility / overdraft facility enjoyed by firm from the Bank	
6	The period from which the firm has been banking with Bank	

C. Pre-qualification Criteria :

Following are our Clients for whom we have executed "eligible" works during last 03years as per the eligibility criteria (Please submit the documentary evidence in support of)

Sr. No.	Details	Client (1)	Client (2)	Client (3)
1	Name of the Client Organization / Firm:			
	Address :			
	Name of the Contact Person:			
	His/her Mobile No. :			
	His/her Fax No.:			
	His/her Telephone No/s.:			
	His/her e-mail ID:			
2	Name of the "eligible" work with brief particulars			
3	Work order No. and date			
4	Cost of the "eligible" work as per work order / letter of award:			
5	Date of commencement			
6	Stipulated date of completion			
7	Actual date of completion			
8	Amount of compensation levied by the client for delayed completion, if any:			
9	Gross value of the work completed and paid for :			
10	Whether the tenderer has been engaged by the Client for maintenance under Annual Maintenance Contract (AMC) of the commissioned system (please state Yes or No)			

D. Please also provide following details with supporting documents as per pre-qualification criteria:

1	Work experience in years (please submit old work order of any amount at least 03 years from the date of publish of this tender)	
2	Turnover of the firm for the last 03 years (year wise) and submit the documentary evidence in support of the same duly certified by Chartered Accountant	
	(a) 2021-22	
	(b) 2020-21	
	(c) 2019-20	

E. Service set up details in Delhi/NCR

Note : All the details must be filled in the tender documents only. No separate annexure will be accepted. Only Submit documents in support of details filled above.

Signature of Tenderer with stamp/Date

1. INTRODUCTION

MP-IDSa has a well-qualified multi-disciplinary research faculty drawn from academia, defence forces and the civil services, representing a diversity of views. Research at the Institute is driven by a comprehensive agenda and by the need to provide impartial analyses and policy recommendations.

Forum to debate important aspects of national and international security. The Institute conducts several national and international conferences every year, and regularly holds round tables and workshops on important developments. The Weekly Fellows' Seminars also serve as a forum in which the institute's experts interact with a cross-section of analysts, scholars, journalists, and policy makers.

MP-IDSa was established as a registered society in New Delhi on November 11, 1965. Its mission is to provide objective assessments of issues relating to national and international security.

2. SCOPE OF WORK FOR MP-IDSa WEBSITE

Development of IDSa Website covers redesigning, upgradation, developing, and maintenance into latest technologies and languages with provision of updating independent pages/relevant information by respective offices in different links on day to day basis. Development will be completed within 60 days from the award the work. Creation of internal and external links, search facilities, feedbacks, FAQs, site maps and any other dynamic and static functionalities whenever required.

Some of the indicative functions / work required are:

a) Graphic Design Support, Graphic updates or New Designs

Note: The graphical contents of the website should result in an eye-catching website, with a pleasant and appealing color-codes portraying activities of IDSa.

b) Content Management

To manage the creation and modification of digital content, include text and embed graphics, photos, and video, audio that display content and interact with the user.

c) Altering the usability of website

Note: The website should be optimized for load time, response time, navigation and search etc. The optimization should cover all the areas like HTML, CSS, GRAPHICS, PDF, etc., and would be involving smaller page size and faster

downloads. The website should be supported by all browsers must be GIGW & STQC compliant.

- d) Security audit as per statutory requirements (as and when required).
- e) Audit trail of CMS Admin, user etc.
- f) Database management and upgradation of database as and when required.
- g) Modification of Site Map as and when required
- h) To make and maintain website as a Disabled Access Friendly website
- i) The Vendor will hand-over the source code with complete documentation softcopy to IDSA and undertake to debug any flaw in the software development. The Vendor must ensure the confidentiality and security of data to be maintained.
- j) The Vendor shall provide the complete backup of the data and also take back up on regular basis. Vendor will collect back up of IDSA website as and when required.
- k) The Vendor also has to provide all technical support to IDSA related to Website.
- l) The Vendor would work closely with the IDSA and designate a team to provide the requested job in a timely and professional manner.
- m) Deployment of certified Web Developer/Engineer: The firm has to deploy a certified web developer/engineer throughout the defect liability period. The minimum qualification of the deployed staff shall be BE/BTECH or equivalent and having 03 years of experience. The deployed staff must be able to troubleshoot the problem immediately.
- n) The contractor will forward 3 names for selection and after interview and on job test, only selected person shall be allowed to carry out the job. In case firm not able to supply the manpower, a deduction of Rs. 1000/- per day shall be made. The amount shall be deducted from contractor bill.
It is purely duty of contractor to adhere all mandatory statutory compliance i.e. EPF, ESI, Bonus and other applicable disbursement.

Others Features

- Ability to add content to Download section
- Ability to approve Content Contributor/Creator
- Ability to Add/Edit/Delete contents for pages
- Ability to add/Edit/Delete all CMS Pages
- Ability to add/Edit/Delete news / other information
- Ability to add/Edit/Delete Slider images
- Manage CMS Pages
- Manage Gallery
- Display Visitor Count
- Display Copyright Details
- Display Quick Links
- Quick Website Loading

General Information

- (i) The contractors shall upload the following information/documents on GEM site to satisfy the Institute about their eligibility. **One Hard Copy along with EMD to be deposited in Tender Box before the last date of tender submission.**

(a)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partner's copy of the Articles of Association/ Power of Attorney/other relevant document.
(b)	Work experience & Completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience. The details along with documentary evidence of previous experience, if any, of carrying out works for the autonomous bodies/Govt Department at any place should also be given.
(c)	Turnover	Audited financial statements for last three financial years i.e. 2019-20, 2020-21 and 2021-22 along with a certificate of Chartered Accountant indicating the turnover for these financial years. In case Audited balance sheet of 2021-22 is not available then preceding 3 years shall be considered.
(d)	Name(s) and address(es) of the Bankers.	Written Information about the names and addresses of their bankers along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc.
(e)	Details of bank accounts	Full particulars of their bank accounts, like accountno. type, when opened etc., should be given.
(f)	Name(s) and address(es) of the Clients and their present contact executives	Written information about the names and addresses of their clients along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Institute in case it is so needed) should be furnished.
(g)	Details of completed works	The client-wise names of work(s), year(s) of execution of work (s), awarded and actual cost (s) of executed work (s), completion time stipulated in the contract (s) and actual time taken to complete the work (s), Name(s) and full contact-details of the officers/authorities/departments under whom the work(s) was/were executed should be furnished.
(h)	Details of Service setup	Address and contact details of the service set up at the place of proposed work or nearby metro for Rendering after sales service.

- (ii) In the event of intending tenderer's failure to satisfy the Institute with the required document, the Institute reserves the right to refuse to participate in tendering process.
- (iii) A pre-bid meeting of the intending tenderers will be held **on 27 February, 2023 at 11.00 AM** at MP-IDSA, Main Office Building, Delhi Cantt. The duly filled in tender documents shall be uploaded on GEM site till **2:00 PM on 17 February, 2023** in addition to deposit hard copy and EMD in tender box kept at reception.
- (iv) Tender forms can be downloaded for viewing from the GEM website w.e.f **17 February, 2023 from 4:00PM.**
- (v) **EMD of INR 30000.00 (Rupees Thirty Thousand only) in the form of Demand Draft in favour of MP-IDSA / NEFT as per details in schedule of tender or an irrevocable Bank Guarantee issued by a scheduled Bank .**
- (vi) Tenderers shall submit all the information and the documents as mentioned above. After examination, if any of the tenderer is not found to possess the required eligibility, their tenders will not be accepted by the Institute for further processing.
- (vii) Part I of the tenders will be opened on-line at **3:00 PM on 00th January, 2023** in the presence of the authorized representative of the tenderers who choose to be present. Part-II (Price bid) shall be opened of the eligible tenderer on a subsequent date which will be intimated to the tenderers in advance.
- (viii) Comprehensive one year on-site NBD Warranty with OEM backend support for both the supplied hardware and software has to be offered.
- (ix) During the warranty period the vendor shall ensure the full time availability of relevant certified engineer at the installation site to provide warranty support. The support shall include onsite activities like implementation support and configuration change support, system troubleshooting and raising support call with OEM for 1 year.
- (x) The above said person should possess at least a diploma/degree in the related field from a recognized institution. The deployed person shall be considered under "semi-skilled category", and all payment related to the deployed staff/person will be borne by the service provider.
- (xi) The applicants/tenderers have to submit/upload:-
 - a. Client's certificate from their clients for whom they have carried out "eligible works" in terms of the eligibility (Pre-qualification) criteria explained in this notice.
 - b. TDS certificates in case of Private Organizations. The client's certificate shall be accepted only when the same is signed by an official of the rank of Executive engineer/Superintendent Engineer or equivalent in respect of a Government/Semi Government organization or a PSU and only when they are supported by adequate proof of payment received by the contractor for the work done by him. The client's certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) certificates. Applications/tenders uploaded without the above certificates may be rejected. MP-IDSA shall have the right to independently verify these certificates.
The Institute shall evaluate the said reports before opening of price bid of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and are found unsatisfactory, the Institute reserves the right to reject his offer even after opening of Part-I of

the tender. The Institute is not bound to assign any reason for doing so.

- (xii) The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Institute also reserves the right to reject all the tenders without assigning any reason there for.

Webmaster/System Administrator

Date:

Place:

Earnest Money Deposit (EMD) To Be Submitted By The Tenderers

1. Intending tenderers shall pay as earnest money the sum of INR30000.00 by NEFT or demand draft drawn on any of the scheduled Bank in favour of the MP-IDSA, New Delhi. Tender without EMD will not be accepted. The earnest money will be returned to the tenderer if his tender is not accepted but without any interest. The earnest money of successful tenderer will be returned after completion of the work.
2. Earnest Money deposit of the bidders under Category of MSEs are exempted.

EMD shall be forfeited if the Bidder:

- ⓪ Makes misleading or false representations in the forms, statements and attachments submitted, has suppressed any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria; or
- ⓪ Withdraws his Bid during the period of Bid validity; or does not sign the contract after award of Contract.
- ⓪ Has been blacklisted by any Government agency and the blacklisting is still in force.
- ⓪ If bidder fails to undertake the work after issue of LOI.

3. On receipt of intimation from the Institute of the acceptance of his/their tender, the successful tenderer shall be bound to implement the contract and within fourteen days thereof the successful tenderer shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the MP-IDSA of a tender will constitute a binding contract between the MP-IDSA and the person so tendering whether such formal agreement is or is not subsequently executed.
4. As security for due fulfillment of the terms and the obligation of the contract, the successful tenderer shall furnish a Bank Guarantee/FDR (03% of contract value).
5. Defect Liability Period (DLP)
 - a) The equipment/system supplied shall be guaranteed against all types of defects for at least a period of one year (defect liability period/ DLP) from the date of handing over of the equipment/system to the Institute.
 - b) Any defects in the system/sub-assemblies found within the guarantee period/DLP shall be rectified / replaced by the tenderer free of cost.
 - c) The Security deposit/Performance guarantee shall be released after 03 months of completion of defect liability period.

Pre-Qualification Criteria

S.No	Basic	Eligibility Criteria	Document to be submitted Required
1	Legal Entity	The bidder is Registered under the Companies Act 1956/proprietorship firm/Partnership firm.	<ul style="list-style-type: none"> • Copy of Certificate of Registration/Copy of GST registration number/ Copy of PAN Card.
2	Technical Capability	Experience in Website/Web Portal /IT services for Central Government/State Government/PSU/Pvt Sector.	<ul style="list-style-type: none"> • Copy of Work Order / Completion certificate to be enclosed/Self Declaration.
3	Blacklisting	The Bidder, must not have been debarred/ blacklisted by any Government/PSU in India for failure to perform or deliver services as on date of submission of the Bid.	<ul style="list-style-type: none"> • Undertaking on firm's letter head to be enclosed
4	Office Location	Bidder should have registered office in Delhi NCR. or an undertaking to open an office if selected.	<ul style="list-style-type: none"> • Copy of Proof • Undertaking
5	Work experience	Work experience in years (please submit old work order of any amount at least 03 years from the date of publish of this tender)	<ul style="list-style-type: none"> • Copy of Proof • Authorization Letter • Certificates
6	Turnover of the firm	Turnover of the firm for the last 03years (year wise) and submit the documentary evidence in support of the same duly certified by Chartered Accountant	<ul style="list-style-type: none"> • Copy of Proof • CA Certified Certificate
	a) 2021-22 b) 2020-21 c) 2019-20		

Note : All the details must be filled in the tender documents only. No separate annexure will be accepted. Only Submit documents in support of details filled above.

Signature of Tenderer with stamp/Date

Technical Evaluation Criteria (QCBS)

Technical Proposal would be evaluated only for those bidders, who qualify the pre-qualification criteria. The technical evaluation shall be based on parameters and weightage as mention in table below.

Note: The Technical proposal must not include any financial information failing which the proposal will be rejected.

S.No.	Parameters	Max. Marks	Document to be submitted Requirements
1	Company/ Firm Registration 1. 1 to 8 Years: 2.5 Marks 2. More than 8 yrs: 5 Marks	5	Copy of Certificate of Registration
2	Total experience in Website/Web Portal /IT Services/ products for Central Government/State Government/PSU/Pvt as on 31st March,2022 1. 1 to 5 Years: 2.5 Marks 3. More than 5 Years: 5 Marks	5	Copy of Work Order / Completion certificate to be enclosed
3	The bidder must have experience of designing at least 20 websites / web Portal of Central Government / State Government in last 5 years 1.20 -50 Websites/Web Portal: 2.5 Marks 2.More than 100 Websites : 5 Marks	5	Copy of Work Order and Completion certificate to be enclosed
4	Average Annual turnover in last 3 Financial Years 1. Upto 5 Crores: 5 Marks 2. 05 to 100 Crores: 7.5 Marks More than 100 Crores: 10 Marks	10	Documentary evidence in the form of certified audited balance sheet /Certificate from the CA
5	Bidder must have experience of software related work in defence sector of India 1. 1 Project: 2 Marks 2. 2 – 4 Projects: 3 Marks 3. More than 4 Projects: 5 Marks	5	Copy of Work Order / Completion certificate to be enclosed Ongoing project can be considered with self-declaration of 50% work has been completed.
6	Empanelment with IT agency of Central Govt./State Govt.	10	Copy of Valid Empanelment letter to be enclosed

7	<p>Bidder should possess valid Certification</p> <ul style="list-style-type: none"> ✓ ISO 9001:2015, ISO 20000:1,ISO 27001=2 Marks ✓ CMMI 3/5, ISO 9001:2015, ISO 20000:1, ISO 27001=5 Marks ✓ CMMI 3/5, ISO 9001:2015, ISO 20000:1, ISO 27001 TL 9000 =10 Marks <p>(CMMI certificate will be verified on https://www.cmmiinstitute.com/pars/)</p>	10	Valid Certificate to be attached
8	<p>Technical presentation (Project understanding)</p>	50	Attach Technical Presentation

Terms & Conditions

i. Evaluation Criteria / Evaluation of Technical Bids

It may be noted that the bidder/ firm shall be chosen based on **Quality and Cost Based Selection (QCBS)** process wherein 70% weightage shall be given for Technical Bid and 30% weightage shall be given for Financial Bid.

ii. Final Bid Selection Method

The selection of the service provider will be based on the maximum accumulated points in collaboration of weight associated with technical aspect i.e. Technical Proposal which will be 70% and the associated correspondingly with cost i.e. Financial Proposal which will be 30%.

- **Technical Score of the Bidder (Ts) is the score awarded to the bidder by the Technical Evaluation Committee as per the Technical Evaluation Table.**
- **Financial Score of the Bidder (Fs) is obtained using the price of the concerned bidder and that of the lowest bidder. This is computed by the evaluation committee as per the following formula:**

$F_s = (\text{Bid amount of the lowest bidder} / \text{Bid amount of the concerned bidder}) \times 100$

The formula will be as follows = $[T_s \times .70] + [F_s \times .30]$

Where Ts: Technical Score of the Bidder; Fs: Financial Score of the concerned Bidder

Payment Term

- (i) After award of the work, bidder will be asked to furnish break up of cost. The website part will be paid immediately after completion and certification from the Webmaster.
- (ii) The manpower cost shall be paid in equal monthly installment.
- (iii) Payment shall be made through digital mode only.

Warranty: The work shall be given a warranty of one year from date of completion.

Penalty Clause: In case the contractor fails to execute and complete the work within the time specified in the agreement or within the period of extension granted by the accepting authority, a penalty may be levied except in the case where the delay is purely on the part of Institute. Decision of MP-IDSA in this regard shall be final and binding. The penalty amount shall be 0.25% of the contract value per day maximum 2% of the contract value.

Arbitration: In the event of any dispute arises amongst the parties, the parties use their best effort to attempt to resolve all disputes in prompt, equitable and good faith. In the event the parties are unable to do so, such disputes shall be finally resolved by the committee appointed by the Director General, MP-IDSA.

If the matter still not resolved than the courts of New Delhi may be approached for final arbitration.

Legal Jurisdiction: The parties hereby irrevocably consent to the sole jurisdiction of courts of Delhi in connection with any action or proceedings out or in relation to this agreement.

Security Deposit/Bank Guarantee/FDR

**(03% of contract value) valid for
15 months**

Price Bid Format

Sr.No.	Description/Details	Amount	
1	Design, Development, Migration & Maintenance Of Institute For Defence Studies And Analyses Website, Including one certified web developer/engineer for one year		
2	.		