

# **NATIONAL BIODIVERSITY AUTHORITY OF INDIA**

(Ministry of Environment, Forest & Climate Change, Government of India)

**5th Floor, Tidel Bio Park, CSIR Road, Taramani Chennai-600 113**

**Tel: 044-22542777**

## **“Notice Inviting Tender”**

**For**

**Revamping and Re-designing of official website of NBA**

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**Tender No. NBA TN/01/GENL/3/89/2018-19 - 21/08/2018**

**NATIONAL BIODIVERSITY AUTHORITY OF INDIA ,**  
**(Min. of Environment, Forest & Climate Change, Government of India)**  
**5<sup>TH</sup> FLOOR, TICEL BIOPARK, CSIR ROAD, TARAMANI, CHENNAI-600113**

**NOTICE INVITING TENDER**

**NATIONAL BIODIVERSITY AUTHORITY OF INDIA (NBA)**, Ministry of Environment, Forest & Climate Change, Government of India, invites sealed bids for Revamping and Re-designing of official website of NBA.

**A. General:**

**1. Details of Bid: -**

1	Bid Reference	NBA/Tender-01/GENL/3/89,/2018-19
2	Place of receiving the bid & Address for communication	National Biodiversity Authority, 5 <sup>th</sup> Floor, TICEL Biopark, CSIR Road, Taramani, Chennai-600 113
3	Earnest Money Deposit (EMD) (DD/Bankers Cheque)	Rs. 5,000/-
4	Date of Publishing Tender	31-08-2018
5	Date of Meeting for pre bid queries	07-09-2018
6	Bid submission last date	17-09-2018 at 14.00 hrs
7	Bid opening date	17-09-2018 at 16.30 hrs.
8	Financial bid opening date	To be communicated later
9	Contact details	Sh. G.Kannan Administrative Officer Ph.044-22542777, e-mail : admin@nbaindia.in
10	For Technical Enquiry	Dr. K.Raghuram, Technical Officer Ph.044- 2542777 e-mail: techbs@nba.nic.in

### **3. Eligibility / Qualification Criteria:**

- a) The bidder shall preferably be registered with Central Government Department / organization / Society (registered under established relevant central Acts). or
- b) The bidder shall have a minimum of 2 years experience, preferably in website creation / designing development, maintenance & other related matters and who have undertaken and completed similar work in any Government Department / organization as given below
  - i. Should have Developed at least two portal of similar nature, of More than 500 pages of static content and database driven dynamic content / interactive content.
  - ii. Domain knowledge of the Industries sector is preferable.
- c) The bidder shall have to provide services required at Chennai.
- e) The firm may enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.
- f) The firm should not have been blacklisted or debarred by any Government Organizations/PSUs etc. The firm shall provide an undertaking to this effect on its letter head duly signed by the authorized signatory.
- g) *All bidders must enclose GST registration certificate, PAN/TAN details along with the tender documents*
- h) The successful bidder will have to furnish a performance security of 5% of the work order in the form of pay order or other acceptable form in favour of NATIONAL BIODIVERSITY AUTHORITY drawn on any scheduled bank at Chennai

### **4. Period of validity of bid:**

The bid shall remain valid for 60 days after the date of bid opening. If any bidder withdraws his tender before the said period shall -without prejudice to any other right or remedy, be at liberty to forfeit the EMD.

### **5. Submission of Bids:**

- a) The envelope containing bid documents (Technical & Commercial) shall be superscribed with the name of work and the words "Revamping and Re-designing of website" in capital letters.
- b) The bidder should specifically provide full technical details of the service offered and details of the stage of billing along with GST
- c) The bidder should enclose Demand draft/Pay order for Rs. 5,000/- towards EMD drawn in favour of National Biodiversity Authority payable at Chennai. The EMD should be kept along with Technical Bid.
- d) The EMD of the unsuccessful bidder will be refunded without interest within a period of 30 days of opening the financial proposal.

### **6. Opening of Bids:**

- a) The purchaser will open the bids on prescheduled time, date and venue in the presence of the bidders' representatives who choose to attend.
- b) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance, In the event of the specific bid opening day is declared as a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day.

c) The bidders' name, presence of bid security and such other details, as the purchaser at its discretion, may consider appropriate, will be announced at the bid opening

## **7. Clarification of Bids:**

To assist the examination, evaluation and comparison of bids the Purchaser with the help of consultant may at its discretion, request the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

## **8. Evaluation of Bids:**

a) The Purchaser will examine the bids to determine whether:

- i. They are complete
- ii. Required EMDs etc. have been furnished,
- iii. The documents have been properly signed; and
- iv. Documents in support of experience.

b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the past experience of the firm in a similar context in Central/State Government organizations, MNC, Public Sector & Private, Quality accreditations, licensing requirements, after sales support, product support, technical and financial capability of the bidder to execute the contract. Each bidder shall be assigned scores based on the sum of marks obtained for each parameter multiplied by the weightage assigned to that parameter. Minimum qualifying marks 50 (fifty) out of total of 100 marks. The Commercial bids of the Qualified bidders on technical evaluation will be taken up for evaluation to shortlist L1, L2 & L3.

S.No.	Descriptions	Points
1	Expertise in website & portal designing : No. of Website & No. portals designed and developed in Government organizations including PSEs.	20 Points
2	Expertise in website & portal designing : No. of Website & No. portals designed and developed in Private organizations, MNC etc.,	20 Points
3	Annual Turnover	20 Points
4	ISO Certificate	20 points
5	CMMI Level	20 points

c) The Purchaser will examine the bids to determine:

- i. The correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.
- ii. The substantial responsiveness of each bid to the bidding. For purposes of these clauses, a substantially responsive bid is one, which conforms to all technical specifications and terms and conditions of the bidding documents without material or commercial deviations. The purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

iii. Arithmetic errors will be rectified on the following basis:

If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount whichever is lower will prevail.

iv. Purchaser may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.

v. Purchaser reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of contract.

vi. Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.

vii. The purchaser may seek clarification in writing from bidder by e-mail. Bidder shall promptly reply by fax/e-mail within the time limit specified in the clarification letter from the purchaser.

viii. The comparison shall be of total price of the services offered inclusive of all taxes.

## **9. Selection criteria:**

The financial bids of only those bidders who achieve 50 and above marks would be opened. This will be the Technical Score (TS)

Financial score (FS) of the proposals will be determined using the following formula:

$FS = 100 \times (FL/F)$  Where,

`FS' is the financial score of an applicant,

`FL' is the lowest Financial Proposal among all and

`F' is the Financial proposal of the particular applicant.

For the purpose of calculation of **Composite Score (S)** for each bidder, the weightage shall be 70 % for the Technical Score (TS) and 30% for Financial Score (FS) of the respective applicants. The Composite Score shall be calculated using the following formula:

$S = TS \times 0.70 + FS \times 0.30.$

Tenderers will be ranked accordingly to their **Composite Scores** and will be listed in the order of merit as **L 1, L 2 and L 3** and so on. The top scorer **L 1** would be eligible for award of work.

#### **10. Purchaser's right to accept or reject any or all bids:**

- a) The Purchaser reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.
- b) The acceptance of tender, will rest with NBA who does not bind itself to accept the lowest bid and reserves itself the right to reject any or all the tenders received without assigning any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- c) The NBA reserve to itself the right of accepting the whole or any part of tender and bidder shall be bound to perform the same at the rate quoted.
- d) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

**11.** The Successful bidder shall commence the work from the date of issuance of work order by NBA. If the successful bidder fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

**12. Deliverable:** The Revamping & Redesigning of the web site shall be completed and operational satisfactorily within **Fourteen Weeks** from the date of award of contract by NBA as per the Time line mentioned in the Technical specification & condition.

#### **13. Performance Guarantee:**

- i. The successful bidder will have to furnish Bank Guarantee/demand draft for 5% of the value of contract as performance security in favour of National Biodiversity Authority towards performance Security Deposit within 7 days from the date of acceptance of the tender.
- ii. The EMD will be refunded to the successful applicant on receipt of performance security.
- iii. The successful bidder has to enter into contract for providing free Annual Maintenance of the website for a period of one year from the date of handing over the developed website to NBA.
- iv. The performance security will be refunded after a period of 45 days beyond the validity of the contract for free maintenance of website.

#### **14. Service Warranty**

The bidder should cover services provided including the quality of workmanship under warranty.

#### **15. Prices:**

Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the Supplier in its bid.

## **16. Termination by default:**

- a) The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to Supplier, terminate the Contract in whole or part:
  - i). If the Supplier fails to provide services/rectify the fault within the time period specified in the Contract or any extension thereof granted by the Purchaser,
  - ii) If the Supplier fails to perform any other obligation(s) under the Contract
- b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to Para 10 above, the Purchaser may modify, upon such terms and in such manner, as it deem appropriate to those undelivered part for any excess costs for such similar goods/services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

## **17. Resolution of Disputes:**

- a) The Purchaser and the Supplier shall make every effort to resolve amicably by direct / informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract. These mechanisms may include, but are not limited to, conciliation mediated by the Secretary, NBA. The mechanism shall be specified in the Special Condition of Contract.

## **18. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Chennai.

## **19. Notices**

- a) Any notices given by one party to the other pursuant to the Contract shall be sent in writing or by fax / e-mail and confirmed in writing to the address specified for that purpose in the Special Conditions of Contract.
- b) A notice shall be effective on the date of delivery of such notice to either party or on the date of effect as per the notice, whichever is later.

## **20. Taxes and Duties**

Vendor shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the Contracted Goods & services to the Purchaser. No tax or duty will be payable by the purchaser. If there is any enhancement in the taxes, duties, license fees etc, during the service period, the enhanced expenditure will be paid by the purchaser.

## **B. Special Conditions**

The following Special Conditions of Contract shall supplement the General Conditions of Contract, whenever there is conflict provisions herein shall prevail over those in the General Conditions of Contract.

- i. The design consideration for the website should result in an eye-catching website, with a pleasant and appealing color-code portraying activities of the NBA.
- ii. The website should be optimized for load time, response time. Navigation and search.
- iii. The optimization should cover all the areas like HTML, CSS, GRAPHICS, PDF and would be involved smaller page size and faster downloads.
- iv. The website should be supported by all current browsers.
- v. The appropriate test data according to the various design consideration and will be presented to System Administration of this office, monthly in a suitable format.
- vi. Records of updation in web contents of the both (English & Hindi) should be maintained to determine the performance of the site with respect to page load speed and these statistics will be stored and examined, on a monthly basis and analyzed.
- vii. Modification of Site Map as and when required.
- viii. Any royalties or patents or the charges for the use of contents, software, images etc., that are involved in the project shall not be paid by NBA.
- ix. All the software, source code used in the project shall be the property of NBA for the purpose of copy right and intellectual ownership.

## **21. Payment**

As per Government of India procedure in vogue no advance payment shall be entertained. The payment to the Contractor under the Contract will be made only when the revamping/redesigning work is completed and operational on submission final bills by the contractor. However, in case of payment is required in stages, the bidder should specifically request for consideration of the same by NBA.

## **22. Notices**

For the purposes of all notices, the following shall be the address of the Purchaser

**NATIONAL BIODIVERSITY AUTHORITY**  
**5<sup>th</sup> Floor, TICEL Biopark, CSIR Road, Taramani**  
**Chennai-600113.**



## **TECHNICAL:**

### **Main objectives: The main objectives for the web site are:**

- ♣ To adhere to the guidelines of Government of India websites
- ♣ To adhere to all the standards of content writing
- ♣ To have disable friendly features
- ♣ To maintain the website up-to-date with ease
- ♣ Protect website from cyber-attacks
- ♣ .To update website using CMS-Content Management System

### **Website Goals:**

NBA intends to utilize the web site to meet several objectives, as reflected in the following list of support facilities:

- To develop the web site as a resource site for information and access to other relevant information and fully integrate web site with NBA's activities and strategic objectives. -To improve NBA's web site look & feel
- Provide up to date information on all projects, events etc.
- Provide visitor feedback forms, enquiry forms etc.
- Maintained with ease so that only up-to-date information is available at any point in time.
- To analyze the usage pattern and improve the contents constantly.

### **Web Development Standards:**

- ❖ The web site should be developed with the latest technology, using up-to-date and well established development tools and software. The development approach should conform to the best practices in the web site development and maintenance industry.
- ❖ Generally, it should ensure the following:
- ❖ Adherence to commonly accepted standards and practices, including W3C compliance. -Using latest web website design technologies
- ❖ -Acceptability on all current user technology platforms; browsers, operating systems, client systems
- ❖ Optimized to get listed in search engines like google, yahoo, MSN without any cost.

### **Detailed Scope of work:**

- 1) Design, Development, Implementation, Training and Maintenance of Customized Web Based application/portal solutions/ Web designing. Indicative activities include of the existing website of NBA
- 2) The web revamping shall be as per the guidelines of the Department of Information & Technology, Government of India (GIGW guidelines) in this regard. i.e <http://guidelines.gov.in>
- 3) Bilingual both English and Hindi
- 4) Screen reader Access - Module
- 5) CMS based - Content Management System for updates
- 6) Latest coding and Framework with browser compatibility (HTML5)
- 7) Specifically, in Linux Platform
- 8) Development should include the cost of website security auditing.
- 9) After development website should be hosted in NIC cloud server.
- 10) On completion of development of the website, the same should be maintained for three years (excluding warranty period of one year) under AMC. The vendor has to deploy sufficient technical, graphics, language experts to maintain and update the website. The website need to be updated in order to accommodate any future changes and requirements at NBA. E.g. integration of cataloging software with website; integration of mobile application with website content etc.
- 11) GIS based application- to map BMC locations.

**Phase 1: Analysis (Time line – 2 weeks)**

- a. Finalizing the detailed list of activities, scope and duration of each of the activity and detailed project plan.
- b. Detailed discussions with concerned stakeholders to understand the overall objectives of the assignment.
- c. Finalization of Project Objectives/Requirements.
- d. Submission of detailed Project Proposal / Plan.
- e. Signoff on detailed project plan, activities, timelines etc from concerned stakeholder.

**Phase 2: Design (Time line- 2 weeks)**

- a. Detailed Requirement gathering and analysis.
- b. Study and analysis of existing /Similar website and include best practices in Draft design.
- c. Detailed High level and Low level application designs.
- d. Information Integration and Consolidation.
- e. Client Sign - off for Requirement Analysis.
- f. Preparation of Style Shelling Content Structure/ Information Architecture for the website.
- g. Vendor shall develop appropriate screen layouts and templates for the user Feedback.
- h. Approval of prototype (design interface) developed by vendor
- i. Coordination and collection of required content from the concerned person.
- j. Approval on the content gathered by the client department.

**Phase 3: Develop (Time line – 6 weeks)**

- a. Coding / Temporary Demo server/LINUX Based Platform
- b. Content Population and content management system
- c. Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Web site
- d. Application Development and Unit Testing, Integration Testing, System Testing and Functional Testing
- e. Testing of developed website based upon
  - Compliance to applicable guidelines of Government of India.
  - Assess the user objective achievement etc.
  - Testing through Government of India recognized agencies.
- f. Modification based upon user feedback
- g. Sign off on developed website by user department

**Phase 4: Operation and Maintenance support (Time line: 4 weeks)**

- a. Identify and execute training requirements for successful execution of project
- b. Creations of necessary documents and User Manual for training
- c. Support in handover of website to user department
- d. Support on Training/ Demo on need basis
- e. Warranty Maintenance / Annual Maintenance of website
- f. Designing interface/ mechanism for Mobile based application.
- g. Design Development and maintenance of GIS based applications.
- h. Adherence to Web Application Audit/ Compliance and Approval / Security Features
- i. Design and Development of Web application Devices having capability to connect directly to Service Provider's central system through laptops, handheld devices, mobile etc used for financial inclusion at grassroots level.
- j. Application should have:
  - i. Standard interface capabilities (standards like ISO, XML, web services).
  - ii. Multiple backend systems interfacing capabilities.
  - iii. Capability of integration with the National Portal

### **Annexure I: CHECK LIST**

Tenders are invited from only those firms which follow the following conditions: -

1. Firm must have an Office in Chennai
2. Firm must have at least Two years' experience in developing/ maintenance of Official Website in Govt. Departments/Organizations Preferably in Chennai.

1	Name of the Bidder	
2	Address of the Bidder, including Contact Person, Designation, address, telephone number, email and website.	
3	EMD (pay order)	
4	Enclosure of Supporting Documents  i. Registration or Incorporation Certificate ii. GST registration certificate iii. Income Tax PAN Number iv. Should enclosed contract/document for having developed minimum two websites / portals	
5	Technical Proposal for effective fulfillment of Scope of Work and Technical Specifications mentioned in the Scope of work in the proposed NBA website.	
6	Annual turn over details duly certified by CAs.	

## ANNEXURE-II TECHNICAL BID PROFORMA

Criteria	Description to be filled by the bidder (Evaluation criterion will as mentioned)	Maximum Points
<b>Turnover</b>		
<b>Annual Turnover</b>	<p>Average annual turnover of Lead Bidder for the period 2015-16,2016-17,2017-18</p> <p>10 lakhs to 1Crore = 10 marks</p> <p>&gt;1 = 1.5 crore = 15 marks</p> <p>&gt;1.5. crore = 20 marks</p>	<b>20 marks</b>
<b>Development &amp; Hosting Experience</b>		
<b>No. of website designed and developed in Government organizations including PSEs.</b>	<p>=2 Websites = 10 marks</p> <p>3-4 Websites = 15 marks</p> <p>&gt;4 Websites = 20 marks</p>	<b>20 marks</b>
<b>No. of website designed and developed in Private organizations, MNC etc.</b>	<p>=2 Websites = 10 marks</p> <p>3-4 Websites = 15 marks</p> <p>&gt;4 Websites = 20 marks</p>	<b>20 marks</b>
<b>ISO Certificate</b>	<p>ISO-9001:2008 =10 marks</p> <p>ISO- 20000-1 = 15 marks</p> <p>ISO -27001 = 20 marks</p>	<b>20 marks</b>
<b>CMMI Level</b>	<p>CMMI Level 3 = 10 marks</p> <p>CMMI Level 5 = 20 marks</p>	<b>20 marks</b>

### **Annexure III : FINANCIAL BID PROFORMA**

**Name of Work: Contract for Revamping and Re -designing of NBA of-ficial website**

<b>S.NO</b>	<b>DESCRIPTION OF JOB</b>	<b>RATE(Rs.)/ PAGE</b>	<b>AMOUNT</b>	<b>TAXES</b>	<b>REMARKS</b>
<b>1</b>	<b>Revamping &amp; Redesigning of Website</b>				
<b>2</b>	<b>Post warran- ty AMC charges year wise for 3 years</b>				
<b>Total</b>					

**NOTE: -**

The comparison of the financial bid shall be strictly followed as per the total annual price (exclusive of taxes etc) quoted by the bidder.

Signature: -

Name of the Authorized Signatory: -

Designation: -

Office Seal: -