



राष्ट्रीय मिथुन अनुसंधान केंद्र  
भारतीय कृषि अनुसंधान परिषद  
**National Research Centre on Mithun (NRC-M)**  
**Indian Council of Agricultural Research (ICAR)**  
Jharnapani, Medziphema, Nagaland-797106 INDIA



No.NRCM(S)

Date:02.03.2017

**LIMITED TENDER ENQUIRY**

To

**Sub.: Limited Tender for DESIGNING AND DEVELOPMENT OF THE INSTITUTE WEBSITE  
– reg.**

Sir,

For and on behalf of the Competent Authority, sealed limited tenders are invited in two bid system (Technical & Financial) for **designing and development of this Institute Website.**

**Description of tenders**

- A. Last date for receipt of Tenders : 31.03.2017 up to 2:30 PM  
B. Tenders (Technical Bids) to be opened on : 31.03.2017 at 03:00 PM  
C. Tenders (Financial Bids) to be opened on : 04.04.2017 at 3:00 PM (tentative)  
D. The Tender document is also available at our web-site: [www.nrcmithun.res.in](http://www.nrcmithun.res.in)

**NOTE:**

1. If the last date of receipt of tender is declared to be a holiday, the next working day shall remain valid for the purpose.
2. The Tender should consist of two Bids – The technical bid and the financial bid. Both must be submitted in two separate envelopes to be sealed and put in a single main cover.
3. The outer main cover should be super scribed "**TENDER FOR DESIGNING AND DEVELOPMENT OF THE INSTITUTE WEBSITE**". The Bidding Firms should give their complete address on the bottom left corner of the Main Cover. The main cover should also be sealed properly.
4. The Earnest Money along with all technical details is mandatory to be kept alongwith Technical Bid format as per enclosed ANNEXURE-A.
5. The Financial Bid format enclosed as per ANNEXURE-B must contain the price details.
6. Bids qualifying technically (in all respect) shall be considered for financial aspects.
7. Tendering firms fulfilling the requirements stipulated in this limited tender document are requested to quote their competitive lowest prices as per the requirements and specifications given below : -

Name of items	Quantity
<b>DESIGNING AND DEVELOPMENT OF INSTITUTE WEBSITE:</b> <u>Specifications :-</u> As per the details shown at page 5 & 6 of this tender document	<b>01 (one)</b>

**Terms & Conditions:-**

1. The tenders should reach this office by **2:30 PM** on or before **31.03.2017 POSITIVELY**. Such tenders if received after due date & time shall not be considered.
2. **EMD amounting to Rs.2000/- through Demand Draft only to be drawn in favour of Director, ICAR-NRCM, payable at SBI Medziphema branch (code-06759) should be enclosed alongwith the Technical Bid (Annexure-A) failing which the tender is liable for rejection. The EMD of the unsuccessful tenderer shall be refunded after the finalization of the order. No interest shall be paid on EMD.**
3. In the case of non acceptance of order by the awarded firm the Earnest Money will be forfeited.
4. (a) The rates should be quoted on ICAR-NRCM destination basis inclusive of all taxes, charges etc.  
(b) Discount and offer, if any, should be indicated prominently.
5. The rates quoted should be valid for Ninety (90) days from the date of opening of tender.
6. There should be no cuttings/over writings. The cutting, if any, should be duly attested. Un-attested amended/overwritten figures would not be considered.
7. Payment shall be made only on the satisfactory completion of the job.
8. All Tender must be sent to DIRECTOR, ICAR-NRCM, MEDZIPHEMA, DIMAPUR, NAGALAND – 797 106 through Registered Post / Speed post only. Submission of tender “BY HAND” should be dropped in the tender box placed in the office before the scheduled due date and time.
9. While submitting tender PAN/TIN No., Sales Tax No. must be indicated in the tender letter and certified copy enclosed, therein.
10. Bank account details for e-payment should be indicated in the tender documents.
11. Conditional offer(s) if any, shall be rejected summarily.
12. The tender document must be sealed properly, signed (all pages) and submit alongwith the technical bid only.
13. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on either side.
14. The Director, ICAR-NRCM, MEDZIPHEMA reserves all right to accept or reject any or all tenders without assigning any, reasons thereof.

**Administrative Officer**

Copy to : (i) I/c ARIS for uploading in the Institute website please.

## ANNEXURE – A

### TECHNICAL BID- FOR DESIGNING AND DEVELOPMENT OF INSTITUTE WEBSITE

*(To be kept in separate envelope)*

Name of the Firm		
Full address with Tele No., Fax No., e-mail		
1	EMD of required amount Rs.2000/- DD/No.....dated..... Name of Bank/Branch .....	Attached as Annexure – 1
2	PAN No. ....	Attached certified copy as Annexure – 2
3	TIN/VAT Registration No. ....	Attached certified copy as Annexure – 3
4	Are you currently registered with central/State Sale Tax Department. If so, indicate the date up to which your registration certificate is valid and whether there is any monetary limit on your registration.....	Attached certified copy as Annexure – 4
5	<u>Bank details for E-payment :</u> (i) Name of the Account holder/firm/contractor (Payee's Account Name)..... (ii) Nature of Account (saving/current) ..... (iii) Name of the Bank ..... (iv) Bank Account No..... (v) Branch Address ..... (vi) IFSC Code of Bank/Branch .....	Attached certified copy as Annexure – 5
6	Proprietary Certificate /Authorized dealer certificate	Attached Annexure-6
7	Specification of required items:- <b>DESIGNING AND DEVELOPMENT OF INSTITUTE WEBSITE</b>	Attached certified copy as Annexure – 7
8	Compliance report	Attached as Annexure – 8
9	User list	Attached as Annexure – 9

1. I/We have accepted all terms & conditions and instructions given in this tender form issue by NRCM, MEDZIPHEMA.
2. The words "TECHNICAL BID for **DESIGNING AND DEVELOPMENT OF INSTITUTE WEBSITE**" should be written clearly and prominently on this envelop along with Tender Number & date of opening.)

Place:

Date:

(Signature of the Tenderer with seal)

**ANNEXURE – B**

**FINANCIAL BID FOR DESIGNING AND DEVELOPMENT OF INSTITUTE WEBSITE**

*(To be kept in separate envelope)*

Name of the Firm			
Full address with Tele No., Fax No., e-mail			
<b>Sl.No</b>	<b>Name of the item</b>	<b>Quantity</b>	<b>Rate (in INR)</b>
<b>01</b>	<b>DESIGNING AND DEVELOPMENT OF INSTITUTE WEBSITE</b> Specification : As per details shown at page 5 & 6	<b>01 (one)</b>	
	Taxes to be shown separately		

1. I/We have accepted all terms & conditions and instructions given in this tender form issue by ICAR-NRCN, MEDZIPHEMA.
2. The words “FINANCIAL BID for supply of “**DESIGNING AND DEVELOPMENT OF INSTITUTE WEBSITE**” should be written clearly and prominently on this envelop along with Tender Number & date of opening.

**Place:**

**Dated:**

**(Signature of the Tenderer with seal)**

## **SPECIFICATIONS:**

**Designing and development of Institute website (ICAR-NRCM, Nagaland) as per the ICAR guidelines (<http://www.icar.org.in/files/guideline-of-ICAR.pdf>)**

### **1. Scope of Work:**

A website with pleasant aesthetic design, good colour combination, background, structure and layout is to be developed with one year technical maintenance. The website should have facilities of creating contents and option to define the period for which the content will be available on the site. The facility to add corrigendum/addendum/amendments to main tender document through appropriate links should be provided enabling the visitors to view the main and linked documents in an integrated manner. The Website should be developed for LAMP platform with Linux Operating System along with content management software with following broad features:

- Preparation of the website (Both Hindi & English) as per ICAR Guidelines for website.
- Preparation of home page of the website with link in to English & Hindi content (without automatic Google translate).
- Database driven approach, Linux based and use of latest stable software.
- Database should store passwords in salted hash like MD5 for security.
- The login credentials should not travel in clear text, they must be encrypted.
- Content of approximately 150 pages (50 static & 100 dynamic) to be added as per the requirement.
- Provision of Tender, Vacancy, Circular, Events, Publications, Newsletters, Scrolling News, Announcements etc.
- The content must be available within 2 to 3 clicks.
- The website should be compatible / responsive for mobile devices.
- To provide clearance of website from CERT-In empanelled agency or any Government of India Agency for security audit certificate/safe to host certificate. Auditing changes will be borne by the Institute.
- Hosting to be done at ICAR-IASRI Data Centre after security audit of website.
- The website must be compatible with MY SQL server database (ICAR-IASRI Data Centre)
- User training to update and upload content.

### **2. Project Requirements**

Developer must follow guidelines of ICAR (<http://www.icar.org.in/files/guideline-of-ICAR.pdf>) for website to ensure proper standardization of all content. Website needs to be designed with all dynamic features for updation and prescribed web accessibility features as below

- Least site opening time
- Clean and professional design
- Search engine friendly website
- Security website
- The website has to be hosted in ICAR-IASRI Data Centre

### **3. Functionality to be covered in Website:**

**Website- components:** The proposed website should have 2 broad components:

#### **a) Visitor Section**

1. All the pages which are already existing on current website plus few more based on requirements
2. Staff lists with individual dynamic Staff Page
3. Gallery for photographs of events, Newspaper Clippings etc.
4. Documentary Films, Gallery
5. Publications, Annual Reports, Newsletters, Vision Documents etc.
6. RTI related Documents and Circulars/orders
7. NRC on Mithun reports, Annual Performance Evaluation Report, Result Framework Document of NRC on Mithun
8. Tenders, open tenders and expired ones in archive (if required)
9. Event Calendar/upcoming events
10. Circulars/Guidelines/Notifications/Announcements
11. Vacancy/Advertisements for Posts
12. Downloads section for Forms etc

The above structure will be in both Hindi and English and most of the content must be available within 2 to 3 clicks.

#### **b) Administrator Section**

1. The administrator of Website should have all facilities to manage i.e. Add/Modify/Delete dynamic content of the website like Tenders, Vacancy ads, Circular, Events, Publications etc.
2. The administrator should be able to categories the content under different category.
3. All the time bound contents should have features of being available only for specific time on website and after that only Administrator should be able to manage this content and this option.
4. The Administrator should able to add corrigendum/addendum/amendments to main tender document through appropriate links should be provided enabling the visitors to view the main and linked documents in an integrated manner.

Administrative Officer