



**Open Tender Enquiry**

**CONSTRUCTION, DESIGN, DEVELOPMENT AND MAINTENANCE  
OF WEBSITE**

**FOR**

**SAI LNCPE TRIVANDRUM**

On E- Tender Basis

Tender Ref.no.SAI/LNCPE/computerlab/website/2020

# DISCLAIMER

This E-tender is being issued by Sports Authority of India (SAI), Lakshmi Bai National College of Physical Education (LNCPE) for the construction, design, development and maintenance of LNCPE website for SAI LNCPE on such terms and conditions and technical specifications as set out in this E-tender document.

It is hereby clarified that this E-tender is not an Agreement and is not an offer or invitation by SAI LNCPE to any party hereunder. The purpose of this E-tender is to provide the bidder (s) with information to assist in the formulation of their proposal submission. This E-tender document does not purport to contain all the information bidders may require. This E-tender document may not be appropriate for all persons and it is not possible for SAI to consider particular needs of each bidder. Each bidder should conduct its own investigation and analysis, and should check the accuracy, reliability and completeness of the information in this E-tender document and obtain independent advice from appropriate sources. SAI and their advisor make no representation or warranty and shall incur no liability financial or otherwise under any law, statute, rules or regulations or otherwise as to the accuracy, reliability or completeness of this E-tender document.

SAI LNCPE in their absolute discretion, but without being under any obligation to do so may update, amend or supplement the information in this E-tender document.

**Principal  
Sports Authority of India  
LNCPE Trivandrum  
E-mail: sailncpe@gmail.com**

## CONSTRUCTION, DESIGN, DEVELOPMENT AND MAINTENANCE OF WEBSITE

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### 1. INTRODUCTION

Sports Authority of India, Lakshmibai National College of Physical Education Thiruvananthapuram, under Ministry of Youth Affairs and Sports, Govt. of India invites **On-line bids** from eligible bidders, in single stage two bid systems for the construction, design and maintenance of LNCPE website.

The purpose of this document is to invite a suitable service provider for “**Design, Development and Maintenance of LNCPE Website**” (.edu.in). The website shall serve as a powerful communication tool in reaching the potential users.

**The web domain for the college has to be .edu.in format. The website has to be SSL enabled for the safety and security of the information available on website.**

#### Existing Web Site

The existing website of LNCPE can be viewed at <https://www.lncpe.gov.in>

The existing website provides basic information about the institute through various sections/ web pages/ images. The site provides information on history and background about the institute and presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, forms, results, research, careers/ jobs, tenders, notices etc.

#### Vision of the Web Portal

SAI LNCPE plans to have a dynamic state-of-the-art web portal which would truly reflect our proposed vision, be a lively platform and add to the institute’s vibrant academic environment and campus life. More details are given in this document.

To meet this objective, LNCPE invites reputed, experienced and financially sound agencies/ firms having expertise in the construction, design, development and maintenance of websites as Service Providers (SP).

### 2. SCHEDULE OF SUBMISSION OF BIDS

S. No.	Name of work	Amount of Bid Security in Rs.
1.	Construction, design and maintenance of website (.edu.in) for SAI LNCPE TRIVANDRUM	Rs 20,000/-

Scanned copy of Bid Security is to be uploaded online and Hard copy of the same must be sent to The Principal, Sports Authority of India, LNCPE, Kariavattom P.O, Trivandrum – 81 on or before Bid Submission Date & Time as mentioned in Critical Date Sheet.

The prospective bidders who have not registered can register with E-procurement system of NIC by paying necessary registration charges.

### **SCHEDULE OF BIDDING PROCESS WITH KEY DETAILS**

<b>Date of publishing Tender document on e-procurement portal of CPP</b>	<b>18.11.2020</b>
<b>Start date and time of downloading of document</b>	<b>19.11.2020</b>
<b>Pre-Bid meeting</b>	<b>23.11.2020 11.00 AM</b>
<b>Bid submission start date</b>	<b>26.11.2020</b>
<b>Last Date and Time of uploading/submission of Bids</b>	<b>08.12.2020</b>
<b>Bid Validity</b>	<b>18.05.2021</b>
<b>Opening of Technical Bid</b>	<b>10.12.2020 11 AM</b>

1. Bidders may download the Bidding Documents from the web site- [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in), [www.lncpe.gov.in](http://www.lncpe.gov.in) & CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app>. Bidders shall ensure that their Bids, complete in all respect are uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app>.
2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder for e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.
3. Bidders shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, the same is found to be tampered/ modified in any manner, tender will out-rightly be rejected.
4. Intending bidders are advised to visit again CPP Portal website [www.eprocure.gov.in](http://www.eprocure.gov.in) and SAI LNCPE website <http://sportsauthorityofindia.nic.in>, [www.lncpe.gov.in](http://www.lncpe.gov.in) before submission of tender for any corrigendum / addendum/ amendment.

**Principal  
Sports Authority of India  
LNCPE Trivandrum  
E-mail: [sailncpe@gmail.com](mailto:sailncpe@gmail.com)**

**In the wake of Covid-19 circumstances, the Purchaser may also choose to conduct the Pre-Bid meeting virtually. In the event of virtual session, the Purchaser shall share the login details with the Bidders accordingly, before the Pre-Bid meeting. The meeting ID and details intimated through CPPP in the form of pre-bid meeting corrigendum.**

Tender Processing Fee (Non-refundable) & EMD	Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft from any scheduled commercial bank in favor of Principal LNCPE payable at Trivandrum.  The bidder should upload the scan copy of the DDs and mention the DD Nos. while filing the TECHNICAL BID online. DDs of Tender Processing Fee and EMD should be sent to the institute in HARD COPY through post/ courier by the end date and time of online bid submission. If the DDs are not received by this date and time, e-bids of that tenderer will not be considered for any further evaluation and summarily rejected.
Self- attested ID proof, address proof, PAN card and a recent colour passport size photo of authorized representative	Documents to be attached as pdf document at the time of bid submission.
Registration certificate of the firm/company	Documents to be attached as pdf document at the time of bid submission.
Performance statement	Documents to be attached as pdf document at the time of bid submission.
NEFT Form	Mentioned in the tender document
Annual turnover for last 3 financial years.	Documents to be attached as pdf document at the time of bid submission.
IT returns for last 3 financial years.	Documents to be attached as pdf document at the time of bid submission.
GST certificate.	Documents to be attached as pdf document at the time of bid submission.
Bid validity.	The validity of bids shall be six months from the last date of submission of the bids.
Pre-Bid Meeting.	Date mentioned in the critical data sheet and due to COVID-19, pre-bid meeting may be conducted through ZOOM. The Zoom ID will be published in the CPP portal.
Last Date of Submission of E-Tender	Mentioned in the critical data sheet. Note: Tender/quotations/bids/offers if any received by hand or by email or by any other mode WILL NOT BE CONSIDERED.
Contact Person (for any clarification during the tendering process)	In-Charge Computer Cell, SAI LNCPE Karyavattom, Thiruvananthapuram Mob:-7894624032
Platform for submission of E-Tender	(Bids received on E-Tendering portal only will be considered. Bids in any other forms like sealed cover/email/post/fax etc. will be REJECTED.)

### 3. FUNCTIONAL AND TECHNICAL SPECIFICATIONS

**This means the proposed website shall have an eye-catching presentation of information. The proposed site shall blend up-to-date information, current data &**

information that can go lively. The purpose is also having an improved look & feed with latest design features & elements that an international institution be able to capture.

The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

## **Users**

For the entire envisaged portal will be used by the students, faculty members and administrative staff for their day-to-day activities. It will also be used by prospective students and employees, visitors, partner institutes and businesses, other government departments and agencies, and the public in India and abroad.

## **4. SCOPE OF WORK :**

### **Scope of Work**

The scope of the work includes planning the design/ development, maintenance, hosting and domain name registration gathering relevant information, test run, deliver the website in the new form & where needed to the new portal.

The details of various sub-components of the website redesign and development are as follows:

### **Purpose of the project**

The purpose of the project is to construct a new dynamic website for LNCPE as per the latest trend in the industry with additional functionality.

### **Modules**

#### **➤ Home**

1. Minister's Message
2. DG's message
3. Principal's Message
4. Flash News: Events/Announcement/Notices/Happenings
5. Organizational chart
6. Facilities
7. Other links at the bottom

#### **➤ About us**

1. About LNCPE & History
2. Objective
3. Vision, Mission & Motto
4. Campus Tour
5. Officials
6. Various committees – sexual harassment, college development etc

#### **➤ Academic**

1. Admission
2. Departments

3. Academic software
4. Courses offered
5. Student portal: study material/admission details/fee structure/examination results/anti ragging measures/harassment complaint/student detail/hostels
6. Online-classes
7. Staff portal
  - Staff Profile
- **Online courses/programmes**
  1. Coach education programme
  2. Khelo-India programme: ACEP, E-Pathshala, PE & Community coaching pgm
- **IQAC:** About IQAC, Committees, Vision 2020, Contact, Self Study report, Policy,
- **Library**
  1. Journals
  2. Publications
  3. E-Library
- **Bilingual (Hindi & English)**
- **REPORTS**
  - Annual Reports, Monthly Reports
- **SAI Regional Centres**
- **SAI Schemes**
  1. About SAI
  2. NCOEs/STCs
  3. NSRS portal
  4. Events
  5. Selections
  6. On-line training courses
  7. List of coaches
- **RTI**
- **Internal committees**
  1. Grievance
  2. Sexual harassment
- **Tenders**
- **Get connected in social media**
  1. Face book, you tube, twitter, instagram
  2. Photo gallery, Video Gallery
  3. Press clippings
- **Annual reports**
- **Placement cell**
- **Careers**
- **Research and development centre**
- **Important links**
  1. UGC, NCTE, Kerala University, FIT INDIA, Khelo-India, MYAS, SAI, NSNIS, NSU, LNIPE, MHRD, scholarship portal
- **Alumni List**



- **Privacy policy**
- **Terms & Conditions**
- **Contact us**

**The total cost includes:**

- 1. Construction of new website**
- 2. E-mail for all the staff (.edu.in) – 100 Nos**
- 3. Server hosting charges**
- 4. Domain charges (.edu.in)**

**The modules are subject to modifications/change, addition or removal as per requirement with the permission of the competent authority from time to time.**

I	<p><b><u>Website Development and Design:-</u></b></p> <ol style="list-style-type: none"> <li>1. Development on Open Source Platform</li> <li>2. Dual Language Compatible (English and Hindi)</li> <li>3. Should be responsive and to work perfectly on all devices (Desktop, Laptop, Smartphones, Tablets) and popular Operating Systems (eg:- Windows, Linux, Android, iOS, Smartphone etc)</li> <li>4. Website should comply with MHRD and GOI Guidelines</li> <li>5. Need to integrate secure payment gateway</li> <li>6. Admin Dashboard should have the ability to Add/Edit/Delete the contents and need to have Admin panel feature. (for all courses and Recruitments)</li> <li>7. Website should be scalable for future requests.</li> <li>8. Anti-spamming feature.</li> <li>9. Dynamic Photo and Video Gallery.</li> <li>10. Should have Search Engine Optimization (SEO) facility</li> <li>11. It should provide online tracking facility for job applicants, students seeking admissions, RTI, applicants etc.</li> <li>12. Feedback form option</li> <li>13. Faculty/Staff/Student information pages.</li> <li>14. Provision for submission of online application form related to recruitment of faculty and staff, student admission activities, etc.,</li> <li>15. Details of various Academic courses to be integrated in the website with secure payment gateway link.</li> <li>16. The portal should support social media such as YouTube, Linked in, Face book, Twitter, Instagram etc</li> <li>17. All logins and payments transaction must operate on secure protocols. It should provide support for website security audit.</li> <li>18. Separate Authentication Privileges for Super-User(Administrator) and Normal User for Website &amp; Database Management.</li> </ol>
II	<p><b><u>Migration of existing website:-</u></b></p> <p>New website should be a super-set of existing LNCPE website <a href="http://www.lncpe.gov.in">www.lncpe.gov.in</a>. Hence all the contents of existing website should be migrated to the new website. This phase is expected to be part of Web Development and Design.</p>
III	<p><b><u>Hosting and Backup:-</u></b></p> <p>Cloud based platform with below configuration.</p> <ol style="list-style-type: none"> <li>a. 4 CPU cores.</li> <li>b. 300 GB SSD Storage</li> <li>c. 16 GB RAM</li> <li>d. Daily backup facility (In addition to cloud based backup by Service Provider, there should be facility for user friendly backup feature where the Institute authorized person can take backup/restore from a local machine)</li> </ol>
IV	<p><b><u>Website Maintenance:-</u></b></p> <p>Second year maintenance of Website post Go-Live Date after the initial warranty of one year, which may be further extended on mutual agreement.</p>

While submitting the Financial Bid, the Service Providers shall furnish the rates into below 3

categorizations.

- i. Web Development, Design and 1 year Warranty (Scope I)
- ii. One Year Annual Maintenance from the expiry of the initial one year warranty (Scope II)
- iii. Annual Cloud Hosting charges (Scope III)

**Tentative Proposed Site Map**

Main Tab Page	Sub Menu Page	Details of Content
HOMEPAGE	It should have:- Home, Tender, Scholarships, Pay Online, Library, Hindi Translation, RTI, webmail, career, sitemap, Photo Gallery, Contact Us etc	These sub-menu's having separate pages as defined in sub menu column.
EVENTS (Wizard)	It has sub-wizard's such as i. convocation, ii. Foundation Day, iii. Swachhta Pakhwada, iv. Aarohan, v. Student Awards & Achievements, vi. Business Conclave/Conference vii. Alumni (At least 4 – 5 latest events to be displayed here. Also this needs to go on scrolling basis in the Home Page)	These categories of details comes in the Main Home Page
MEDIA SPEAK (Wizard)	It needs to be scrolling type in Home Page (At least 4 – 5 latest events to be displayed here. Also this needs to go on scrolling basis in the Home Page)	

NEWS(Wizard)	It needs to be scrolling type in Home Page(At least 4 – 5 latest events to be displayed here. Also this needs to go on scrolling basis in the Home Page)	
PLACEMENT (Main Menu)		
RESEARCH & PUBLICATION (Main Menu)		
INTERNATIONAL RELATIONS (Sub-Menu)		
INFORMATION	This needs to go on scrolling basis in the Home Page	
Awards & Honors (Wizard)		
Footer Web Pages	Website Policies Disclaimer Privacy Help Feedback Terms and Conditions Blog Posts Links to Social Media such as Twitter, Facebook, Linkd In, Wikipaedia,youtube, Instagram etc. Other important website link	These sub-menus comes on the bottom of the Home Page.
ABOUT LNCPE	The Institute	Content Related to About LNCPE
	Principal's Message	Message of Principal with Photo
	Vision, Mission, Core Values & the Logo	Details of Vision/mission/values of Institute along with Institute Logo
	Annual Reports	Annual Reports (in PDF) since 2009
	Internal Complaints Committee (ICC)	Details of ICC Members with Policy Document (PDF)
	Photo Gallery	Need to maintain photos of all functions here
	Life @ LNCPE	Brief info about LNCPE Location

	Infrastructure	This defines various infrastructures in LNCPE, Trivandrum. Each pages will define about the respective infrastructure with photos inside
People	Faculty (There should be search option A – Z : Name wise and Area Wise)	These pages have Faculty info with their photo
	Staff	This section covers various

		Departments of Non-Teaching Staffs, where data of Staffs with their photos are maintained.
	Students	Class wise student details
	Alumni	This sub-menu will detail about Alumni
Placement	Mobile campus @ your Location	
	Placement Committee	Details about Placement Committee
	Student's Educational Verification	
Careers	Faculty Positions	Recruitment for Faculty positions.
	Non-Teaching Positions	Recruitment for Non-Teaching Positions
Student Activities	Life @Lncpe	General info about the Campus/Hostel
	<b>Committees</b>	Information about various student committees
	Clubs	Information about various student clubs
	Others	Other Student Initiatives
	EBSB Report	Ek Bharath Shresht Bharath Report

The details of various sub-components of the website redesign and development are as follows:

### **Technology**

Hosting O.S Platform – Linux/Windows

Webpages customization by latest CSS, Media Players

For any add on features, open source tools (or) educational s/w may be predominately used.

### **Development Methodology**

The development methodology should follow an interactive-prototype approach especially in the initial startup and design phase.

### **Other Key Points:**

- i. The service provider has to share the source code of product with LNCPE IT Team.
- ii. All material/ product and related codes on website would be the property of LNCPE and service provider would have no claim over the same in future.
- iii. All content should be stored and kept confidential and service provider should not reuse/ replicate/ transfer the same to anyone else.
- iv. The service provider should provide all admin/ user manuals along with complete training to LNCPE IT Team.

## 5. ANNUAL MAINTENANCE & MANAGEMENT

The scope of Annual Maintenance & Management will be for a period of 01 (one) year and will cover regular updating of contents in the above modules/ sub-modules, software & security feature up-gradation, etc after the initial warranty period of one year.

In order to undertake above, the firm will depute one qualified resource person who need to be available on call basis (24\*7) to maintain/manage/troubleshoot the website as per LNCPE requirement.

## 6. ELIGIBILITY CRITERIA

Bidder should qualify the following eligibility conditions:

- i. The firm shall be a legal entity as per the GOI regulations and laws of the land.
- ii. The firm should have a minimum of three years of experience prior to the last date of submission of bid in design, development & providing maintenance and management services of websites/portals/web applications.
- iii. The firm should have designed, developed and maintained at least 02 (TWO) websites in any centrally / State Funded organizations, within last 03 (three) years prior to the last date of submission of bid.
- iv. Firms having an experience of developing a website for Govt. Educational Institutions will be given preference.

Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 03 years will be reckoned from the date of publication of this tender.

Out of 2 such contracts executed during the past 03 years, minimum 1 (one) contract should have been successfully executed in Central/ State organizations alone.

- v. The firm should have annual turnover of at least Rs.10.00 Lakhs per annum during last two financial years.
- vi. Firm should have GST Registration certificate and PAN.

## 7. Mandatory documents to be uploaded online along with the Technical Bid:

- i) Scanned copy of all documents in support of above eligibility criteria from (i) to (vi) along with technical bid checklist format as per **Annexure - III**.
- ii) A Brief of the proposed vision and concept for the design and development of the LNCPE website.
- iii) Note explaining the scope of the work as understood by the agency and which shall be executed by the firm.
- iv) Scanned copy of DDs as the proof of remittance of EMD and Tender Processing Fee.
- v) Scanned copy of Bid Forwarding Letter as per **Annexure - I**.

- vi) Scanned copy of undertaking towards Not Blacklisting as per **Annexure - II**.
- vii) Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the letter head of the bidder).
- viii) Duly signed and stamped copy of the entire bid document along with its Addendum/ Corrigendum, if any.
- ix) All other documents, as required in terms of the tender, to claim eligibility.

**[NOTE: Bidders must sign and affix its seal on all pages of above supporting documents and upload accordingly]**

- 8. The rates should be quoted as per the BoQ in excel sheet (Format as per **Annexure - IV**). Taxes/ GST, if any, should be indicated separately. The bidders are advised to download this BoQ.xls as it is and quote their rates and upload the same as the Financial Bid. The Bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 9. NO BID DOCUMENT WILL BE ACCEPTED BY FAX/ EMAIL/ HAND/ IN PERSON/ IN COVERS.**
- 10. If the last date of opening of the e-tenders coincides with a holiday, then the next working day shall be the opening date.
- 11. Bidder shall quote in Indian Rupees only.
- 12. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.
- 13. No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.
- 14. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
- 15. Conditional bids shall be rejected.

## **8. CLARIFICATION OF TENDER DOCUMENT**

Prospective Bidders requiring any clarification on the tender documents may attend the pre- bid meeting as scheduled above. Institute reserves the right to modify the conditions of the tender and accept/ reject any tender without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.

For any corrigendum/ amendment notice with respect to this tender, please visit our website [www.lncpe.gov.in](http://www.lncpe.gov.in) and CPP portal regularly and last 03 days before the last date for submission of tender. No advertisement shall be published separately in newspapers in this regard.



## **9. EARNEST MONEY DEPOSIT (EMD)**

An EMD of Rs.20, 000/- in the form of Demand Draft from any scheduled commercial bank should be submitted along with the technical bid document.

Exemption to MSME/ other registered/ enlisted service provider is applicable.

If the successful bidder fails to act on the offer made by the Institute and/or the bidders withdraw/ amend their bids after opening of tender which is not agreeable to the institute, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid without EMD will be straightway rejected. The EMD of unsuccessful bidders shall be returned/ refunded after finalization of the contract without any interest.

## **10. PERFORMANCE SECURITY DEPOSIT (SD)**

- a. An amount @ 10% of total contract value in shape of FDR/ TDR/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.
- b. Performance Security shall remain valid for a period of 90 (Ninety) days beyond the date of completion of the contract including website maintenance period. No interest will be payable on SD.
- c. In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

## **11. EVALUATION OF TECHNICAL BIDS**

Technical Bid details comprises of Part - 1 & 2.

**Part - 1 of 'Technical Bid' contains the information in the format at Annexure - III.**

**Part - 2 of 'Technical Bid' contains the 'Concept & Vision for the Website':**

- (i) A Brief of the proposed vision and concept for the design and development of the LNCPE website. (to be enclosed with the technical bid documents).**
- (ii) Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents)**

LNCPE retains the right to ask for any further information/ clarification during the tendering process. Based on the above evaluations, the financial bid of only those firms/ bidders who qualify in the above parameters will be opened. The technical bids that are found suitable will only be scrutinized that shall be eligible firms.

The Technical Bid scoring is basis the Part 1 & Part 2

- (a) The bidder who fulfils the requirement of submission of TECHNICAL

DOCUMENTS AND DETAILS (for PART -1) WILL BE AWARDED 20 (twenty) marks and will be termed as “Technically Responsive”. Such bidders will only be considered for the Part - 2 of technical evaluation (i.e. Presentation).

(b) PRESENTATION (Part-2 of the technical evaluation process):-

- i. The applicants may be asked to present 3 options of design templates (not a final) for the LNCPE website in presence of High Powered Committee for their understanding of the tender document. LNCPE may provide detail of three sample websites for the reference of bidder to give an overall idea about the requirement of the institute. The developer can prepare their demos accordingly.
- ii. The presentation will be followed by a 10-15 minutes discussion.

**Technical bid will be evaluated out of 80 marks on the basis of 3 criteria:**

**(a) Understanding and Compliance with requirements and scalability (maximum 20 marks)**

The proposal should address each work area in sufficient detail to demonstrate a clear understanding of the statement of objectives/ work, including operations and maintenance. The bidder should provide evidence of sufficient planning to show that work will be accomplished as required and on schedule, utilizing all available resources. Specifically, the proposal from the bidder will be evaluated on whether it addresses each requirement and goal set forth in the scope of work in the tender document.

**(b) Design templates and Proof of Concept (POC) (maximum 40 marks)**

The design templates and POC presented by the bidder should demonstrate compliance with all the mandatory requirements mentioned in the tender and also demonstrate extra capabilities. During the POC presentation, one IT/ Web design expert from the firm should be present to answer technical queries and to demonstrate the capabilities of the firm to deliver the assignment.

**(c) Experience and Ease of Management (maximum 20 marks)**

The firm will be expected to provide details their past experience in specific contracts of this nature/ type/ complexity. They will also be asked to provide information on performance in these contracts, and present testimonials from previous or existing clients. They will be asked to furnish details of key personnel, both supervisory and technical. Resumes of personnel must include education, experience, background, accomplishments, and other pertinent information.

**A weightage of 1 mark will be given to those who are having experience with educational institutions /Govt. organizations.**

**The score obtained by the firms evaluated in the Technical Qualification will be ranked in the order of merit. The top 3 firms in the ranking will only be considered / accepted for the evaluation of Financial Bid.**

## **12. SELECTION OF BIDDER FOR AWARD OF WORK**

The Financial Bid of the technically qualified bidders will be evaluated and the lowest bidder will be selected if other terms and conditions are found satisfactory. The tender value will be

taken as the grand total of three components of the scope of work notified under Annexure IV. The tender will not be compared on item rate basis.

### 13. AWARD OF CONTRACT

- a. After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.200/- (Rupees Two Hundred Only) within a period of 14 (Fourteen) days from the date of issue of LoA.
- b. The contract will be signed only after furnishing the Performance Security Deposit.
- c. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in full.
- d. Costs associated with the preparation of contract documents shall be borne by the service provider.

### 14. INDICATIVE SCOPE OF WORK

LNCPPE may provide detail of three sample websites for the reference of bidder to give an overall idea about the requirement of the institute. The developer can prepare their demos accordingly.

### 15. COPYRIGHTS AND TRADE MARKS

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by LNCPPE upon completion of the successful implementation of website by the service provider. Website designed through this tender will not include the name or logo of the web developer anywhere.

Dynamic data including third party data generated through website analytics will remain under complete control of LNCPPE and it shall reserve its copyrights.

### 16. PAYMENT AND DELIVERY TERMS

- i. The work shall be completed in **SIXTY DAYS** as per below schedule from the date of signing of contract.

Sl. No.	Activities	Time Frame (from the date of award of contract)
1	Basic Templates Design and Approval	15 Days
2	Final Website Design and Approval	15 Days
3	User Acceptance Testing (UAT) of the system	10 Days
4	Go-LIVE of the Website	20 Days

5	Website Maintenance for 1 (One) year after successful implementation and acceptance of the work	will be ongoing activity as per the requirements, terms and conditions of the contract agreement valid for a period of 01 year.
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- ii. The service provider will be required to maintain the proper momentum and reveal the progress on regular basis to LNCPE IT Team. The progress should be made as per the satisfaction of LNCPE IT Team to ensure that the work will be completed in all respects within the stipulated period, failing which appropriate action may be taken by the institute as decided by the competent authority.
- iii. The service provider shall obtain approval of each page by the duly constituted committee during the designing work in progress.

iv. **Payment Terms:**

- Upon Approval & Acceptance: 25% of contract value for website design, development and testing (excluding the maintenance cost) after executing the agreement.
- Website Testing at B-Version: 25% of contract value for website design, development and testing (excluding the maintenance cost)
- After successful completion of work: Balance 50% of contract value for website design, development and testing (excluding the maintenance cost).
- During the warranty period of 01 year; payment will be released on successful completion and certification by the IT Dept. once in every 06 monthly period (twice during the maintenance period of 01 year).

**Note:**

- (a) **Above payment shall be released to the service provider on submission of undisputed invoice and certification from the concerned official of LNCPE.**
  - (b) **TDS & GST shall be deducted from the service provider as per the rules in force.**
  - (c) **LNCPE shall reserve the right to recover any dues payable to the institute from the SD of the service provider.**
- v. Penalty @ 10% of contract value per week or part thereof will be levied for any delay in execution of work as per the time frame mentioned in the tender document as well as work order being issued.

**17. SAVING CLAUSE**

In respect of any matter for which no provisions have been made in this contract the provisions contained in the general instructions of the Government of India on the subject shall apply.

## **18. OTHER TERMS AND CONDITIONS**

- i. The service provider should allocate a single point of contact (POC) who can provide support during the development and implementation stage. For an identified number of months/ year, the service provider shall depute a dedicated resource within LNCPE for up-gradation, maintenance and development of the website.
- ii. The service provider shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/ contract without the express written consent of LNCPE.
- iii. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.
- iv. The successful bidder shall ensure the compliance of all Statutory Acts and Rules including the EPF Act and any other Labour Acts to the manpower being deployed for the purpose of subject tender. LNCPE shall not be liable for any financial burden/ liability due to negligence or his failure to comply with labor laws or any other Statutory Acts/ Rules.
- v. The Principal, LNCPE reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- vi. All disputes relating to this tender shall be reference to sole arbitrator to be appointed by the Principal, LNCPE, whose decision will be binding on both the parties.
- vii. All disputes arising out of this tender shall be subject to the jurisdiction of court of Thiruvananthapuram.

**Principal  
Sports Authority of India  
LNCPE Trivandrum  
E-mail: sailncpe@gmail.com**

**ANNEXURE - I**

**BID FORWARDING LETTER**  
(on the Letterhead of the Bidder)

Date : \_\_\_\_\_

To  
The Principal  
Lakshmi Bai National College of Physical Education  
Karyavattom, Thiruvananthapuram-  
695581

**Subject: E-tender for 'Design, Development and Maintenance of LNCPE Website**  
**E-Tender No. \_\_\_\_\_ dt. \_\_\_\_\_.**

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of Rs.20,000/- (Rupees Twenty Thousand Only) both in the form of Demand Draft in favor of PRINCIPAL, LNCPE is enclosed herewith.

I/ We also keep the offer open for six months from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

**ANNEXURE - II**

**SELF-DECLARATION ABOUT NON BLACK-LISTING**

(on the Letterhead of the Bidder)

Date : \_\_\_\_\_

To  
The Principal  
Lakshmbai National College of Physical Education  
Karyavattom, Thiruvananthapuram-695581

**Subject: E-tender for 'Design, Development and Maintenance of LNCPE Website**  
**E-Tender No. \_\_\_\_\_ dt. \_\_\_\_\_.**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

**ANNEXURE – III**

**TECHNICAL BID**  
**PART- 1 DOCUMENTS FOR TECHNICAL EVALUATION**

Date: \_\_\_\_\_

**Subject: E-tender for ‘Design, Development and Maintenance of LNCPE Website**

**E- Tender No. \_\_\_\_\_ dt. \_\_\_\_\_.**

(Self-attested photocopies of all supporting documents in support of below particulars must be attached with the bid)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Compliance (Yes/No)</b>
1.	Name of the Firm with Complete Address, Tel/ Mob No. and Email Address	
2.	Name of the Authorized Representative and Designation along with Mobile No. and Email ID (POC for LNCPE)	
3.	Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd. etc.)	
4.	EMD of Rs.20,000/- both in the form of DDs from any scheduled commercial bank in favor of ‘Principal, LNCPE payable at Trivandrum	
5.	<p>The firm should have designed, developed and maintained at least 02 (TWO) websites in any Centrally or State funded organizations within past 03 (three) years from the last date of submission of bid.</p> <p>Copy of work order, completion certificate and performance certificate are essentially required to prove the eligibility. The past 03 years will be reckoned from the date of publication of this tender.</p> <p>Out of 2 such contracts executed during the past 03 years, minimum 1 (one) contract should have been successfully executed in any Central/ State organizations alone.</p>	
6.	The firm should have annual turnover of at least Rs.10.00 Lakhs during last two financial years. The certificate of Chartered Accountant to be produced.	



7.	Copy of Permanent Account Number (PAN)	
8.	Copy GST Registration of Firm	
9.	Bid Forwarding Letter as per Annexure - I	
10.	Self-declaration about Not Blacklisting as per Annexure - II	
11.	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder)	
12.	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any	

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**TECHNICAL BID**  
**PART-2 DOCUMENTS FOR TECHNICAL EVALUATION**

**‘Concept & Vision for the Website’ :**

1. A Brief of the proposed vision and concept for the design and development of the LNCPE website. (to be enclosed with the technical bid documents). – Enclosed at Page No. of technical bid documents (page number to be indicated by the bidder)
  
2. Note explaining the scope of the work as understood by the agency and which shall be executed by the firm. (to be enclosed with the technical bid documents) – Enclosed at Page No. \_\_\_\_\_ of technical bid documents (page no. to be indicated by the bidder)

**Declaration**

I/We..... (Name of Proprietor/ Partners) of  
..... (Name of the firm) do hereby declare that the entries made here  
are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions  
laid down in tender document.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.:

## ANNEXURE- IV

### FINANCIAL BID

(As per the BOQ uploaded in the CPP portal)

Date: \_\_\_\_\_

To  
The Principal  
Sports Authority of India  
Lakshmbai National College of Physical Education  
Karyavattom  
Thiruvananthapuram  
695581

**Subject: ‘Design, Development and Maintenance & cloud hosting charges of LNCPE Website’**

**E-Tender No.** LN/computer lab/website/2020/\_\_\_ dt. \_\_\_\_\_.  
Sir,

I/We quote the under mentioned rates for subjected tender.

Sl.No	Description of item	Qty	Units	Basic Rate	GST	Total Amount
<b>Part 1: Design, Development &amp; warranty of LNCPE website:</b>						
1	Design, Development, Maintenance for a period of one year & Testing, E-mail(.edu.in) minimum of 100 nos, Server hosting and domain charges of LNCPE Website and related application deployment, adhering to all terms, conditions and requirements of LNCPE, Trivandrum along with the cost of warranty of the website for a period of one year on commissioning of the website.	1	Nos	To be quoted on BOQ	To be quoted on BOQ	
<b>Part 2: Maintenance of LNCPE Website.</b>						
2	Technical maintenance of LNCPE Website including Uploading of graphics,	1	Nos	To be quoted on BOQ	To be quoted on BOQ	

	images, photo, documents and updates provided from time to time. Software updating & technical up-gradation for a period of one year after the initial guarantee period of one year on commissioning of the website.					
<b>Part 3: Cloud Hosting Charges for 01 (ONE) Year as below breakup:</b>						
3	Hosting charges.	1	Nos	To be quoted on BOQ	To be quoted on BOQ	

Note:

1. Bidders should quote rates for providing services in all three parts as mentioned above, failing which their bid will not be considered for acceptance. The partially quoted tenders will be treated as non responsive tenders.
2. The financial bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial bid, the value in words shall prevail.
3. SAI LNCPE reserves the right to accept the bid Item Wise to accept all the items in whole (OR) to accept one or two part, rejecting a single or two parts (OR) to summarily reject all the bids, as the case may be.

Place:  
Date:

Signature with stamp of the bidder:  
Name, Address of the bidder:  
Tel/ Mob No.

**\*\*\*\*END OF DOCUMENT\*\*\*\***