



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
**National Institute for Locomotor Disabilities (Divyangjan)**  
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
(Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and  
Empowerment, Govt. of India)

बी.टी. रोड बनहुगली, कोलकाता-700090 / B.T. Road, Bon-Hooghly, Kolkata-700090  
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) /web [www.niohkol.nic](http://www.niohkol.nic)



Tender Enquiry No. Website /933/R&D/04/NIOH

Date: 03.01.2022

Last date of submission of quotation: 24.01.2022

TO  
NILD NOTICE BOARD  
NILD WEBSITE  
SUB: LIMITED TENDER NOTICE

REF: INVITING QUOTATIONS FOR WEBSITE MAINTENANCE OF N.I.L.D. KOLKATA

SL.NO	Name of the work	Nature of work
01	Website maintenance of N.I.L.D. Kolkata	Web related design as per W3C & latest guidelines for accessibility Govt. of India including maintenance with cyber security features

Note-

- Interested agencies/companies are requested to submit their quotation in two parts (Technical part and financial part) separately in a single envelope for the above mentioned work. Quotation should be sealed properly otherwise quotation will be rejected. Technical evaluation will be done first and the financial bid will be opened of the technically qualified agencies/companies.
- Agencies/companies are also requested to submit their sealed quotation for the above-mentioned work in a sealed envelope to the Purchase Section / Tender Box within. 24.01.2022 between 10 am to 4 pm addressed to 'The Director, NIOH, B.T. Road, Bon-Hooghly, Kolkata – 90' with the word "Website Maintenance of N.I.L.D. Kolkata with NIT No. Website /933/R&D/04/NIOH dated 03.01.2022 boldly super scribed on the top of the envelope.

## **INSTRUCTION TO BIDDERS**

- a) **NIC** enlisted vendors are allowed to apply.
- b) The bidders must submit documentary evidence in support of their claim of having adequate capability, technical know-how and experience of design & development of website.
- c) The bidder should have completed from start to finish, at-least one single work of website design & development in the last three financial years (i.e. current year and three previous financial years). The bidder is required to submit detailed report of similar work done & proof of payments.
- d) The proposals should be in the prescribed format appended herewith as Annexure-I . Proposals not in the format will be rejected.
- e) The bidder should provide the complete details of Bank Account like Name of the account holder, Account No., Name of the Bank and Branch, IFSC code for online transaction.
- f) The Institute reserves the right to amend/ append any requirement during the period of the Project.

## **SCOPE OF WORK**

### **Broad scope of the project is as follows:**

- a) User/Admin panel to upload dynamic control upload size (< 10mb)
- b) Creation of dynamic web pages
- c) Managing data through Content Management System
- d) Addition of content of approximately 200 pages (50. static and 150 dynamic) to be
- e) Added as and when required.
- f) Writing of all the contents in the website
- g) Provision of E-tendering
- h) Training to Institute's staff for content upload.
- i) 1years maintenance of the website with rectification of errors, addition or up-gradation of contents.

## **PROJECT REQUIREMENTS**

The website must follow and comply with all the guidelines for Government of India Indian Websites to ensure proper standardization of all content. Website needs to be designed with all dynamic features for up-gradation and prescribed Latest website accessibility standards features as below:

- a) Least site opening time
- b) Clean and Professional design
- c) Search engine friendly website
- d) The website should be supported by all the popular and latest web browsers like Chrome, IE, Netscape, and Mozilla and in mobile etc.
- e) Should have feature to upload audio and video lectures
- f) Should maintain latest website accessibility standards. Accessible to all types of PwDs.
- g) Should be a secure website
- h) Web site's navigation scheme and features should allow users to find and access information effectively and efficiently.
- i) All items should be appropriately aligned on the pages and layout should be consistent on all the related pages.
- j) Website must use a fluid layout that automatically adjusts the page size to monitor resolution settings that are 1024 x 768 pixels or higher.
- k) All copyrights of the site and content will belong to N.I.L.D Kolkata.
- l) Bilingual design (English & Hindi)

**APPLICATION FORMAT**

<b>Name of Organization/Institution:</b>	
<b>Registered Office/Head Office Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Website:</b>	
<b>Name of Authorized Representative/Project</b>	
<b>Designation:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Details of legal constitution of the organization:</b>	
<b>Registration Number:</b>	
<b>Date of Registration(Date):</b>	
<b>Place of Registration:</b>	
<b>PAN:</b>	
<b>TAN:</b>	

[Please see Annexure I for supporting documents to be provided]

## DETAILS FO THE TECHNICAL BID

i) No of website maintenance certified by STQC / NIC :

Website certified by STQC	Website certified by NIC

ii) Experience in Universal Accessible web design as per W3C web developers guidelines :

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iii) Brief details of Core technical team of the organization :

Sl. No.	Name	Educational background	Experience in Website Development	Other achievements

iv) Details of experience in Web tools

Web tools	Experience

## DETAILS OF THE FINANCIAL BID

**i) Annual Turnover of the organization for the last three years:**

Financial Year	Turnover (in Lakhs)	Net Worth (in Lakhs)

[Please see Annexure I for supporting documents to be provided]

**ii) Organization's Experience Profile:-**

Sl. No.	Name of the organization where vendor currently engaged for CAMC or AMC	No of Modules in AMC	Date of AMC	Rate Contract

**iii) Details expenditure for website maintenance:**

Item wise Details	Amount in Rs. (Including all Taxes)
a) Cost of new page addition	
b) Cost of homepage modification	
c) Cost create new hyperlink as per requirement	
d) Fixed monthly charges for website / tools	

I hereby declare the information provided for this proposal is true to the best of my knowledge. If any information provided above is found to be false, National Institute for Locomotor Disabilities (Divyangjan) under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, GOI, reserves the right to reject the proposal.

**Signature**

**Name of Signatory:**

**Designation:**

**Date:**

**Location:**

(List of supporting documents are indicated in Annexure-I)

**ANNEXURE-I**

**CHECK LIST OF SUBMITTING DOCUMENTS – (TO BE FILLED BY THE TENDERER)**

<b>S.NO.</b>	<b>Parameters</b>	<b>Documentary Evidence</b>	<b>Please Mark “✓” if Document submitted</b>
<b>Essential Documents</b>			
1	Legal Constitution of the organization	Certificate of Incorporation/ Registration/ License under section 25 of the (Indian Companies Act)	
2	Financial Turnover	Audited balance sheet, Profit & Loss Account and Receipt & Payment Account duly certified by an Auditor for last three financial years.	
3	Existing Management Team and Technical Team	Attach CV's of the management team	
<b>Desirable Documents</b>			
5	Third Party Certification	Attach proof of third party certification for all trades	
6	Past Experience	MoU with employers/ letters from employer on company letterhead not more than three months old	
7	Rate Contract	AMC details where the vendor currently engage.	
8	<b>Any other documents submitting by the Tenderer, to be mentioned here:</b>		

**Mention “NOT APPLICABLE” if the document is irrelevant.**