

# **Tender/Bid Notice & Document for**

## **Design and Development of Dynamic Website and Mobile Apps for ICOLD – 2024 at New Delhi**



### **Committee for INTERNATIONAL COMMISSION ON LARGE DAMS, INDIA (INCOLD)**

C/o CBIP Building, Plot No. 4, Institutional Area, Malcha Marg  
Chanakyapuri, New Delhi 110 021 (INDIA)

Phone: 91-11-2611 5984/2611 6567/26876229, Fax: 91-11-2611 6347;  
E-mail: [directorwr@cbip.org](mailto:directorwr@cbip.org) ; [cbip@cbip.org](mailto:cbip@cbip.org); Web: <http://www.incold.co.in>

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# SECTION-1

## Tender Notice and Key Schedule of Tender/Bid

### INVITING TENDER FOR DESIGN AND DEVELOPMENT OF DYNAMIC WEBSITE AND MOBILE APPS FOR ICOLD 2024

|   |   |
|---|---|
| NAME OF WORK  | Design and Development of Dynamic Website and Mobile Apps for ICOLD - 2024  |
| REFERENCE NO.                                       | ICOLD 2024/New Delhi  |
| DATE OF ISSUE OF TENDER                             | 1 <sup>st</sup> December 2022   |
| LAST DATE FOR RECEIPT OF TENDER                     | 14 <sup>th</sup> December 2022 at 15:00 hrs.  |
| DATE FOR OPENING OF THE TECHNICAL BID               | 15 <sup>th</sup> December 2022 at 11:00 hrs.  |
| EARNEST MONEY DEPOSIT (Refundable without interest) | Rs. 1, 00,000/- (Rs. One Lac Only) In the form of DD in favour of The Committee for International Commission on Large Dams ( India) payable at New Delhi or Bank Guarantee    |
| COST OF TENDER FORM (Non-Refundable)                | Rs. 1000/- (Rs. One Thousand Only) in the form of DD in favour of The Committee for International Commission on Large Dams,   |
| ISSUE OF TENDER DOCUMENT                            | Tender Document may be downloaded from the INCOLD or CBIP website: <a href="http://www.incold.co.in">www.incold.co.in</a> Or <a href="http://www.cbip.org">www.cbip.org</a>   |
| PLACE OF OPENING OF THE TENDER                      | INCOLD Office, C/o CBIP Building, Plot No. 4, Institutional Area, Malcha Marg, Chanakyapuri, New Delhi - 110021 Central Board of Irrigation and Power, Malcha Marg, New Delhi |
| ADDRESS FOR COMMUNICATION                           | Same as above   |

#### **NOTE:**

- (i) If last date of submission of bid is declared a holiday the technical bid will be opened on same time on next working day.
- (ii) If any bidder unable to attend Pre-Bid meeting they may send their queries/suggestion through e-mail at [directorwr@cbip.org](mailto:directorwr@cbip.org) up to 07/12/2022. The prospective bidders who want to attend the pre-bid meeting may also send their queries/suggestions through aforesaid e-mail, so that INCOLD Committee can take a note for discussion on the day of pre-bid meeting i.e. on 09/12/2022
- (iii) Based on suitable suggestions, revised tender document will be uploaded on website and it will be treated as final tender document.

## SECTION – 2

### INVITATION FOR BIDS AND GENERAL INSTRUCTIONS

#### INVITATION FOR BIDS

Invitation for bids through the Tender Notice is for selection of the firm also called the “bidder” capable of creating Dynamic website & Mobile Apps of INCOLD as specified in the scope of work and in accordance with the terms and conditions. Sealed bids prepared in accordance with the procedures enumerated in this Tender Notice should be submitted to the following address on or before 15:00 hrs. on **14<sup>th</sup> December 2022**. The cover containing bid must be marked “Tender for Design and Development of Dynamic Website and Mobile Apps for ICOLD - 2024” and addressed to:

Secretary General

The Committee for International Commission on Large Dams (India)

C/o CBIP Building, Plot No. 4, Institutional Area,

Malcha Marg, Chanakyapuri

New Delhi - 110021

#### 1. Due Diligence

The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Notice. The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages comprising the technical and financial bid shall be serially numbered. Failure to furnish all information required, or submission of a bid not conforming to the requirements in every respect will be at the Bidder's risk and may result in rejection of the bid and forfeiture of Earnest Money Deposit (EMD).

#### 2. Bid preparation and submission costs

The bidder shall bear all costs associated with the preparation and submission of the bid and INCOLD will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### 3. Language of proposal

The bids and all correspondence and documents shall be written in English.

#### 4. Clarification of Bidding Documents

The Bidder requiring any clarifications of the bidding documents may notify the INCOLD at following e-mail.

E-mail:- [directorwr@cbip.org](mailto:directorwr@cbip.org); [contact@incold.co.in](mailto:contact@incold.co.in);

#### 5. INCOLD will respond to any request for clarification of the bidding documents, which it receives not later than 15:00 hrs on 7<sup>th</sup> December 2022

#### 6. Amendment of Bidding Documents

At any time before the deadline for submission of bids, INCOLD, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through the INCOLD website and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, INCOLD reserves the rights to extend the deadline for the submission of bids and the same shall be notified on the INCOLD website.

## **7. Rejection of Bids:**

INCOLD reserves the right to reject bids in the following cases:

- i. If bidders give wrong information in their bid, INCOLD reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.
- ii. Incomplete bids are liable to be rejected.
- iii. If the technical offer contains any price information the offer will be summarily rejected.
- iv. Canvassing in any form in connection with the bid is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
- v. Unsigned bids, unattested corrections and over writing by bidders are also liable for rejection.
- vi. The schedule for accepting the bid shall be strictly followed- late bid shall not be accepted.
- vii. Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- viii. The bidders must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, bidders must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
- ix. Each page of the bid document including all annexures duly stamped and signed by the bidder as acceptance of all bid terms & conditions must be submitted along with the bid and bid should be page numbered.

## **10. Modification and withdrawal of Bids**

The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

## **11. Acknowledgement of understanding of terms**

By submitting a bid, each agency shall be deemed to have acknowledged that it has carefully read all sections of this Tender Notice, including all forms and has fully informed itself as to all existing conditions and limitations.

## **12. Bid Submission**

Bids shall be submitted in 2 parts. Part A (Technical Bid) and Part B (Commercial/ Finance bid) The Envelope of Technical bid as per annexure 1(A) to 1(C) and financial bid as per Annexure II should be kept in separate envelope. Technical Bid part A should contain all technical document along with tender fee & EMD. Both envelopes Part A & Part B than be kept in a Big envelope duly subscribed on the top of envelop "**Tender for Design and Development of Dynamic Website and Mobile Apps for ICOLD - 2024**".

**13.** Bids received after closing date and time, will not be accepted.

# GENERAL INSTRUCTIONS

## ABOUT THE COMMITTEE FOR ICOLD (INDIA)

The Committee for International Commission on Large Dams, (INCOLD) is the Indian Committee interacting with ICOLD Central Office in Paris and helps in dissemination of state of the art developments in dam engineering, besides projecting India's expertise at international level through participation in various events of ICOLD.

- ❖ The advancement of dams planning, development, management, science & technology, research and education at International level.
- ❖ The establishment of National forum for planners, administrators, managers, scientists, engineers, educators & others who are associated with dam engineering.
- ❖ Encouragement & collaboration with and support of International programmes in the fields of dam engineering including cooperation with other organizations, in the activities of common interest.

INCOLD has also acquired over the years, expertise and capabilities in organising national and international conferences, workshops, seminars and exhibitions related to dam engineering and also preparing the publications with focus on the different aspects of dam engineering.

INCOLD will be organising the event ICOLD 2024 for which they are looking to create a Dynamic website which will provide informative pages detailing information about the event, exhibition, exhibitors, day wise event schedule, sponsorship opportunities, hotel options, workshop listing & associated details, etc. The site will allow for users to register for the event, create their profiles, accessing food & hotel vouchers, discussion boards through the website. The portal will also provide functionality for Authors to submit their abstract, exhibitors to book the stalls, offer online interface to sponsors, etc.

INCOLD would also like to offer mobile apps for attendees, to be able to easily access attendee's level details, QR codes for accessing the exhibition through the app.

The website will also provide an easy to use admin console which will allow for management of the solution.

The guidelines and compliance matrix prepared by NIC which contains procedures for development and management of Government websites and portals in India, are available at <http://web.guidelines.gov.in>. Compliance Matrix is a checklist of mandatory guidelines. This checklist shall be used to validate websites for the guidelines to ensure compliance.

## General Instructions to Bidders

1. The time for completion of the work shall be 10 weeks from the date of issue of the Letter of award.
2. The interested persons can go through the existing website of ICOLD (<http://www.icold2024.org>) and estimate the variety and quantum of information that needs to be made available on the website.
3. The bidder should be registered for GST (Copy to be enclosed).
4. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement to INCOLD. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
5. The bidder shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.

6. The tender is non- transferable.
7. **Cost of Bid:** The prospective bidders may download the bid documents from the INCOLD website at <http://www.incold.co.in> submit the completed bid along with cost of the bid documents of Rs.1000/-(non-refundable) and Earnest Money Deposit of Rs. 1,00,000 (refundable) both in the form of Bank Guarantee or Bank Drafts in favour of The Committee for International Commission on Large Dams, India payable at New Delhi

## **SECTION – 3**

### **SCOPE OF WORK**

#### **USERS for website Frontend:**

**General website visitor:** Users will be able to view informative pages of the website.

**Authors:** Individuals who are going to be presenters/speakers at events.

**Delegates:** Visitors who are going to be visiting the event.

**Exhibitor:** Users who will like to setup stalls during the event.

**Sponsor:** Users who will be sponsoring part of the event.

#### **WEBSITE:**

Graphic Design of home page and upto eight (8) pages of the website. Rest of the website pages should be following the design and structure of the above designed website pages.

Static informative pages of the website:

- Creation of upto 30 pages of the website.
- Weather details
- Google map for exhibition Centre and ways to reach.
- Layout of the exhibition with selection for user to select from expo Centre, gala dinner, etc.
- Photo gallery
- Newsletter sign – integration with mail chimp for newsletter signup.
- Contact page – integration with a third party CRM software.
- Author Listing and Profile (as defined by the admin).
- List of exhibitors
- Event schedule day wise
- Sponsorship opportunities: The page will list details about the sponsorship opportunities. The page will have a form so that interested sponsors can contact for sponsorship.
- Hotel options
- Workshop listing & workshop detail pages

#### **Registration:**

- Users should be able to register to the event.



- Website should offer a single registration to all types of users to the event.
  - During registration users should be able to select if they want to participate as Author, Delegate, Exhibitor (multiple choice – a user can register under multiple user role).
  - Based on the users types - Author, Delegate, Exhibitor; the user should be given access to respective panels based on user types selected during registration.
  - The site based on the fees defined will request user to process payment using credit card Or the user can select payment to be made offline.
    - In case the user selects offline payment, the site will display the payment information to which the user should send payment.
    - The user should be able to upload evidence of payments through the website.
    - On successful upload an email should be sent to the finance user as defined from the admin to review and confirm.

### **My Profile:**

- **Booking of seats for workshops:**
  - User will be able to view workshops and will be filter based on dates, time, paid or free.
  - The user can click to view the workshop details.
  - The user will be able to view list of workshops and click to view details.
  - The site will show list of all the workshops and based on the number of people will show whether the workshop is fully booked or available.
  - The user will be able to book workshops through the website.
  - **Payment:**
    - User will be able to process payment using credit card or process payment offline.
    - In case the user selects offline payment, the site will display the payment information to which the user should send payment.
    - The user will be able to upload evidence of payments through the website.
    - On successful upload an email should go to the finance user as defined from the admin to review and confirm.
- Printing of invitation letter. It will be a predefined text and only user specific information will change.
- Payment history:
  - User will be able to view list of all the transactions on the website. This will include online and offline payments done by the user, for exhibitors, workshops, delegates.
  - The user will be able to upload evidence of payments through the website.

- On successful upload an email will be sent to the finance user as defined from the admin to review and confirm.
- Printing of Food coupons: The system will provide a QR code for each meal for user to print and view.
- Printing of Hotel vouchers: The system will provide details for user to print or view.
- Entry tickets with QR code: User will be able to view tickets with QR code and will be able to view or print the ticket.
- Discussion board: The discussion board should have sections specifically for authors, Delegate, Exhibitor.

### **Author panel:**

- Users should be able to select from Categories and Sub Categories on which he/she wants to speak.
- Based on the selection, the user will be required to submit abstract of what they want to speak at the event about. While uploading the abstract, the user will be required to enter the title of the abstract, upload abstract in Word, Pages or PDF format.
- Once submitted, the document will be sent to admin selected reviewers.
- Author should be able to view the status of Abstract submitted: Accepted / Revision Request / Rejected.
- Users will be able to review Revision request received.
  - The user will be able to review the list of Revisions received in the past.
  - The user will be able to view comments posted by various reviewers.
  - The user will be able to upload updated version of abstract.
  - The user will be able to view all the previous versions uploaded. Every time the user uploads a version of the abstract document, the document will be uploaded as a new version.

### **Exhibitor panel:**

- **Booking stall**
  - The user will be able to view the halls in an image map and click on one to view the stall and layout. (All image layout will be provided by client also we will require dimensions to create map over image)
  - The user will be able to view all the stall available in the hall and will be able to filter based on stall size.
  - The user will be able to click on the layout map to book for a stall. The user will be required to select 2 more stalls and set priority in case the first is not available.
  - The site based on the fees defined will request user to process payment using credit card Or the user can select payment will be made offline.
    - In case the user selects offline payment, the site will display the payment information to which the user should send payment.
    - The user will be able to upload evidence of payments through the website.

- On successful upload an email will be sent to the finance user as defined from the admin to review and confirm.
- The site will not block the booking for the stall and will allow other Exhibitor to book for the stall and the booking will be awarded to the Exhibitor whose payment has been received online or the Finance admin marks the payment as received from their panel.
- **Stall Booking status:**
  - The user will be able to view the status of the stall book and view details of the stall booked.
- **Exhibitor pass:**
  - The user will be able to view and print the Exhibitor pass.

### **Sponsor Panel**

- The user should be added by the admin. After adding, the system will send link to admin for registration and login.
- The user should be able to view and print the Pass.
- For pass generation sponsor have to submit required information (name, email etc) in excel format. And admin will issue pass as per the information available in file.

### **ADMIN USERS:**

#### **Admin:**

- Admin should manage content pages for the website.
- Admin should able to define admins for the Finance, Sponsor admin, Author admin, Content admin, QR code admin.
- Admin should be able to add/delete Reviewers (users who will review abstract) from the backend.
- Admin should be able to add/delete Authors.
- Admin should be able to add/delete Exhibitor.
- Admin should add/edit/delete workshops. While adding the workshop admin will enter the title, description, timings, total number of seats, max occupancy number after which booking should be closed.

#### **Finance admin:**

- Finance admin should be able to view all the transactions that have been submitted on the website.
- Finance admin should be able to view all the offline payments selected by the user and mark which payments have been received.

#### **Sponsor admin:**

- Admin user should able to add/edit/delete sponsor. While adding a sponsor, the admin will be able to enter the email address of the sponsor on which link for registration will be sent to the sponsor.
- The admin user will enter the total number of passes that will be issued to the sponsor.

#### **Author admin:**

- Admin user should be able to view abstract submitted by an author and be able to assign reviewers to the author.
- Admin user should be able to view status of all the author abstract.

**Reviewer:**

- Reviewers able to view all the abstracts currently available to review for him/her.
- Reviewer will click to view abstract submitted and either Approve / Reject or Request for Revision.
  - o In case the reviewer selects Request for Revision, the admin user will need to enter comments and upon submission an email will be sent to the Author who submitted the abstract.

**Content admin:**

- Admin user will be able to modify content on the static informative pages of the website.

**QR code Validation admin:**

- Admin user will be able to add/delete QR code validators.
  - o Admin user will enter the username and password for the ticket validator.

**MOBILE APPS FOR IPHONE AND ANDROID PHONE:**

Graphic Design and creation of mobile apps. Further, web services will be created for consumption in the mobile app.

**Static content pages:**

- o About the event
- o Newsletter subscription
- o Important information
- o Weather details
- o Google map for exhibition Centre and ways to reach.
- o Layout of the exhibition with selection for user to select from expo 'Centre, gala dinner, etc.
- o Photo gallery
- o Newsletter sign – integration with mail chimp for newsletter signup.
- o Contact page – integration with a third party CRM software.
- o Author Listing and Profile (as defined by the admin).
- o List of exhibitors
- o Event schedule day wise
- o Sponsorship opportunities: The page will list details about the sponsorship opportunities. The page will have a form so that interested sponsors can contact for sponsorship.
- o Hotel options
- o Workshop listing & workshop detail pages

- Contact
- **Registration:**
  - Users should be able to register to the event.
  - Website will offer a single registration to all types of users to the event.
    - During registration users will be able to select if they want to participate as Author, Delegate, Exhibitor (multiple choice – a user can register under multiple user role).
    - Based on the users types - Author, Delegate, Exhibitor; the user will be given access to respective panels based on user types selected during registration.
    - The site based on the fees defined will request user to process payment using credit card Or the user can select payment will be made offline.
    - In case the user selects offline payment, the site will display the payment information to which the user should send payment.
    - The user should be able to upload evidence of payments through the website.
    - On successful upload an email will be sent to the finance user as defined from the admin to review and confirm.
- **My Profile:**
  - **Booking of seats for workshops:**
    - User will be able to view workshops and will be filter based on dates, time, paid or free.
    - The user can click to view the workshop details.
    - The site will show list of all the workshops and based on the number of people will show if the workshop is fully booked or available.
    - The user will be able to view list of workshops and click to view details.
    - The user will be able to book workshops through the website.
  - **Payment:**
    - User will be able to process payment using credit card or process payment offline.
    - In case the user selects offline payment, the site will display the payment information to which the user should send payment.
    - The user will be able to upload evidence of payments through the website.
    - On successful upload an email will be sent to the finance user as defined from the admin to review and confirm.
  - **View invitation letter.**
  - **Payment history:**
    - User will be able to view list of all the transactions on the website. This will includes online and offline payments done by the user, for exhibitors, workshops, delegates.
    - The user will be able to upload evidence of payments through the website.
    - On successful upload an email will be sent to the finance user as defined from the admin to review and confirm.
    - Food coupons: The app will provide a QR code for each meal for user to show to QR code validator.
    - Printing of Hotel vouchers: The system will provide details for user to print or view.
    - Entry tickets with QR code: The app will provide a QR code for user to show to QR code validator.
    - Discussion board: The discussion board will have sections specifically for authors, Delegate, Exhibitor.

**Author panel:**

- Users will be able to review Revision request received.
  - The user will be able to review the list of Revisions received in the past.
  - The user will be able to view comments posted by various reviewers.
  - The user will be able to upload updated version of abstract.
  - The user should be able to view all the previous versions uploaded. Every time the user uploads a version of the abstract document, the document will be uploaded as a new version.

**Exhibitor panel:**

- **Booking stall**
  - The user should be able to view all the stall available in the hall and will be able to filter based on stall size.
  - The user should be able to click on the layout map to book for a stall. The user will be required to select 2 more stalls and set priority in case the first is not available.
  - The site based on the fees defined will request user to process payment using credit card Or the user can select payment will be made offline.
    - In case the user selects offline payment, the site will display the payment information to which the user should send payment.
    - The user should be able to upload evidence of payments through the website.
    - On successful upload an email will be sent to the finance user as defined from the admin to review and confirm.
    - The site will not block the booking for the stall and will allow other Exhibitor to book for the stall and the booking will be awarded to the Exhibitor whose payment has been received online or the Finance admin marks the payment as received from their panel.
- **Stall Booking status:**
  - The user will be able to view the status of the stall booked and view details of the stall booked.
- **Exhibitor pass:**
  - The user will be able to view and print the Exhibitor pass.

**Sponsor Panel:**

- The user will be added by the admin. After adding, the system will sent link to admin for registration and login.
- The user will be able to view and print the Pass.

## **SECTION – 4**

### **GENERAL/SPECIAL TERMS & CONDITIONS & DECLARATION BY THE TENDERER**

#### **General Terms and Conditions**

- (a) INCOLD's right to terminate the bid process**  
INCOLD reserves the right to accept any bid, and to cancel/abort the tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected agency or agencies, or any obligation to inform the affected agency of the grounds for INCOLD action.
- (b) Obligations of the selected agency**  
The Agency selected for Developing / Designing of Website and Mobile Apps of INCOLD shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional website development standards recognized by national / international professional bodies. The Agency shall always act, in respect of any matter relating to this Contract, as faithful advisors to INCOLD and shall, at all times, support and safeguard INCOLD legitimate interests in any dealings with third parties.
- (c) Outsourcing of Developing / Designing of Website of INCOLD**  
The selected agency shall not outsource the Developing / Designing of Website and Mobile Apps assignment to any other agency except their direct franchisees under any circumstances. The agency has to declare their franchisees / consortium partners, if any, along with their registered business names, modules they will undertake and the infrastructure provided by them. INCOLD will not accept such proposal other than the authorized franchisees declared at the time of submission of the bid. The agency should also declare the consortium partners for customization of web based system and Mobile Apps application at the time of submission of the bid.
- (d) Replacement of Staff**  
In the event of the staff proposed along with this bid are not available at a later date due to reasons beyond the control of the agency, the agency shall ensure that the staff chosen for replacement shall be of similar experience proposed in this bid. In the event of the agency utilizing the services of unskilled staff, INCOLD reserves the right to suspend payments for such developing / Redesigning of Website work.
- (e) Payment Terms**
- Payment Terms
    - Advance 20% along with PO
    - 20% UI approval
    - 10% on the completion of WEB features
    - 10% on the Mobil App going live
    - Balance 40% in four instalment of 10% each up to March 2025

**(i) Special Terms & Conditions**

1. The bidders are required to quote their best rates for Design and Development of Dynamic Website and Mobile Apps for ICOLD - 2024. The rates so quoted should be all inclusive (cost of hardware/software/manpower etc.).
2. The successful bidder shall compile and make an instruction manual for Development of Website and Mobile Apps of INCOLD and the same shall be provided to the INCOLD for use of its staff for carrying out the use, administration, updating, information etc.
3. The bidder shall have to arrange its own staff. INCOLD would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the INCOLD and the staff of the bidder in any manner. INCOLD reserves the right to deny entry to any staff member of the bidder, if so deemed appropriate by it.
4. The successful bidder shall not depute any such person in INCOLD who is party to litigation against INCOLD. No person engaged by the bidder shall claim any right of employment – contractual or otherwise -with the INCOLD. The INCOLD will not be answerable for the terms and conditions of employment of the staff engaged by the bidder. The bidder will ensure that the staff engaged is disciplined and maintains full decorum at the INCOLD.
5. INCOLD will provide the documents, pictures etc. as required to be placed on the website, to the authorized representative of the bidder on day to day basis under proper receipt. It will be responsibility of the bidder to return the documents to INCOLD staff under acknowledgment in the same shape and condition in which it was taken. The bidder will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/misplaced/damaged or altered.
6. The bidder after successfully storing the website created on its own computer shall transfer the same on the computer/ server to be provided by the INCOLD along with the documentation, technical and user manual. However, the Bidder shall be fully responsible for the proper functioning of the website till March 31<sup>st</sup> 2025 after completion of his work.
7. Complete secrecy and confidentiality is required to be maintained by the bidder and his employees. The bidder has to customize the system application and supply to INCOLD along with the source code. The bidder has to develop / customize the system software application specific to INCOLD needs. The INCOLD will have copyright on the product, format, concept layout and design. The INCOLD will have exclusive rights to use it anywhere, in any manner.
8. Time is the essence of the contract and the Bidder shall adhere to the time schedule and deadline as prescribed by the INCOLD for execution of the work. On the completion of the work, the bidder shall hand over the database which shall become the property of INCOLD for all intents and purposes.
9. Licensed copy of the application software and database design as may be developed by the bidder or its employees for and during execution of the work shall vest in INCOLD and the bidder shall execute necessary documents for the same and also get an assignment from its employees, in favour of INCOLD.
10. The database created by the bidder shall be retrievable by the user. Necessary training for the retrieval of the database, storing, organizing and retrieval is to be imparted to the staff of INCOLD.
11. The INCOLD, in its discretion, reserves the right to reject or accept any or all the bids partly or completely at any time without assigning any reason thereof.
12. An appropriate agreement will be executed by the bidder with the INCOLD, on the agreed terms & conditions. The INCOLD in its discretion reserves the right to cancel the contract at any time without assigning any reason.
13. The INCOLD will deal with the bidder directly and no middlemen/agents/ commission agents etc. should be asked by the bidders to represent their cause and they will not be entertained by the INCOLD.
14. Upon termination of the Contract or on expiry of the contract period, the bidder will have to handover all the data created digitally or by other means as well as the documents handed over to him for providing the services and he shall have no right to hold back any of these. Only after getting a certificate to this effect, the nominee of INCOLD shall issue a no-dues certificate for clearing the last payment.



**SECTION – 5**  
**TECHNICAL BID**

**Annexure I (A)**

**Technical Bid for Design and Development of Dynamic Website and Mobile Apps for ICOLD - 2024**

**Details of the Bidder:**

|     |   |   |
|-----|---|---|
| 1.  | Name of Firm/Agency and its Address:  |   |
| 2.  | Registration Number:  |   |
| 3.  | Telephone No. (Landline):   |   |
| 4.  | Fax No.:  |   |
| 5.  | Mobile No.:   |   |
| 6.  | Email Address:  |   |
| 7.  | Name & Address of Branch, if any:   |   |
| 8.  | Type of Organization:<br>(Whether proprietorship/ partnership/<br>society/Private Limited/ Public Ltd. or Co-<br>operative body etc., attach proof) |   |
| 9.  | Name of Proprietor / Partners / Directors of<br>the Organization:   |   |
| 10. | Details of the DD:  |   |
|     | (a) For Tender fee (Non-refundable)   | DD No: _____ Date: Amount:<br>Drawn from the Bank: _____                      |
|     | (a) For EMD(Refundable without Interest)  | DD No: _____ Date: Amount:<br>Drawn from the Bank: _____<br>Or Bank Guarantee |
| 11  | Details of PAN & GST:   | GSTIN : _____<br><br>PAN: _____   |

**Name and signature of the  
authorized person of the firm  
along with seal**

Technical Bid should indicate following information along with the supporting documents:

| <b>SN.</b> | <b>Documentary Proof of</b>   | <b>Attached (Yes/No)</b> | <b>Page Appendix No. (If attached)</b> |
|------------|---|--------------------------|--|
| 1.         | Company Registration / Partnership Registration Certificate.<br>(Certificates need to be attached)                                    |                          |  |
| 2.         | GST Number.(Certificates need to be attached)   |                          |  |
| 3.         | Permanent Account Number (PAN) issued by Income Tax Department.   |                          |  |
| 4.         | Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organisation / Agencies. |                          |  |
| 5.         | Works executed with value   |                          |  |

**Name and signature of the authorized person of the firm along with seal**

## Annexure I (C)

### **PROFORMA FOR DETAILED TECHNICAL PROPOSAL CONTENT for Design and Development of Dynamic Website and Mobile Apps for ICOLD - 2024**

The technical proposal of the bidders should contain the following minimum information. Bidders are free to provide, any other information that they deem fit and relevant in support of their bid.

#### **Section-1: Company / firm**

- A. In this section the bidder should highlight about their company, how it is organized (organization structure), its capability and a brief about its key personnel.

#### **Section-2: Description of the Approach, Methodology and Work Plan**

Technical approach, methodology and work plan are key components of the Technical Proposal. Bidders are suggested to present this section of the technical proposal:-

- A. **Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- B. **Work Plan:** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports.

**Name and Signature of the authorized person of the firm along with seal**

**SECTION – 6  
FINANCIAL BID**

**Annexure II**

**For Design and Development of Dynamic Website and Mobile Apps for ICOLD - 2024**

| <b>Sl. No.</b> | <b>DESCRIPTION</b>  | <b>COST IN RUPEES</b> |
|----------------|---|-----------------------|
| 1.             | Design & Development costs<br>Website:<br>API Development (Application Programme Interface)<br>Mobile APP & Testing |                       |
| 2.             | Maintenance Charges after completion of activities at Sl. No. 1 up to 31 <sup>st</sup> March 2025                   |                       |
| 3.             | Licences costs, Software costs etc., if any   |                       |
| 4.             | Other charges, if any   |                       |
| 5.             | Discounts, if any   |                       |
| 6.             | GST and taxes, if any   |                       |
| 7.             | <b>TOTAL COST: [1+2+3+4-5+6]</b>  |                       |

## **DECLARATION BY THE BIDDER**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the bid document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the bid document are fully acceptable to me/us and I/We will abide by all the terms and conditions.

This is also certified that I/We have no objection in signing the contract if the opportunity for the design and development for website of INCOLD against this bid is given to me/us.

Date:

Signature:

Name:

Designation:

On behalf of: (Company Seal)

**Annexure 1**

**- Certificate of Incorporation**

**Annexure 2**

**GST REGISTRATION**

**Annexure 3**

**PAN of COMPANY**

**Annexure 4**

**- Declaration by Tenderer of non-blacklisting of their company by any GOVT institution**

**End of Tender Document**