

Tender conditions

- i. Tenderer must attach DD of Rs. 10,000/- in favour of INDIAN INSTITUTE OF CRAFTS AND DESIGN as EMD.
- ii. Unsuccessful tenderer will be refunded the EMD within 7 days from the last date of tender submission.
- iii. Successful tenderer will have to deposit Security Money of 5% of total project cost iv. Tenderer must quote exact value (with GST if applicable)
- v. In case of dispute or arbitration of any of clause/condition, the decision of the Director, IICD, Jaipur shall be final.
- vi. The average 3 yrs turnover of the bidder preferably be above 75 lakh INR. vii. All disputes will be within the jurisdiction of Jaipur.

Procedure for preparing Quotation documents

It is a two-bid (Envelope-1 and Envelop-2) system. Envelope -1 would contain PART – A (Technical / Qualifying bid documents) and Envelope 2 would contain PART – B (COST / PRICE bid documents). Both the envelopes should be sealed separately and will be enclosed in one main envelope subscribing on it as below:

Quotations for Website Maintenance and SEO PART – A (Technical / Qualifying bid documents)

To
THE SECRETARY
Indian Institute of Crafts & Design
J-8, Jhalana Institutional Area,
Jaipur-302004,
Rajasthan. INDIA
Phone: 91-141-2701203, 1504, 0156

Quotations for Website Maintenance and SEO PART – B (Financial / PRICE bid documents)

To
THE SECRETARY
Indian Institute of Crafts & Design
J-8, Jhalana Institutional Area,
Jaipur-302004,
Rajasthan. INDIA
Phone: 91-141-2701203, 1504, 0156

Subject: Website Maintenance and SEO/ SEM

Tender is invited from competent agency/company for website maintenance and uploading related work and to depute a technically qualified person at IICD campus with exposure/expertise in web related software development, design, cyber security, Google Analytics etc.. In case the contractor fails to execute and complete the work within the time specified in the agreement or within the period of extension granted by the accepting authority, a penalty may be levied.

Objective:

Website (www.iicd.ac.in) maintenance and periodic update needed for the website. Other duties will include monitoring the site's statistics, such as user demographics, traffic flow and search engine placement.

Qualifying Requirements of Bidder:

The authority for acceptance of tender rests with the competent authority of the IICD

- a) The tenderer should provide satisfactory evidence, acceptable to IICD to show that he / organisation has efficient technology, adequate capability, technical know-how and experience of design & development & maintenance of website for educational institute/ organisation.
- b) The tenderer should have adequate financial stability and status to meet the obligations under the contract, for which he is required to submit detailed report of similar work done & proof of payments.
- c) The tenderer/s who are constituents of firm, company association or society must forward attested copies of the constitution of their concern, partnership deed and power of attorney with their tender.
- d) The successful tenderer shall give an undertaking for maintaining the website and associated web security warranty period by deputing a person at IICD throughout the year.

Part A: CHECK LIST FOR TECHNICAL / QUALIFYING BID (TO BE RETURNED DULY FILLED IN AND SIGNED ALONG WITH OFFER)

(Please enclose Supporting documents)

Sl. No	Criteria	Details / Remarks
1	Full name of bidder/s constitution of firm and year of establishment	
2	Registered Head Office and address	
3	Branch office in India	
4	Address on which correspondence regarding this tender should be made	

Signature of Tenderer

5	Constitution of firm : give full details including name of partners, executives and power of attorney holders etc.	
6	Particular of registration with Govt/ Semi Govt. Organization PSU and local bodies	
7	Registration of the firm (GST, Deed, Aadhar and Registration Certificate)	
8	Experience of design & development of website for renowned educational institutes	
9	The bidder should enclose client list with contact address for reference.	
10	The bidder should be able to provide local support.	
11	Total estimated manpower of the bidder	
12	Turnover (last 3 years) certified by CA and ITR (last 3 years)	
13	Office space area	
14	Technical support facility	
15	Number(s) of technical person(s) employed and their qualification	
16	Based on current status of IICD's website and social media, recommend a set of target that the bidder proposes to achieve in 01 year	

Date

Name

SEAL

Part B: Financial Bid

**(TO BE RETURNED DULY FILLED IN AND SIGNED ALONG WITH OFFER)
(OFFER IN INDIAN RUPEES FOR INDIGENOUS MATERIAL)**

Modules: (Please refer **Part-C** for detailed specification)

Sl. No.	Module	Cost (Rs.)*
A	Website Maintenance & Content Uploading	
D	Total	
E	GST (_____ %)	
F	Grand Total	

Signature of Tenderer

* The successful bidder has to ensure the presence of a technically qualified person at IICD campus, throughout the year, for the day-to-day website activity, reporting, thereby achieving the goals & targets set by the bidder in pt. 16 of Part A. The Service Provider shall perform the Services during the period commencing and continuing through a period of 12 months.

Signature of the bidder

Date

Name

SEAL

Part C: Services required i. PROJECT SCOPE

Broad scope of the project is as follows:

- i. Website maintenance and updating of the website. Creating external and internal links. Creating web-forms and web-pages for admission, events etc.
- ii. One year maintenance of the website with rectification of errors, addition or up gradation of contents and cyber security.

ii. PROJECT

REQUIREMENTS:

The successful bidder must depute a technically qualified person at IICD campus who will handle all web related activities.

i. Responsibilities

- **Website Maintenance**, definitions, disclaimer, employees' info, SSL, troubleshooting etc. for the organization i.e., IICD.
- Managing offsite and onsite website related activities and reporting on performance.
- Troubleshooting for website.
- Liaison between IICD management, students and IT team members Chrome etc.
- Cyber Security of website and latest threats on the web.

ii. Desirable

- Proven experience as Website developer.
- Knowledge of webpage creation, external and internal linking.
- Knowledge of WordPress backend, HTML, CSS and PhP
- Familiarity with relevant tools (WordPress etc.) and web analytics tools (e.g. Google Analytics, Web Trends).

- Good communication skills.
- Report making and presentation abilities.

iii. Scope of work

Sl. No.	Description	Proposed target
1	Designing posts and pages related to Admission, News and Updates or any event that need to be uploaded <ul style="list-style-type: none"> • on website. 	All events and activities related to the institute, troubleshooting, upgrading on the website.
2	Website image gallery <ul style="list-style-type: none"> • To put up new images 	Image size optimization, External / Internal Linking, if necessary
3	Security	SSL certificate, SQL injection, File scanning, Malware scanning, Post-hack actions, Brute force attack protections, URL, troubleshooting

iv. Termination

Either party may terminate the Proposal in the event of breach or default (including default in payment) by the other party to these terms and conditions which remain unresolved after thirty days' written notice.