TENDER

FOR

DESIGNING, DEVELOPING & MAINTENANCE
OF
CONTENT MANAGEMENT SYSTEM BASED WEBSITE
FOR
NATIONAL SCIENCE CENTRE, DELHI
AND
REGIONAL SCIENCE CITY, LUCKNOW

NATIONAL SCIENCE CENTRE
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)
NEAR GATE NO. 1, PRAGATI MAIDAN
NEW DELHI – 110 001
**NOTICE INVITING TENDER**

**Tender No. 29/2015-16**

Tender for Designing, Developing & Maintenance of Content Management System based Website at National Science Centre, Bhairon Road, Near Gate No.1, Pragati Maidan, New Delhi – 110001 and Regional Science City, Ekta Vihar, Aliganj Extn., Lucknow – 226024.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>1</td>
<td>LAST DATE OF SALE OF TENDER PAPER</td>
<td>(22-12-2015, 16.00 Hrs.)</td>
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<tr>
<td>2</td>
<td>PRE-TENDER MEETING / PRESENTATION</td>
<td>(23-12-2015, 10.30 Hrs.)</td>
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<td>3</td>
<td>LAST DATE OF RECEIPT OF TENDER</td>
<td>(04-01-2016, 15:30 Hrs)</td>
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<tr>
<td>4</td>
<td>DATE OF OPENING OF TENDER (1st PART)</td>
<td>(04-01-2016, 16:00 Hrs)</td>
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<tr>
<td>5</td>
<td>DATE OF OPENING OF TENDER (II nd PART)</td>
<td>(12-01-2016, 16:00 Hrs)</td>
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<td>6</td>
<td>COST OF TENDER DOCUMENT</td>
<td>₹500/-</td>
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<td>7</td>
<td>EARNEST MONEY</td>
<td>₹62,500/- (Rupees Sixty Two Thousand Five Hundred only)</td>
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**ISSUED TO**

M/s ..........................................................
..........................................................
..........................................................

**Important Note:** -Original/Downloaded Tender document must be submitted with the bid. As far as possible columns given in this document should be used to provide information and each page should be signed with official seal of the agency duly affixed thereon otherwise the bid is liable to be rejected.

Signature of bidder and Seal
TERMS AND CONDITIONS

Sealed Tenders are invited in two separately sealed bids, one Technical (Part I) and the second Commercial (Part II), for Designing, Developing & Maintenance of Content Management System based Website at National Science Centre, Bhairon Road, Near Gate No.1, Pragati Maidan, New Delhi – 110001 and Regional Science City, Ekta Vihar, Aliganj Extn., Lucknow – 226024 as per the Scope of Work attached. Essential conditions of the Tender are as below:

<table>
<thead>
<tr>
<th>Estimated Cost (in ₹)</th>
<th>EMD (in ₹)</th>
<th>Tender Fee (in ₹)</th>
<th>Date of Submission</th>
</tr>
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<tbody>
<tr>
<td>25.00 lakhs</td>
<td>62,500/-</td>
<td>500/-</td>
<td>04-01-2016</td>
</tr>
</tbody>
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1. Tender documents can be obtained by hand from National Science Centre, Delhi by depositing ₹500/- on cash counter of NSCD or producing Crossed Demand Draft drawn on any Scheduled bank in favour of National Science Centre, Delhi, payable at Delhi on any working day upto 22-12-2015 between 10:30 to 16:00 hours by submitting an application.

2. Tender document may be downloaded from website www.nscdelhi.org & cost of tender document should be submitted with the bid as per details given in point No.1 above failing which, the tender shall be liable to be rejected. If at any stage of the tendering process it is found that the downloaded document has been altered / manipulated, the bid shall stand cancelled and EMD shall be forfeited.

3. The cost of Tender document is neither transferable nor refundable.

4. The firm must be empaneled with NICSI having valid URL at internet.

5. The firm must have the valid TIN/VAT/PAN Nos, Service Tax & VAT Registration Certificate.
CHECK LIST

This Checklist is to be filled in after reading complete Tender document & to be submitted in technical bid (Envelope – ‘A’). Please Tick or Fill in the appropriate clauses. Please strike off clause not applicable.

Envelope – ‘A’

EMD - Demand Draft drawn in favour of ’National Science Centre’ payable at Delhi

(i) No. …………………………….Amt. ……………………….Bank ……………………………
Valid up to…………………………

(ii) Attested copy of firm’s partnership/proprietorship deed/Memorandum of Association –
Yes / No / N.A. ………..

(iii) Power of Attorney in favor of the person -Yes / No / N.A. ………… signing the Bid

(iv) General Terms and Conditions, Scope of Work for Designing, Developing & Maintenance of content management system based Website at National Science Centre, Delhi & Regional Science City, Lucknow and Declaration duly signed by the tenderer on all the pages along with official seal as a token of their acceptance.

Envelope – ‘B’

(i) The offer form duly filled in, signed & with official seal affixed thereon -Yes / No ………..

Signature of Authorised Signatory

Name :- Designation. : Dated :

IMPORTANT NOTE: - All pages of Tender should be numbered by the Tenderer & page number should be filled in above checklist. & Statements of deviations, if any, should be enclosed.
PROFILES OF THE BIDDER

Tender is to be submitted in this form only. Tender submitted by the tenderer in their own proforma is liable to be rejected. Separate sheets may be attached where space provided against any clause is insufficient.

01) Name & Address of the Firm: __________________________
    __________________________
    __________________________
    __________________________

02) Telephone Number: __________________________
    a) Office: __________________________
    b) Workshop: __________________________
    c) After Office Hours: __________________________
    d) Telefax Number: __________________________
    e) E-mail: __________________________
    f) Website: __________________________

03) Type of the Firm (Whether Proprietorship:  
    Partnership/Private Limited/Limited, etc. __________________________
    and submit relevant documentary __________________________
    evidences.

04) Manpower's strength of the Firm: __________________________

05) Technology Partners: __________________________
    (attach proof)
06) Facilities available for executing such works : __________________________

07) Working Experience with list of clients : __________________________
(attach details )

08) Submit documentary evidence regarding execution of work order of similar nature of job in Govt. Depts./public sector/private sector and submit relevant documentary evidence.

09) Whether Regd. With NICS/SSI/NSIC/DGS&D : __________________________
(Submit documentary evidence)

10) Sales Tax /TIN/VAT Regn. No. (Submit copy of valid clearance certificate) : __________________________

11) Attach Xerox copy of valid Income Tax Clearance Certificate/PAN : __________________________

12) PAN No/Service Tax Reg. No. : __________________________

13) Any other information : __________________________

I/We declare that the above statements are true.

Dated Official Seal Signature of Tenderer
NOTICE INVITING TENDER

TENDER NO. 29/15-16

Instructions for Filling up the Tender

01. The Instructions, Scope of Work and General Terms and Conditions given herein will be strictly binding on the tenderers and deviation, if any, shall make the tender liable to be considered invalid. Tenders incorporating additional conditions by the tenderers are liable to be rejected.

02. Tender should be placed in two parts (technical and commercial bid), superscribing “Designing, Developing & Maintenance of content management system based Website at National Science Centre, Pragati Maidan, New Delhi & Regional Science City, Ektu Vihar, Aliganj Extn., Lucknow”.

03. The tenderers shall fill up the enclosed “Offer Form” and submit the same along with the “General Terms and Conditions”, “Technical Specifications for Designing, Developing & Maintenance of content management system based Website at National Science Centre, Delhi & Regional Science City, Lucknow and “Declaration” in sealed envelope duly signed and stamped on all pages as a token of their acceptance.

04. Incomplete offers i.e. offers received without prescribed “Offer Form” “General Terms and Conditions”, “Technical Specifications for Designing, Developing & Maintenance of content management system based Website at National Science Centre, Delhi & Regional Science City, Lucknow, “Declaration” duly signed with official seal on all pages and “Earnest Money Deposit (EMD)” will be rejected straightway without any reference to the tenderer.

05. Conditional offer shall not be accepted.

06. Tenders will be issued between 10.30 AM and 04.00 PM on all working days till 22-12-2015 and received at NSC, Delhi up to 3.30 PM on 04-01-2016.

07. The Tenders will be opened in presence of available tenderers in two stages i.e. the Tender Opening Committee (TOC) shall open first the Technical Bid (part – I) and check the documents with reference to bid security and fees of tender document. For those bidders, who fulfill the eligibility conditions without any material deviation, the TOC shall open the Commercial bid (part - II) on 12-01-2016. Tenders received after the due date and time shall not be accepted and will be rejected straightway without any further reference.

08. Overwriting in the “Offer Form” is not permitted and shall be rejected straightway without any further reference.

09. The offer shall be valid for a minimum period of 3 months from the date of opening of tender.

10. Offers should be submitted in sealed cover along with the Earnest Money deposit of ₹62,500/- (Rupees Sixty Two Thousand Five Hundred only) by way of crossed Demand Draft/Pay Order drawn from any nationalized bank of India payable in favour of “National Science Centre,” payable at “Delhi”. Earnest Money Deposit in the form of Bank Guarantee bond or any other form shall not be accepted. Earnest Money Deposit in respect of such offers which are not accepted will be returned to the tenderers within 15 working days from the date on which the final decision is taken about the tender or within 1 month from the date of opening of the tender whichever is earlier. Earnest Money Deposit in respect of the successful tenderer will be retained with the National Science Centre, Delhi. If the successful tenderer fails to execute the order strictly
as per the drawings and specifications, provided by the National Science Centre, Delhi, within the stipulated period of the work order, the Earnest Money Deposit retained shall be forfeited forthwith after cancellation of the concerned Work order. No interest will be paid on the Earnest Money Deposit with National Science Centre, Delhi.

11. The contents of PART – I and PART – II will be as follows:

PART – I

This sealed cover shall contain:-

a) Forwarding letter clearly indicating the documents attached therein. (The tenderer shall clearly state in the forwarding letter that they have not quoted any extra conditions in the offer form in the PART - II).

b) “Earnest Money Deposit” as detailed in clause No. 10 of Instructions for filling up the Tender, in the form of Bank Draft / Pay Order drawn on any nationalized bank payable at Delhi.

c) “General Terms and Conditions”, “Scope of Work for “Designing, Developing & Maintenance of content management system based Website at National Science Centre, Delhi & Regional Science City, Lucknow” and “Declaration” duly signed by the tenderer on all the pages along with official seal, as detailed in Clause No. 3.

d) Declaration of non-relationship.

PART – II

Part II sealed cover shall contain the “Offer Form”, duly filled in and signed with stamp and date in all its pages. The cover will have to be superscribed with the name of the work. No extra conditions whatsoever shall be put forward in Part II. If any such additional conditions are found in this cover, it will not be taken into consideration and the tender will be rejected.

12. The authorities of National Science Centre, Delhi (NSCD) do not bind themselves to accept the lowest tender and reserve the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.
General Terms and Conditions (GTC) for submission of Tender for “Designing, Developing & Maintenance of Content Management System based Website at National Science Centre, Bhairon Road, Near Gate No.1, Pragati Maidan, New Delhi – 110001 and Regional Science City, Ekta Vihar, Aliganj Extn., Lucknow – 226024”.

Tenderers shall be required to execute the above work at National Science Centre, New Delhi & Regional Science City, Lucknow as per enclosed Scope of work / specification and completion schedule as specified in the clause No.5.

01. The tenderers shall not be a close relative of any employee of the National Council of Science Museums. A declaration in this regard is to be submitted on the agency letter head as per the format provided with the offer form.

02. The agency shall execute an agreement with the National Science Centre, Delhi on non-judicial stamp paper of appropriate value before commencement of the job.

03. The successful tenderer(s) shall submit the following documents within 7 (seven) days from the date of placement of the work order.
   i) Duplicate copy of the work order duly signed and stamped by the tenderer as a token of acceptance of the order.
   ii) Security Deposit as detailed in Clause No. 8 of General Terms and Conditions
   iii) Non-judicial stamp paper of appropriate value for preparing the Agreement governing the terms and conditions of the Contract.

04. Price:
   a) The rates quoted/indicated in the offer form shall include all expenses involved for the above work. The rates of Excise Duty (if any), Sales Tax, Service Tax and other taxes/levies to be imposed on the rate shall have to be clearly and separately mentioned if already not included in the quoted price/cost. The amount quoted shall be firm and fixed for the entire period of execution of the work and no escalation of rate on any ground whatsoever shall be allowed.
   b) The work will be awarded to lowest acceptable bidder separately in the case of National Science Centre, Delhi & Regional Science City, Lucknow.

05 Time of Completion:

Time is the essence of this tender. The entire work viz. Designing & Developing of Content Management System based Website at National Science Centre, New Delhi and Regional Science City, Lucknow as per the enclosed scope of work shall be completed within 90 days from the date of placement of order.

06. Every effort shall be made to complete the work/job by the successful tenderer within the specified time schedule. In case the firm fails to comply with Clause No. 5 i.e. within the specified time schedule as per the finalized and accepted terms & conditions, National Science Centre, Delhi shall have the right to either impose penalty Clause or cancel the order or both as per its discretion. National Science Centre may get the work completed that remained incomplete at the risk and cost of the successful tenderer. The decision of National Science Centre in this regard shall be final and binding on the successful tenderer.
07. Penalty Clause:

The successful tenderer shall strictly observe the time allowed for carrying out the works as detailed in clause No. 5. The work shall, throughout the stipulated period of the contract, be proceeded with all diligence (time being deemed to be the essence of the contract) and the tenderer shall pay to the National Science Centre, Delhi an amount equal to 2% of the amount of the Contract value for every week that the work may remain incomplete as per delivery schedule as stipulated in clause No.5, subject to a maximum compensation of 10% of the contract value after which period appropriate action will be taken by National Science Centre, Delhi as will be deemed fit.

08. Security Deposit:

Total Security deposit shall be 10% of the gross value of the order (which includes the EMD submitted by the tenderer) which is to be paid in the form of Bank Draft / Banker’s cheque by the tenderer drawn in favour of ‘National Science Centre, Delhi’ and payable at Delhi. The Security Deposit of the successful tenderer shall be released as mentioned below:-

a) 50% of Security Deposit shall be released after successful completion of hosting the website and submission of necessary certificate from NIC.

b) Balance 50% Security Deposit will be released after expiry of the period of AMC.

In case the total value of order exceeds the assessed value of the work order, security deposit for the excess amount will also be deducted. No interest shall be paid on the security deposit retained with National Science Centre, Delhi.

09. TERMS OF PAYMENT:

No advance payment shall be made by National Science Centre, Delhi under any circumstances. However, interim payments may be released at the discretion of the Centre as follows:-

a) 50% Web hosting charges and the actual charges of Server Space allocation on NIC Server shall be released on getting the Server Space and submission of Invoice/bill supported by receipt issued by NIC.

b) Balance 50% (i.e. final payment) will be released within 30 (Thirty) days after completion of the work and furnishing necessary Certificate from NIC and submission of Invoice/Bill duly supported by receipt issued by NIC.

c) Payment of maintenance charges shall be released on quarterly basis after providing satisfactory services during the quarter in which payment is to be made.

10. In case, the successful tenderer refuses to accept the offer after finalization or does not comply with the Clause No. 03 of General Terms and Conditions within 7 (seven) days from the date of placement of the order as per the finalized and accepted terms & conditions, the order shall be cancelled forthwith without any further reference and the EMD will be forfeited.

11. The authorities of National Science Centre, Delhi reserve the right to amend, alter or modify the terms & conditions or Scope of work mentioned above, if necessary.

12. The authorities of National Science Centre, Delhi, who do not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.

13. The NSCD shall not be liable for any kind of injury resulting in temporary or permanent disability or loss of life of any employee or workers who are deployed by the successful tenderer within/outside the premises of the work at the time of execution of the said work.

14. The successful tenderers shall obtain necessary trade and other licenses as may be required to carry on the tendered job and shall also be responsible for compliance of all rules and regulations which may be in force from time to time by the appropriate authority at his/their own cost.

15. The successful tenderer shall not under any circumstance whatsoever transfer wholly or partially this contract/agreement to any other person(s)/firm/company or assign the contract/agreement or
benefits of this contract/agreement to any other party for any reason whatsoever. Otherwise this contract/agreement will automatically stand cancelled.

16. All disputes and differences between the successful tenderer and National Science Centre, Delhi of any kind except quality of workmanship and materials whatever arising out of or in connection with the order on the carrying out the work (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the terms and conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director General, National Council of Science Museums, whose decision in this regard will be final and binding on both the successful tenderer and National Science Centre, Delhi. The provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or reenactment thereof and of the rules made thereunder for the time being in force shall apply to arbitrations proceedings under this clause.

17. All the statutory deductions such as WCT / TDS, etc. at prevailing rates shall be deducted from the bill(s) of the successful tenderer.

18. The successful tenderer should furnish documentary proof in support of TIN number and PAN number of their establishments. In case of successful tenderer is stationed outside the NCT Delhi Authority, they shall make necessary arrangements to obtain valid TIN and submit the same to NSCD to enable this Centre to deposit necessary taxes to concerned authorities. Payments will be released only after receipt of proper and valid TIN number/certificate.

19. The agency shall take care of all statutory and other obligations as required under the Contract Labour Act.

20. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on that ground.

21. The agencies participating in the tenders & bidding may obtain on specific request, details about the outcome of the Tender and other related details, if any.

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DECLARATION

Date:

This is to certify that I/We have no close relative as an employee of the National Council of Science Museums (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Signature of the tenderer

Address:

Official seal with date
We, do hereby accept the General Terms and Conditions as provided by the National Science Centre, Delhi alongwith tender documents for Designing, Developing & Maintenance of Content Management System based Website at National Science Centre, Bhairon Road, Near Gate No.1, Pragati Maidan, New Delhi – 110001 and Regional Science City, Ekta Vihar, Aliganj Extn., Lucknow – 226024” and also undertake to execute the job strictly as per the Scope of Work of NSC, Delhi as provided along with the tender documents in the event of placement of any work order on us. National Science Centre, Delhi shall be at liberty to cancel the order in full or in part and forfeit the Earnest Money Deposit or Security Deposit retained with them in the event of failure of any of the declaration made by us.

Signature of the tenderer / Constituted Attorney.

(With date and Official Seal)
Scope of Work

Objective:

National Science Centre, Delhi wants to develop a Content Management System (CMS) based website as per Govt. of India released guidelines for Government of India Websites (GIGW).

The website of the Centre [www.nscd.gov.in](http://www.nscd.gov.in) needs to be redesigned with all dynamic features for updation and prescribed Web accessibility features. The new website would also have single point administrative control for all the Modules. The new website should have a look and feel with aesthetic design, good color combination, background and screens, structure and layout, easy navigation facility to upload documents and other information and allowing users to define the period for which document is available on the site. Facility to add corrigendum / addendum / amendments to main tender document through appropriate links should be provided enabling the visitors to view the main and linked documents in an integrated manner.

Scope of Services:

The Centre’s website must include Content Creator & Approver System wherein authorized individuals from different locations can upload data on to the website which after due approval by designated approver would be available to the Webmaster/publisher for final hosting on to the Website.

Centre’s new website must have:

- Website with CMS (Content Management System)
- Support for visually impaired and other disabled or challenged users
- Bilingual Feature (English & Hindi) and to ensure that Hindi content in website must be universally accepted by using Unicode compliant font.
- Website should be easy to Navigate
- Layout development for Home Page
- Layout development for Inner Pages
- News & Announcement Management
- Event Management
- Notice & Circular Management
- Recruitment
- Tender Management
- Media Management – Photo / Video
- E-Ticketing with online payment gateway
- Online booking of Auditorium, Conference hall and other facilities
- Online registration of various activities (workshops/ seminars etc.)
- Online membership registration for Innovation Hub
- Download Management
- RTI Act.
- Feedback Management
- Employees Section
- Site Search
- Visitor Counter
- The Sections like ‘what new’, ‘latest updates’, ‘Tender’, etc. must be dynamic
- Link for applications / event registrations
- Data Base Import / Export
- Security Clearance Certificates for the website
- Website should be accessible through all major browsers (e.g. IE, Mozilla Firefox, Google Chrome, etc.).
- Website should be accessible through all major mobile/software hub/android/doc/lizard/bb.
- Search Engine optimization
- Audit Trail
- Audit from STQC

(a) Pre Bid Activities: The prospective vendors are advised to go through the existing NSCD website in order to have an idea about the magnitude and diversity of information that will have to be collected and hosted on the website. The existing content and feature of the NSCD website will be migrated to the new redesigned website that will be hosted on a NIC server on an appropriate platform. They need to suggest hardware / software requirements based on their analysis before submitting the tender. The vendor is also advised to propose the functionalities that he would be able to provide in the website, apart from those which are specifically mentioned below. Any proposed functionality which the Museum finds useful will help them score in the technical bid.

(b) Requirement Study: The vendor will be expected to do a requirement study for the website, which when agreed upon by the Museum, will form part of the Agreement to be signed with NSCD. The desired navigation structure, general functionalities and reference points for the design will be discussed with the successful Bidder prior to start of work. In this context, the Museum will also be open to design & development suggestions from the successful Bidder.

(c) Information Collection: The vendor will have to depute persons for collection of information and pictures from the different departments and Units of the Museum initially, apart from those that are available on the existing website. Once the website is commissioned, update of the information will be the responsibility of the departments/units. However, the vendor will be supposed to inform the IT Support about the updates that are required to be made during the maintenance period.

(d) Image Enhancement Activities: Several images, including some documents, will be scanned and given to the vendor for placement on the website. Vendor should ensure that quality of scanned images are enhanced upto the optimum level and required image enhancement activities like De-skew, De-speckle, contrast ratio setting etc. has been done on the scanned documents. In case the documents are not legible, it will be the bidder’s responsibility to scan the scanned documents on high resolution i.e. 600 dpi or higher. Even after that if scanned documents are not legible then document scanning shall be done in Gray Scale. In some special cases while designing the website, if some special images are required which are not available with the Centre, the vendor shall arrange for the shooting and place them in the website. No extra payment shall be made for the same. The contents, images or other materials provided to the developer by the Centre shall not be misused by the developer and in case of such misuse being noticed by the Centre, the contract shall be terminated immediately without any notice to the developer.

(e) Compatibility The site design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for three platforms: Desktop / Tablet or Notebook and Mobile form factors will be required.

(f) Functionalities Required: The website will be based on a Web Content Management System. Facility to update content by multiple users from anywhere through browser based administrative module using WYSIWIG editing tools allowing non-technical users to create and edit content.
   i. Separation of Design and Content – content to be stored in the database and designed to be controlled by the use of cascading style sheet (CSS). Separate CSS for use with Internet Browsers and Mobile Browsers.
ii. The WCMS shall have the ability to expand a single implementation (one installation on one server) across multiple domains, depending on the server's settings.

iii. The WCMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.

iv. WCMS system should support user Groups, allowing the administrator to control how registered users interact with the site. A page on the site can be restricted to one or more groups.

v. WCMS software shall act as a Collaboration platform allowing content to be retrieved and worked on by one or many authorized users. Changes can be tracked and authorized for publication or ignored reverting to old versions. It shall allow multiple users to modify (or comment) a page at the same time in a collaboration session.

vi. Automated templates shall be provided which are customizable.

vii. WCMS should allow administrator to set up rules for workflow management, guiding content managers through a series of steps required for each of their tasks.

viii. Admin section must be protected by username and password and using salted MD5 encryption. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.

ix. The Website shall facilitate online payments/payment gateways (through Direct Debit or Debit and Credit Cards of multiple Banks) through the Portal. Provide interface and access to the external payment gateway for enabling the online payment services. Payment Gateway services should provide complete audit functionality for tracking and monitoring/reconciling the financial transactions taking place through NSCD. In case of unsuccessful transactions the Payment gateway should be able to refund the amount to the calling account.

x. The Bidder will provide an operational guarantee on the WCMS designed and also provide support for at least 5 years after the launch of our website so that modification can be made by vendor, if Museum finds that WCMS is not fulfilling our needs or if further improvements are required. All troubleshooting required would be the responsibility of the Bidder.

xi. Email Features: Domain user@nscd.gov.in to be installed at NSCD. Unlimited POP3 Email Accounts with SMTP, Web Mail Access, Fail safe email service, facility to receive email to phone via IMAP Support, preventing spam with Spam Assassin, unlimited Auto responders, Mail Forwards, Email Aliases, Mailing Lists etc.

xii. Each link created by admin should specify the title of page and admin should have provision for entering date by which the link may expire. The default shall never expire.

xiii. Dynamic News/Events/Notification Management System: Facility to manage Departmental News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news via a strong search engine, Facility to manage news/event write-up/contents by multiple users from anywhere through browser based administrative module using a WYSIWIG editor 7.

xiv. Dynamic Photo gallery/Video Management System: Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.

xv. Approval process – Ability to create a new page with formatted content, send it for approval and publish it on the site after approval.

xvi. Multi-lingual content – Ability to create content in multiple languages. It is expected that the basic site will be in English and Hindi (No Google translation to be used). If content is not translated, the link should show English content by default.

xvii. Programming & Database Features
   a. Unlimited MySQL Database with php My Admin Access
   b. Programming Language CGI, Fast CGI, PHP, Perl, Python SSI
   c. Programming Modules: Curl, CPAN, G D Library ImageMagick
   d. System Management: SSH Access and Cron job Scheduling
xviii. Control Panel Features
   a. Latest cPanel Control Panel
   b. Website statistics AWStats, Webalizer Raw Log Manager Referrer and Error Logs
   c. Portals Forums Counters Form mail
   d. Password Protected Directories and Custom Error Pages
   e. Web Based File Manager Hotlink Protection,
   f. IP Deny Manager, Redirect URL

(g) Security: The website should allow secured socket layer. The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard.

(h) Maintenance of the Website and De-bugging. Vendor has to do the maintenance of the Website for a period of one year from the date of Commissioning of the website, which will include de-bugging of the website on their own as well as when reported. This maintenance will be considered part of the implementation process. On successful completion of the one year period, the Vendor may be awarded the Annual Maintenance Contract for the website on payment basis, for which, the Vendor is expected to quote the rates separately in the Financial Bid.

(i) Scalability: The website shall be capable of incorporating the ERP (shortly to be implemented in (NSCD) generated data from the ERP server through scaling / expansion.

(j) Access to Visually Impaired: The contents of the website should be readable using any Screen access Reader Software to the Visually Impaired users.

(k) Training: Extensive training should be undertaken for users at NSCD to handle web content related to their Department/Faculty etc. Additionally a separate training should be done for web administrators.

(l) Documentation: Complete documentation on the WCMS web site- User Manual and Technical Manual has to be provided.
OFFER FORM

I/We have read, understood and accepted all the Instructions, General Terms and Conditions, Scope of Work for Designing, Developing & Maintenance of Content Management System based Website at National Science Centre, Bhairor Road, Near Gate No.1, Pragati Maidan, New Delhi – 110001 and Regional Science City, Ekta Vihar, Aliganj Extn., Lucknow – 226024” as per the Scope of work / specifications at National Science Centre, Pragati Maidan, New Delhi.

I/We hereby offer my/our rates for the said tender:

01. Name of the Tenderer:
02. Address (in case of Firm/company, registered Office address including jurisdiction of the police station should be given):
03. Telephone Nos. a) Office:
    b) Workshop:
    c) Mobile:
04. Name of the Bankers and their addresses:

“Designing, Developing & Maintenance of Content Management System based Website at National Science Centre, Bhairor Road, Near Gate No.1, Pragati Maidan, New Delhi – 110001 and Regional Science City, Ekta Vihar, Aliganj Extn., Lucknow – 226024”.

<table>
<thead>
<tr>
<th>SL.No</th>
<th>Description</th>
<th>Qty.</th>
<th>Offered Amount (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Designing, &amp; Developing of Content Management System based Website</td>
<td>1 No. each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Charges on Designing &amp; Development of Website</td>
<td>At NSC, Delhi</td>
<td>At RSC, Lucknow</td>
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<tr>
<td></td>
<td>b) Cost of Server Space allocation on NIC Server</td>
<td>As per actuals</td>
<td>As per actuals</td>
</tr>
<tr>
<td></td>
<td>c) Charges for Web Hosting on NIC Website</td>
<td></td>
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<tr>
<td></td>
<td>d) Charges on certification by NIC</td>
<td>As per actuals</td>
<td>As per actuals</td>
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<tr>
<td></td>
<td>e) Service Charges, if any</td>
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<td></td>
<td>Total A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Maintenance charges of the above Website per year</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Total (A + B)</td>
<td></td>
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</tbody>
</table>

05. Percentage of applicable rate of VAT/Service Tax if extra. (No Sales tax Concession or Declaration Form either “C” or “D” shall be provided by National Science Centre, Delhi.

06. Any other Duties/Taxes/Charges (Indicate clearly percentage of Duties/Taxes/Charges to be imposed).

The above rates quoted by us for Designing, Developing & Maintenance of Content Management System based Website at National Science Centre, Bhairor Road, Near Gate No.1, Pragati Maidan, New Delhi – 110001 and Regional Science City, Ekta Vihar, Aliganj Extn., Lucknow – 226024”. are strictly in accordance with the specification of the National Science Centre, Delhi. Deviation, if any, will make the tender/offer liable to be considered invalid.

Date Office Seal Signature of the Tenderer/Constituted Attorney.