

# CENTRE FOR NANO AND SOFT MATTER SCIENCES JALAHALLI, BENGALURU

No.CeNS/2016-17/Advt.4

26 May 2016

## NOTIFICATION INVITING PROPOSALS FOR

Designing Web pages, development, including Content Management System (CMS), installation and maintenance for Centre for Nano and Soft Matter Sciences (CeNS), Jalahalli, Bengaluru.

### A. Scope of work

- 1) Website designing, complying with the guidelines issued by Government of India, vide <http://guidelines.gov.in>.
- 2) Installation and configuration of Content Management System (CMS) with related modules for the Linux (Debian) server available at CeNS. CMS to be (a) based on the latest stable version of either Drupal (preferably) or Joomla (latest stable version), with open source tools like LAMP (Linux, Apache, MariaDB or MySQL and PHP). and (b) integrated with LDAP and ADS for efficient interface.
- 3) Porting of the existing contents and features in [www.cens.res.in](http://www.cens.res.in) to the CeNS-Server and configuring necessary IP relating to DNS.
- 4) Carrying out a detailed study of existing infrastructure of Server, firewall and network connectivity and suggesting a robust plan for uninterrupted functioning of new website.
- 5) Adoption of standards and security features conforming to the best practices in the industry and be user friendly (Quote for both http and https)
- 6) Training/hand-holding of designated personnel of the Centre in CMS for a minimum period of one week prior to commissioning the website.
- 7) Maintenance of the website for at least three years after expiry of the contracted free maintenance period.
- 8) Installation/commissioning of the website by the selected bidder should be completed within 8 weeks of the issue of the work-execution order.

### B. Built-in features of the Web-page

- 1) Administrative access to control and modify the front-end-content of relevant pages.
- 2) Individual access to selected users to create profiles, upload photographs, upload text content that updates content in related pages.
- 3) Embedded Text formatting features in the CMS.

- 4) Online creation, submission and printing options for Forms.
- 5) Flexibility to modify the design of any of the pages.
- 6) Bandwidth optimization relating to image-sizing.
- 7) Adjustable fontsize.
- 8) Responsive design to cater to devices like desktops, smart phones and laptops.
- 9) Print tool option and RSS feeds aggregator for selected pages.
- 10) Display of Events/Notices/News for the period specified (with ical and vcal option) and their subsequent archival.
- 11) Availability of a Calendar of Events cross referenced to relevant pages.
- 12) Provision of suitable links to relevant contents for the approving and publishing authorities.
- 13) Provision of multi-language (Hindi/Kannada) support.
- 14) Dynamic photo gallery of bandwidth optimized images.
- 15) Site-map showing the tree structure of all pages/sections and subsections with active links.
- 16) Availability of weekly automatic report of visits, counter and page access statistics.
- 17) Data migration utility.
- 18) Appropriate fonts and formatting style for Publications listed under faculty page.

#### C. Mode of bidding

The bidding shall be done in a two-cover system, one cover containing Technical details including the detailed profile of the firm and the other, containing the Financial and Commercial terms. The two covers should be enclosed in an envelope, duly sealed and addressed to the "The Director, Centre for Nano and Soft Matter Sciences, Prof. U.R. Rao Road, Jalahalli, Bengaluru 560 013" and superscripted with "Quotation for Web Design – CeNS".

A Demand Draft of Rs.25,000 (Twenty five thousand only) towards refundable Earnest Money Deposit (EMD) should be enclosed with the Technical bid, drawn in favour of the 'Centre for Nano and Soft Matter Sciences.' The EMD shall be returned to bidders soon after selection of the firm and award of contract.

The sealed quotations should reach the Centre by 4:00 pm on or before Friday, 17 June 2016. Quotations submitted after the stipulated time and date shall not be entertained.

#### D. Terms and Conditions

- 1) The bidder should be a firm/partnership/proprietorship based in Bengaluru and registered under relevant Rules/Acts of Government. Documentary evidence to this effect must be provided with the bid.
- 2) Bidders should possess a minimum of three years experience in web design, CMS development, installation, hosting and maintenance and should have executed similar work for Governmental education and research institutions.
- 3) Three design options on color schemes, themes, layout, and images should be submitted for consideration. Demonstration of the same, if called for, is to be carried out at CeNS.
- 4) Separate technical and financial bids (cross referenced to technical) are to be offered.
- 5) A list of clients using the cited open source CMS should be appended to the technical bid.
- 6) The representatives of the bidders may be present at the time of opening of quotations.
- 7) The opening of the financial bid is subject to the technical bid fulfilling all the laid down conditions. Inputs received from the evaluator(s) of the technical bids will be made available to the authorized representatives of the bidders.
- 8) The Centre reserves the right to call potential Website Designers and Developers for technical discussions.
- 9) During the design and development period of the web page, the concerned Firm should depute their technical expert for three days in a week to interact with the nodal authority.
- 10) Quotation should include charges towards annual contract for maintenance, updating and up-gradation of the website as per requirement. Quote separately for the second and third years.
- 11) Selected bidder should undertake to train 5 identified staff members and the Administrator of CeNS on the CMS for a period of one week.
- 12) Validation and testing process of the functionalities incorporated in the webpage should be submitted in the form of a report after the installation.
- 13) All open source codes used should be based on the GNU License.
- 14) All codes, images, fonts.. used to customize, develop and port the website should be provided to the CeNS with copyrights, wherever applicable, and they shall become the property of the CeNS.
- 15) On-site support should be provided initially for one year, at no additional cost from the date of completion and publishing the website. It shall include all modifications, additions to the website content, CMS software, code and web server configuration.
- 16) Step by step procedure for content archival and periodic backups of the entire website

and selective pages managed by users should be provided.

- 17) The CMS designed should be operationally guaranteed for at least 3 years after the launch of the web site.
- 18) The complete documentation of the implementation, CMS software and its installation, modules used, additional software codes, and the like should be provided by the successful bidder.
- 19) Designing and developing job should be completed within the stipulated period. The Centre reserves the right to reject delays beyond this period, in part or full; in any case, penalty at 1% per week of delay shall be levied.
- 20) Advance payment of total charges is not admissible. However, part payment for each completed stage of the Project may be considered. Before the release of final payment, it is necessary to furnish a Performance Bank Guarantee for Rs. 25,000 that remains valid for a period of six months from the date of implementation/sign-off.
- 21) Any dispute arising in this context shall be subject to Bengaluru Jurisdiction only.

Note: Bidders may seek clarifications from CeNS (Adm.) on any of the above specifications, if necessary before tendering the quotes.

## CENTRE FOR NANO AND SOFT MATTER SCIENCES

1. Name of the firm	
2. Registration details(Relevant copies to be enclosed)	
3. Address of the registered office in Bengaluru	
4. Phone nos. including Mobile nos.	
5. E-mail Address and website	
6. Name(s) of the contact person(s) and their Designation	
7. Years of the experience in Designing and development of website	
8. Major client List (Enclose separate sheet detailing contact persons and phone numbers)	
9. No of Employees in the firm (especially Technical team)	
10. Whether willing to depute technical persons to carry out the project work at site	
11. Details of demand draft for Earnest Money Deposit	
12. Whether all terms and conditions as stipulated in the notification condition are accepted	Yes/No

Date:  
Place:

Signature of Authorised  
Signatory  
with seal of the firm