

FILM AND TELEVISION INSTITUTE OF INDIA



LAW COLLEGE ROAD, PUNE - 411 004

TENDER DOCUMENT

D/21013/PN/1660/2017-18/PS Dated 17.07.2017

Tenders invited for Design, Development, Hosting & Maintenance of Website for FTII, Pune

Bid Evaluation will be based on Technical and Commercial bid (QCBS)

[All correspondence ie Postal and e-mail from tenderer shall be made only to the Purchase Authority, who has issued this tender otherwise it will not be accepted]

Price of Tender Document:Rs.1500/- (Rs. One Thousand & Five Hundred Only)

Telephone } 25431817,
Exchange } 25430363, 25430017 (Ext.210)
Purchase Officer : 25431366

Fax No. : 91-020-25430416
E-mail: purchase@ftiindia.com
website : <http://www.ftiindia.com>

FILM & TELEVISION INSTITUTE OF INDIA
LAW COLLEGE ROAD, PUNE 411 004

INVITATION TO BID

On behalf of the Director, Film and Television Institute of India, Law College Road, Pune - 411 004, Online tenders are invited through Central Public Procurement Portal by this Organization in the prescribed Bid forms. The details of the Tender are given in the schedule below :

1		Tender No. & Date	D.21013/PN/1660/2017-18/PS, 17.07.2017
2		Issue of Tender Forms	From 17.07.2017 to 07.08.2017 download from website only
3		Meeting for Pre-Bid	26.07.2017 at 11:00 a.m
4		Last Date of Receipt of Tender	07.08.2017 before 3.00 p.m.
5		Date of opening of Technical Bid	08.08.2017 at 3.30 p.m.
6		Date of Presentation	10.08.2017 at 11:00 a.m
7		Date of opening of Commercial Bid	22.08.2017 at 3:30 p.m. (tentative)
8		Description of stores and quantity	As per Scope of Work.
9		Delivery period	within 20 weeks from the date of Purchase Order
10		Tender Fee	Rs. 1500/- (Non refundable)
11		Earnest Money Deposit EMD	Rs. 30,000/- (Rs. Thirty thousand)only
12	i)	Bid bond Validity	90 days beyond bid validity
	ii)	Bid Validity upto	120 days from the date of opening of Technical Bid
13		Warranty	Ongoing Activities & Changing Activities
14		Performance Bank Guarantee / Security Deposit	Rs. 75,000/- (Rs. Seventy Five thousand) only
	i)	Validity	90 days from the date of expiry of Warranty / Guarantee
15		Correspondence Address	Purchase Officer, Film & Television Institute of India, Law College Road, Pune 411 004., Ph. No. (020) 25431366 Fax : (020) 25430416
16		Paying authority	Accounts Officer, FTII, Pune 411 004

Proposals are invited from Agencies/Companies having expertise in web related software design, development and uploading as per the guidelines of Govt. of India with cyber security features.

1. Scope of work:

- Creation of a dynamic website with International standards – bilingual (Hindi and English)
- Compliance for GIGW and other Government guidelines: The vendor has to complete the formalities for compliance of Government guidelines, security audit through Government technical auditor etc. where FTII staff would facilitate for the same.
- Hosting of website on NIC server.
- Maintenance of website (for three years): The vendor has to deploy sufficient technical, graphics, language experts to maintain and update the website. The website need to be updated in order to accommodate any future changes and requirements at FTII. E.g. integration of mobile application with website content etc.
- Transfer and editing of existing content to new website
- Translation of new content into Hindi
- Editing of English content wherever required.
- The system should be developed based on Open Standard to facilitate Backend integration with various applications created by FTII from time to time and support for the same.

2. Features of the Website:

- Display of bilingual information in Hindi and English.
- Rich User Interface (Web 2.0) based on framework like Bootstrap
- Enterprise Content Management System (ECM).
- Interactive multimedia oriented web page design.
- Multiple banner of inner page.
- Should support HTML5, CSS3, Java Scripts Framework like JQuery and other necessary futuristic frameworks
- Design of the website as per the GIGW guideline and W3C guideline.
- Compatible to the browser like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera
- The system should be Operating System Independent
- Should support responsive page design compatible to multiple size screens (computer, tablet, mobiles and any other)
- Should be able to support Video Content without Plugins.
- Support to Search Engine Optimization.
- Should support encryption.
- Social Media integration and interactivity
- Language -- Java / .Net / NodeJS / PHP
- Industries standard database (RDBMS , MySQL , PostgreSQL)
- Should support payment gateway, SMS gateway etc
- Admin--user panels, online forms, interactions etc
- Automated customized reply systems to emails; sms; whatsapp etc.
- Interactive features
- Any other useful features

3. Important guidelines

- The vendor has to share source code of product with FTII from time to time.
- All material/ product and related codes would be property of FTII and vendor would have no claim over the same in future.
- All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
- The vendor should provide all admin/ user manuals.
- The Vendor should also provide support for all future upgrades/initiatives of FTII related to website

4. Timelines:

Activities	Timeframe (from the award of contract)
Basic template design and approval	15 days
Final website design and approval	1.5 months
Bilingual website and its upload	2.5 months
User Acceptance Testing (UAT) of the system	3 months
Security Audit (STQC)	3 months
Go--Live of the Website	5 months
Maintenance	Ongoing activity Changing Activity

5. Technical evaluation

<u>Details</u>	<u>Marks</u>
Profile of the company: <input type="checkbox"/> Financial worth <input type="checkbox"/> Work experience	20
Professional manpower deployed <ul style="list-style-type: none"> • Website designing team – technical, graphics and aesthetic designers • Project Manager • Website maintenance team <ul style="list-style-type: none"> ◦ (Minimum requirement-- 2 technical experts, 1 designing expert, Hindi Content translator and editor, Project Manager) 	30
Presentation <ul style="list-style-type: none"> • Sample design template • Interactive and dynamic features • Technical details • Overall aesthetics 	50

6. Financial Proposal (should be submitted as per BoQ Format)

Should be Inclusive of All Taxes

Item	Qty.	Total
Designing of the website in Hindi and English Language	1	
Maintenance of website Per annum	1	
Total		

7. Selection criteria : (QCBS)

- Those who qualifies the Pre--qualification criteria would be considered for further evaluation.
- The financial Bid will be opened only for those bidders who qualify at the pre--qualification stage.
- The financial bids of only those bidders who achieve 70 and above marks would be opened for calculation of L1.
- Thereafter the lowest bidder would be considered for allocation of work.

8. Pre Qualification Criteria

Sr. No	Criteria	
1.	The organization / agency / proprietor should be registered as per the relevant Act (Companies Act or Limited Liability Partnership Act or Sole Proprietorship, any other relevant Act) in India.	Copy of Certificate of Incorporation/Registration or equivalent
2	The organization / agency / proprietor should have a minimum 3 Years of experience in web related software design, development and uploading and maintenance. Atleast 2 similar projects for Government of India/ state Government	Work order for each of the year / completion certificate for the works carried out.
3	The organization / agency / proprietor should have a minimum turnover of Rs. 20 Lakhs for the last three financial years (FY 2016 17, 2015-16 and 2014-15)	Legible Copy of the audited Profit and Loss Statement which can be easy to read. Copy of PAN Card with GST in the name of the Company.
4	The organization / agency / proprietor should not be blacklisted by any State Govt. or Central Govt. department / organization as on date of submission of this tender.	Self-certification by the organization / agency / proprietor on their letter head

9. General Terms & Conditions.

- a. The Tender duly completed in all respect along with Bid Security (EMD) at Rs. 30,000/- of quoted value of services in the form of A/c Payee Demand Draft drawn in favor of 'Accounts Officer, FTII' or Banker's Cheque or Bank Guarantee from any of the Commercial Banks in the prescribed form along with tender documents.
- b. The bidder should submit their offer Online through Central Public Procurement Portal only.
- c. List of firms for whom similar nature of work has been done should be provided.
- d. Bids received on E--mail will be rejected.
- e. The Agency should sign & stamp at the bottom space of all pages of document. The tender bid will be opened at "FTII, Law College Road".
- f. Earnest Money Deposit of successful bidder shall be forfeited in the event of withdrawal of his bids before the bid validity period or non-completion of the task.
- g. No bidder shall contact the FTII on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
- h. Any effort by a bidder to influence the FTII in the FTII bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
- i. The notification of award will constitute the formation of the contract/ work order.
- j. The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
- k. FTII, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
- l. No request for increase in the rates will be entertained during the period of contract items. No advance payment will be made. Also, no interest will be paid on delayed payment.
- m. The FTII reserves the rights to reject any or all tenders. FTII, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
- n. All disputes are subject to the jurisdiction of courts PUNE.
- o. In case of any differences the firms can be called for negotiation. Director, FTII will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
- p. The successful bidder will have to deposit a performance security of Rs.75,000/- in the form of bank guarantee. The same will be refunded after three months after the contract is over.
- q. The Agency has to maintain the website for atleast one year with no additional cost. AMC will be carried out after initial maintenance of one year

