

Design, Development, Implementation, and Maintenance of Websites, Web Portal, Web-Enabled Application and Mobile Apps

Additional Terms and Conditions:

1. Pre-Bid meeting will be held through Video conference. Bidders are requested to register through the Google form provided on IMU's Website under Tenders.
2. The Qualification and Experience of the role of Technical Resources shall be as given below:

Sl. No.	Role of Technical Resources	Qualification	Experience	Certifications (Desirable)
1.	Project Manager	BE/B.Tech (IT, Computers, ECE) OR MCA OR MSc (IT) or MBA (IT)	3 yrs or minimum 5 similar projects	PMP
2.	UI Designer	BE/B.Tech (IT, Computers, ECE) OR MCA OR MSc (IT)	2 yrs or minimum 3 projects	CSS
3.	Developer	BE/B.Tech (IT, Computers, ECE) OR MCA OR MSc (IT) or MBA (IT)	3 yrs or minimum 5 similar projects	None
4.	Documentation Expert	BA/MA with English Specialisation or PG diploma in Mass Communication	2 yrs or minimum 3 projects	None
5.	Database Admin (the Database Admin will be from IMU, the requirement is for a Database Analyst)	BE/B.Tech (IT, Computers, ECE) OR MCA OR MSc (IT) or MBA for Business Analyst	5 yrs of experience on RDBMS specifically in PostgreSQL/MySQL	None

Mode of Proof: Successful Completion Certificate on the Letter head of the client clearly giving names and role of the team member(s) should be provided as proof for Experience of the Team member being planned to be allocated for the above mentioned roles along with copies of their Educational Qualification and Certifications duly attested by the Authorised signatory for participation in the Bid.

3. The Average Annual turnover from the business of Design, Development and Maintenance of Websites shall be minimum of Rs. 4 lakhs during the last 3 years (ending 31.03.2021).
4. The Bidder should compulsorily have an Office in Chennai.
5. The existing website of IMU has approximately 200 pages.
6. The Website should be a Multi-page design and should be student-centric.
7. The Source Code will be the property of IMU.
8. The delivery period shall constitute 3 months of the Software Development cycle followed by the stabilisation period of 6 months post going live and the Bidder will be required to carry out minor enhancements as and when required. A minimum of 2 staff of the core development team posted for this project have to be retained at IMU for such period.
9. **Delivery Period and Activities:**
 - (a) 1st month - Data Collection, Freezing of Requirement Study, System Analysis and Design.
 - (b) 2nd and 3rd Months – Development, testing, debugging, making live and support post making live.
 - (c) The Single Point of Contact to be intimated with 2 days on Acceptance of Work Order.
 - (d) Project Management Schedule to be provided within 5 days of the acceptance of the Work Order.
 - (e) Weekly Adherence Report shall be provided on Friday of each week.
10. **Project Management Schedule:**

The Project Management Schedule should clearly lay down the Milestone and timeline for each milestone subject to the time limits laid down in the Delivery Period mentioned at para 8 above.
11. The Price quoted by the Service Provider shall be inclusive of all charges plus applicable taxes, and should not have any hidden charges for plugins, APIs, auditing

charges etc. All the plugin/API licenses should be in the name of the Indian Maritime University.

12. The bidder will be required to obtain STQC certification from Authorised STQC certifying Agency for the Website developed before going live.
13. The Technical Evaluation will be carried out for only those Bidders who meet IMU's Parameters and paras 1 and 3 of this Additional Terms and Conditions.
14. **Technical Evaluation:**

It will be carried out under **QCBS[#]** method of selection having 70% weightage for Technical Evaluation and 30% weightage for Financial Evaluation with the following parameters:

Sr. No.	Criteria / Description	marks	Total marks
1.	The Bidder in the similar business of Design, Development and Maintenance of Website		20
	above 3 years	Bidder with highest number of years of similar experience will be given 20 marks and marks for other Bidders will be given on pro-rata basis.	
Mode of Proof: Certificate of Incorporation/ Registration Certificate, copy of Work Order.			
2.	Prior experience of Design, Development and Maintenance of Website:		40
	(a) For National level educational institutes like IIT, IIM, NIT and Central Universities / State Universities	10 per Work Order	
	(b) For National level Private Sector Universities/ Higher Educational Institutions;	5 per Work Order	
Mode of Proof: Work Order/ Work Completion Certificate for each Organization.			
3.	Bidder's certification - CMMI/ISO/CERT-IN empanelled Auditing Agency Certificate for Software/ Process/Infrastructure (Valid as on last date of Bid)	2 per certificate	10
Mode of Proof: Self Attested copy of the valid Certificate.			
4.	Presentation: a) Plan – for revamping the website b) Timeline c) Designation, experience and bio-data of Manpower for this project d) Demo of minimum 4 websites developed by the Bidder		10
	Awards and Recognition		

5.	(a)	By Government Agencies	Bidder with highest number of awards will be given 10 marks and marks for other Bidders will be given on pro-rata basis.	20
	(b)	By Other National Level Associations or equivalent		
Mode of Proof: Self Attested copy of the valid Certificate. IMU may obtain confirmation on the genuineness of the Certificate provided as proof.				
Total				100

The Technical Evaluation under QCBS method will be done manually (offline) in case of technical difficulties in carrying out the same in GeM.

15. The date for Presentation in terms of Table Point No. 4 above will be intimated later. Through Video Conference. The Link will be shared to the Bidders who register through the Google Form Link provided in IMU's Website-> Tenders.
16. The Price Bid of only those Bidders, who obtain a minimum score of 60 Marks as per the above Technical Evaluation Parameters, will be opened.
17. Technical Bid submitted by each Bidder would be assessed based on the Technical Evaluation Criteria already announced. The Technical Score (TS) of the Bidder getting the highest mark will be treated as 70, and those of the others will be arrived at proportionately, using the formula: $TS = (T/T_{max}) \times 70$ where T_{max} is the highest mark secured in the Technical evaluation by one of the Bidders, and T is the mark secured by any given Bidder. **In this manner, each Bidder will be assigned a Technical Score (TS) out of 70.**
18. **Commercial Evaluation:**
The Commercial Bids of only those Bidders who have been found to be Technically Eligible (with 60 marks or more from Technical Evaluation as per para 13) by the Committee shall be opened. The Commercial Bids shall be opened for the eligible Bidders in their presence on the date notified through email. One representative from each Bidder will be allowed with proper authorization. The Commercial Scores (CS) of the Bidders would be normalized on a scale of 30, with the lowest quote getting a score of 30 and the rest being awarded on a pro-rata basis. Only the Technically Qualified Bidders shall be intimated about the opening of the Commercial Bids.
19. The Price Bids of those Bidders who did not score 60 marks or more from Technical Evaluation, will not be opened and evaluated.

20. **The Commercial Score (CS) out of 30 for each Bidder** will be arrived at using the formula: $CS = (P_{\min}/P) \times 30$ where P_{\min} is the value of the *lowest Price* and P is the value of the Price Bid of a given Bidder.

21. **Final Evaluation:**

This Tender, being a Quality-cum-Cost based Tender, with quality and integrity of the examination process being paramount, **will be evaluated on 70:30 basis**. This means 70% weightage will be given to Technical Bid and 30% weightage will be given to the Price Bid.

22. The Total Score for a Bidder (out of 100) = TS + CS.

23. The Bidder with the highest Total Score will be awarded the contract subject to other terms and conditions of Tender.

24. The IMU shall issue a Purchase Order to the successful Bidder giving him **7 working days'** time to pay the Security Deposit of 3% of the Contract Value and execute the Contract with IMU in the prescribed format. The security deposit will be released after 90 days post stabilisation period.

25. **Payment Schedule:**

Month end	Activities	% of Payment to be released
1 st month	(a) Single Point of Contact (b) Project Management Schedule (c) Data Collection, (d) Freezing of Requirement Study, (e) System Analysis and (f) Design (g) Weekly Adherence Report	40% of the contract value
3 rd Month	(a) Development, (b) Testing, (c) Debugging, (d) Going live and (e) Post Live Support	40% of the contract value
9 th Month	(a) Stabilization period (b) Training (c) Handing over Instructions and User Manuals	20% to be released against Bank Guarantee valid for 6 months post stabilisation period.

Payment will be released within 10 working days upon receipt of valid Tax Invoice and certified by IT Section.

26. **Penalty Clause:**

Month end	Activities	% of Penalty
1 st month	(a) Project Management Schedule (b) Data Collection, (c) Freezing of Requirement Study, (d) System Analysis and (e) Design (f) Weekly Adherence Report	1% of the contract value for every day of delay beyond 30 days*
3 rd Month	(a) Development, (b) Testing, (c) Debugging, (d) Going live and (e) Post Live Support	1% of the contract value for every day of delay beyond 90 days*
9 th Month	(a) Stabilization period (b) Training (c) Handing over Instructions and User Manuals	1% of the contract value for every day of delay beyond 270 days*
10 th Month	Project Handover – Source Code, Documentation, etc.	Security Deposit - 3% of Contract Value will be forfeited due to delay on project handover beyond 300 days*

* subject to delivery extension being accorded by IMU.

Penalty will be capped to maximum of 10% of the contract Value.

27. **Contract Period** – Will be initially for 3 months for delivery followed by 6 months of stabilization period. It can be extended further for a period of 6 months. However, this will be at IMU’s prerogative, and not for reasons for Service Provider not having met the Delivery Period. Any extension will be against mutually agreed rates.