

Institute of Development Studies Kolkata
DD-27/D Sector 1, Salt Lake, Kolkata-700064.

NOTICE INVITING TENDERS

T. No. IDSK/NIT/website/22/02

Date 1st March 2022

Sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed vendors for website at Institute of Development Studies Kolkata. Details of specifications are given below.

Tender Details:-

1.	Date of Publication	1st March 2022
2.	Availability of Tender Document	Annexure A, B, C may be downloaded from the IDSK website- www.idsk.edu.in
3.	Tender Fees	Nil
4.	Last date and time of Submission of Technical Bid	10th March 2022 till 5:00 PM
5.	Date and time of Opening of Technical Bid	11th March 2022 at 1:30 PM
6.	Date and time of Opening of Financial Bid	11th March 2022 at 3:30 PM

Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in **Annexure A**
2. Only hard copies of Bids are to be submitted to the office of the IDSK between 12 noon to 4 PM on working days (Monday to Friday).
3. The Technical Bid shall comprise of self-attested photocopies of the following documents :-
 - a) Valid copy of Trade License (2021-22),
 - b) PAN Card,
 - c) Registration Certificate of GST,
 - d) Income Tax Return for last 2 years,
 - e) Year wise gross turn over for last 2 years,
 - f) Credential Certificate,
4. The Scope of work is detailed in **Annexure B**
5. The financial Bid shall comprise of price including GST, total price, extent of discount, if any and to be submitted in **Annexure C**
6. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and Tender No. on the envelope containing documents. The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the **Director, Institute of Development Studies Kolkata, DD -27/D, Sector 1 Salt Lake C, Kolkata – 700 064.**
7. The Financial Bids of only those who have been found to be technically qualified will be opened
8. The IDSK reserves the right to accept or reject any or all tenders without giving any reason whatsoever.


DIRECTOR

Director
Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064

ANNEXURE - A

To
The Director,
Institute of Development Studies Kolkata,
Salt Lake Campus, Kolkata -700064.

Ref: T. No. IDSK/NIT/Website/22/02

Date: 1st March 2022

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 15 days from the date fixed for opening the same.

Sl. No.	Description of work
1	Maintenance & Hosting of IDSK Website, Email, IDSK Library Website, Leave Management.

1. I/We hereby bind myself/ourselves to complete the work within the time limits to be specified in the conditions of agreement. I/We also hereby agree to abide by the General conditions of contract and to carry out the work according to the standard specification.
2. In case there is difference between figures and work in the quoted cost, the cost indicated in word will be taken as correct for consideration.

Director
Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064

ANNEXURE - B

T. No. IDSK/NIT/website/22/02

Date 1st March 2022

Scope of Work:-

In the technical bid and subsequent demonstration, the vendor should be in a position to prove that they are capable of support for following requirements:-

Requirement on Website and Email:

IDSK website has around 150 pages. All pages should be mobile friendly and compatible with all browsers. Vendor should have experience on managing such big educational portal. Vendor should be able to migrate all existing data and content with minimum downtime. Vendor should keep the backup of the entire site in the cloud and in our office premises on a regular basis. Version control should be maintained for all the changes happening on daily basis. Vendor should have dedicated person or team who can make the day to day changes on urgent basis. Email Server should be able to manage 100+ email accounts with unlimited storage. Existing email has to be migrated to the proposed server with minimum downtime and no data loss.

Website and Email must be protected against the risk of hacking.

Library Website:

Library website has around 70 pages. All pages should be mobile friendly and compatible with all browsers. Vendor should have experience on managing such big educational portal. They should be able to integrate this website with other 3rd party library application. Vendor should be able to migrate all existing data and content with minimum downtime. Vendor should keep the backup of the entire site in the cloud and in our office premises on a regular basis. Version control should be maintained for all the changes happening on daily basis. Vendor should have dedicated person or team who can make the day to day changes on urgent basis. Library website should also be integrated with the institution website.

Leave Management Application:

IDSK needs cloud based leave application where associates can apply leave as per their eligibility. The application should be configurable to set up different types of leave, applying credit half yearly / yearly and carry forward options. Application should also be capable of deducting leave on holiday and weekend for earned leave if goes beyond certain days. Year-end balance should be auto calculated. Credit can be applied by the Leave Administrator on due date. All leave should work in conjunction with the current year's Holiday Calendar. There should be a provision to set up yearly Holiday Calendar. Every employee should have access to the leave portal to apply leave, view the history of leave, history of applied credit and leave balance for each leave type. Applied Leave should be sent to the approver with notification for approval. Approver will be able to approve/ reject the leave on the application and notification should be sent to the associate. Leave Manager should also be able to review the activity of leave application, approval or rejection and oversee the entire scope of leave administration using his credential. Different users should have different access levels based on their capacity and role. Administrator should be able to control the access using his/ her credential. The application should be able to generate comprehensive report for administration purpose and management need. The leave application should be integrated with the official website and all data backup should be taken on daily basis. Vendor should have good support team to handle if any issue arises.


Director
Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064

ANNEXURE - C

To
The Director,
Institute of Development Studies Kolkata,
Salt Lake Campus, Kolkata -700064.

Ref: T. No. IDSK/NIT/website/22/02

Date: 1st March 2022

FINANCIAL BID:-

1. Price :
2. G.S.T. :
3. Total (1+2) :
4. Discount, if any :

- Net Price (3 - 4) :



Director

Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064