

Ref. No IHM/BTI/2023/163

Date:07.03.2023

**“ QUOTATIONS FOR DESIGNING, MAINTENANCE AND HOSTING OF  
IHM, BATHINDA OFFICIAL WEBSITE”**

Appropriate quotation is invited in sealed cover from eligible bidder/supplier/vendor for Designing, Maintenance and hosting of IHM, Bathinda official website according to the following specification and terms & conditions.

- |                                       |            |
|---------------------------------------|------------|
| 1. Work and Technical Specifications  | Annexure-A |
| 2. Quotations e-publish Date and Time | Annexure-B |
| 3. Terms and Conditions               | Annexure-C |
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| 5. Financial Bid                      | Annexure-E |

**ANNEXURE-A**

**WORK TYPE:**

Designing, Maintenance and hosting of IHM, Bathinda official website.

**TECHNICAL SPECIFICATIONS:**

Website needs to be design With all dynamic features for updation and prescribed web accessibility features as below:-

**Technology:** - Web 3.0 based tools.

- Server side scripting: PHP/Java etc.
- CMS: Word press/ Joomla etc.
- Sever Side Database: MySQL etc.
- OS platform for hosting : Windows/Linux
- Any other Add-On Feature: Only open-source tools will be preferred.

**Single Sign – On:** The website should support single sign –on so that future automations like Recruitments Portal/Placements Portal/Academic Information System etc can be easily integrated into the website.

**Bilingual language support:** It should provide bilingual language support – English, Hindi and Punjabi.

**Security of Website:** The website should allow secured socket layer. The service provider needs to take care of all security, malware attacks, routine updates of plugins, routine backups etc.

**Navigation:** The navigation system for the website should be intuitive such that people can easily find the required stuff from website.

**Clean and focused design:** Our website must be visually appealing. Polished and professional. There should be good use of color. It should have easily readable text, meaningful graphics, quality photography and simplicity in design. Design, aesthetics, color

combination, background and screens according to the logo and screens, structure and layouts to be in consultation with IHM, Bathinda

**Functionality:** Each component of our website should work quickly and correctly. It should be kept simple and well organized. It should have fast-loading pages, minimal scroll, consistent layout, prominent and logical navigation and descriptive link text.

**Screen Resolution:** The screen resolution of the website should be high enough so that the content looks attractive and easily readable.

**Compatibility:** Design of the website compatible to multiple devices (computers, tablets, mobiles and any other) & web browsers.

**Loading time:** Loading time of the website should be minimum .

**Visitor count and Google analytics:** The website will have the visitor count, Google analytics.

**Training of IHM, Bathinda IT Staff:** The service provider training (face-to-face or through remote web conference) to IHM Staff for the deployment and day-to-day administration of the website. Training should be free of cost.

**Testing:** All types of post-development testing to be performed by the service provider (like Beta testing, Load testing, User Acceptance Testing. Etc)

**Social Media Integration:** The website should have good social media integration (share buttons, follow buttons etc.)

**Copyright and Property:** Designed, Technical documents and source code is the property of IHM,Bathinda. Hence the service provider is accepted to submit all the required documents/media post go live and after implementation.

**Non Disclosure Agreement (NDA):** The service provider shall be required to sign the Non Disclosure Agreement (NDA) with IHM,Bathinda.

**Newsletter integration (e.g. subscribe for our newsletter).**

**Administrator Section:** Administrator would be able to add/delete the links pertaining to Hindi/English in the website at any point of time from any location. The control for the same should so user friendly that a simple data entry operator should be able to update the links. There would be three types of links, File (link to a file i.e. Doc, PDF, JPG etc), URL (Link to some other website) and Content (Static information in rich text format).Also the administrator should be able to set the order in which the links would appear in the website

**Website Hosting :** The service provider/bidder has to mention the hosting details for a period of 3 years.

#### Site Map of IHM,Bathinda (Tentative) :

##### HOME :

- Layout of the Home Page needs to be attractive and eye catching with pictures of campus.
- About institute

- Principal Desk
- Faculty Profiles
- Mission
- Vision
- Ranking
- History of the institute
- Institute culture
- IHM Bathinda & Punjab Tourism Logo
- Institute name in English, Hindi & Punjabi at the top of Home Page.

**COURSES :**

- Information about all courses :
  - Syllabus & Study Schemes (Certificate, Diploma, Degree & CBSP Programs.
  - Fees Structure
  - Admission Forms

**Infrastructure :**

- Information about Various departments of institute :
  - Admin departments
  - Kitchens
  - Library
  - Computer Lab
  - Other facilities
  - Hostels
  - Campus Tour Video

**Event Gallery :**

- Information about all activities and Event-wise photographs.

**Student Section :**

- Information about
  - NCHMJEE
  - Datasheet
  - Student Governance
  - Clubs & Committees
  - Notification
  - Alumni details
  - Results
  - Examination patterns

**Placement :**

- Information about
  - Recent placements
  - Internships
  - Placement process

**Media :**

- News & press releases
- Events
- Annual Magazine
- News letter

**Contact us :**

- Institute address & Location
- Email ID
- Website
- Contact numbers

**At the bottom of the Home Page :**

- **Important links** : NCHMCT, Punjab Tourism, THIMS

- Disclaimer
- Copyrights
- T&C
- Visitor counter
- **Web links** : NCHMCT,Punjab Tourism,THIMS'

**Downloads :**

- Tenders
- Advertisements
- RTI
- Course Forms

To provide the security of Institute Information /Content from any leakage.

Rates must be including all designing, maintenance, Updation, hosting and editing of website.

All communication for the project should be done through emails : **ihmbti@gmail.com**

**Documents to be attached herewith by bidder:**

- i. Limited Bid Document.
- ii. Self-declaration annexure.
- iii Financial Bid annexure.
- iv. Terms & Conditions acceptance.

All the documents shall be signed and stamped by the bidder.

**ANNEXURE-B**

The Limited Quotation/Bid to be submitted in a sealed cover as per the following schedule of critical date & time. If there is holiday on the receipt / opening day of the quotation, the quotation may be received / opened on the next working day at the same time and at same place.

<b>Quotations e-publish and document download start date</b>	07.03.2023	<b>Bid submission start Date</b>	07.03.2023
<b>Bid submission closing Date</b>	28.03.2023 till 12.00 pm	<b>Bid Opening Date/Time</b>	28.03.2023, on 03:00 PM

This quotation will be published on website([www.ihmbti.com](http://www.ihmbti.com)) and institute notice board on 07.03.2023 that is to be addresses and submitted to the **Principal Office** at **Institute of Hotel Management, Catering Technology and Applied Nutrition, Bathinda** on working days between 09:00 am to 5:00 pm till 28.03. 2023 (12.00 pm ) Latest. The selection/opening will be made at the Conference Room at 3:00 pm on 28.03.2023.

The authority of college reserves the right/discretion for selection based on experience, amount, quality of the bid & bidder.

**ANNEXURE-C**

**GENERAL CONDITIONS**

1. Tender Document Fee of amount Rs. 200/- Shall be submitted by online (transaction details to be attached) in the Institute Bank account given below. The Tender Document Fee must reach on or before the last date of submission of the tender. The Tender Document Fee could be also submitted in shape of DD of any authorized bank payable in favour of **Institute of Hotel Management Catering Technology and Applied Nutrition Bathinda** " on or before the last date of submission of the sealed tenders in the Accounts Department of IHM Bathinda. **Bank Account Details: "Institute of Hotel Management Catering Technology and Applied Nutrition", Bathinda, A/c no. 35210400009744, IFSC Code IBKL0000352, Bank: IDBI Bank, Bathinda.**
2. The successful bidder will have to deposit a performance security of Rs. 1000/- only in the favour of Institute of Hotel Management, Bathinda and the same amount will be refunded after successful completion of the contract period.
3. In case the Tender Document fee is not deposited or not having the required value, the bids will not be considered and rejected straightaway.
4. Corrigendum / Addendum / Corrections, if any will be published in the website only. Firms shall continue to check the "Tenders" section of the website <https://www.ihmbti.com>
5. The bidder should be able to complete work as mentioned in the Schedule of Requirements given in this document.
6. The bidder should have capable of coordinating with us during the presentation of website design, corrections in the design etc.
7. Pre-Qualification Requirements:
  - a) The bidder/supplier/vendor for supply of website development categorized can participate.
  - b) The Bidder shall submit a copy of Firm Registration No./PAN No. / GST No.
  - c) The Bidder shall also submit Self certification that they have not been debarred / blacklisted by any State/ Central Government/ PSU/Autonomous Body at any stage.

**TERMS AND CONDITIONS**

1. The firms are responsible on their own for submission of quotation. No separate acknowledgement will be made. Quotation/Bidder sending the Limited Quotation/Bid through Regd. Post shall ensure that the Limited Quotation/Bid has reached the Institute well within the stipulated time.
2. The Institute will not be responsible for the postal delays, if any. The Quotation/Bid shall be opened as per the above schedule in presence of parties/ representative / signatory of the supplier who wish to be present, in the office of Principal, IHM Bathinda at **3:00PM** on dated **28.03. 2023**.
3. The bidder/service provider/supplier shall comply with the laws and legal order of the local body or authority under the jurisdiction of which the supply is executed and pay all fees and charges for which the supplier may be liable nothing extra shall be paid by the institute.
4. The rate in INR should be **inclusive of all taxes (GST or any other taxes levied by Central Govt. or State Govt. or Local bodies, etc)**. Any other charges will not be paid extra other than bid price.
5. The rates should be quoted preferably on the letter head of the firm.
6. The website must be completed and operational within 30 days from the date of order.
7. TDS is deductible as applicable.
8. The payment will be made by Account payee cheque drawn on IDBI Bank or NEFT/RTGS, as per the details to be provided by the Limited Quotation/Bidder. Upon receipt of the material as per order and specification & in good condition.
9. All rights of rejection/acceptance wholly or partly, any or all Quotation/Bidders are reserved with the Principal/Secretary of the Institute. The acceptance/rejection of a quotation/Bid will rest with the Principal, Institute of Hotel Management, Bathinda who does not bind herself to accept the lowest quotation/Bid and reserves herself the authority to reject any or all of the Limited quotation/Bid received without assigning any reason. If more than one bidder happens to quote the same lowest price, institute reserve rights to decide the criteria and further process for supply order.
10. The bidders shall have no right or any claim whatsoever for the same on this account.

11. The quotation/Bid in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
12. Dispute, if any, would be subject to Bathinda jurisdiction only.
13. Acceptance of Terms and conditions: Bidders must confirm the acceptance of all the terms and conditions of this quotation notice. Any non-acceptance or deviation from the terms and conditions must be clearly mentioned. However, bidders must note carefully that any conditional offer or deviation from the terms and conditions of this tender notice may render the quotation liable for rejection.
14. In case of failure of supply/service of material wholly/partially as per ordered specifications, the institute reserves the right to reject the service/supply order and can forfeit the earnest money deposited by the supplier. It will also be open to the institute to procure/print/supply the required items(s)/services from any other source at the risk and expense of the supplier firm.
15. The service provider is expected to maintain the complete website technical and application for overall 5 Years subject to satisfactory performance of the service provider which will be evaluated every year. The application management will include any content update, upload or any minor or major change in website.

**Specific Terms and Conditions for Website :-**

- **Time - Frame for the website development :**

<b>Proposal Stage</b>	<b>Activity Plan</b>	<b>Duration</b>	<b>Indicative Timelines</b>
Stage 1	Vendor Selection and Intimation	1 week	30.03.2023
Stage 2	Contract Award	1 week	31.03.2023
Stage 3	Sample Temple Design Submission	2 weeks	15.04.2023
Stage 4	Website Design, Development, Deployment and hosting (Including bug fixing and continuous integration)	4 weeks	28.04.2023
Stage 5	Maintenance and Support	On going for 3 Years	Commencing May 01,2023

\* The completion of each stage needs to be approved by the Institute and the work on the next stage can only begin after the previous stage has been approved. Each stage deliverable needs to be presented before the IHM, Bathinda assigned committee members for the final approval.

**Website AMC Payments :**

- a) The final payments will be made based on the completion of the work done.
- b) Website AMC payment will be released on the completion of each year.

Authorized Signatory \_\_\_\_\_ Dated \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Name of the Firm \_\_\_\_\_  
Official Seal/ Rubber Stamp \_\_\_\_\_

**ANNEXURE-D**

**LIMITED QUOTATION /BID DOCUMENT**

Detail of Quotation/Bidder: Checklist of the details to be furnished by the Quotationer /Bidder (pre-qualification criteria). Each Limited Quotation / Bidder has to meet the minimum eligibility criteria

**A) Details to be submitted: -**

S.no	Particulars	Detail
1	Name and nature of the Organization & Authorized signatory with designation, Contact No. e-mail etc	
2	Bank Account Number, Bank, Bank Branch and IFSC code	
3	Tender Document fee	Rs. 200/- paid through Demand Draft No _____ dated _____ in favour of Institute of Hotel Management, Bathinda.

B) Pre qualification criteria Self attested Copy of Certificate to be attached, failing which the bid will be disqualified and not be considered/rejected.

S.No.	Particulars	Detail	Attached Yes / No
1	Copy of Firm Registration No./PAN No. / GST No.		
2	Non-Black list Self certification.		

**Disqualification:** - The proposal is liable to be disqualified in the following cases or in case the quotationer /bidder fails to meet the bidding requirements:

- A. The proposal is conditional or has deviations from the terms and conditions of this limited quotation /bid document.
- B. Proposal is received in incomplete form & after due date & time.
- C. Proposal does not meet the minimum requirements/Pre qualification criteria specified in the quotation/ bid document.
- D. Proposal is not accompanied by all the requisite documents.
- E. The Quotation /Bidder is under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid.

I have carefully read and understood all the terms & conditions of the bid document and accept/undertake to abide by them

Authorized Signatory \_\_\_\_\_ Dated\_\_\_\_\_

Name & Designation\_\_\_\_\_

Name of the Firm \_\_\_\_\_

Official Seal/ Rubber Stamp \_\_\_\_\_



**ANNEXURE-E****"LETTER HEAD OF THE BIDDER/FIRM"****FINANCIAL BID****DESIGNING, MAINTENANCE AND HOSTING OF IHM, BATHINDA OFFICIAL WEBSITE.**

<b>Sr. No.</b>	<b>Item Specification</b>	<b>Rate in Rs.</b>	<b>GST</b>	<b>Total Amount (All inclusive) in RS. (IN FIGURES)</b>
1.	Design and Development as per requirement mentioned in the section: " <b>DESIGNING, MAINTENANCE AND HOSTING OF IHM, BATHINDA OFFICIAL WEBSITE.</b> " given in Annexure-A			
2.	Hosting Cost with SSL			
3.	Annual Maintenance Charges (End to end support with all new requirements of pages and Support cost for three years)			
<b>Total</b>				

**NOTE:**

In case of any discrepancy between the rates in figures and that in words, the rates in words will be accepted as correct.

I have carefully read all the 11 pages of the documents and understood all the terms & conditions of the bid document and accept/undertake to abide by them.

Authorized Signatory \_\_\_\_\_ Dated \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Name of the Firm \_\_\_\_\_  
Official Seal/ Rubber Stamp \_\_\_\_\_

**SELF-DECLARATION -NO BLACKLISTING**

To

The Principal,  
Institute of Hotel Management, Catering Technology and Applied Nutrition,  
Mansa Road, Bathinda

Dear Sir/Madam,

Ref: Notice inviting Quotation for **“Designing, Maintenance and Hosting of IHM, Bathinda Official Website.”**

In response to the Document for \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted/ debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled

Thanking you,

Date.....

Place.....

Signature.....

Name.....

Seal of the organization .....

**The Limited quotation/bid to be submitted in a sealed cover super scribed as “Quotations for “Designing, Maintenance and Hosting of IHM, Bathinda Official Website” and addressed in favor of:-**

**To  
The Principal, Institute of Hotel Management & Catering & Applied Nutrition,  
Industrial Growth Area, Mansa Road, Bathinda  
(Punjab) - 151001.**

**-Sd-  
Principal**