INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI

TENDER DOCUMENT FOR

Website Design & Development of Indira Gandhi Institute Of Development Research (IGIDR)

NIT No: IGIDR/Tender/2024-25/CC/02   Date: 18/10 /2024

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-

400065.

TELEPHONE: 022 6909 6200 / FAX: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

"NAME OF THE WORK: **Website Design & Development of** INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR)"

1.   Institute invites sealed bids from reputed vendors for the following work:

Name of work	Period of completion	Estimated Cost
(1)		
Website Design & Development of INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR)	**10 weeks**	**3 Lakh + taxes**

1.   Sealed Tender under the two-bid system (Technical bid and Financial bid) are invited from registered firms in India, with at least 3years of experience in the Website design, development and maintenance of academic institutes/university, government bodies and established corporate and MNC.

2.   Bidder must submit Earnest Money Deposit Rs 15,000/- only, along with the bid.

 The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in**: "Email-1: EMD and Pre-Qualification/Technical Bid"   & "Email-2: Financial bid".** The subject of the email should be mentioned as- **"Email-1: EMD & Prequalification/Technical Bid for Website Design & Development of IGIDR"** and **"Email-2: Financial Bid for Website Design & Development of IGIDR"** respectively**. All the bid documents should be attached as a PDF document or zip file, and the financial bid file should be protected with a password.**

3.   Last date of submission of the Tender document shall be up to **15 November 2024.** No tender will be accepted after **15 November** 2024 under any circumstances whatsoever.

4.   The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

LETTER OF OFFER *

Date _____

The Registrar,
Indira Gandhi Institute of Development& Research,
Gen. A.K. Vaidya Marg, Filmcity Road,
Goregaon (East), Mumbai 400065.

Subject: Website Design & Development of IGIDR

Reference: NIT No: IGIDR/Tender/2024-25/CC/02   Date:

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profiles and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited earnest money Rs 15,000 through NEFT/DD/BG/FDR or MSME certificate to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same without any alterations/modifications.

Yours faithfully,

Signature

Name & seal of the Bidder

*To be printed on company Letterhead and scanned or Digitally signed pdf document

SECTION-B

GENERAL INSTRUCTIONS TO TENDERER

Sealed Tender should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai - 400065.

1. If applicable, Bidder has to submit the Earnest Money Deposit of Rs.15,000/- through DD/FDR/BG/NEFT to "INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH", Account No: 010220100010001, IFS Code: BKID0000102 , BRANCH NAME: I G I D R , BANK NAME: BANK OF INDIA and UTR NO with a screenshot of the transaction should be included in the part of the tender document towards Earnest Money.

2. A tender that is not accompanied by EMD (if applicable) will not be considered. The EMD will be returned to the bidder if the Institute does not accept their tender without Interest. The EMD paid by the successful bidder shall be held/ encashed by the IGIDR as security for the execution and fulfillment of the contract. No interest shall be paid on this deposit.

3. **Bidders who are exempted from submission of EMD should submit a copy of the certificate issued by Micro and Small Enterprises (MSEs).**

4. The tender bids in two bid systems are invited through two separate Emails to **tender@igidr.ac.in**: **"Email-1: Pre-Qualification/Technical Bid" and "Email-2: Financial bid". The subject of the email should be mentioned as- "Email-1: Prequalification/Technical Bid for Website Design & Development of IGIDR" and "Email-2: Financial Bid Website Design & Development of IGIDR", respectively. All the bid documents should be attached as a PDF document or zip file.**

5. **All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. The Financial bid should be attached as a PDF document protected with a password, and the password to be shared at the time of the financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in online meetings for financial bid openings. If the bidder can NOT provide the password for the financial bid at the opening, their bid shall be rejected.**

6. The bids will be received up to **15 November 2024**. Each copy of the tender document is under their stamp and signature. No tender will be accepted after the due date under any circumstances whatsoever

7. **The " Pre-qualification & Technical " Bid shall be opened by the tender opening committee on the next working day, 18 November 2024, at 2:30 PM through the online meeting platform. The link to the meeting will be shared with participating bidders. In case the Government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.**

8. **"Financial bid"** of only qualified bidders will be opened. The date of opening of the financial bid and link for the online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of the financial bid PDF file during the opening of the financial bid. If the bidder can NOT provide the password for the financial bid at the opening, their bid shall be rejected.**

9.   The Tender bid shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the tender, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.

10.   The bidder must use only the formats issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender form made by the bidder shall not be valid and shall be treated as null and void.

11.   The Tender form must be filled in English. If any of the documents are missing or unsigned, the Institute may consider the tender invalid at its discretion.

12.   Rates should be quoted in figures and words in the specified columns. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.

13.   Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.

14.   The successful bidder will have to deposit a Performance Security Deposit of 3% of the order value within 30 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft, FDR or Bank Guarantee from a commercial bank drawn in favor of "The Registrar, Indira Gandhi Institute of Development Research, Mumbai" payable at Mumbai. The performance security should remain valid till the warranty period specified in the tender. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated prematurely. No interest will be paid on the Security Deposit withheld by the Institute.

15.   The Institute does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the Tenders, either in whole or in part, without assigning any reasons for doing so.

16.   On receipt of intimation from the Institute of the acceptance of their tender, the successful vendor/contractor shall be bound to sign the formal contract /Purchase order and acknowledge the same within seven days as applicable.

17.   Tender bid must include in their rates, applicable GST and any other tax and duty or other levies in force levied by the Central Government or any State Government or Local Authority if applicable and inclusive of all charges.

18.   The intending bidder can obtain any clarifications regarding the tender document, scope of work, etc. if any from the office of the department **Computer Center, Mr. Lingaraj Panda, Email: lingaraj@igidr.ac.in, Tel:69096581/548, Mobile:9967635444** on any Institute`s working day.

I/We hereby declare that I/we have read and understood the above instructions which will remain binding upon me/us.

Place :   Signature of Bidder

Date :   With the seal of their company

TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1.   The successful bidder shall not assign the sub-contract. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.

2.   The successful bidder shall carry out all the work strictly in accordance with the scope of work, technical specifications, and as per detailed instructions of the Institute.

3.   The successful bidder must cooperate with the other contractor appointed by the Institute so that the work shall proceed smoothly to the satisfaction of the Institute.

4.   In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon,** for a mutual decision.

5.   **Arbitration Clause**: In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The arbitral tribunal's award shall be final, conclusive, and binding upon the Successful Bidder and the Institute.

6.   **Payment Terms:**

 i. 100% Payment will be released only after successful implementation of the website and go live. No advance payment will be made.

ii.Income tax and all other applicable taxes shall be deducted at source as per prevailing Govt—rules in this regard.

7. **Delivery & Installation:** The design and development of website should be completed within a period of **10 weeks** from the date of placing the purchase order. The installation will be considered complete and the warranty period will commence only when all the hardware, software, etc. components are installed, commissioned and working satisfactorily and website Go live .

8. **Warranty and Support:**

The warranty period is one year from the date of website go live and all the support related to the website should be provided within one year.

9. **Penalty:**

If the selected firm fails to deliver the service, a penalty (1% of the project value per week maximum 5%) to such effect would be charged. IGIDR reserves the right to forfeit the security deposit if any.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :   Signature of Bidder

Date :   With the seal of their company

SECTION-'D'

PRE-QUALIFICATION CRITERIA

Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:

Eligibility for Bidders

The Agencies that fulfill the following requirements shall be eligible to apply:

a) Copy of Registration of Firm Certificate of Incorporation of company or Partnership deed.
b) Copy of Registration of Goods & Service Tax and PAN
c) The bidder should have an average annual turnover of INR **50 lakh** in the last 3 financial years. Submit copies of the audited Balance Sheet and Profit & Loss account /CA Certificate for the last three years.

d) Either the Registered Office or one of the Branch Offices of the bidder should be located in the territory of MMRDA.
e) The bidder should have at least executed 3 similar works for the Government (State/ Central/Autonomous) organization/institutes/universities, as on tender submission deadline.
f) The bidder should not be blacklisted by any Govt. organization /PSU during the last 3 years. A declaration certificate to this effect is to be submitted as per the format given in Annexure-1.
g) The Bidder must have prior experience in supply, installation, testing and commissioning of similar work supporting documents should be provided to verify the same.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letterhead of the company, to be submitted along with the qualification bid duly stamped and signed by the authorized person of the agency.

● **Information to be furnished by the bidder: (as per annexure-C)**

1. **Notification of Award:**

a) After determining the successful bidder, the Institute shall issue a work order in duplicate, which will return one copy to the IGIDR duly acknowledged, accepted, and signed by the authorized signatory within seven (07) days of receipt of the same by the successful bidder.

b) The issuance of the Work Order to the successful bidder shall constitute an integral part of the Agreement and will be binding to the successful bidder.

Date: Signature of the bidder with company seal

BACKGROUND

Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established and fully funded by the Reserve Bank of India for carrying out research on development issues from a multi-disciplinary point of view.

IGIDR was registered as an autonomous society on November 14, 1986 and as a public trust in January 1987. On December 28, 1987 the campus was inaugurated by Late. Shri Rajiv Gandhi, the then Prime Minister of India.

Subsequently, the Institute was recognized as a Deemed University under Section 3 of the UGC Act.

Starting as a purely research institution, it rapidly developed into a full-fledged teaching cum research organisation when it launched a Ph.D. program in the field of development studies in 1990. The objective of the Ph.D. programme is to produce researchers with diverse disciplinary backgrounds who can address issues of economics, energy and environment policies. In 1995, the institute initiated the M. Phil programme. The M.Sc. programme commenced in 2003 to introduce students to the world of research at an earlier stage.

At present the Institute has about 26 full time faculty members, 24 non-academic staff and about 140 M.Sc./Ph.D students.

OVERVIEW: The existing website of the Institute can be accessed/viewed at https://www.igidr.ac.in. The contents are fetched from the Institute's database system. The site provides information on history and background about the institute and presents up to date information on the administrative and academic structure, courses being offered, details about the faculty, forms, results, research, careers/ jobs, tenders, notices etc. The site provides information related to RTIs. The contents are fetched from the database system.

OBJECTIVE: IGIDR plans to have a dynamic state-of-the-art web portal which would reflect the vision of IGIDR's various functions, activities, profile and add to the Institute's vibrant academic environment and campus life. This means the proposed website shall have an eye-catching presentation of information, blend up-to-date information, current data & information that can go lively. The purpose is also to have an improved look & feel with the latest design features & elements, which an international institution can be able to capture. The website should be elegant and uncluttered in look, and user friendly in its layout design and content.

Keeping in view of technological enhancements in web technology, IGIDR plans to design its new website so as to develop a dynamic database driven website with latest features and web guidelines. The newly developed website would also provide role-based management for routine updates by various departments within the IGIDR.

The Website to be developed shall meet the requirements of IGIDR and should be security audited from CERT-IN/CERT-IN Empanelled Service.

Providers and shall be deployed on a hybrid model with the primary server on cloud and secondary server on premises. In addition to above, the selected service provider will also carry out the migration of existing data from IGIDR website and all associated web pages to the proposed new website. The proposed website should have the provision to remove/deactivate/add the existing/new programs/new forms along with their respective content.

To meet this objective, IGIDR invites competent, reputed, experienced and financially sound agencies/firms and professional organizations/firms having proven expertise in System Study, Design, Development, Implementation and Maintenance of Websites / Web Portals / Web enabled applications using latest available technologies like PHP, MySQL, Open Source CMS - **WordPress** are to submit their RFP against this document.

TARGET AUDIENCE OF WEBSITE: For all the envisaged portal will be used by the students, faculty members and administrative staff for their day-to-day activities. It will also be used by prospective students and employees, visitors, partner institutes and businesses, other government departments and agencies, and the public in India and abroad. The main audience of our website would be:

The prospective students and their family members: These are the people who are the aspiring MSc./PhD. students and their family members.

Companies interested in hiring our students (Recruiters) – We would like to use our website to attract the big recruiters in the management field. Through our website, we would like to attract the companies to come for campus hiring.

Current students/faculty/staff of the Institute – They would be getting all their day- to-day needs met for their study/teaching/courses/schedule/fees.

Alumni – The students who have passed out of the institute.

Prospective employees (Faculty/Staff) – To attract faculty and staff that would form the backbone of our institute.

General visitors – These surfers would be looking at the course curriculum and research happening at IGIDR We need to showcase all our achievements in teaching and research and all the activities that are going on in the institute.

New Website Functionality Requirements

The website will be based on a Web Content Management System (Open Source WCMS are preferred). The website should have the following features-

- Web Content Management System: We would like to have an easy-to-use web content management system (WCMS) - **Wordpress** for our website which can be maintained effortlessly and can be learnt easily by users. All the pages including home page must be editable. The content management system should provide an easy User Interface functionality to create event photo gallery, video gallery and it should have Menu Management i.e. Ability to add, move, delete, modify menus on the site.

- Technology: The new website should use Web 3.0 based tools and open-source software like LAMP architecture, JavaScript/jQuery, HTML5, CSS3, etc. Following are the advised open-source technologies to be used on latest **Linux operating system.**

- Single Sign-On: The website should support Single Sign-On so that future automations like Recruitments Portal / Placements Portal / Academic Information System etc can easily integrated into the website or through API integration if required in future.

- Security of Website: The website should allow secured socket layer. The website shall be security audited according to OWASP (Open Web application Security Project) application security verification standard.

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

- Professional Branding: Provide attractive branding to the institute through the website. A site must be visually appealing, polished and professional.

- Content: Along with style, our website must have substance and complete information.

- Functionality: Each component of our site 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.

- **COPY EDITING**: All the static web pages of the institute must be copy edited by a professional editor.

- The new website should have a provision to add a Complete Virtual Tour Solution for the institute/departments.

- The Service Provider will be responsible for taking regular backups periodically at the regular interval as agreed between the Institute and the concerned Service Provider. Also, the Service Provider will be responsible for providing the said backups to the Institute's local server.

- Cross-platform/browser compatibility: The website should work for all the different kinds of browsers and their different versions. It should not break or look different across the different platforms. Websites should be responsive and should work perfectly and seamlessly on all devices of different screen sizes. Websites should be accessible on all platforms and all major popular browsers (e.g., Microsoft Edge, Mozilla Firefox, Google Chrome, Safari, Opera, etc). Compatibility across all the browsers must be provided.

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

- Search Engine Optimized (SEO): The website should be optimized for the search engine so that it is appearing high in the search results.

- Mobile website: The website should be working well when opened from the mobile devices and should look attractive in mobile too as many users are using mobile devices to browse through the websites.

- Payment Gateway: Website should be enabled to microsite (like Conference) /E-Forms with payment gateway.

- Good search feature: The website should have good search feature. All the content should be easily searchable from the website itself.

- Chat Bot features for basic inquiry related to admission and student related information.

- Interaction with Web committee of IGIDR : New website design should be approved on the development version and should involve multiple iterations with the IGIDR web committee .

- Good Error Handling: It should be able to handle failure scenarios well like content not found, link redirection etc.

- Import of content: All applicable content should be imported from current website.

- Web Content Accessibility: Website should follow Web Content Accessibility Guidelines (WCAG) as per GOI guidelines (GIGW), refer https://guidelines.india.gov.in and certified by the Standardization Testing and Quality Certification (STQC), refer https://meity.gov.in/content/stqc and be social media enabled.

- Performance Optimization: Back end performance optimization like DB structure, query optimization to be done to enhance user experience in terms of fast load times and good mobile experience.

- Deployment and Hosting: Vendor will deploy the website on IGIDR Servers or on a designated site in the cloud or both and will ensure Go-Live readiness in all aspects.

- Service Provider /bidder shall carry out the Data migration /Porting of existing data into the new website.

- Service Provider /bidder shall get the website GIGW certified from STQC and security audited from CERT-In/CERT-In Empaneled Service Providers.

- The Service Provider/bidder would be required to provide Warranty, Maintenance, and Technical Support from the date of go live , and annual maintenance of the website with remote technical support and onsite technical support as and when required within one year warranty period.

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

- **Training of the IT Staff:** Vendor will provide training (face-to-face or through remote web conference) to IGIDR IT 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 vendor (like Beta testing, Load testing, User Acceptance Testing, etc)

- **Social media integration:** The website should have good social media integration.

- **Copyright and Property:** Designed, technical documents and source code is the property of IGIDR . Hence, the vendor is expected to submit all the required documents/media post go live and after implementation.

- **End to End Commissioning of the Website:** End to End Commissioning of the Website will include Mockup Design, Development, Testing, Pre-launch, Go-Live and Training, Maintenance and Support for one year.

SECTION-'F'

Evaluation of Technical Bid

Only those bidders who cross the threshold level (60%) of the technical evaluation shall be considered for the financial bid evaluation. Scoring Parameters used for scoring will be based on the relevance and nature of past experience, approach proposed, experience in the domain area, and experience and skill of the core team .

Evaluation of the technical bid will be based on the following parameters

Sr No	Particulars	Weightage
1	The bidder must display through understanding of the requirements of the project. The bid will be evaluated on the following components – understanding of the Proposed Solution, Information regarding the Technology to be used, website design& development strategy, and how the requirements provided in the section: "New website functionality requirement" given in this document is going to be satisfied. **Presentation would be given to the Web committee of the IGIDR.**	40%
2	Average annual turnover during last 3 financial years • Above 50 Lakhs – 10 Marks • Above 20 Lakhs to 50 Lakhs – 8 Marks • Above 10 Lakhs to 20 Lakhs – 6 Marks • Below 10 Lakhs – 04 Marks	10%
3	Experience • Above 5 years – 15 Marks • Above 4 years to 5years – 12 Marks • Above 3 years to 4years – 9 Marks	15%
4	Certification (CMMI Level 3 and above) for Software Design – 10 Marks Certification (CMMI Level less than 3) for Software Design – 5 Marks	10%
5	Should have successfully executed at least 3 websites (in the last 5years) developments, implementation and maintenance projects excluding hardware (Copy of PO & Proven Experience shall be considered as proof of completion of the project) • 3 projects– 10 Marks • 5 projects– 15 Marks • Above 5 projects – 20 Marks	20%
6	Website update and maintenance support (24x7x365) details with number of dedicated manpower for this project	5%
	Total	100%

Time-Frame for the Website Development :

T0, stands for date of given work order.

Stage	Activity Plan	Duration	Indicative Timelines
T1	Website Prototype presentation (3 in number to select one for deployment)	T0 + 2 weeks	
T2	Website Design, Development , Deployment and hosting (Including bug fixing)	5 weeks	
T3	Migration of existing data and other content to the production server	1 week	
T3	UAT , Training, Content up-gradation and make it live	2 weeks	

The completion of each stage needs to be presented and approved by the website committee.

Serial No	Item Description	Amount	GST	Total
1	Design and Development and migration of the existing content of the old website to new website as per requirement mentioned in the section: "New website functionality requirement" given in this document with one year maintenance of the website.			
2	Hosting Cost per annum with SSL Server with 6 core , 16 GB RAM, 128 GB storage.			
	Total			

Total Amount in words :

Date: Sign & Stamp of the bidder

Annexure - A

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The Registrar

Indira Gandhi Institute of Development Research

Film City Road, Santosh Nagar,

Goregaon (East),

Mumbai – 400 065.

We hereby confirm and declare that we, M/s --, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

Annexure - B

FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)
(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED COMMERCIAL BANKS (WHETHER
SITUATED AT Mumbai OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL
BRANCH AT Mumbai)
To, The Registrar, Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065

LETTER OF GUARANTEE
WHEREAS for Indira Gandhi Institute of Development Research(IGIDR), Goregaon East, Mumbai-400065 (Buyer) has invited tender vide Tender NIT …
dated ………, for xxxxxxxxxx Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065
AND WHEREAS the said tender document requires that eligible successful bidder
(seller).. wishing to supply the Item(s) etc. in response
thereto shall establish an irrevocable Performance Bank Guarantee in favour of Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065 " in the form of Bank Guarantee for Rs
.... (--% of the contract value) and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the seller, including warranty and AMC obligations from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the seller) shall submit the same within 15 (Fifteen) days from the date of Award of Contract. NOW THIS BANK HEREBY GUARANTEES that in the event of
the said bidder (seller) fails to abide by any of the conditions referred to in the tender document / Award of Contract/performance of the equipment/machinery, etc. this Bank shall pay to Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065
 on demand and without protest or demur Rs
........................(Rupees.).
This Bank further agrees that the decision of IGIDR (Buyer) as to whether the
said bidder (Seller) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding. We, ... (name of the Bank
& branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Seller) and/ IGIDR (Buyer).
Notwithstanding anything contained herein: 1. Our liability under this Bank Guarantee shall not exceed Rs. ....(Indian Rupees only). 2. This Bank Guarantee shall be valid up to
.... (date) and 3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IGIDR serve upon us a
written claim or demand on or before..........................(date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at
.... situated at.................. .... (Address of local branch).

Yours

truly,
Signature and seal of the guarantor:
Name of Bank:
Address

Annexure - C

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office: Mobile Number of contact person/account manager Fax No. E-Mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the firm/company was formed/ incorporated.	
5	Type of organization (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose copy of the partnership deed, Articles of Association, or Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY 2022-23………….. FY 2021-22…………... FY 2020-21 / 2023-24…………..
8	NEFT BANK DETAILS	

Annexure - D

Checklist of Documents to be submitted

(Please attach the following documents only and save the tree)

1. EMD (DD/FD/BG/UTR details in case of NEFT) or copy of MSME certificate
2. Offer letter in your company letterhead with stamp and sign
3. Copy of Registration of Firm Certificate of Incorporation of company or Partnership deed.
4. Copy of Registration of Goods & Service Tax and PAN
5. Copy of last 3 years' audited balance sheet and profit loss account only.
6. If asked in PQ, OEM certificate/ authorization letter related to the tender.
7. Reference Purchase order / Work order copy of clients for similar work as per PQ
8. Declaration certificate (not blacklisted) as per Annexure -A
9. Stamped/Signed copy of this tender document
10. Technical bid documents with stamp and sign, product data sheets
11. Financial bid on company letterhead with stamp and sign **enclosed in separate Email/envelope** as per general instruction in tender

Annexure-E

Social media icons

Home   Admissions   Alumni   Careers   Library   Photo Gallery   Placement   Tenders   Contact Us   [Search Box]
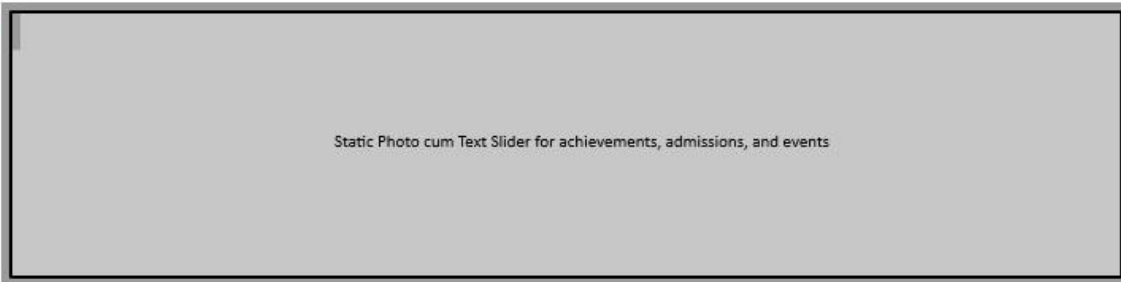
Indira Gandhi Institute of Development Research
(Deemed to be University)

Autonomous Institute Established by Reserve Bank of India

Home

About Us   Academic Programmes   Academic Outreach   Accreditation   Events   People   Research and Publications   Training and Workshops

Static Photo cum Text Slider for achievements, admissions, and events

Media: Moving text for all media articles

Research@IGIDR   What is New

RTI (on footer)

As the main page will not be a one screen page all the blocks will be displayed down wise for highlighting the Main content

Annexure -F

Proposed Site Map for New IGIDR Website

- **About Us**
  - About IGIDR
    - History
    - Vision and Values
  - Directors Message
  - Governance
    - Board of Management
    - Academic Council
    - Finance Committee
    - Statutory Bodies and Committees
    - Organogram
  - Infrastructure
    - Computing
    - Library
    - Gym, Hostel, Swimming pool etc.
- **Academic Programmes**
  - MSc
  - PhD
  - Foreign (*if to be added*)
- **Academic Outreach**
  - Post-Doctoral Fellow
  - Visiting Scholars Programme
  - Visiting Students Programme
- **Accreditation**
  - IQAC
  - NAAC
  - NIRF
- **Admissions**
  - MSc & PhD
    - About
    - Eligibility   [These will heads in the admission page]
    - Fee Structure
    - Notifications
    - Timeline

- **Contact Us (As presently available on existing website)**
  - Listing of Important Contacts

- o Google Map
- **Events**
  - o Conferences
  - o Convocation
  - o Seminars
- **Library**
  - o About Library
    - o Library Timings
    - o Collection
  - o Databases
  - o Current Journals
  - o Electronic Books
  - o Electronic Journals
  - o E-Library
  - o Resources for Economists   [These are links on the library page]
    - o Indian Economy
    - o Online Resources
  - o Inter-Library Cooperation
  - o Journal Holdings
  - o Kautilya Digital Repository
  - o Monthly Additions
  - o Online Catalogue
  - o Open Index Initiative
  - o Remote Access
  - o Services
  - o Union Catalogue

- **People**
  - o Faculty
  - o Visiting Faculty
  - o Emeritus Professor
  - o Non-Resident Honorary Distinguished Fellows
  - o Staff
  - o Students
    - o MSc
    - o PhD
      - o Course Work
      - o Registered
    - o Foreign

- **Photo Gallery**
  - Year (Event wise Photographs)
- **Placement**
  - About
  - Deans Message
  - Job Market Candidates
    - MSc
    - PhD
  - Past Recruiters
  - Placement Brochure
  - Placement Committee
  - Placement Process
  - Rules for potential Employers
  - Why recruit at IGIDR?
  - Contact
- **Research and Publications**
  - Publications
    - Annual Report
    - Books and Monographs
    - Discussion Papers [DP]
    - India Development Report
    - Journal Articles/Book Chapters [RP]
    - Newsletters
      - EconBuzz
      - EconPrism
    - Non-Resident Honorary Distinguished Fellows Publications
    - Proceeding/Project Reports [PP]
    - Working Papers [WP]
  - Projects
- **Tenders**
  - Listing with a link to Archives year wise
- **Training and Workshops (Year wise Listing)**
  - 2023
  - 2024