



**MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES**  
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

**TENDER DOCUMENT FOR “AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT”.  
(IN TWO BID SYSTEM).**

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No 1 Development Enclave, Rao Tula Ram Marg,  
**Delhi Cantt, New Delhi – 110 010**  
 Ph. No., 26717983 Extn.7223  
 Email: webmaster.idsa@nic.in

F.No. MP-IDSA/WEBSITE/2025-26

Date: 13.06.2025

**E- TENDER NOTICE FOR “AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT” (IN TWO BID SYSTEM)**

Online bids are invited under two bid system from OEM or its Authorised service centers, experienced contractors / agencies for **“AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT”. (IN TWO BID SYSTEM )** at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available online from the date of tender publication at <https://gem.gov.in> , [www.idsa.in](http://www.idsa.in) and <https://eprocure.gov.in/epublish>. The interested bidders are advised to register themselves with e-procurement Portal at - **GeM** to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the **GeM**, latest by **07 July 2025 by 1500 hrs.** Hard copies of the relevant documents also to be submitted along with Demand Draft for Rs.16,000/- (**Sixteen Thousand Only**) in favour of **“Manohar Parrikar Institute for Defence Studies and Analyses” payable at New Delhi** as Earnest Money Deposit and , all pages signed and stamped, which shall be submitted in sealed cover to the **Webmaster, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 07<sup>th</sup> July 2025** duly mentioning on top right hand corner of the sealed envelope **“EMD and Supporting documents “AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT”.**

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of bid document as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

All bidders and/or their representatives, if they so desire, may be present at the opening of online opening of tender (Technical Bids/Financial Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained. **Both technical and financial bid should be submitted in the E-procurement portal (GeM) as mentioned above.** The Financial bid shall be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids. MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app>, MP-IDSA website and GeM shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with MP-IDSA.

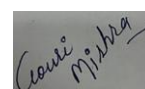
**Critical Dates of Tender:**

(i) Publish Date & Time	16/06/2025, 10:00 hrs
(ii) Document Download Start Date & Time	16/06/2025, 10:30 hrs
(iii) Bid Submission Start Date & Time	16/06/2025, 11:00 hrs
(iv) Bid Submission End Date & Time	07/07/2025, 15:00 hrs
(v) Offline submission, EMD and other supporting documents	07/07/2025, 15:00 hrs
(vi) Bid Opening Date & Time	07/07/2025, 15:30 hrs
(vii) Cost of Tender	Free of cost

**Note:**

1. Contractor shall inspect the Campus & assess its requirement before bidding the tender.
2. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".

**Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, [www.idsa.in](http://www.idsa.in) and <https://eprocure.gov.in/epublish> only.**



Gouri Mishra  
(Webmaster)

**Appendix A****Tender Document for AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT**

(Two Bid System)

**MEMORANDUM OF WORK IN BRIEF**

1.	Name of work	AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT
2.	Earnest Money	Rs 16,000/-
3.	Cost of Tender Document	Free of cost/-.
4.	Validity period	90 days
5.	Security Deposit	10 % of Annual contract value
6.	Period of Contract	Three years
7.	Last date of Submission of Tender	07.07.2025 - 1500 Hrs.
8.	Mode of Sending	a. EMD and relevant documents of Technical bid n sealed cover by Speed post/Hand Delivery in the tender box kept at reception in addition to online submission. b. Tender sent by ordinary post will be rejected out rightly.
9.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder...

Signature of bidder

Gouri Mishra  
(Webmaster)

**Manohar Parrikar Institute for Defence Studies and Analyses  
No 1, Development Enclave, Rao Tula Ram Marg, New Delhi-110010**

**TENDER DOCUMENT FOR**

**AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT**

**LAST DATE OF SUBMISSION: 07<sup>th</sup> July 2025 UP TO 1500 HRS**

**Subject: AMC of MP-IDSA Website including Security Audit**

Dear Sir(s),

Online Bids are invited for AMC of MP-IDSA Website including Security Audit through two bid system as per scope/specifications of works given in Appendix-‘A’ enclosed. Conditions of the order shall be as follows:

- a. Tender Document can also be downloaded from our website or online portal of GeM, free of cost.
- b. Tenderers are advised to go through this tender document carefully as well as visit the MP-IDSA (<https://www.idsa.in/>) and acquaint the website conditions before submission of tender.
- c. Hard Copy of the duly filled and sealed tender document including complete set of supporting documents in two separate envelopes as indicated below, shall be submitted to the Webmaster at the address indicated above before the last date. Price bid shall accepted through online mode only. Open/manual price bid shall be rejected immediately.

**Envelop**

Complete set of Tender document as issued, duly filled and signed by the tenderer on all pages (Including Annexures) along with all supporting documents, etc and earnest money deposit of Rs 16,000/- in form of demand draft in favour of MP-IDSA, Payable at New Delhi shall be submitted by speed post or in the tender box placed at the reception. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.



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### **General Conditions of Tender**

#### **1. Scope of work**

AMC of MP-IDSA Website including Security Audit as per its Annexures.

#### **2. Deployment of staff: The Vendor shall always/whenever required deploy a minimum strength of experienced staff as follows:-**

(i) Sr WordPress Designer cum Developer (skilled)	-	01 No
Total	=	01 Nos.

The Contract is service based. Contractor has to deploy man power on daily basis (including Saturdays / Sundays and holidays or whenever required). Failing which Payment will be deducted Prorate from Contractor's bill for every default. Normally Saturday & Sunday is closed.

No additional payment shall be made on any account if contractor keeps more staff at site for completing the pending work or regular strength is not able to perform satisfactorily as per contractual provision.

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable action shall be taken. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc. before deputing the worker.

Contractor is required to get the police verification within a period of one month. The person to be deploy must be covid-19 vaccinated. All employees of the contractor must be free from infectious diseases and medically fit.

Contractor shall be solely responsible for the credential / acts of his staff / workers.

Contractor is required to make timely payment (before 10<sup>th</sup> of every month) to his staff without waiting for the payment received from MP- IDSA including various statutory authorities. The Institute reserves the right to check the same. Before raising every bill, the contractor has to give a certificate that he has paid all Govt. liabilities and Labour payment as per minimum wages Act for the previous month...

MP-IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, after receipt of

instruction in writing from the Institute. No claim shall be entertained on account of any such rejection.

It is purely responsibility of contractor to follow all govt. obligation and applicable rules regarding qualifications/experience of technician. Contractor has to ensure to follow Minimum wages Act, EPF, ESI and bonus act and other statutory requirements.

Contractor is required to get the police verification within a period of one month. The person to be deploy must be covid-19 vaccinated. All employees of the contractor must be free from infectious diseases and medically fit.

3. **Minimum Qualification of deployed staff**. The minimum qualification of deployed staff will be as follows:-

**i) WordPress Designer cum Developer**

- **Bachelor's degree** in Computer Science, Information Technology, Web Development, or a related field.
- (Optional) Master's degree or specialized certifications in web technologies can be a plus.

**ii) Technical Skills & Expertise (Must-Have):**

**a) WordPress Expertise:**

- Deep understanding of the WordPress core, themes, and plugin architecture.
- Experience in developing **custom themes** and **custom plugins** from scratch.
- Familiarity with **WordPress APIs** (REST API, Hooks, Filters, etc.)

**b) Frontend Technologies:**

- HTML5, CSS3, JavaScript (ES6+), jQuery
- Responsive design and cross-browser compatibility
- Experience with frameworks like **Bootstrap** or **Tailwind CSS**

**c) Backend Technologies:**

- Strong **PHP** skills (WordPress is PHP-based)
- MySQL or MariaDB for database queries and optimization

**d) Version Control & Tools:**

- Git (GitHub, GitLab, Bitbucket)
- Knowledge of build tools (Webpack, Gulp, etc.)

e) **Deployment & Hosting:**

- Experience with **cPanel, WP-CLI, Apache/Nginx/Linux** and **SSH**
- Familiarity with staging environments and **CI/CD pipelines**

f) **Security & Performance:**

- Understanding of WordPress security best practices
- Optimization for speed (caching, minimizing queries, etc.)

iii) **Experience Requirements:**

- Minimum **3–4 years** of professional experience in WordPress development.
- Proven portfolio of complex WordPress projects (custom themes/plugins).

**4. Post-Selection Manpower Submission & Approval**

- After the final selection of the vendor, the agency shall be required to **submit the resume/CV and supporting certificates** of the proposed on-site manpower for departmental approval.
- The manpower must meet the **minimum qualification and experience criteria** as defined in the tender/scope document.
- The department shall conduct an **interview and technical interaction** with the proposed personnel to assess their suitability for the role.
- Only upon successful clearance in the interview and verification of credentials, the manpower shall be considered **approved for deployment**.
- If the proposed manpower is found unsuitable, the agency shall be required to **submit alternative profiles** until a technically acceptable candidate is finalized.
- Deployment shall not begin until written approval of manpower is provided by the department.

**5. Compliance with all statutory requirements & Safety Management**

(a) The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws , statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time, including and not limited to labour laws including mandatory requirements with regard to minimum wages , EPF, ESI, bonus etc as per the latest notification of NCT Delhi , shall all the requisite permissions and licenses



from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General, MP-IDSA would be entitled to reject the accepted bid.

(b) The Contractor will Initiate and maintain safety management programme to protect contractor's employees from hazardous situations through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe working performance.

(c) IDSA shall not be responsible for any hazard / accident during operation and maintenance during the contract period. It is the purely responsibility of Contractor to Compliance with statutory requirements including minimum wages , EPF, ESI and bonus including all applicable labour laws . Contractor shall indemnify IDSA in case any audit conducted in this regard by any authority.

6. **Routine maintenance/ Preventive Maintenance**: The contractor shall do the preventive maintenance as per requirement of website.

7. **Earnest Money Deposit**: Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 16,000/-** by demand draft / PO favoring **“Manohar Parrikar for Defence Studies and Analyses” payable at New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity or latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from the awardee as called for in the contract. EMD is not required to be submitted by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

## 8. **SECURITY DEPOSIT**:

- On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the annual contract value as security deposit in accordance with the conditions of contract and as acceptable to the Institute.

- Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the IDSA may make the award to the next lowest evaluated bidder.
- No Interest will be payable on Security Deposit.
- EMD of successful bidders may be converted into security deposit, if bidder wishes so.

9. **Duration Of contract:** The contract shall be valid for **three years** which will be subject to further extension at the discretion of the competent authority before expiry of the contract as mutually agreed terms and conditions, subject to satisfactory performance and wages as per minimum wages of Govt. of NCT Delhi latest notification for the that period or as may be agreed to. **The contract can be cancelled unilaterally by the institute in case service is not rendered satisfactorily. The Contract shall be reviewed every year, if services not found satisfactory, the contract shall be terminated after giving three months' notice.**

10. **Termination of the contract:**

(a) The contract can be terminated by MP- IDSA by serving Three month notice in writing without assigning any reason to the contractor. If the contractor wants to terminate the contract, he has to give three months notice in writing to Institute with valid reasons.

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period or upon termination thereof, the contractor shall forth with return to the institute upon request, all the institute's property (including but not limited to the material, documents, information, access keys).

(d) Additionally, the contractor shall give a written undertaking that he has not retained any movable property belonged to the Institute and in particular shall undertake that he has not made any duplicate of access keys which are still in his possession or his employee and that he shall indemnify the Institute in the event of any losses attributable to such acts / omission on the part of contractor and /or his employees, agents etc.

(e) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the contractor have to vacate the premises within a period of three month of written notice. MP-IDSA should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract.

(f) During MP- IDSA's, Audit if any overpayment /under payment detected by either parties, both parties shall reconcile the accounts and shall be liable for payment.

**11. SUBMISSION OF TENDER:** The technical Bid and the Price Bid shall have to be submitted online on GEM .Tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & price bid Formats without any ambiguity.

**12. OPENING OF TENDERS:** **Price Bid** will be opened online after scrutinizing the technical bids by the committee constituted by the Institute. All qualified Tenderers will be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present.

**13.** MP- IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. MP-IDSA also reserves the right to reject all or any tender. MP-IDSA reserve right for changes/relaxation in eligibility criteria at any time.

**14. SIGNING OF CONTRACT:** On receipt of acceptance of LOI, the successful bidder has to deposit the security amount within 7 days and execute the necessary contract agreement with IDSA within 3 days thereafter.

**15. Mode of payment:** Payment shall be made on **Quarterly Basis** on production of bills in duplicate duly verified by Webmaster. It is duty of contractor to pay salaries to his workers on monthly basis. If any non payment / under payment complaint is received, Contract may be terminated with immediate effect after verification of Complaint.

**16. Liability to Damage** The selected agency shall be fully responsible for any **loss, corruption, or unauthorized access to MP-IDSA website data** arising due to negligence, misconfiguration, malware injection, or failure to apply timely updates/patches.

**Any damage caused to the website infrastructure, hosting environment, or user data as a result of the vendor's actions or inactions shall be rectified at the agency's own cost, without any financial liability on the department.**

**17. Handing/Taking Over:** At the **start of the contract**, the selected agency shall formally **take over the website**, including source code, credentials, content repository, backup files, hosting access (where applicable), SSL information, and existing audit reports from the concerned department or outgoing vendor (if any). A proper **Taking Over Certificate** shall be signed by both parties.

At the **end of the contract period** or upon earlier termination, the agency shall ensure a smooth **handover of all technical assets** to the department or newly selected agency, which includes:

- Updated source code with documentation
- All access credentials (admin, FTP, cPanel, etc.)
- Latest website backup (code and database)
- SSL certificates and keys
- Security audit compliance records
- Technical documentation and configuration files

The agency shall also provide **technical support for a minimum of 15 working days** during the handover phase to ensure seamless transition and continuity of service.

Any deliberate withholding of information, credentials, or incomplete handover will be considered a **breach of contract**, and appropriate action, including financial penalty, may be initiated.

**18. Equipment/Installations:** While the AMC primarily pertains to software services, **any tools, utilities, software licenses, or monitoring systems required for effective management, maintenance, or security of the website shall be arranged and installed by the selected agency at their own cost, unless otherwise specified.**

## **19. INDEMNITY**

- a) The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of any death or personal injury, loss of or damage to property, financial loss arising from fault/ negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice

given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or and y other loss which is caused directly of indirectly by nay act or omission of the Contractor/ his employees / agents and /or representatives.

- b) The decision of the Director General, MP-IDSA in this regard shall be final and binding.

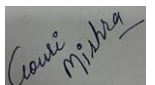
**20. Dispute Resolution:** Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, MP-IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, MP-IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of Courts of competent jurisdiction at New Delhi. Upon acceptance of the bid, no sub-letting/transfer would be allowed by the contractor except with the prior written permission of the Director General, MP- IDSA.

26. Standard force-majeure conditions would apply.

**21. Mode of selection:** Contract will be awarded to the bidders who emerged over all lowest in table given in price bid format.

Kindly Acknowledge.

**22.** The contract shall remain valid for a period of three (03) years on the same price, terms, and conditions as mentioned herein.



Gouri Mishra  
(Webmaster)

## Appendix-A

**Detailed scope of work and Charter of duties for Contractor**

Sr. No.	Description	Remarks
1.	Content Management and Regular Updates	<ul style="list-style-type: none"> <li>• Uploading, updating, and archiving content (text, images, PDFs, notifications, etc.), Minor Development and change design if required.</li> <li>• Ensuring formatting and alignment as per GIGW guidelines</li> <li>• Maintaining multilingual support (if applicable)</li> </ul>
2.	Website Migration to NIC Hosting	<ul style="list-style-type: none"> <li>• Migration of the existing website to NIC's hosting environment (Virtualisation/Cloud setup)</li> <li>• Configuration of NIC servers including DNS, SSL, firewalls, and security settings</li> <li>• Backend and frontend data migration, testing, and validation</li> <li>• Ensuring minimal downtime and post-migration support</li> </ul>
2.	SSL Certificate Procurement & Configuration	<ul style="list-style-type: none"> <li>• Procurement and renewal of SSL certificates (minimum 2048-bit encryption) for 3 years.</li> <li>• Installation and configuration of SSL on NIC servers</li> <li>• Ensuring HTTPS redirection and secure user data handling</li> </ul>

3.	Mandatory Security Audit (VAPT)	<ul style="list-style-type: none"> <li>• Conducting <b>Vulnerability Assessment and Penetration Testing (VAPT)</b></li> <li>• Audit must be done by <b>CERT-IN empanelled agency only</b></li> <li>• Submission of audit reports and implementation of recommended security patches/fixes</li> <li>• ☐ Obtaining security clearance/certificate post rectification</li> </ul>
4.	Technical Support and Maintenance	<ul style="list-style-type: none"> <li>• Regular monitoring of site performance, uptime, and responsiveness</li> <li>• Fixing bugs, broken links, and page errors</li> <li>• Optimizing loading speed and mobile responsiveness</li> <li>• Ensuring compatibility with latest versions of browsers</li> </ul>
5.	Compliance and Accessibility	<ul style="list-style-type: none"> <li>• Ensuring compliance with GIGW 3.0 guidelines</li> <li>• Making the website accessible as per <b>WCAG 2.1 standards</b></li> <li>• ☐ Regular checks for STQC compliance (if applicable)</li> </ul>
6.	Backup and Recovery	<ul style="list-style-type: none"> <li>• Implementing automated daily/weekly backup of website data and files</li> <li>• ☐ Restoring data in case of accidental loss or cyber incidents</li> </ul>
7.	On-Site Technical Manpower Deployment	<ul style="list-style-type: none"> <li>• Deploying <b>qualified technical personnel on-site</b> (at department premises) for real-time content</li> </ul>

		<p>updates, troubleshooting, and urgent tasks</p> <ul style="list-style-type: none"> <li>• ☐ Ensuring availability during office hours and during major events or emergencies</li> </ul>
8.	Reporting and Coordination	<ul style="list-style-type: none"> <li>• Monthly technical health reports and update logs</li> <li>• Coordination with NIC, CERT-IN auditors, and departmental IT officers</li> <li>• Maintaining a service call log and resolution record</li> </ul>
9.	Support Duration	<ul style="list-style-type: none"> <li>• The AMC shall be valid for a period of <b>three (03) years</b>, renewable on performance and mutual agreement</li> <li>• Support must be available during office hours, and emergency support during non-working hours as per requirement</li> </ul>



**1. Eligibility Criteria and Technical Bid:**

1. The following documents & information should be attached with Tender Documents:

- 1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.
- 1.2 Details of works in hand.
- 1.3 Certified copy of Audited balance sheet of last three financial years.
- 1.4 Income tax return for last three financial years.
- 1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of previous works.
- 1.6 Registration No. with GST Dept. with latest challans.
- 1.7 Pan No of Partners/Firm.
- 1.8 PF and ESI registration with latest copies of challans
- 1.9 Permanent Man Power Details.

**2. Eligibility Criteria/ Prequalification Requirement:-**

Sr. No.	Parameter	General Bidder	MSME Bidder	Remarks
1.	EMD	Yes, Required	Exempted	
2.	Past Experience	3 Years	Exempted	Attach Completion certificate
3.	Turn Over	03 Years –average should not be less than 32 Lakh/Per Annum	Exempted	Attach Profit and Loss account of last 03 years
4.	Work in hand**	Firm should have one running AMC of similar nature	Firm should have one running AMC of similar nature	
5.	Control Office in Delhi/NCR	Yes, Required	Yes , Required	Attach Proof
6.	Clear Track Record	Firm Should not be black listed	Firm Should not be black listed	Attached Notary certificate of Rs 100

8	PF & ESI registration	Yes , Required	Exempted	
9	Technical Requirement	Experience of maintenance of Website	Exempted	

\*\* Similar nature means: The firm should have one or many AMC of Website and security audit.

Annexure I

### PREQUALIFICATION OF CONTRACTOR

#### Basic information

1.	a) Name of the applicant / organisation b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm a)  b)	

	<p>c)</p> <p>Enclose certified copies of document as evidence</p>	
5.	<p>Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.</p> <p>Enclose certified copies of document as evidence</p>	
6.	<p>Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence</p>	
7.	<p>No. of years of experience in the field and details of work in any other field.</p>	
8.	<p>Address of Delhi office through which the proposed work of the Institute will be handled and the Name &amp; Designation of officer in charge.</p>	
9.	<p>Yearly turnover of the organisation during last 3 years (year wise) and furnish audited balance sheet including Profit &amp; Loss A/c (Audited) for the last 3 financial years.</p>	
10.	<p>Name &amp; Address of PF office</p> <p>(where registration carried out, also mention year of registration)</p>	
11.	<p>Enclose copy of latest income tax clearance</p>	

	certificate.	
12.	PAN No/ GST No.	
13.	Details of registration for ESI.	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Other infrastructural information to be used/referred for this project (Proforma-4)	
17.	Furnish the names organization, you have completed the above mentioned jobs.	
18.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation.	Attach a separate sheet if required.
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	
21	Certificate /Undertaking on non judicial stamp	

	paper that the firm has not blacklisted by any of the organization dealt with	
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I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

**Sign. & Seal of the Tenderer**

**DATE:**

**PLACE:**

**PROFORMA – 1****LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 3 Years**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify	Contract Amount (Rs.)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information Actual amount of the work, if increased, give reasons	Enclose clients certificate for satisfactory completion.
1	2	3	4	5	6	7	8

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure".

2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

**PERFORMA – 2****B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2-persons (Engineers or top officials of the organization)	Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7



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Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.

### Proforma – 3

#### DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT.

Sr. No.	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

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Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

#### **Proforma 4**

#### **OTHER INFORMATION**

Sr. No.	Particulars
I)	OFFICE INFRASTRUCTURE
II)	WORKSHOP FACILITIES  A) Location B) Land Area C) Type of Structure D) Type of Facilities
III)	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

Note: Please furnish information in this performa only. Do not write 'as per enclosed sheet/brochure'.

**Form of Tender**

**(Note: the appendix forms part of the tender)**

**To,**

**MP-IDSA**

**No 1, Development Enclave**

**Rao Tularam Marg, New Delhi-110010.**

**Sir,**

**Name of work : AMC OF MP-IDSA WEBSITE INCLUDING SECURITY AUDIT**

- a. Having visited the website and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
- (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
- (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
- (c) If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from an insurance company approved by you.
- (d) We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
- (e) Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

- (f) We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- (g) We understand that you are not bound to accept the lowest or any tender you may receive.
- (h) We understand that our rates will be firm throughout the contract period.

Dated ..... Day of .....

Signature.....In the capacity of .....

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

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**(Through Online Mode only, offline price bid will be outrightly rejected)**

**Annexure-IV**

**Price Bid**

<b><u>Sr No</u></b>	<b><u>Description</u></b>	<b><u>Total Amount per Annum (Rs)</u> <u>Including GST</u></b>
1.	Deployment of One Onsite resource	
2.	Security Audit (Cert-In Empaneled Agency)	
3.	Hosting, SSL & Deployment with support services	
	Total Amount	

Amount in Words

(Rupees -----)

Signature of the bidder/applicant.

Date:

Seal

Note 1. These rates are remain same for entire contract period.

Note 2. TDS and GST shall be deducted as applicable.

Note 3. If any discrepancy found with the quoted amount in figures and words, higher of the two would be considered.