

पत्रांक : पर्या/वन -07/2007...523 (ई) / प०व०ज०प०

बिहार सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन विभाग

प्रेषक,

सुधीर कुमार,
वन संरक्षक-सह-अपर सचिव

सेवा में,

सचिव,
सूचना एवं जन-संपर्क विभाग,
पटना।

विषय

पटना 15, दिनांक 16/07/2021
बिहार राज्य जैव विविधता पर्वद, पटना के लिए वेबसाईट निर्माण कार्य के लिए निविदा प्रकाशित कराने के संबंध में।

महाशय,

उपर्युक्त विषयक के संबंध में सूचित करना है, कि बिहार राज्य जैव विविधता पर्वद, पटना के लिए वेबसाईट निर्माण किया जाना है। इस कार्य हेतु निविदा विज्ञापन तैयार किया गया है।

अनुरोध है कि प्रमुख क्षेत्रीय तथा राष्ट्रीय समाचार पत्रों (हिन्दी एवं अंग्रेजी) में इस विज्ञापन का रंगीन शीघ्र ही प्रकाशित कराने की कृपा की जाय।

अनु० : विज्ञापन की हार्ड कॉपी एवं सॉफ्ट कॉपी।

विश्वासमाजन,

16/7/2021

(सुधीर कुमार)

वन संरक्षक-सह-अपर सचिव

**Department of Environment, Forest and Climate Change,
Government of Bihar
Bihar State Biodiversity Board (BSBB)**

NOTICE INVITING TENDER FOR DESIGN AND DEVELOPMENT OF WEBSITE OF BSBB

Tender Enquiry No.- 04...../2021

Dated:- 09.07.2021

The Bihar State Biodiversity Board (BSBB), Patna an autonomous statutory body established under the Biological Diversity Act, 2002 & Bihar Biodiversity Rules, 2017 requires services of Individuals/Firms having experience in WEB DESIGNING for design and development of website of BSBB. The Individuals/Firms who wish to apply are requested to ensure that they fulfill all the terms and conditions mentioned in the Annexure before sending their proposals.

BSBB reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender process at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses along with documents at the prescribed address will be the sole responsibility of the responding agency.

Interested individuals/firms may fill in the tender forms and send in two separate covers – One cover super scribed as “Technical bid” containing Annexure-B and other supporting documents and second cover super scribed as “Financial bid” containing Annexure-C and envelope containing both the covers should be super scribed as “Tender for design & development of website of BSBB” and addressed to the Secretary, Bihar State Biodiversity Board, Patna 5th Floor, Bihar state building Construction Corporation Ltd. Campus, Shastri Nagar Patna-800023.

The last date for receipt of tender documents shall be 12.08.2021 at 2.00 p.m. The technical proposals will be opened on 12.08.2021 at 3.00 p.m.

Tender documents along with detailed descriptions of the items, terms and conditions of the tender can be purchased on payment of Rs. 1000 from the office of the Bihar State Biodiversity Board, Patna, 5th Floor, Bihar State Building Construction Corporation Ltd. Complex, Shastri Nagar, Patna-800023 or it can be downloaded from the website <https://state.bihar.gov.in/forest>

Tender Schedule/Programme

Sl.NO.	Activity	Date/Time
1.	Last Date and Time of Sale of Tender Documents	12.08.2021 at 10.00 AM.
2.	Pre Bid Discussion	30.07.2021 at 3.00 p.m.
3.	Closing Date & Time of Receipt of Tender	12.08.2021 before 2:00 p.m.
4.	Date of Opening of Tender and Technical Bid	12.08.2021 at 3.00 p.m.
5.	Contact Person/Nodal Officer of the Queries	Deputy Director, Bihar State Biodiversity Board, Patna. Mob: 9430963466 e-mail: bsbbbihar@gmail.com


(Sanjay Kumar Sinha)
Secretary,

Bihar State Biodiversity Board, Patna.

TENDER DOCUMENT
FOR
Design and Development of
WEBSITE of .
BIHAR STATE BIODIVERSITY BOARD

Bihar State Biodiversity Board
Department of Environment, Forest and Climate Change, Bihar
5th Floor, Bihar State Building Construction Corporation Ltd. Campus,
Shastri Nagar, Patna-800023
E-mail:-bsbbihar@gmail.com



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NOTICE INVITING TENDER (NIT)

“Tender Document for Design and Development of Website of Bihar State Biodiversity Board”

1	LAST DATE for receipt of Tender	: 12.08.2021 before 02.00 P.M.
	Date & Time of opening of Tender	: 12.08.2021 @ 03.00 P.M.
	Pre bid meeting :	<p>Date and time: 30.07.2021 @ 3.00 PM Venue: Bihar State Biodiversity Board, Department of Environment, Forest and Climate Change, Bihar 5th Floor, Bihar State Building Construction Corporation Ltd. Campus, Shastri Nagar, Patna-800023 Clarifications if any on the specifications, tender conditions etc. may be raised and will be clarified during the pre-bid meeting for the above tender.</p>
	Technical Presentation Meeting	Date and Venue of technical presentation will be intimated to the vendors who have qualified as per eligibility criteria of technical bid.
A	Submission of Tender	<p>: Technical Bid & Price Bid should be in separate cover with specification on the cover as “Technical Bid” & “Price Bid” as the case may be.</p> <p>The above two independent covers should be placed in one big cover and sealed with the superscription on the left hand side OPEN TENDER FOR “Tender Document for Design and Development of Website of Bihar State Biodiversity Board” due on 12.08.2021 at 2.00 p.m.</p> <p>The tender cover should be sent to: The Secretary, Bihar State Biodiversity Board 5th Floor, Bihar state building Construction Corporation Ltd. Campus, Shastri Nagar Patna-800023</p> <p>Right is reserved to ignore any tender which fails to comply with the above instructions. Tender should be sent either by Registered Post Acknowledgement due or through messenger. If the Tender is sent through Messenger, the same has to be dropped in the TENDER BOX marked Stores & Purchase kept for this purpose in the "Office of the Secretary, Bihar State Biodiversity Board." before 2.00 PM on due date 12.08.2021.</p> <p>If it is by post (Registered Post or Speed post only) the same should reach before 2.00 p.m. i.e on the last date 12.08.2021 otherwise it will be summarily rejected.</p> <p>THE BOARD SHALL NOT BE RESPONSIBLE FOR THE LATE RECEIPT OF TENDER ON ACCOUNT OF POSTAL OR ANY OTHER DELAY. THE TENDER BOX WILL BE CLOSED EXACTLY AT 2 P.M. ON 12.08.2021.</p>



GUIDELINES, TERMS AND CONDITIONS OF TENDER

<p>B</p>	<p>Earnest Money Deposit (EMD)</p>	<p>: i. EMD of INR 30,000 (Rupees Thirty Thousand only) should be transferred through NEFT/RTGS or any mode to the following bank account on or before due date 12.08.2021 before 2:00 p.m.</p> <p align="center"> Name : Bihar State Biodiversity Board, Patna. Bank : State Bank of India Account No. : 38317412256 Branch : PATNA SECRETARIAT IFSC CODE : SBIN0000153 </p> <p>ii. The EMD will be returned to unsuccessful Bidder, after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws his offer before finalization of the tender or fails to submit the acceptance within 10 days from the date of award of contract.</p> <p>iii. The EMD amount may also be sent through DD.</p> <p>iv. Performance guarantee of INR 60,000 (Rupees sixty thousand only) has to be submitted by way of DD/ bank guarantee by the successful bidder only.</p> <p>v. The details of EMD payment to Board account have to be submitted in the Technical Bid envelope failing which the tender submitted by the bidder will be summarily rejected.</p>
<p>C</p>	<p>Marking on Technical Bid</p>	<p>: i. The vendor eligibility criteria for this tender are given in the tender document (sl. no.-15). The tenderer shall go through the eligibility and submit the same.</p> <p>ii. The technical specification and scope of work for this tender is given in Annexure A. The tenderer shall go through the specification and submit the Technical Bid.</p> <p>iii. The Technical Bid should be submitted as per proforma given in Annexure B along with the details of EMD payment and the supporting documents to support the vendor eligibility criteria.</p> <p>iv. The Technical Bid covers of the various items should be put into one big cover super-scribed "Technical Bid".</p> <p>v. The technical bid should consist of all technical details and other technical, commercial terms and conditions.</p> <p>vi. All technical bid should have the page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</p>
<p>D</p>	<p>Marking on Price Bid</p>	<p>: i. Price bid should be submitted as per proforma given in Annexure-C.</p> <p>ii. The price bid covers of the various items should be put into one big cover super-scribed "Price Bid".</p> <p>iii. All Price bid should have the page-wise heading as "Price Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</p>



2	<p>Preparation of Tender:</p> <p>a) The tenderer should quote as per our specification requirements by mentioning our requirements and your offer side by side and the rate should be in total as per our requirements. We will not make any calculation if you have mentioned the rates of items separately.</p> <p>b) The offer/bids should be submitted in two bid system i.e. Technical Bid and Price Bid separately.</p>
3	<p>Signing of Tender:</p> <p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the tenderers.</p> <p>If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</p> <p>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.</p>
4	<p>Period for which the offer will remain open:</p> <p>i. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers open for the specified period they should specifically state the period for which their offers are being provided, however, the day up to which the offer is to remain open being declared closed holiday for the Government of Bihar, the offer shall remain open for acceptance till the next working day.</p> <p>ii. Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not be considered.</p> <p>iii. The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender</p>
5	<p>Opening of Tenders: You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in this document.</p>
6	<p>Prices:</p> <p>i. The prices quoted must be Net as per the technical specification mentioned in Annexure A and must include all charges and other statutory levies. The prices quoted by the tenderer should be inclusive of GST and other statutory levies (and should be clearly stated to be so). The percentage of tax etc. included in the price should be indicated in clear terms separately. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.</p> <p>ii. Discount, if any, should be indicated prominently.</p> <p>iii. The Quote should be in INR Only.</p>
6	<p>No Advance Payment will be made for Indigenous purchase/Work/Service. Payment will be made only after satisfactory completion of work/Supply/Service.</p>
7	<p>Terms and Conditions: Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non compliance will likely to lead to rejection of offers.</p>
8	<p>Right of Acceptance: Bihar State Biodiversity Board reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.</p>
9	<p>Communication of Acceptance: Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance communicated to us formally in writing.</p>
10	<p>In the event of the date of opening of tender being declared a closed holiday for the Government of Bihar the due date for opening will be following working day.</p>

11	<p>Tenderer shall submit along with his Tender:</p> <ul style="list-style-type: none"> Name and full address of the Banker and other details and PAN No. & GSTIN.
12	<p>Jurisdiction: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.</p>
13	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
14	<p>The bidder shall study the scope of work in detail before submitting bid.</p>
15	<p>Vendor Eligibility Criteria:</p> <ol style="list-style-type: none"> The VENDOR organization must have been in the web design and development business for last 3 years from the date of closing of this tender (relevant documentary proof of previous projects executed/agreement copies pertaining to the last three years work etc. should be submitted) At least 3 projects of similar size, scale and functionality must have been successfully carried out. At least one of the projects executed must involve the design and deployment of a web portal using a content management system like Drupal, Joomla, or Wordpress. Description of such design project of a web portal containing the content architecture and the visual layout of the portal should be submitted (A link to the specific web-portals along with a mention of the CMS used in that Web portal should also be submitted as proof). The vendor must have well-qualified and experienced design and service team to execute the project. The vendor must include the LinkedIn profiles of the team members who participated in previous projects for different organization mentioning the details of the project. Profile of major clients projects handled in the past 3 years supported by necessary documentation and links to the web portals should be submitted. Should have an annual financial turnover of Rs.100 Lakhs during the last 3 years ending 31.03.2020. This should be certified by a chartered accountant. Necessary final account statement should be attached. Performance report issued by the client in respect of completed works mentioned in sl. no.-3 of vendor eligibility criteria should be attached. The Bidder should be registered in India and should be a 100% subsidiary of the parent company, if applicable. Necessary proof to be attached.

16 Number of Bids and their Submission

The bidders should submit the bids in two bid system as detailed below:-

Bid I - Technical Bid

The bidder should go through the scope of work given in Annexure-A of the tender document, understand the requirement of BSBB and submit their technical bid covering the following details as given in Annexure-B.

1. Detailed description of the web portal design using the appropriate CMS.
2. Detailed description of the installation and configuration information of the CMS and their relevance with respect to the functional requirements.
3. Overall implementation process for the BSBB website, Project stages, milestones and benchmarks and process for post-launch support and service
4. Background of the organization submitting the proposal, including the profiles of the top management.
5. A note justifying the suitability of the vendor for this project, including a summary of the project development approach for this project may be submitted.
6. Proposed Design/Development/ Support Team and their qualifications and experience.
7. The LinkedIn profiles of the current team members of the organization who are likely to participate in this engagement must also be included.
8. A PowerPoint presentation covering all the aspect of technical bid should be presented to the Tender Committee. The date and venue for technical presentation will be intimated to the vendors at a later date.

Bid II Price Bid

The price bid should be submitted in a separate cover as per the proforma given in Annexure-C. The Quoted price should be inclusive of all cost and statutory levies

All the above two individual bid covers should be placed in one big cover and sealed with the superscription on the left hand side TENDER FOR "Design and Development of the BSBB Website" due on 12.08.2021 at 2.00 P.M.

17 Evaluation of Bids

Bid evaluation will take place in two stages.

Stage I: Technical Bid Opening.

The eligibility of the bidders will be evaluated and bid of vendors who have qualified all the criteria stipulated in vendor eligibility criteria (sl. No.-15) will alone be selected for technical presentation.

Thereafter the technical bid of vendors who have qualified will be evaluated as per the technical submission made in the technical bid and also based on the technical presentation made to the Tender Committee. The technical submission and technical presentation together are considered for technical bid evaluation.

The technical bid will be evaluated for 100 marks as per the maximum scheme given in the Annexure-D and the bidder should score minimum 50 marks out of 100 to qualify the technical bid. The bidders who have scored less than 50 marks will be rejected. The technical bid of bidders who have scored 50 and more alone will be qualified for opening of price bid.

Stage II: Price Bid

Price Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.

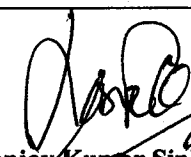
18 Selection of vendor and Award of Work

The successful VENDOR will be selected based on an assessment of skills, experience, and understanding/analysis of the project scope and cost (QCBS).

The total score, both technical and financial, shall be obtained by weighing the technical and financial scores and adding them up. The calculation for arriving at the total combined score (Technical and Financial score) is given below.

Marks obtained by a Bidder for the technical bid	=	M	
Amount quoted by the lowest bidder	=	L1	
Amount quoted by a Bidder	=	L	
Points for Financial proposal of the bidder	=	$(L1/L) \times 100$	= F
Combined technical and financial score (H) of the bidder	=	$M \times 0.7 + F \times 0.3$	= H

The combined technical and financial scores of all the bidders will be calculated as above and the bidder who secures the highest combined score (H1) will be selected as the successful contractor.


 (Sanjay Kumar Sinha)
 Secretary,

Bihar State Biodiversity Board, Patna
5th Floor, Bihar state building Construction Corporation Ltd. Campus,
Shastri Nagar Patna-800023

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under "Specification, Guidelines, Terms and Conditions" of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

A handwritten signature in black ink, consisting of a stylized initial 'A' followed by a diagonal stroke.

DECLARATION

This is to certify that the I/We before signing the Price Bid have read and fully understood all the terms and conditions contained in the document and undertake myself / ourselves to strictly abide by them.

**SIGNATURE OF TENDERER ALONG
WITH
SEAL OF THE COMPANY WITH DATE**

A handwritten signature consisting of a stylized cursive letter 'd' followed by a long horizontal line that tapers to a point on the right.

Term of Reference

DESIGN, Development and Maintenance of Bihar State Biodiversity Board website

1. PROJECT OVERVIEW

The BSBB seeks a vendor to respond to this proposal to design and develop a new website at to be completed and delivered to the BSBB, Patna. The selected vendor is also required to carry out maintenance work and to provide training of I.T. staff of the board to administrate the website after the completion of maintenance period of one year given to the vendor.

2. PROJECT BACKGROUND

About Bihar State Biodiversity Board, Patna

- a) The Bihar State Biodiversity Board was constituted by the Government of Bihar in the compliance of section 22 of the Biological Diversity Act 2002. The Bihar State Biodiversity Board is a statutory and autonomous body under the Department of Environment, Forest and Climate Change, Government of Bihar, Patna.
- b) This is the official website of The Bihar State Biodiversity Board. With the rapid advancement of internet and mobile technologies and there is an increase in website access from mobile devices, there is a need to design and develop website so that it is rich in content and is accessible across a variety of devices like mobiles, tablets, laptops and desktops.

Browsers used to Access proposed

- a) Chrome : 1061875
- b) Firefox : 121735
- c) Safari : 57198
- d) other miscellaneous

Devices used to access the website

S. No	Operating System
1	Windows
2	Android
3	IOS
4	Linux
5	Macintosh
6	Other
7	Windows Phone
8	Samsung
9	Tizen
10	Chrome OS

A large number of web portals exist for different stakeholder units. These web portals are sub-domains and external links that are independently developed and managed, and this arrangement will continue. The only role of the VENDOR here is to accurately incorporate these web portals into the navigation structure of the website of BSBB.

Goals and Objectives

The website needs to be designed and structured for a positive user experience. The new website should incorporate all the contents and primary web services.

The website must be scalable so as to handle the addition of new sections, content and features. The new website must appeal to the various audience types.

a) The website should support the following goals of visitors

- I. Reflect a vibrant and world-class institution.
- II. Engage all categories of visitors with relevant information to their queries
- III. Be 'Mobile First' and 'Responsive' – a mobile experience that adapts to laptops
- IV. Follow Universal Design principles to maximize accessibility
- V. Support smooth navigation
- VI. Provide an informative search of the website content to find experts, facilities, research groups, and industrial consultancy.
- VII. Promote user engagement and social sharing.

b) The new website should support the following goals of website administrators

- I. Provide for the quantitative tracking of visitor in interests determine directions for future innovation and to build stronger and more lasting relationships with visitors.
- II. The website and the content must be secured against intrusion.
- III. Adhere to best practices in the industry regarding design and development.
- IV. Should provide for features to different stakeholders of the board to create, approve, and update content.

Competitive Set

The following are comparable websites that may be used as references

- a) UN environment program- www.unep.org/node
- b) UN Biodiversity Lab- <https://unbiodiversitylab.org>
- c) National Biodiversity Authority- <https://nbaindia.org/>
- d) Georgia Tech- <https://www.gatech.edu>
- e) The Business School for the World/Insead- <https://www.insead.edu>
- f) Tamil Nadu Biodiversity Board- <https://tnbb.tn.gov.in/>
- g) Uttarakhand Biodiversity Board- <https://sbb.uk.gov.in/>
- h) My Gov: A platform for citizen engagement towards good governance- <https://www.mygov.in>

3. Scope of Work

i) The web-designing agency should have proven capability of researching, planning and designing the website, including the integration of all foreground and background components, in the cognizance of latest industry standards as well as emerging trends and technologies. The site must be interactive, giving its visitors easy access to the spectrum of knowledge, information and services of BSBB. The site structure should enable easy navigation and retrieval for maximum exploitation of the site's content. The website should also provide in-built docking capability for interfacing the site with strategic information platform embodying the data warehousing segment.

Specifically, the tasks are as follows:

- Provide a contemporary introductory piece with compelling visual montage that would have conveyed the magnitude of the Biodiversity issues in the country and the world.
- Design the web-site using state of the art web technologies to facilitate easy user interaction, navigation, smoother interfacing for a fruitful web experience;
- Update the existing content including dossiers and related folders by reviewing and updating current material and links and adding new content to reflect the latest developments within the program.
- Update and expand the lateral linkages, and databases to make the BSBB website the single window for data flow and feedback;
- Design should be optimized for desired screen resolution compatible.
- The website should be optimized for all famous browsers such as Internet Explorer, Netscape, Opera, Mozilla Fire Fox etc.

j) BSBB requires the services of a VENDOR to provide user experience design, website development, content presentation, launch and support for a period of one year after launch of the website and provide training of the board staff.

k) The selected VENDOR must work in collaboration with the identified team to understand requirements and obtain ongoing guidance as required.

l) The scope of work is a full and complete redesign from discovery to launch, followed by ongoing support and services (including content management).

General Requirements from the VENDOR

The selected VENDOR must assess the needs and requirements of various user groups, priorities of the board. The selected VENDOR must deliver to the board a fully operational website as described in the Goals and Objectives.

Milestone Description and Committee

The selected vendor will work in collaboration with the designated officer of the board. The collaboration will involve the following activities with mutually identified milestones at the start of the engagement:

a) A project plan for the entire scope of work with inputs from architecture of the web portal and schedule for implementation, deployment and testing.

b) The Web portal design template must be done by the vendor in collaboration with the board. It must include at a minimum:

- I. A consistent look and feel for the website that will work with mobile and tablet browsers using Responsive Web Design and conform to W3C standards.

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- II. Website content information architecture that supports easy access information interoperable with the information architecture of the current website.
 - III. A navigation layout for the entire website that will be approved by board before proceeding with the website development
- c) A comprehensive "full function" multilingual CMS on LAMP stack software solution that includes, but is not limited to, template creation, security and approval levels, WYSIWYG content editor, versioning, content scheduling, etc.
 - d) A website tested across all major browsers – Chrome, Internet Explorer, Firefox, Safari, and UC Browser etc.
 - e) Migration of all content and documents from the existing structure (excel, word, etc. file) into the proposed CMS-based website.
 - f) Conversion of documents to content to be done in discussion with the board.
 - g) CMS configuration must include the appropriate CMS security features in conjunction with the Web Application Firewall etc. at the board.
 - h) CMS configuration must include appropriate multilingual features to enable creation and rendering of multilingual content.
 - i) Preparation of handover documentation including but not limited to system installation and configuration, system specification, functional specifications, operating manuals.
 - j) Transfer of CMS along with the installation and configuration to the board team in-charge of the website.
 - k) Any other Additional details required to provide a new fully operational website.
 - l) A Technical Support plan that covers routine and event-based support for a period of one year after handover.
 - m) Training of the board staff for administrative website after expiry of one year.
 - n) Hosting – the development of the website must be compatible with the hosting environment available at State Data Centre, Patna. This includes the staging and production environments. The Security audit of the website will be done by the agency.

Functional Requirements

The minimum viable product should include the following features:


- a) A Content Management System on LAMP stack
- b) All current content should be migrated to the website.

For User Experience

- c) Use a Mobile First and Responsive theme of the CMS.
- d) Install and configure appropriate multi-lingual modules in the CMS.
- e) Install and configure media modules in the CMS and provide support for additional media types as a when necessary.

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- f) Install and configure search, search auto complete, views modules, and other necessary modules to provide an informative search feature.
 - g) Implement an information architecture and content classification that distinguishes accesses to the portal from audience internal to the board and external to the board.
 - h) Install and configure necessary CMS modules for responsive navigation
 - i) Install and configure CMS modules for Social Sharing integration and maintain existing Social Media presence.
 - j) Install and configure CMS modules to integrate payment gateway and also gather information for the purpose of payment.
 - k) Provide contact forms to get in touch with different stakeholders of the board.
 - l) The website must conform to the accessibility guidelines WCAG 2.1 (<https://www.w3.org/TR/WCAG21/>)
 - m) Compatibility - uniform look and feel, consistent display in all devices, operating systems and commonly used browsers such as Mozilla Firefox, Internet Explorer, Chrome, Safari, Opera, and UC Browser.

For Web Administrators

- n) Update an Events Calendar based on the published news and postings on different Mailman lists.
 - o) Configure access to all other relevant databases.
 - p) Track the accesses to individual pages and integrate site/traffic analytics.
 - q) Full optimization for Search Engine performance.
- 

SCHEDULE OF TENDER

Name of Organization	Bihar State Biodiversity Board, Patna
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN
Tender Category (Services/Goods/Works)	Services/Works
Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell)	Works
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Design of the BSBB Website
Source of Fund (Board/Project)	Bihar State Biodiversity Board, Patna
Is Multi Currency Allowed	No
Estimated Value	0.00
Document Download/Sale Start Date	01.07.2021
Document Download/Sale End Date	12.08.2021 at 10.00 AM
Last Date and Time for Submitting of Bids	12.08.2021 before 02.00 pm
Date and Time of Opening of Technical Bid	12.08.2021 at 03.00 pm
EMD	Rs.30,000/-
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	120 Days
Address for Communication	The Secretary, Bihar State Biodiversity Board, 5th Floor, Bihar state building Construction Corporation Ltd. Campus, Shastri Nagar, Patna-800023
Contact No.	Deputy Director, Bihar State Biodiversity Board, Patna. Mob: 9430963466
Email Address	bsbbbihar@gmail.com




Technical Bid

Sl. No.	Item	Details with Page Number (if required)
1	Name and Address of the Bidder:-	
2	Name of Firm/Company	
3	Address of Registered Office:- Telephone Number:- Mobile Number:- Email:-	
4	Nature of Constitution of Bidder:- (Whether individual, partnership firm or company Registered under the Companies Act) Enclose Certificate	
5	Name of the Chief Executive Office:- And his Phone/Fax Nos./Email	
6	Name and Address of Proprietor/Partners/Directors:-	
7	Date/Month/Year of establishment of the Agency/Firm:- (Enclose Certificate Copy)	
8	Details of experience & infrastructure of Computerization work:- Computers infrastructure a) No. of Computers. b) No of Data Entry Operator. c) No of Programmers.	
9	The VENDOR organization must have been in the web design and development business for last 3 years from the date of closing of this tender (relevant documentary proof of previous projects executed/agreement copies pertaining to the last three years work etc. should be submitted), Number of years in operation.	
10	At least 3 projects of similar size, scale and functionality must have been successfully carried out in last three years. Performance report issued by the client in respect of completed works mentioned in sl. no.- 9 of vendor eligibility criteria should be attached	
11	At least one of the projects executed must involve the design and deployment of a web portal using a content management system like Drupal, Joomla, or Wordpress. Description of such design project of a web portal containing the content architecture and the visual layout of the portal should be submitted (A link to the specific web-portals along with a mention of the CMS used in that Web portal should also be submitted as proof)	
12	The vendor must have well-qualified and experienced design and service team to execute the project. The vendor must include the LinkedIn profiles of the	

	team members who participated in previous projects for different organization mentioning the details of the Project.	
	Profile of major clients projects handled in the past 3 years supported by necessary documentation and links to the web portals should be submitted.	
14	Should have an annual financial turnover of Rs.100 Lakhs during the last 3 years ending 31 -3 -2020. This should be certified by a chartered accountant. Necessary final account statement should be attached.	
15	The Bidder should be registered in India and should be a 100% subsidiary of the parent company, if applicable. Necessary proof to be attached.	
16	GST No. (Attach Copy):-	
17	PAN Number. (Attach Copy):-	
18	Details of Earnest Money (Draft No.):- <ul style="list-style-type: none"> • Draft No. • Name of Issuing Bank • Amount of DD • Date 	
19	Kindly provide Name, Address, Email and Telephone Number of at least Two references. (Preferable Past Clients).	
20	(a) Detailed description of the web portal design using the appropriate CMS (Please attach separate sheet Max. 2000 words). (b) A note justifying the suitability of the vendor for this project, including a summary of the project development approach for this project may be submitted (Please attach separate sheet Max. 2000 words).	
21	Proposed Design / Development / Support Team and their qualifications and experience. The LinkedIn profiles of the current team members of the organization who are likely to participate in this engagement must also be included.	
22	A PowerPoint presentation covering all the aspect of technical bid should be presented to the Tender Committee. The date and venue for technical presentation will be intimated to the vendors at a later date (Max. 20 slides).	

**SIGNATURE OF TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE**



PRICE BID

Bidder should quote as per the following format

Sl. No.	Job Description	Bid Amount in Figures (in INR)
1	Design & Development of the Bihar State Biodiversity Board website as per scope of work mentioned in this tender.	
2	Costs of post-launch support and service for one year.	
	TOTAL	
4	GST & all other taxes.	
	GRAND TOTAL	

Total Bid Amount (in words).....



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ANNEXURE D

The technical bid evaluation shall be done based on the following marking scheme.

Sl. No.	Criteria	Parameter	Marks
1	Numbers of years in operation	a) 3 years.	5
		b) > 3 years.	10
2	Project Successfully Completed	a) 3 No.	10
		b) 4-6 Nos.	15
		c) 7 and = above	20
3	Relevant Experience of senior management (5 members) of Agency.	a) >5 & <=10 years.	5
		b) >11 & <=15 years	10
4	Agency audited turnover in last 3 years.	a) 100 lakhs.	10
		b) >100 to 500 lakhs	15
		c) >500 lakhs	20
5	(a) Detailed description of the web portal design using the appropriate CMS. (b) A note justifying the suitability of the vendor for this project, including a summary of the project development approach for this project to be submitted.	Evaluation by Tender Committee	Good 10
			Very Good 15
			Outstanding 20
6	A PowerPoint presentation covering all the aspect of technical bid should be presented to the Tender Committee. The date and venue for technical presentation will be intimated to the vendors at a later date.	Evaluation by Tender Committee	Good 10
			Very Good 15
			Outstanding 20



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DATE**