

**Indira Gandhi National Centre for the Arts
Janpath Building (near Western Court)
Janpath, New Delhi – 110001**

**Request for Proposal for Development of website and QR for different Art
spaces installed in the New Parliament Building**

RFP Ref No: IGNCA/9/NPB/2022

Dated: 9th August, 2022

Issued by:-

Indira Gandhi National Centre for the Arts
Janpath Building (near Western Court), Janpath, New Delhi – 110001
Email: directoradmn.ignca@gmail.com
Website: www.ignca.gov.in and eprocure.gov.in

IMPORTANT DATES

Date of Uploading RFP: Tuesday 9th August, 2022

Last Date of Submission of RFP: Friday 19th Aug, 2022 (up to 5 PM)

Date of opening of RFP: Monday 22nd Aug, 2022 (11 AM)

Date of Presentation: Monday 22nd Aug, 2022 (3.00 PM)

(Pre-bid queries may be submitted before 18th August, 2022 Thursday, 5:00 pm)

REQUEST FOR PROPOSAL

Request for Proposal for Development of website and QR for different Art spaces installed in the New Parliament Building

The Indira Gandhi National Centre for the Arts, is visualised as a centre encompassing the study and experience of all the arts forms with its own integrity. It partakes of the holistic worldview articulated throughout Indian tradition. The arts are understood here to comprise the fields of creative and critical literature, written and oral; the visual arts, ranging from architecture, sculpture, painting and graphics to general material culture, photography and film; the performing arts of music, dance and theatre in their broadest connotation; and all else in fairs, festivals and lifestyle that has an artistic dimension. The IGNCA seeks to place the arts within the context of the natural and human environment.

IGNCA has been entrusted with various art works installations of the New Parliament Building, which is under construction in New Delhi. Once completed, it will be the seat of the Parliament of India. Accordingly, IGNCA is inviting **Request for Proposal for Development of website and QR for different Art spaces installed in the New Parliament Building** at New Delhi. Interested bidders who have experience of development of website and QR may submit the RFP for the above work.

Interested bidders may peruse the details of RFP hosted on IGNCA website www.ignca.gov.in and CPP portal on eprocure.gov.in

INSTRUCTIONS TO THE BIDDERS

IGNCA would be detailing the minimum pre-qualification requirements and the process of selection in the RFP.

- The designated Committee would evaluate the quality / capability of Bidders on the criteria mentioned in the RFP based on their proposals received and

fulfilment of eligibility criteria. The eligible agencies would be called to make a presentation before a designated Committee at IGNCA, New Delhi.

- The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the RFP document. Any bid that stipulates conditions contrary to the conditions given in the RFP document stands disqualified.
- Pre-bid queries: All queries regarding the RFP can be emailed to IGNCA on directoradmn.ignca@gmail.com till **18.08.2022 by 5:00 PM**.
- The bids should be submitted online on the CPP portal **OR** the bidders may send the sealed envelopes containing Technical Bid (Form I to II) and Financial Bid (Form III) in **separate** sealed envelopes super scribed as **“Technical Bid/Financial Bid”**. Both the envelopes enclosed together in a big sealed envelope and should be super subscribed in block letters as follows: **“Request for Proposal for Development of website and QR for different Art spaces installed in the New Parliament Building”** and addressed to-

Director (Admn),
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath,
New Delhi, 110001

The document should reach to this address latest by **5.00 P.M.** on **19.08.2022**. The technical bids will be opened on **22.08.2022 at 11.00 A.M.**

- The IGNCA shall not be responsible for any wrong address/delivery.
- The bidder should prepare the **index** with page number of all submitted documents.
- The bidders may send their bids well in time so as to reach the same in time. IGNCA will not be responsible for late receipt of the bids.
- The bidder shall have to submit Earnest Money Deposit (EMD) of Rs. 3,00,000 (Rupees Three Lakhs only) in the form of Demand Draft of any scheduled Bank in favour of “IGNCA, New Delhi”. In

case of online submission of bid, the scanned copy of the draft may be uploaded along with the Technical Bid forms. In case of offline submission of bids EMD should be attached with the Technical Bid forms (Forms I to II).

- The bidders registered with MSME will be exempted from submission of EMD. The EMD of unsuccessful bidders shall be returned after finalization of the successful bidder and award of the work. EMD of the successful bidder shall be returned immediately after receipt of Performance Security Deposit. No interest shall be paid on EMD in any case. In the event of declining to accept the contract by the successful bidder, the deposited amount towards EMD shall be forfeited.
- The successful bidder will have to deposit Performance Security equal to 3% of the value for one year of the work either by way of Demand Draft or Bank Guarantee in favour of “IGNCA, New Delhi” as interest free security deposit for ensuring good performance within 15 days after acceptance of the contract. The performance security deposit shall be released after two months of successful completion of the contract. In case of any violation of contract during the contractual period, the security deposit will be liable to be forfeited. No interest shall be paid on security deposit in any case.
- The bidder shall bear all costs associated with the preparation and submission of the bid and IGNCA will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
- The bidders may carefully read the RFP document and accordingly submit the requisite information along with documents. Incomplete bids or bid not on the prescribed proforma (attached) without requisite details/EMD and received after the closing date/time, will be summarily rejected.
- IGNCA also reserves the sole right for carrying out amendments/modification/changes including any addendum to this RFP. Such amendments/modification/changes including any addendum to this RFP shall be notified on the IGNCA website www.ignca.gov.in and CPP portal and these will be binding on the artists / agencies.
- IGNCA does not bind itself to accept the bid and has the right to refuse any or all the bids without assigning any reason or select any

bidder that is in the final evaluation list. IGNCA also reserves the right to re-issue the RFP without bidders having the right to object against such re-issue. IGNCA also reserves the rights to extend the validity period.

- IGNCA reserves the right to extend the deadline without assigning any reasons thereof. Intimation of the same shall be notified on the IGNCA website www.ignca.gov.in and on the eprocure.gov.in
- The Technical bid will be opened on date, time and venue specified above in the presence of the bidders or their authorized representative who may wish to be present
- The financial bids of the only technically qualified bidders will be opened on the date and time which will be communicated to the technically qualified bidders separately.
- IGNCA will be free to award whole or part of the work to one or more qualified bidders.

Scope of Work

Please see this at Annexure I

Technical Specifications

Please see this at Annexure II

Timeline

In view of the project being of national importance, the work has compelling timelines. The timeline may vary from 45 days to 60 days from the date of award of the work. The delay in satisfactory completion of work attract penalty as mentioned in the RFP document.

QUALIFYING CRITERIA

IGNCA shall evaluate the capabilities of the bidders based on their profile also keeping in view of the following criteria.

Minimum Eligibility Criteria

- b) The firm has to compulsorily follow the “Website Security Guidelines” issued by NIC-Computer Emergency Response Team (CERT) for website development, hosting, administration and management.
- c) The firm must be in operation in India at least 10 projects for past 5 (five) years in the same line of business in Digital Experience for museums/Digital Centers. As proof, the firm may submit copy of Invoices/work orders/agreement copies/ Purchase Order of any assignment executed and completion certificate in the last 5 years.
- d) The firm should also submit the details regarding development and designing of website/ QR/ Digital Experience Creation work and other similar works for any Organization in the last 5 years. At least 05 (three) works will be desirable.
- e) The firm should also submit the last 3 years IT returns viz., 2019-20, 2020-21 and FY 2021-22.
- f) The net worth of the bidder, as on 31.03.2022 should be positive and having

Format for Technical Proposal

See this at Annexure III

Technical Proposal and Presentation

IGNCA is a Government of India (GoI) organization. All Websites/Web portals of the Government of India offices are to follow the guidelines laid down in “Guidelines for Indian Government Websites” which can be downloaded from the website of National Informatics Centre (NIC). Therefore, technical specification in respect of Visual Identity, Page Layout, Graphic Buttons & Icons, Typography, Colour, Images, Audio/ Video/ Animation, Navigation, Site Search, Sitemap and Fames should be as per the “Guidelines for Indian Government Websites”. For more clarification in this regard, bidder may read the guidelines available on the website of NIC.

IGNCA shall evaluate the capabilities of the bidders based on their profile also keeping in view of the following criteria.

For other bidders:

Sl. No.	Eligibility criteria	Maximum Marks						
1	Technical capacity of the bidders	30						
1.1	Number of assignments in last 5 years as shall be awarded marks as under:(minimum three (03) assignments required to be eligible)	15						
	<table border="1"> <thead> <tr> <th>Number of Projects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>03 projects</td> <td>10</td> </tr> <tr> <td>Above 03 projects</td> <td>15</td> </tr> </tbody> </table>		Number of Projects	Marks	03 projects	10	Above 03 projects	15
Number of Projects	Marks							
03 projects	10							
Above 03 projects	15							
1.2	Relevant Experience in Past years: The firm must be in operation in India from past 5 years in the same line of business to be eligible.	15						
	<table border="1"> <thead> <tr> <th>Experience in Years</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1-5 Years</td> <td>10</td> </tr> <tr> <td>5 - 10 Years</td> <td>15</td> </tr> </tbody> </table>		Experience in Years	Marks	1-5 Years	10	5 - 10 Years	15
Experience in Years	Marks							
1-5 Years	10							
5 - 10 Years	15							
2.	PRESENTATION	70						
2.1	<ul style="list-style-type: none"> ● The firm may make presentation regarding its profile, experience in the field etc. ● The concept design of website and QR, probable alternative suggestive designs should also be covered. ● Other innovation, quality improvement and aesthetic upgradation to be brought out in the work and its presentation. ● Any other point which deemed to fit to include in the presentation by the 	70						

	firm.	
	TOTAL MARKS (1+2)	100

Bidder must have attained minimum 60 marks to become technically eligible.

Terms and Conditions of the Contract:

- 1) The rates quoted by the successful bidder shall be applicable till completion of the work and no escalation of the rates, whatsoever the reason, will be allowed.
- 2) The rates quoted by the bidders shall be valid for 60 days for acceptance of the IGNCA from the date of opening of Financial Bid.
- 3) The bidders who shall qualify in the Technical Bid will only be considered for opening of Financial Bid.
- 4) Canvassing in any form will be viewed seriously and, if any bidder is found to be resorting to such practices, the bid of such bidder will be rejected.
- 5)The bidder shall have to confirm the terms and conditions and other requirements of the RFP by signing all the required documents.
- 6) Time schedule for the completion of the work should be strictly adhered to by the bidder. If work is not completed according to the specifications mentioned in the RFP, within the stipulated period, penalty will be imposed @ 2% of the value of work for every week or part of week.
- 7) In case of any abnormal irregularity noticed in the work, the maximum penalty up to 10% of the value of work can be levied by the IGNCA, which will be final and binding on the firm.
- 8) The Performance Security Deposit will be liable to be forfeited/ adjusted, if the successful bidder fails to execute the work in time/complete the work satisfactorily.
- 9) The IGNCA reserves the right to terminate the contract at any time without

assigning any reasons and also forfeit part or whole of the performance security deposit, if the bidder fails to comply with the provisions of the RFP or complete the work satisfactorily within the schedule provided to the bidder.

10) In case, the successful bidder fails to complete the assigned job in part or in whole as the case may be, the contract of the bidder shall be cancelled and the assigned job will be got carried out from open market at the risk and cost of the bidder by the IGNCA and the penalty as deemed fit shall be imposed on the bidder or the excess amount if any involved towards completion of the work shall be charged from the bidder by the IGNCA.

11) The IGNCA reserves the right to accept fully or partially or reject any/all bids without assigning any reason(s) whatsoever. Bids not on the prescribed proforma, without requisite details, without EMD, bids received after the closing date & time and conditional bids will be rejected summarily.

12) In case of any dispute arising out in relation between the parties, the matter will be referred to the Arbitrator appointed by the IGNCA whose decision will be final and binding on both the parties.

13) Any dispute arising out in relation between the parties, will be subject to the jurisdiction of Delhi Courts only.

14) Any dispute between the agency and its employees / artists will be resolved by the agency itself without involvement of the IGNCA in any manner.

15) Payment:

(i) The payment will be made on receipt of bill in duplicate on a printed bill form indicating PAN and GST number of firm and IGNCA may also be mentioned on the bill. The bill should be certified by the Chartered Accountant. A completion certificate of the work may be enclosed with the bill.

(ii) No advance will be given to the bidder for executing the work without bank guarantee of the matching amount.

(iii) Counter conditions by the bidders in matters concerning payment of bills shall not be acceptable.

(iv) Tax deduction at Source (TDS) and other applicable taxes will be deducted from each bill by IGNCA.

Price Schedule:

The bidder must quote the lowest rates (exclusive GST) in the prescribed proforma of Financial Bid only appended at FORM -III. GST will be paid extra as applicable. The bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis as per GFR with 70% weightage on technical score and 30% weightage on financial score.

The bidder with the highest composite score will be declared as the successful bidder. In case of tie in the highest composite score of multiple bidders, the bidder with higher technical score will be declared as the successful bidder.

Note: Technical marks are the marks scored by the bidder in the technical bid as mentioned in the evaluation table in the section **Technical Proposal and Presentation** above.

Award of Work

The IGNCA will award the work to the successful bidder. The successful bidder needs to enter in a separate agreement with IGNCA on award of the work.

Annexure I

Scope of Work

1. Designing and Development of the Website based on given content and QR of the artefacts.
2. Domain Credentials (to be shared with the Agency)
3. Security Audit (to be done by the Agency)
4. Hosting Space (To be hired by the Agency as per NIC norms)
5. Hosting of the website
6. Final useable code (Agency to share with IGNCA)
7. Open Source Software to be used
8. Upgradation and Maintenance of the Website on Annual Contract Basis

Development of Website and QR for Art Spaces in New Parliament Building for the following:

1. 6 pairs of Guardian Statues
2. 6 walls of 3 Ceremonial Foyers
3. 16 Niches of Constitution Gallery (Bharat ka Loktantra)
4. India Gallery (Shilp)
5. India Gallery (Sthapatya)
6. India Gallery (Kala)
7. Pillars of India Gallery
8. 2 walls of Constitution Foyer
9. Pedestal in Lok Sabha for an artefact
10. Central Piece of Constitution Gallery

Please note that

- Any non-digital matter is not part of this scope
- Any video production/production is not part of this scope, all required digital data (Photos, Contents) will be given by IGNC A and/or Competent body
- Timeline for completion of this work will be 2 Months
- AMC needs to be given for the website

Website/ Web portal Characteristics

- a) Website/Web portal should be accessible to all irrespective of technology, platforms, devices
- b) Website/Web portal will have the Web Address/URL (*Uniform Resource Locator*) obtained from NIC viz. ____.**gov.in** in compliance with Government Domain Name policy.
- c) The Homepage of the Website/Web portal must have Title page, Lineage of the Department, National Emblem, Indian Identity and Ownership of Indian Government.
- d) Homepage and subsequent other important pages of the Website/Web portal must provide a prominent link to other relevant Government/Department Websites as requested.

- e) The backend will have a strong search function for easy accessibility.
- f) SEO guidelines should be followed so that website content is indexed properly by major search engines (Google, Bing etc)
- g) All the software source code developed as part of the project needs to be shared

Configuration of website

- a) RAM 8 GB.
- b) Bandwidth limited.
- c) At least 4-core CPU
- d) Storage 200 GB.
- e) Rest everything will be as per Website Security Guidelines issued by NIC-CERT.

Design and Development

The design/layout and the contents of the Website will be as per the requirements of IGNCA. A tentative outline of the Website/Web portal will as below: -

Sl. No.	Items	Sub-Items
1.	Home Page	Main Menu, Search Option, Display for New/Important Information, Notice Board, FAQs, Space for Publicity/Banner, Copyright Policy and Other Such Items as Required by DLA During the Developmental Stage. Each of These Services Being a Subpage.
2.	About Us	As per the requirement
3.	Site Search	As per the requirement
4.	Updates	As per the requirement
5.	Events	As per the requirement

6.	Contact Us	As per the requirement
7.	Link with National Portal	As per the requirement
8.	Photo Gallery	As per the requirement
9.	FAQs	As per the requirement
10.	Search Engine Optimization	The firm have to make sure that the Website has been well optimized to get higher ranking for listing on search engines like Google, Bing, Yahoo etc.
11.	Copyright & Trademark	The firm will hand over all the software and graphics to the IGNCA for the purpose of copyright and intellectual ownership.
12	Digital Impression	Collect traffic information on the website

Request for Proposal for Development of website and QR for different Art spaces installed in the New Parliament Building

FORM I
TECHNICAL BID
(On Bidder's letter head)

Dated:

To,

Director (Admn)
IGNCA
Janpath, Delhi – 110001

Sub: Request for Proposal for Development of website and QR for different Art spaces installed in the New Parliament Building

Dear Sir/ Madam,

1. With reference to your RFP document dated....., we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the IGNCA any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the IGNCA to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

7. We declare that:

a. We have examined and have no reservations to the RFP Documents, including any Addendum issued by the IGNCA.

b. We do not have any conflict of interest in accordance the RFP document;

c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IGNCA or any other public sector enterprise or any government, Central or State; and

d. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.

9. We declare that we are not a member of any other firm submitting a Proposal for the assignment.

10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.

11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

12. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

13. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the IGNCA of the same immediately.

14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the IGNCA in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Assignment and the terms and implementation thereof.

15. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the IGNCA or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.

16. The amount has been quoted by us after taking into consideration all terms and conditions stated in the RFP.

17. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.

18. We agree to keep this offer valid for 60 (sixty days) from the Proposal Due Date specified in the RFP.

19. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature of the Authorized signatory)

(Name of the Authorized signatory)

Name and seal of Bidder with Date & Place

Request for Proposal for Development of website and QR for different Art spaces installed in the New Parliament Building

FORM II

Particulars of the Bidder

1. Name of the firm:
2. Address for Communication:
/Registered Office :
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be enclosed) :
6. PAN (Copy to be enclosed):
7. Copy of Income Tax Returns
Of last three years
2019-20, 2020-21 and 2021-22
8. Experience (in years) with proof:
9. Date of first assignment:
10. Details of Contact person:
Name and
Designation
Mobile no.:
Email id:
11. Details of EMD:
12. Any other details:

(Signature of the Authorized signatory)
(Name of the Authorized signatory)
Name and seal of Bidder

Request for Proposal for Development of website and QR for different Art spaces installed in the New Parliament Building

FORM III

Proforma for Financial Bid

Particulars	Price
*Lump sum amount for Development of website and QR for different Art spaces installed in the New Parliament Building as per scope of work mentioned in the RFP document.	Rs. _____ (Rupees in words) _____
Total	

GST will be extra as applicable.

(Signature of the Authorized signatory)
(Name of the Authorized signatory)
Name and seal of Bidder

Dated:

Place:

Annexure-II
SUBMISSION OF RFP
Format for Technical Bid Proposal

With reference to Tender Notice No... ..Dated
....., the undersigned furnishes below/encloses here with following details/documents as
part of Technical Bid for consideration.

<u>S no</u>	Details	From Page to Page
01	General Profile of the firm (i) Name & address of agency, authorized signatory, office address, phone number, mobile number, email ID, type of agency, registration number and GST/PAN number, bank account details, information regarding any litigation in last 05 years.	
02	Details of five projects relating to Software Development in the Museum (attach a copy of agreement / document, name of clients,clients address, phone number)	
03	Evidence of adequacy of working capital for this contract (access to line of credit and availability of other financial resources)	
04	List of professional employees and consultants of the firm having experience in the required area of expertise.	
05	Annual turnover for the last 3 years	

	(Copy of audited balance sheets of the firm certified by CA along with ITR for last 3 years be attached).	
06	Details of Earnest Money Deposit(EMD) / Exemption supporting documents i.e, DD details or MSME/NSIC Regn No. & date relevant document to be attached	
07	Affidavit for non-involvement incorrupt practices and not black listed by any organization as per attached format	

Note:#Page number of supporting documents be mentioned.

Further, I agree to the all terms and conditions as mentioned in the tender document , which includes **Software Development** with specifications mentioned in tender , time schedule for completion of work otherwise liable for penalties, etc.,

(Stamp with signature of authorized signatory)

Date:

Place: