

To,		<div style="text-align: center;"> <b>ENQUIRY</b>  <b>CRP4D02V/1</b> </div>	
		DATE	16 6 2014
Dear Sir / Madam, Please quote your best rates for following services : ---			
<b>Sl.No.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	
1.	<b>Revamping ( Re - design ) of ITI LIMITED WEBSITE.</b>  <b>Please refer following enclosures before submitting Tender:</b> 1. Annexure I : General Terms & Conditions for submission of Tender ( 01 page) 2. Annexure II : Proforma for technical bidding ( 01 page ) 3. Annexure III : Special terms and conditions. ( 02 pages) 4. Annexure IV : Scope of work ( 07 page) 5. Annexure V : Bidder's Profile ( 01Page.) 6. Annexure VI : Checklist of documents / information to be submitted ( 01 page ) 7. Annexure VII : Undertakings ( 01 Page ) 8. Annexure VIII : Tender uploading system - Portal ( 10 pages ) <u>Note</u> : In case of any clarification, please call Chief Manager-IS, Corporate, ITI Limited, Bangalore over his mobile no.: 0-9448190384 or E. mail : nagrajkv_crp@itilttd.co.in	01 JOB	
<b>Tender Due Date</b>	<b>02.07.2014 at 5.30 PM</b>	<b>Tender Opening Date</b>	<b>03.07.2014 at 11.00 AM</b>
<b>Tender Opening Venue</b>	Conference hall, 1st Floor, I.T.I. Ltd., Regd. & Corporate office, ITI Bhavan, Dooravani nagar, Bangalore- 560 016.		
<b>Validity of the offer</b>	90 days from the date of opening of technical bid.		
<b>Terms of Payment ( TOP )</b>	The supplier will submit the bills to Chief Manager – IS, Corporate office for certification, which will be forwarded to finance department for payment. The payment shall be released within 60 days on submission of bill by account payee cheque.		
<b>Loading for TOP</b>	Loading will be done @ 14.75 % for those who do not comply to ITI terms of payment.		
<b>Compliance</b>	Main page, Annexure – I to Annexure – VIII		
<b>Completion of work</b>	The agency shall complete the web site development within 30 days of receiving PO from ITI Limited, Bangalore.		
<b>EMD &amp; Security Deposit</b>	As per clause 10 & 11 of annexure – I attached. .		
<b>Note</b> : Offers should be submitted in a sealed cover super scribed with our Enquiry No. and Due date on it along with catalog and brochure and addressed to :  <b>Assistant Materials Manager – Corporate</b> ITI Limited Regd. & Corporate office, ITI Bhavan, Dooravaninagar, Bangalore- 560 016.  Please note that <b>without</b> EMD amount in separate cover, <b>the offer shall be rejected.</b>		For ITI Ltd.,   <b>Assistant Materials Manager- Corporate</b>	

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER ( INLAND )**ENCLOSURE TO **ENQUIRY No. : CRP4D02V/1** **DATE: 16 . 06. 2014****1. SUBMISSION OF TENDER:**

- (i) This is only an enquiry to quote and not an order. This tender enquiry is not transferable.
- (ii) Tenders must be submitted as mentioned in the tender enquiry in a Sealed Envelope indicating our Enquiry No. & Due Date" on the face of the envelope and should be addressed to the undersigned.

**Assistant Materials Manager-Corporate , M/s ITI Limited, Regd. & Corporate office, Dooravaninagar, Bangalore- 560 016. Phone :25614466.**

- Note:** (a) Tenders should reach us before **1730 Hrs.** of the Due Date  
(b) Separate envelopes should be used for EMD, TECHNICAL BID & COMMERCIAL BID.  
(c) Offer should have PRICES & COMMERCIAL TERMS & CONDITION IN COMMERCIAL BID ONLY.

**2. OPENING OF TENDERS:**

Tenders against our enquiries will be opened in the presence of the tenderer/authorised representatives on the due date and time. If there is any pre bid meeting with the tenderers, the date & time of the same will be informed to them.

**3. LATE OFFERS:**

Tenders submitted without indicating our enquiry No. & Due Date on the face of the envelope and tenders received late are liable for rejection without assigning any reason.

- Note** (a) Send your quote well in advance of the due date. Quotations are accepted by fax / e-mail followed by confirmatory copy. Vendors are advised to submit the tenders to our HR Department in person to avoid postal delay / loss of tenders in transit.  
(b) If you are not in a position to quote, for any reason, please communicate the same without fail to enable us to keep you on our vendor list for future requirements.

**4. PRICES:**

- (a) ITI Ltd., under normal circumstances, may not negotiate for the price. Hence you are requested to quote your best price in the original quotation itself.
- (b) Any counter terms and conditions are not binding on us unless ITI Ltd., agree to the same in writing.
- (c) In case of an order issued on you, the ordered rate should be firm till the completion of the order.
- (d) The validity of your offer should be for a minimum period of **90** days from the date of opening the tender.

**5. TERMS OF PAYMENT:**

- (a) The supplier will submit the bills to Chief Manager – IS, Corporate office for certification, which will be forwarded to finance department for payment. The payment shall be released within 60 days on submission of bill by account payee cheque. Loading on offer will be done @ 14.75% for those who do not comply with ITI PAYMENT TERMS.

**6. GENERAL:**

- (a) We reserve the right to accept or reject any or all offers and to order full or part quantities or cancellation thereof without assigning any reason whatsoever.
- (b) Successful tenderer only will be intimated by post through letter of intent / firm orders.
- (c) Canvassing by tenderers in any form including un-solicited letters against tenders submitted or post-tender corrections shall render their tenders liable for summary rejection.
- (d) Any Plant/division of ITI reserves the right for placement of Repeat Order if required within one year of original date.

**7. REPRESENTATION:**

Please indicate your local representative's address, telephone, Fax No., of the person to be contacted, in the offer.

**8. GOVERNING LAW:**

All suits shall be subject to jurisdiction of ICADR Court.

- 9. ITI Limited reserves the right to cancel the purchase order in case of default or breach of contract.

**10. EMD:**

All the bidders shall submit an interest free EMD of Rs 800=00( Rs Eight Hundred Only) by demand draft in favour of ITI LIMITED, BANGALORE.

- 11. **SECURITY DEPOSIT :** The successful bidder shall have to make payment of interest free security deposit @ 5 % of purchase order value within 07 days of release of purchase order. The EMD amount already paid will be adjusted against the security deposit amount. The security deposit would be returned within 30 days after completion of PO.

**Assistant Materials Manager-Corporate**

Enq. no: CRP4D02V/1

Date : 16 . 06 . 2014

**PROFORMA FOR TECHNICAL BIDDING**

1. Name of the Company :
2. Address (with Tele No., FAX No. & E-Mail Id) :
3. Contact Person Name/ Mobile Number/ E.mail :
4.
  - a) Number of years of experience in trade :
  - b) Number of years of experience in WEBSITE / WEBDESIGN Business :
  - c) Total value per year of Business during the last year three years
  - d) List of PSU/MNC where similar work of is in progress during past 3 years
  - e) Performance certificate by client with value of work :
5.
  - a) Registration No. :
  - b) VAT No. :
  - c) PAN No. :
  - d) Service Tax No. :
  - e) CIN no, if it is Corporate :
6. Details of Technical ( SOFTWARE ) Manpower(Category-wise):  
Degree Holder/Diploma Holders/Others

Sl. No	Total Strength of RE(s)	Qualification	Length of Average Experience

7. Address of workshop/service centre with area of premises :
8. Whether Owned/Rented :
9. Name of Bank :
10. Confirm the following:---

a	Whether the firm is in existence for over three years in the trade	Yes/No
	If yes necessary supportive document has been attached	
b	Have you attached the copy of Service Tax Registration Certificate	Yes/No
c	Have you submitted the required EMD	Yes/No
d	Whether PAN Number / VAT No/ CIN no copy is attached	Yes/No
e	Have you attached the certificate that all the terms & conditions Indicated in the purchase enquiry & it's annexures are acceptable to your firm	Yes/No

**Declaration:**

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have dealt with in the future.

**Authorised Signature  
with the seal of the Company**

**PURCHASE ENQUIRY NO. CRP4D02V/1**

**DATED 16 . 06 . 2014**

**SPECIAL TERMS & CONDITIONS :**

**1) SUBMISSION OF BID:** The offers shall be submitted in two bid system, i.e., **Technical Bid (Part A)** and **Commercial / Price Bid (Part B)** in a separately sealed covers as per the following instructions.

**a) TECHNICAL BID:** The Technical Bid (**Part A**) shall contain Company profile along with existing / past client details (Purchase order copies) and performance report. The agency shall submit Technical Bid as per 'Proforma For Technical Bid' at Annexure-II,V & VII and clause wise compliance for the tender enquiry.

The technical bid cover shall be superscribed with **"TECHINCAL BID (PART A) FOR TENDER ENQUIRY NO. CRP4D02V/1 DUE DATE: 02 .07.2014 "**.

**IMPORTANT NOTE:** The **PRICE** information **SHALL NOT BE** disclosed in the Technical Bid. If any vendor discloses the price information in the Technical Bid, his offer will be rejected and EMD will be forfeited.

**b) COMMERCIAL BID:** The commercial Bid / Price Bid (**Part B**) shall contain the detailed price information as per Annexure-IX and any other information like VAT, Service tax etc.

The Commercial/Price bid cover shall be superscribed with **"COMMERCIAL BID/PRICE BID FOR TENDER ENQUIRY NO. CRP4D02V/1 DUE DATE: 02.07.2014"**.

**c) EARNEST MONEY DEPOSIT(EMD):** The EMD payment shall be enclosed in a separate cover superscribed with **"EMD PAYMENT FOR TENDER ENQUIRY NO.CRP4D02V/1 DUE DATE : 02 .07.2014"**.

All the three covers ie. EMD, Technical Bid and Commercial Bid can be enclosed in a single cover superscribed with **"TENDER ENQUIRY NO. CRP4D02V/1 DUE DATE: 02 .07.2014"**.

The Bids shall be sent to the following address:

**ASSISTANT MATERIALS MANAGER-CORPORATE  
ITI LIMITED  
REGISTERED & CORPORATE OFFICE  
ITI BHAVAN, DOORVANI NAGAR  
BANGALORE-560016**

**Submission:** The bids shall be sent by speed post / courier / dropped in the Tender Box placed in Reception office at the above address.

**Last date for submission of Bid: 02 . 07 .2014(05:30 PM)**

**Date of opening of EMD & technical Bid: 03 .07.2014 (11:00 AM)**

**Venue of Bid opening :**

ITI LIMITED  
REGISTERED & CORPORATE OFFICE  
ITI BHAVAN, DOORVANI NAGAR  
BANGALORE-560016

**Opening of EMD and Technical Bid:** On the date of opening Bid, only the EMD and Technical bid would be opened. Initially, EMD payment cover would be opened first and then, the technical Bid would be opened.

**Rejection of Bid:** The bids consisting of EMD, Technical Bid and Commercial Bid shall be submitted, completed in all respects, otherwise the tender would be rejected and returned for the following reasons:

- i) If EMD not submitted along with the Bid.
- ii) Submission of only one document ie., only EMD or only technical or only Commercial bid.
- iii) Submission of any two documents ie., only EMD & technical, only technical & commercial or only commercial & EMD.
- iv) Disclosing price information in Technical bid.
- v) Incomplete offer

**Opening of Commercial Bid:** The Commercial Bid of the only technically suitable agencies would be opened on a date and time to be intimated later.

**ASSISTANT MATERIALS MANAGER - CORPORATE**

**SCOPE OF WORK - REDESIGN OF WEBSITE OF ITI LIMITED**

(In this document the terms 'Bidders' & 'Vendors' are interchangeably used)

Invitation of Bids for re-design & re- development of the website of ITI Limited, under Ministry of Communication & IT, Govt. of India. ITI currently has a website with the URL <http://www.itild-india.com>.

It is intended to redesign the website of ITI at par with other progressive organizations for a speedy and effective means for dissemination of information. The website is to be given complete new look & feel which should be more attractive and user friendly with new enhanced features.

The new website will be loaded in ITI's Datacenter. The Server space for hosting, domain name, IP address are not a part of the scope of work. ITI will arrange for the same. The selected bidder shall redesign the web site by involving ITI team. This requirement is with a view that after completion of new website development, our team should be able to maintain the pages and application on their own.

The Bidder shall submit their bids as two bids (Technical and Financial) in separate covers. Technical bids will be opened first and evaluated and the financial bids of only the technically qualifying bidders will be considered for opening.

**1. SCOPE OF WORK:**

- i. To design and develop the website as per GOI guidelines in Hindi and English.
- ii. The scope of work includes design of 100 no of static pages and one (1) application viz Tender uploading system. ( Detailed at Annexure-VIII ) to work on open platform like LAMP (Linux, Apache, Mysql, PHP) including 'Captcha'.
- iii. The selected bidder shall develop the web site by involving ITI team. This requirement is with a view that after initial design our team should be able to maintain / design / redesign the pages on their own
- iv. One day training to ITI officials
- v. The Bidder shall provide one year of telephonic, e mail, personal support to ITI's team during maintenance.
- vi. The bidder shall complete the web site development with in **30** days of receiving PO from ITI Limited, Bangalore.

## **2. ELIGIBILITY OF BIDDERS:**

- i. The Bidder should have had at least three years of experience in website design , development and development of application based on website-database
- ii. The Bidder should have a presence in the Bangalore for at least 3 years
- iii. The Bidder shall provide us with Links (URLs) of at least 3 websites that they have developed and which are in use in public domain. The page size (in MB) of the above index pages should also be indicated. The customer contact details of the above projects including phone number may be provided.  
The Bidder shall also give proof of their capability of developing applications based on database and webpages.
- iv. Consortium is not allowed
- v. The Bidder shall have company registration / partnership registration certificate, valid sales tax registration certificate, valid Service Tax Registration Certificate and Permanent Account Number (PAN) issued by Income Tax Department
- vi. The Bidder should have the capability of handling multi lingual projects
- vii. The Bidder should have the capability of handling Archival Solutions needed for archival of old web pages.
- viii. Bidder should not be blacklisted by Central Govt./ any State or UT Govt/ PSU/ organized sector in India

## **3. TECHNICAL PROPOSAL :**

The technical proposal of the bidders should contain the following information:-

- a) Company Profile: In this section the bidder should highlight about their company.
- b) Company's Experience: In this section, list at least 3 names of the clients whom the bidder has undertaken similar assignments along with the name of the contact person and contact details of its clients. The purchase orders of the projects undertaken to be enclosed
- c) Eligibility compliance with supporting documents as per Annexure IV& V.
- d) Work Plan: In this section, bidder should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.
- e) Clause by clause compliance of EOI terms with references to supporting documents
- f) Undertaking as per EOI requirement as per Annexure VII.

#### 4. **MAIN OBJECTIVES:**

The main objectives for the web site are:

- a) The Website should be in pursuit of excellence and quality, should be easy to navigate, and should be properly secured from any untoward activity.
- b) To ensure compliance with “Guidelines for Indian Government Websites (GIGW)” which is available at:-  
[http://darpg.gov.in/darpgwebsite/cms/Document/file/Guidelines\\_for\\_Government\\_websites.pdf](http://darpg.gov.in/darpgwebsite/cms/Document/file/Guidelines_for_Government_websites.pdf)
- c) To easily manage overall content of the website. Adding new information or removing existing/old information should be simple. To adhere to all the standards of content writing
- d) To maintain the website up-to-date with ease
- e) To protect website from cyber attacks.
- f) The information shall be easily searchable on the site and the website should be optimized and scalable with capability to handle increased volume of data and visitors.
- g) The features explained in the following sections (4.1 onwards) are indicative. The bidder shall also see the present content in ITI’s website and can add other features not described below to make the web site useful / attractive.

#### 4.1 **IMPORTANT FEATURES REQUIRED:**

- a) Develop Resolution independent and browser independent website design structure
- b) Look and feel with aesthetics design, good color combination, background and screens, structure and layout, easy navigation
- c) Facility to upload tender documents and other information. Facility to add corrigendum/addendum/ amendments to main tender document through appropriate links should be provided enabling the visitors(public / Vendors / bidders) to view the main and linked documents (Ref: Annexure IV)
- d) The web site static pages can be in HTML while the Application in the Web site(See Annexure IV) should be developed using PHP or JSP or any freewares on any other platform independent tools like Wordpress / Joomla / drupa; etc on open platform like LAMP (Linux, Apache, Mysql, Php) along with content If there is any need for ITI to buy softwares for the purpose of development and later hosting and maintenance the price shall be included in the quote.
- e) The bidder shall load the tools that are used for development of website in a system in ITI for our further development /Hosting/ uploading / maintenance of the web site, at no extra cost to ITI.



#### **4.2 NOTICES & CIRCULARS:**

All notices & circulars originating from ITI should be listed here. The notices and circulars should be listed date-wise. All notices and circulars would have a valid date and after date expiry it would be automatically moved to archives section under notices & circulars.

#### **4.3 PRESS RELEASE:**

All press releases from ITI would be listed under this section

#### **4.4 PHOTO GALLERY:**

Event- wise photographs would be listed under this section. Each photograph would have a brief description. All photographs should be listed in thumbnail size & on clicking on the photograph it should be opened in a new window with original size

#### **4.5 EVENTS CALENDAR:**

List along with details of all forthcoming events should be mentioned under this section. When the date of event passes on the event would automatically be moved to archives section under 'events'.

#### **4.6 TENDERS:**

Here the visitors to the site should be able to view the tenders pertaining to all units and Regional Offices of ITI. The visitor should have the option to search and sort the tenders category-wise & date of expiry- wise & also circle-wise. If a corrigendum is issued for the tender then it should be listed below that tender. After the expiry of the last date of submission, the tender should be moved to archives section of Tender's section. Also 'cancelled tenders' should be listed under cancelled tenders section under Tenders. (Ref Annexure-IV)

#### **4.7 RECRUITMENTS:**

Here the visitors to the site should be able to view all job openings of the ITI and unit offices. Complete details as to how to apply, where to apply, eligibility criteria and last date of submission of job application should be listed here. On expiry of the last date of submission, the job opening should be moved to the archives within 'recruitments'.

#### **4.8 NEWS/ANNOUNCEMENTS:**

Related Links: Links to other government websites & web applications should be provided under this section

**Assistant Materials Manager- Corporate**

#### **4.9 CONTENT STRUCTURE:**

The website should have content structure for both Hindi & English

#### **4.10 FULL TEXT SEARCH:**

Full text search should be provided in the website for all the content entered. On entering any keyword, the system should search in all links, sub- links and provide information where the word is present.

#### **4.11 ARCHIVES MANAGEMENT**

There should be a facility to remove and archive old contents which should be searchable by giving inputs like 'between 2 dates'.

#### **5. WEB DEVELOPMENT STANDARDS:**

The website should be developed with the latest technology, using up-to-date and well established development tools and software. The development approach should conform to the best practices in the web site development and maintenance industry. Generally it should ensure the following:

☐ Adherence to commonly accepted standards and practices, including W3C compliance.

☐ Using latest web website design technologies

Acceptability on all current user technology platforms; browsers, operating systems, client systems.

#### **6. ACCEPTANCE TESTING:**

Web site developed will be tested by ITI with required technical and other capabilities to inspect, test and evaluate the web site and determine whether it satisfies the acceptance criteria as agreed upon in the work plan. Vendor will rectify the deficiencies and other deviations from work plan identified by ITI immediately. Final payment release will be subject to ITI conveying acceptance after evaluation

#### **7. SECURITY:**

The vendor will provide for the following security features:

- Tools for monitoring web site security
- Protection against defacement, hacking
- Design should incorporate security features to protect the site from Session Hijacking, SQL injection, Cross scripting, Denial of Service etc.

**Assistant Materials Manager- Corporate**

#### **8. TRAINING:**

Vendor will provide training in the use/maintenance of the web site. All technical aspects of web site maintenance and other link sites, web site code source and technical documents associated with the web site development, administration and use will be provided to the ITI's team of 5 officials for a period of 3 days. Vendor shall provide necessary technical details including the software, software tools and systems required for the proper upkeep and maintenance of the website.

#### **9. DELIVERABLES:**

- Work Plan Schedule
- Source Code with Complete Documentation (including System & Operations Manuals)
- Tools used with licenses, if any
- Training
- Confidentiality and Non-Disclosure Agreement
- 

#### **10. COPYRIGHT / LICENSE VIOLATIONS & PROVISION OF LEGAL COPIES:**

Venders should unconditionally absolve the ITI of any responsibility and indemnify ITI against any liability for the use of Software with regard to copyright/license if any.

#### **11. CONFIDENTIALITY & NON DISCLOSURE AGREEMENT:**

The vendor should give an undertaking to maintain confidentiality and non-disclosure and confirms that this will be binding upon the company and all its employees who are or may be involved in the project at any stage.

#### **12. TRADEMARKS & COPYRIGHTS:**

The deliverables and any other documentation materials or intellectual properties are works commissioned by ITI and as such will be the sole property of the ITI and the ITI will be vested with all right, title and interest therein. The copyright in respect of al works associated with the web site developed for the ITI will be vested with ITI. All associated patents, copyrights and trade secret rights shall be the exclusive property of ITI.

**13. Technical Bid and Compliance Certificates:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Compliance (Y/N)</b>
<b>1.</b>	Whether the bidders has developed Web sites using PHP or JSP or any other platform independent tools and that works on freeware platform like LAMP(Linux,Apache,Mysql,PhP) Specify the tools and software that will be used for the development of current project.	
<b>2.</b>	Whether the vendor has used latest Web design Technologies for the Project	
<b>3.</b>	Whether all the features required as listed in this document including Annexure-IV will be incorporated in the project.	
<b>4.</b>	Whether the vendor undertakes to comply fully and provide all deliverables including the complete Source Code with Documentation, manuals and other technical documentations required	
<b>5.</b>	Whether provision for Training as listed under “Training” have been made in the proposal	
<b>6.</b>	Whether the vendor undertakes to comply fully and provide all deliverables including the complete Source Code with Documentation, manuals and other technical documentations required.	
<b>7.</b>	Whether details of the development tools being used with licenses, if any have been furnished	
<b>8.</b>	Whether the vendor undertakes to submit Licenses for various software tools used, wherever required.	

**Bidders Profile**

1.	Name and address of the company		
2.	Contact Details of the Bidder (Contact person name with designation, Telephone Number, FAX, E- mail and Web site)		
3.	Area of business		
4.	Annual Turnover for 3 years	2010 - 11	
		2011 - 12	
		2012 - 13	
5.	Date of Incorporation		
6.	Sales Tax /VAT Registration number		
7.	Service tax Registration number		
8.	PAN Number		
9.	Number of technical manpower in company's rolls		
10.	CIN if it is Corporate		

**Assistant Materials Manager- Corporate**

**Purchase Enquiry No. CRP4D02V/1 dated 16 ..06..2014**

**ANNEXURE - VI**

**Checklist of documents/information to be submitted:**

<b>Sl. No</b>	<b>Document</b>	<b>Submitted (Yes/No)</b>
a.	Company Profile	
b.	Certificate of Incorporation	
c.	Memorandum & Articles of Association	
g.	Quality certificate if any	
h.	Supporting documents covering experience as per clause 2. Eligibility of Bidders to be supported by PO Copies, Completion Certificates/ Auditors Certificates	
i.	Sales Tax/VAT Registration Certificate	
j.	Service Tax Registration Certificate	
k.	Copy of PAN Card	
m.	Details of technically qualified professionals including name, qualification and experience	
n.	Authorization letter in the company letterhead authorizing the person signing the bid for this EOI.	
o.	Undertaking in letter head as per Annexure VII	
p.	Bidders Details as per Annexure V	
q.	Clause by clause compliance of EOI terms with references to supporting documents	
r	Copy of CIN no,if it is Corporate.	

**Assistant Materials Manager- Corporate**

**Purchase Enquiry No. CRP4D02V/1 dated 16 ..06..2014**

**ANNEXURE – VII**

**UNDERTAKINGS (TO BE IN BIDDER'S LETTER HEAD)**

M/s..... do here by undertake the following:

1. that we are not blacklisted by Central Govt./ any State or UT Govt/ PSU/ organized sector in India
2. to work with ITI as per EOI terms and conditions
3. to obtain relevant statutory licenses for operational activities.
4. to indemnify ITI from any claims / penalties / statutory charges, liquidated damages, with legal expenses etc as charged by the customer.

**Assistant Materials Manager- Corporate**

**a) TENDER UPLOADING SYSTEM. (PORTAL)**

**INTRODUCTION:**

ITI Limited has 16 locations (6 units, 8 Ros, Network system Unit and Corporate office) which will be calling for Tender for procuring materials / services and EOIs for selecting partners for business. The Tenders and EOIs needs to be uploaded in ITI's Web site which will be viewed by public(Vendors)

**PRESENT SYSTEM:**

Presently each Units/ Ros will upload the tender details, as a static page index in a folder provided to each one along with password. The folder is located in the Intranet server at ITI NOC- Bangalore. They get connected to the server through Internet.

**REQUIRED SYSTEM:**

- 1) ITI units / ROs should be able to log-in to the portal with security. The indicative log-in screen is depicted at fig 5. Once successfully logged in the user should be able to upload the Tenders details along with document to the web site. Each Tender will have Tender reference no (primary key).
- 2) Corrigendum bearing the Tender reference ( if there is any) should be able to be uploaded. (fig 7)
- 3) The Tenders loaded by all units / ROs - along with the corresponding Corrigendum (corresponding to the particular Tender) should be displayed on the same screen ( with latest date of Tender at the top). Only those Tenders with the Tender submission date not exceeding the current date should be displayed. The indicative screen is depicted at fig 8. This is meant for public view in the website and the viewer (Bidder / Vendor) should be able to view Tenders /EOIs sorted on 'Unitwise' or 'Tender due date' wise or 'subject wise'.
- 4) On the display screen one should be able to select / sort the Tenders by Units / Ros(ITI locations).
- 5) There should be a facility for 'Kaptcha' entry by officials of each unit to verify that a human ( not machine / automatically) is making the entry. The software required for 'Captcha' should be able to load in the same server as the application and it's cost if any should be part of the quote. Shown in fig 5, fig 9 & fig 11.

**Assistant Materials Manager- Corporate**



- 6) There should be facility for the administrator to create / enable / disable user IDs, create / change password meant for officials at each unit. The indicative screen is depicted at fig 10.
- 7) In general the user should not be able to navigate to the previous screen using the browser 'back' button.
- 8) A suitable 'session time out' should be provided and should be able to be set / modified by the administrator.
- 9) The following data entry server ,displays and tables and tables are only indicative and neither exhaustive nor in any particular order.. The actual design shall incorporate suitable features like better aesthetics etc.

The following –from fig 1 to fig 4 are back end tables

**Fig -1**

**Table1 - Admin1-user management**

SI No	Title	Type	Size	Remarks
1	User name	Character	40	
2	User Staff No	Character	8	Primary Key
3	Password	Character	40	
4	user e-mail-id	Character	40	
5	Unit	Character	10	Primary Key
6	Department	Character	10	
7	Division	Character	10	
8	Enable / Disable	Binary	1	Y / N
9	Record Number	Number	4	Automatic

**Fig -2**

**Table 2 - Tender - EOI Table**

SI No	Title	Type	Size	Remarks
1	Tender / EOI	Binary	1	T / E– Default-'T'
2	Tender / EOI Code	Character	40	Primary Key
3	Tender / EOI date	Date		
4	Tender / EOI Title	Character	60	
5	User Staff No	Character	8	Foreign Key Referencing User Staff No from Table1
6	Unit	Character	10	Foreign Key Referencing Unit from Table1
7	Tender Last date	Date		
8	Tender opening Date	Date		
9	File Name	Character	10	File name like xxx.pdf which will be uploaded by user for downloading by vendors
10	Tender_cancelled	Binary	1	Y/N ---default-'N'.
11	Record Insertion date and time	Date-Time		Automatic Server System date time
12	Record Number	Number	6	Automatic

Fig -3

Table 3 - Corrigendum Table

SI No	Title	Type	Size	Remarks
1	Corrigendum Code	Character	40	Primary Key
2	Corrigendum date	Date		
3	Tender / EOI Code	Character	40	Foreign Key Referencing Tender / EOI Code from Table2
4	Tender / EOI Title	Character	60	
5	User Staff No	Character	8	Foreign Key Referencing User Staff No from Table1
6	File Name	Character	10	File name like xxx.pdf which will be uploaded by user for downloading by vendors
7	Record Insertion date and time	Date-Time		Automatic Server System date time
8	Record Number	Number	6	Automatic
9	Corrigendum sl no Number	Number	6	Automatic

Fig -4

Table4 - user login information

SI No	Title	Type	Size	Remarks
1	User Staff No	Character	40	Foreign Key Referencing User Staff No from Table1
2	Unit	Character	8	Foreign Key Referencing Unit No from Table1
3	Log in Date-Time	Date-Time		Automatic Server System date time
4	Log out Date-Time	Date-Time		Automatic Server System date time
5	Record Number	Number	7	Automatic

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Fig -5

Table 5 - Contracts Concluded

SI No	Title	Type	Size	Remarks
1	Tender no	Character	40	
2	Tender Date	Date		
3	Item/Nature of Work	Character	60	
4	Mode of tender enquiry	Character	40	
5	Date of publication of NIT	Date		
6	Type of Bidding ( single/two Bid system)	Character	10	
7	Last date of receipt of tender	Date		
8	Nos.of tenders received	Number	3	
9	Number of parties qualified after technical evaluation	Number	3	
	Names of parties qualified after technical evaluation	Character	100	
10	Number of parties not qualified after technical evaluation	Number	3	
	Names of parties not qualified after technical evaluation	Character	100	
11	Whether contract awarded to lowest tender/Evaluated L1	Binary		
12	Contract No	Character	40	
13	Contract Date	Date		
14	Name of the Contractor M/s	Character	40	
15	Value of contract Rs.Ps	Number	(12,2)	
16	Scheduled date of completion of supplies	Date		
17	User Staff No	Character	8	Foreign Key Referencing User Staff No from Table1
18	Unit	Character	10	Foreign Key Referencing Unit from Table1
19	Record Insertion date and time	Date-Time		Automatic Server System date time
20	Record Number	Number	6	Automatic

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The following – from fig 6 to fig 15 are data entry / display screens

Fig – 6 user log-in screen

**Tender Uploading System- ITI Limited**

User ID Password ITI Location Tender / Corrigendum / change password screen

Default : Tender

Enter the text as it is shown in the box below

x z c e z

Submit Cancel

‘User ID’ ,‘Password’ and ‘ITI Location’ entered by the user will be checked with the record available in the Table1 and if they are matching then the user will be allowed to go to the next screen. The next (data entry) screen can be Tender ( / EOI) entry or Corrigendum entry screen or ‘Contracts awarded’ screen or ‘Tender cancellation screen’ . The Default will be ‘Tender Entry’ Screen. There should be a ‘Kaptcha’ entry field for checking that ‘humans’ are entering the data.

As soon as user logs in the ‘date and time’( server time and date) is automatically copied to Table 4. When the user logs out; again ‘date and time’( server time and date) is automatically copied to Table 4.

Fig 7: Tender / EOI data entry screen.

*User id Unit* **Tender / EOI Entry Screen** *Date – time:*

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Tender EOI Ref No Tender Ref Date Tender Title Due date Time

Click to Upload document

Submit

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Reference Table: table 2. Data are also obtained from table 1.

The logged in user id, Unit, Current date and time will be displayed at the top. The user enters Tender EOI Ref No, Tender Ref Date, Tender Title, and Due date Time. The data entered is meant to be loaded to the corresponding column in a new record in the table2. The user also clicks on the icon meant for the Tender document (in pdf) to be uploaded. The user will be able to locate the file in his PC for uploading. Each unit will be provided a folder in the server for uploading the pdf files. As soon as the file is selected for uploading the name of the file (example:: xxx.pdf) will be loaded to the corresponding column in the record. In addition the corresponding 'user staff no' and 'unit' will be obtained from table1 and copied on to the corresponding column in the table 2.

The 'Record Insertion date and time' will automatically be obtained from the server. The column 'Record Number' will be auto-advanced for each record. Upon user clicking the 'submit' button the record will be committed to the table2.

Fig 8: Corrigendum data entry screen.

User id

Unit

Date – time:

**Corrigendum Entry Screen**

Tender EOI Ref No

Corrigendum ref No

Corrigendum Ref Date

v

[Click to Upload document](#)

Submit

Reference Table: table 3. Data are also obtained from table 1 and table 2. Corrigendum will be given against a Tender / EOI, the record of which is already in the table 2.

The logged in user id, Unit, Current date and time will be displayed at the top. The user selects the required Tender EOI Ref No from the drop down box which fetches and displays data from table2\*. (Though the drop down box shows the all the columns in the record, once the user makes his selection only the corresponding Tender EOI Ref No will be selected and displayed) The user then enters Corrigendum Ref No, Corrigendum Ref Date. The data entered is meant to be loaded to the corresponding column in a new record in the table3. The user also clicks on the icon meant for uploading the Corrigendum document (in pdf). The user will be able to locate the file in his PC for uploading. As already explained each unit will be provided a folder in the server for uploading the pdf files. As soon as the file is selected for uploading the name of the file (example:: cor1.pdf) will be loaded to the corresponding column in the record. In addition the corresponding 'user password' and 'unit' will be obtained from table1 and copied on to the corresponding column in the table1.

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The 'Record Insertion date and time' will automatically be obtained from the server. The column 'Record Number' will be auto-advanced for each record.

The column 'Corrigendum sl no Number' will advance automatically once for each corrigendum for a particular 'EOI ref no'.

Upon user clicking the 'submit' button the record will be committed to the table3.

\*Query algorithm :: Select Tender EOI Ref No, Tender Ref Date, Tender Title, and Due date-Time from table2 where Due date Time > system date-time.

Fig – 9 Data Entry Screen for 'Contracts Awarded'

<div style="border: 1px solid black; padding: 2px; display: inline-block;">User id    Unit</div>		<b><u>Contracts Awarded</u></b>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Date – time:</div>	
Tender / EOI Ref No	Tender Ref Date	Nature of work			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
Mode of Tender enquiry	Date of publication of NIT	Type of bidding ( Single / two bid system)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
Last Date of Receipt of Tender	Number of Tenders Recieved				
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Number of Parties qualified after technical evaluation	Name of the Parties qualified after technical evaluation				
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Number of Parties not qualified after technical evaluation	Name of the Parties not qualified after technical evaluation				
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Whether contract awarded to lowest tender/Evaluated L1	Contract Ref No	Contract Ref Date	Name of the Contracter	Contract Value-Rs	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #f0f0f0;">Submit</div>					

Fig 10 Display of Tenders / EOI and their corrigendum.

### Tenders / EOIs & Corrigendums display

Unit

Title

From Due Date

To Due Date

Sl No	Tender / EOI Reference No	Date	Title	Due Date	Location	
1	Pkd/asr/fld/300	01-08-2014	Purchase of PCs and printers	15-09-2013	Pallakkad	<a href="#">download</a>
2	NCr/IT/nni/ 54	12-07-2014	Purchase of electronic items for production	21-08-2014	Rae Bareli	<a href="#">download</a>
3	ECP/ITI/Tend/145	24-05-2014	Selection of partner for Electronic manufacturing	30-06-2014	Bangalore plant	<a href="#">download</a>

Corrgndm sl no	Corrigendum Ref No	Corrigendum date	
1	ECP/ITI/Corr/159	28-05-2013	<a href="#">Download</a>

4	Mp/finh/32	08-04-2014	Procurement of Routers	25-04-2014	Manipur	<a href="#">download</a>
5	NN/sdar/5	07-03-2014	selection of Technology partners for solar cell	31-03-2014	Nairi	<a href="#">download</a>

Corrgndm sl no	Corrigendum Ref No	Corrigendum date	
1	NNI/solar/24	10-03-2014	<a href="#">Download</a>
2	NNI/solar/43	18-03-2014	<a href="#">Download</a>

6	NSU/AMCE/10b/4	15-02-2014	Quotation for card repair	02-03-2014	NSU-bang	<a href="#">download</a>
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This is the page to be published in the web site for public view (Vendors / Partners). Tenders / EOI and their corrigendum are displayed if their due date is greater than current date-time and if the Tender / EOI is not cancelled. (*Select ... from ....where Due date Time > system date-time and Tender\_cancelled='N'*). The 'location' is obtained from table1. The records are arranged by due date with farthest due date at the top. The corrigendum (if any) corresponding to a Tender / EOI selected from table 3 are to be displayed under the corresponding Tender / EOI. At the top of the screen there is a field where the viewer can select an ITI Location to view the Tenders / EOIs of that particular location. Default selection is 'ALL'. The viewer can also make a selection based on due dates and on Title. The viewer can download the document of Tender / EOI or corrigendum by clicking the corresponding link. (The document which was uploaded by ITI users; see fig 7 above)

Fig 11: Log in screen for Administrator.

### Administrator Log-in

User ID

Password

Enter the text as it is shown in the box below

x z C e z

After successful log in the Administrator can create / enable/ disable / change password of the user.

Fig 12: This screen corresponds to Table 1.

Administrator Screen for User creation		
User Name	Enable(E) / Disable(D) User	
<input type="text"/>	<div>Default : E</div> <div>▼</div>	
Password	<input type="text"/>	
ITI Location	Department	Division
<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff No	E mail ID	
<input type="text"/>	<input type="text"/>	
<div>Submit</div>		

Fig 13: The user can change their password.(Corresponding table : table1)

Change password			
User ID	Old Password	New password	Re-enter new password
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enter the text as it is shown in the box below <div> <div>x z C e z</div> <input type="text"/> </div> <div> <div>Submit</div> <div>Cancel</div> </div>			

Fig 14 Tender / EOI cancellation screen

User id    Unit		<u>Tender – EOI cancellation</u>		Date – time:
<div></div>				
Tender EOI Ref No	Cancel			
<input type="text"/>	▼	<input type="text"/>	<div>Submit</div>	



The user will select the Tender / EOI ref no (pertaining to his entered data only) from the table 2. (query:: *Select Tender – EOI Code from Tender-EOI table where user staff no=user*). The user then will click on ‘Cancel’ check box then press ‘submit’ button.

This Display screen Extracts the records from the Contracts Concluded table (table5 ).

## Assistant Materials Manager- Corporate