

# Central Institute of Road Transport



## Request for proposal (RFP)

Design, Development, Maintenance of Website with  
Content Management System (CMS)

RFP No.: CIRT/Web/2025-26/01

19<sup>th</sup> June 2025

### **Central Institute of Road Transport**

Post box No. 1897, Pune – Nasik Road, Pune 411 026

Tel. No. 020-67345300, Fax No. : 020-67345407

[www.cirtindia.com](http://www.cirtindia.com)

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**CENTRAL INSTITUTE OF ROAD TRANSPORT**

Post Box. No. 1897, Pune Nashik Road, Bhosari, Pune-26.

Phone 020 67345300

Fax No. 020- 67345403

## 1.Tender Notice

Sr. No.	Particulars	Details
1)	Tender Reference No.	CIRT/Web/2025-26/01
2)	Tender Publish Date	19-June-2025
3)	Tender issuing Authority	Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune - 411026
4)	Name of the Work / Project	Design, Development, Maintenance of Website with Content Management System
5)	Cost of the Tender	Rs. 1000/- plus taxes (Rupees One Thousand Only plus taxes) through Demand Draft in favor of “Director, CIRT, Pune”. The cost of tender document should be paid along with the submission of the tender as per the schedule.
6)	Earnest Money Deposit	Rs. 8,000/- (Rupees Eight Thousand Only) through Demand Draft in favor of “Director, CIRT, Pune”
7)	Submission of Pre-bid queries & online meeting request for Pre Bid Meeting.	On or before 30-June-2025 to <a href="mailto:sysadmin@cirtindia.com">sysadmin@cirtindia.com</a>
8)	Pre-Bid Meeting Venue at CIRT/ online	03-July-2025, 1100 Hrs
9)	Due date for online submission of bid	21-July-2025, 1600 Hrs
10)	Physical Submission of Technical bid documents at CIRT, Pune	21-July-2025, 1600 Hrs
11)	Technical Bid Opening	22-July-2025, 1100 Hrs
12)	Commercial Bid Opening	Will be informed to all the technically qualified bidders through email.
13)	Address for Submission of Proposals	Director Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune – 411026 Tel: 020-67345300
14)	Download Request for Proposal & Upload e-tender	A copy of the tender document can be downloaded from <a href="http://www.cirtindia.com/">http://www.cirtindia.com/</a>

## 2. Information about the E-Tender

### **Instructions to the Applicants**

Who can participate in this e-Tender: The bidders who have registered with C.I.R.T.'s eTender portal can only participate in this tender process.

#### **2.1 How to register:**

The prospective bidders must register to CIRT e-tender portal by paying Annual Registration Charge of Rs. 2,000/- (+) G.S.T. (as applicable) through E-Tender portal by online payment mode. On completion of the registration process, the bidders will be provided user ID and Password. After receipt of User ID and Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.

2.2 Tender Processing Fee (Non-Refundable) with G.S.T. (as applicable) is payable online on the portal of CIRT e-tendering website for applying the tender online.

2.3 Is there any device requirement for participation in e-Tender:

Bidder should have valid Class III Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data, its authenticity /nonrepudiation of electronic records shall be in compliance with IT Act 2000 as amended from time to time. It is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class III issued by a Licensed Certifying Authority (CA).

The contact details for e-Tendering are furnished below:-

Contact Persons: Mr. Sanjay Chandak	Telephone / Moblie: 9665721619 Email : sanjay.kc@etenderwizard.com	For vendor Registration / DSC / Any other issue regarding eTender Process, please contact Tenderwizard
Tenderwizard Helpdesk :	<b>Contact No: 080-45811365, 080-45982100</b> <b>Email:</b> <b>twregdelhi@etenderwizard.com</b>	

Note: Above contact details are only related to technical queries pertaining to submission / upload of E-Tender, for any other queries please email to stores@cirtindia.com or contact Stores on 020 – 67345300 (447).

## 3. Instructions to Bidders

### 3.1 Introduction (About CIRT)

The Central Institute of Road Transport (CIRT) was established in 1967 on the joint initiative of the Ministry of Shipping & Transport & the Association of State Road Transport Undertakings. CIRT is committed to improving the efficiency & productivity of the transport sector, with particular emphasis on the STU. CIRT has been offering technical training, consultancy and automobile component testing services to the STU fraternity for the last 58 years. CIRT offers management development programmes covering general management, transport operations and maintenance engineering. The programmes are meant for practising managers in STUs, other organisations operating transport services besides road transport officials. All programmes are residential and their duration ranges from one week to four weeks. In addition, the Institute undertakes consultancy and research assignments on transport policy, transportation planning, traffic management, maintenance management, materials management, human resource management and management information systems.

CIRT has a sophisticated automobile component testing laboratory, recognised by the Bureau of Indian Standards for testing a wide range of automobile components. ASRTU relies on the test reports of CIRT while awarding rate contracts to automobile component manufacturers. The joint endeavour of ASRTU and CIRT for monitoring the quality of auto parts has stood the test of time and has become an indispensable input for upgrading quality and ensuring cost-effectiveness.

CIRT Performs its activities under the aegis of MoRTH, Government of India & ASRTU. Safety & Homologation Division ( SHD) of Central Institute of Road Transport was established two decades ago with the authorisation by Ministry of Road Transport & Highways under Central Motor Vehicle Rule – 126 for Testing & Type Approval Certification of entire gamut of Vehicle categories – running on Conventional & Alternative Fuels & Alternative Technologies – Including Battery Operated Electric Vehicles - Ranging from 2/3 Wheelers, E-Rikshaws / E-Carts to Heavy Commercial Vehicles (HCVs) , Automotive Trailers , Passenger Buses including School Buses, Sleeper Coaches , Double Deck Buses , Tarmac Buses , Construction Equipment Vehicles ( CEVs) & Agriculture Tractors.

Safety & Homologation also supports Bus Manufacturers and Bus Body Builders for undertaking Accreditation of their Bus Body Plants under Central Motor Vehicles (Accreditation of Bus Body Builders) Order 2012 – Notified by Ministry of Road Transport & Highways. SHD is also involved in Building Capacities of Human Resources from Transport Sector covering manpower from Transport Departments of various States, STUs, OEMs & Bus Body Builders & Auto Component Manufacturers.

### 3.2 About Website

CIRT intends to develop and implement website application and content management to showcase its products/services, provide valuable information to the existing & prospective clients and establish credibility in the industry. We aim to enhance customer engagement, generate leads, and drive growth through an accessible online presence.

### 3.3 Cost of RFP is mentioned in Notice for Inviting Tender

### 3.4 Consortium and Joint ventures: Consortium, Joint venture, Subletting, Sub-contracting and Outsourcing shall not be allowed.

### 3.5 Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the document with full understanding of its implications. The response to this tender should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal if nonresponsive.

### 3.6 Amendment of RFP Document

All the amendments made in the document would be published at [www.cirtindia.com](http://www.cirtindia.com) shall be part of RFP. Bidders are advised to visit the aforementioned website on regular basis for checking necessary updates. The Director, CIRT also reserves the rights to amend the dates mentioned in this RFP for bid process.

### 3.7 CIRT right to terminate the process:

CIRT may terminate the RFP process at any time and without assigning any reason. CIRT reserves the right to amend/ edit /add delete any clause of this Bid Document. However, this will be informed to all and will become part of Bid/ RFP.

### 3.8 The EMD may be forfeited:

3.8.1 If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or

3.8.2 In case of a successful bidder, fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the RFP.

3.8.3 During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the CIRT regarding forfeiture of the Bid Security shall be final and binding upon bidders.

3.8.4 During the bid process, if any information is found false/ fraudulent/ malafide, then CIRT shall reject the bid.

### 3.9 Language of Bids: This bid should be submitted in English language only.

### 3.10 Bid Submission Format

The entire proposal shall be submitted as per the format specified in this Request for Proposal.

### 3.11 Submission of Bids

The bids submitted by the Bidder shall comprise of the following Two envelopes:

#### A) EMD – Envelope A

The bidder shall submit the EMD and Tender Fee in Envelope A and super scribe on the sealed envelope “Envelope ‘A’ : Design, Development, Maintenance of Website with Content Management System EMD and Tender Fee for Bid”. The EMD & Tender Fee for the Bid shall be provided along with the Technical Proposal.

The EMD & Tender fee in DD Hard copy to be submitted and its scan copy to be uploaded along with the Technical Bid.

#### B) Technical Bid – Envelop B

The bidder shall submit the Technical Proposal in Envelope B and super scribe on the sealed envelope “Envelope ‘B’: Technical Proposal for Design, Development, Maintenance of Website with Content Management System”.

Please Refer Annexure 1 for guidelines for preparation of Technical Proposal. The Technical Proposal must contain the following.

- i. Proposal Covering letter- Refer Form 1.
- ii. Attested copy of the Memorandum and Articles of Association Incorporation Certificate of the Company.
- iii. Audited Annual Financial Statements and Annual Report and Certified statement from the current Statutory Auditors of the bidder
- iv. Copy of Work Orders and Customer satisfaction certificates should be attached.
- v. Self-Undertaking that the bidder has not been debarred/blacklisted by any Govt. / Semi- Govt. organization for quality of services/ product and there are no legal issues/ order prohibiting/ restraining the bidder to participate in the bid process.
- vi. Technical proposal.
- vii. Signed and stamped copy of the original RFP document downloaded from the website along with its annexures/ corrigendum/ documents, etc.
- viii. Any other document to support the Bid.
- ix. Above documents to be submitted in hard copy and similar copy will be uploaded on the E-Tender portal.
- x. Any Deviation may lead to disqualification and will be treated as non-responsive

C) Financial Bid: To be submitted online only on E-Tender. Any physical copy submitted will be disqualified.

### 3.12 Late Bids and Bid Validity Period

Any Bid received by CIRT after the deadline for submission of Bids shall be declared late and will be rejected and returned unopened to the Bidder at the discretion of CIRT. The

validity of the bids submitted in time shall be till 180 days from the date of opening of technical bid.

- Bid Opening

Envelope A containing EMD and Tender Fee shall be opened initially and if the EMD or Tender Fee is as per the criteria provided, then only, Envelope B (Technical Proposal) shall be opened of the qualified bidders.

- Envelope B containing Technical Proposal shall be opened in the presence of Bidder/ representatives online as per the date and time specified in the RFP.
- Financial Bid will open of qualified bidders only. The date, time, and location of the opening of online Financial Proposals will be informed to the qualified Bidders, who choose to remain present. Financial Proposals to be submitted online only.

### 3.13 Evaluation Process

#### 3.13.1 Bid Evaluation Committee

The Bid Evaluation Committee constituted by the CIRT shall evaluate the bids.

- #### 3.13.2 The Bid Evaluation Committee shall evaluate the Technical and Financial bids and submit its recommendation to Competent Authority whose decision shall be final.



### 3.14 Prequalification Criteria

The bidder shall fulfil all the following eligibility criteria:

Sr No	Criteria	Supporting Documents
1.	The bidder must be a registered company in India, registered under the Companies Act 1956. The bidder should be operating in India for the last five years as on 31/03/2024	<ul style="list-style-type: none"> <li>• Copy of the Certificate of incorporation /Registration issued by the relevant statutory authority.</li> <li>• Copy of Memorandum and Articles of Association.</li> <li>• ESI, PF</li> <li>• Any other relevant documents.</li> </ul>
2.	Annual Turnover The bidder must have a minimum annual average turnover of Rs. 50 lacs from Software development in the last three financial years 2021-22, 2022-23, 2023-24	<ul style="list-style-type: none"> <li>• CA certificate and net worth certificate.</li> <li>• Net worth should be positive.</li> <li>• Copy of Memorandum and Articles of Association of each member.</li> </ul>
3.	The bidder should have valid quality certification. <ul style="list-style-type: none"> <li>• ISO 9001:2008 or above</li> <li>• ISO 27001:2013 or above</li> </ul>	Copies of the valid certificates as on bid submission date from authorized agencies
4.	The bidder should submit valid documentary proof of GST/Sales Tax/VAT registration number and the details of income tax registration (PAN).	<ul style="list-style-type: none"> <li>• Copy of PAN Card</li> <li>• Copy of GST</li> </ul>
5.	The bidder should not have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance	Self-Certificate from the current authorized signatory of the company.
6.	The bidder should be an individual organization. Consortium shall not be allowed.	Certificate from the current authorized signatory of the company.

7.	Bidder should have minimum 10-15 Full Time Application development professionals with necessary skillset as per the requirement of website on bidder's own payroll.	Certificate from the current authorized signatory of the company with name of the professionals, qualifications and their work experience details.
8.	Bidder experience of CERT Audit	Documentary evidence at least two websites.

### 3.15 Technical Qualifications Parameters (Bidder to Score 70% to Qualify Technical Bid)

S.N.	Parameter of technical Criteria	Max. Marks	Technical Criteria	Max Marks
1.	Annual Turnover	10	i. The annual average turnover between 50 Lacs – 1 Cr for past three years ii. The annual average turnover is 1 Cr and above for past three years -	5 Marks 10 Marks
2	<b>Presentation of website templates ( 5 ) marks each</b>		Presentation in front of committee members at CIRT Pune, date will be provided during technical bid examination	
2.1	Presentation Quality	20		5
2.2	Layout			5
2.3	Overall Aesthetics			5
2.4	Execution Plan			5
4	Nos. of Website of Edu. Institute/University/Govt. Sector/Private sector	10	(i) Website upto 5 numbers. (ii) Website above 5 and upto 10 numbers.	5 Marks 10 Marks
5	Company Nos. of years of work experience in website development	20	(i) Year of experience up to 5 years (ii) Year of experience above 5 years	10 Marks 20 Marks
6	Nos. of Technical Personnel in company	10	(i) Technical Persons min. 10 numbers (ii) Technical Persons above 10 numbers	5 Marks 10 Marks
7	Similar Works means refer definition section no. 3.15.1 Should have “Similar Works” experience of having successfully completed any of the following similar works during <b>last 5 years ending 31-03-2024:</b>	30	<ul style="list-style-type: none"><li>The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or</li><li>2 orders each of 50 % of the Estimated Bid Value or</li></ul>	30 Marks

S.N.	Parameter of technical Criteria	Max. Marks	Technical Criteria	Max Marks
	<ul style="list-style-type: none"> <li>One similar completed work costing not less than 4.0 lacs.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Two similar completed works each costing not less than 2.5 lacs of the estimated cost.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Three similar completed works each costing not less than 2.00 lacs of the estimated cost.</li> </ul>		<ul style="list-style-type: none"> <li>3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services</li> </ul>	
	Maximum Marks	100		

Minimum 70 Marks to be scored to qualify the technical bid.

### 3.15.1 Similar Works Definition

In project Experience "Similar Works" refers to projects of comparable nature, scope, complexity, and value that demonstrate the bidder's capability to execute the proposed website development project. This includes, but is not limited to:

1. **Development of Official Websites** – Experience in designing and developing websites for government agencies, public sector undertakings (PSUs), educational institutions, or corporate entities or private sector. Website should Responsive, Search Engine Optimization (SEO) & Mobile-Friendly Websites – Projects ensuring cross-device compatibility (desktop, tablet, mobile). Content Management System (CMS) Integration – Experience in implementing CMS solutions like Drupal, Joomla, or custom CMS for dynamic websites.
2. **E-Commerce & Payment Gateway Integration** – If applicable, experience in developing e-commerce websites with secure payment processing.

### 3.15.2 Supporting Evidence for Similar Works

To validate "Similar Works," the bidder should provide:

- **Work Orders / Completion Certificates / Payment proof** from previous clients.
- **Live Website Links**
- **Client Testimonials** (if available).
- **Technical Details** like platform used, team size, project duration

### 3.16 Process of Evaluation

- Bidders who qualify on Envelope 'A' shall be considered for further technical evaluation.
- Bidder shall be evaluated as per prequalification criteria mentioned above. The bidders who fulfil all the prequalification criteria will qualify for further Technical Evaluation.
- Amongst the bidders who are considered for financial evaluation, the bidder quoting the lowest will be preferably awarded the work at the discretion of CIRT.
- The Bid Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.

### 3.17 Award Criteria

CIRT shall preferably award the Contract to the lowest identified Bidder at its discretion.

### 3.18 Performance Bank Guarantee

- (i) The Bidder shall at his own expense, deposit with department, within 15 (fifteen) days of the date of issue of Work order or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Bank acceptable to department, payable on demand, for the due performance and fulfilment of the contract by the bidder.
- (ii) This Performance Bank Guarantee will be for an amount equivalent to 10% of contract value. All charges whatsoever such as premium, commission, etc. with respect to the Performance Bank Guarantee shall be borne by the bidder.
- (iii) The performance bank guarantee shall be valid for the period of 15 months.
- (iv) The Performance Bank Guarantee may be discharged/ returned by department upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.

3.19 Warranty: The warranty shall remain valid for one year from the date of go-live.

### 3.20 Payment Terms and Schedule

- 80% payment will be given after the delivery of complete website development, CERT Audit Certificate and handing over of project source code.
- 20% after three months go live.
- AMC Period two years from the date of Go Live.
- AMC Payment: Quarterly

CIRT shall release the payment within 30 days from the date of submission of invoice subject to providing services satisfactorily.

### 3.21 Penalty / Liquidated Damages

3.21.1 In case of delay in Design, development and go-live of website within 2 (Two) months of the issue of work order, then a sum equivalent to 1% (one percent) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.

3.21.2 Capped at a maximum limit 10% of the contract value.

3.21.3 Delay in excess sufficient ground to cause for termination of the contract. In such case the Performance Bank Guarantee of the bidder will be forfeited and any payment released to be reimbursed with prevailing rate of interest.

### 3.22 Service Level Agreement (SLA) and Penalty during Operation and Maintenance

The Service Level Agreement (SLA) will stipulate 99.5% monthly availability excluding scheduled maintenance.

Schedule maintenance max 4 hours in a month with 72 hours of prior notice. Schedule maintenance to be carried out in non-working hours of CIRT without affecting day to day work of CIRT.

#### Incident Response & Resolution

Issue Severity	Response Time	Resolution Time	Penalty for Failure
<b>Critical</b> (Site down, security breach)	30 mins	4 hours	0.2% of monthly contract value per hour delay
<b>High</b> (Major functionality broken)	1 hour	8 hours	0.1% of monthly contract value per day delay
<b>Medium</b> (Minor bugs, non-critical)	4 hours	24 hours	–
<b>Low</b> (Cosmetic issues)	8 hours	48 hours	–

#### Security & Compliance

- Vulnerability Patches: Critical security updates within 24 hours of disclosure.

#### Key Compliances to Reference

- GIGW (Guidelines for Indian Government Websites)

## 4. Copyright

Any software, hardware, data, awards, certificates, patent, etc. shall be absolute property of Central Institute of Road Transport. The Successful bidder will transfer to CIRT all Intellectual Property Rights in the Software developed. The bidder shall relinquish to the CIRT source code of the developed portal within 7 (seven) days from the date of go live of the system. The source code supplied to the CIRT shall always be a complete, accurate, and up-to- date copy corresponding exactly to the current production release of the software. The content shared during the development process shall not be used for any other purpose and should be discarded after its use.

## **5. Force Majeure**

- 5.1.1 The Bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 5.1.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Bidder. Such events may include, but not be limited to, acts of CIRT in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 5.1.3 If a Force Majeure situation arises, the Bidder shall promptly notify CIRT in writing of such condition and the cause thereof. Unless otherwise directed by CIRT in writing, the Bidder 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.



## 6. Scope of Work

- 6.1 The broad scope is to design, develop, implement and maintain Central Institute of Road Transport website and content management system for the period of three years (one year warranty & 2 years AMC) subject to extension for the satisfactory services.
- 6.2 CIRT reserved the right to amend/ add/ delete/ edit any of the following items of the scope of work at the cost of the bidder which shall be binding on the bidder. (Max limited to 10% approx. pages 200)
- 6.3 The new website to be integrated with CIRT existing online sample test status weblink will be provided.

### 6.3.1 Planning

Once the bidder is shortlisted, the selected agency shall submit a detail project plan including the following:

- Project Organization and Management Plan
- Design and Development plan
- Pre-commissioning, Operational and User Acceptance Testing Plan
- Delivery and Installation Plan
- Training Plan
- Risk Management Plan
- Operations and management plan
- Technical Support Plan

- 6.4 The Agency will design and develop CIRT website which will be the interface and service delivery channel for Government users, Automobile Manufacturers, State Road Transport Undertakings, Transport Dept., Municipal Corporation etc. and other stakeholders to access the features including but not limited to:

- a) The website will support in English.
- b) The Website should be Compatible to the browser like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera.
- c) The Website should be IPV6 compliant.
- d) Website should run independent of IP Address. i.e. IP Addresses should not be hard coded in the source code/configuration.
- e) The website should be able to support Video Content without Plugins.
- f) The content will be displayed as mixture of text, images, downloads & videos (where needed) and have symmetry in look & feel based on themes & navigation strategy.
- g) All content on the website will be distributed in sections and sub-sections. Each section and sub- section should carry specific content type and should have easy navigation within that section and other related sections.
- h) The content in each section of the website will be able to dynamically update without updating the entire page.
- i) The proposed websites will comprise both static and dynamic components and shall be developed with various features and dynamic modules.

- j) It will simplify the publication of content on the website so that creators/publishers of the web content can create, submit & manage the content without knowing any technical knowledge of web programming.
- k) Ease of modification of presentation of the site and application without changing the content.
- l) Ease to use an administration facility with well-defined workflows for easier updating of content.
- m) The website will have payment gateway link.
- n) Quality Assurance of the Website after development.
- o) Training for the employees (master trainer) of the department.
- p) Provide Technical help and support to the users.

## 6.5 PROJECT REQUIREMENT

Developer must follow guidelines for Government of India websites to ensure proper standardization of all content website needs to be design with all dynamic features for updating and prescribed web accessibility features as below:

- Least site opening time as per industry best practices.
- Clean and professional design
- Websites reflect our organization indent.
- Search engine friendly website.
- Security of website

## 6.6 Website Development Standards, Features, and others

6.6.1 Existing SSL to be used for the website development and maintenance.

6.6.2 Compliance of web standards and guidelines issued by Government of India time to time and certification by the CERT empanelled agencies, MEITY for GIGW compliance. A cyber audit including a (Vulnerability Assessment and Penetration Testing) VAPT as per Open Web Application Security (OWASP) Top 10 vulnerabilities must be carried out by a CERT empanelled auditor before making the site live.

6.6.3 Creation of documents including user. And technical manuals.

6.6.4 Providing training to the users.

6.6.5 Aesthetic and Modern.

6.6.6 At least two design options/templates demonstrated with home page as well as inner pages of the website for the finalizing of Home page design.

6.6.7 CIRT will reserve the right to choose and finalize the new design for the website. Redevelopment of the website will start only after the design of the website gets finalized.

6.6.8 Design must have Search Engine Optimization (SEO) boosting elements/SEO friendly, highly user-friendly information architecture (IA) and clear navigation. The Design of the website may undergo changes during the design and development phase. The bidder to make such mandatory changes without any additional cost.

6.6.9 Website speed optimization.

6.6.10 CAPTCHA should be present for web pages with form field such as feedback form, enquires, registration form etc

- 6.6.11 Customization of user interface in terms of color, font size and language, etc.
- 6.6.12 Social Media Integration (All social media handles should be integrated Twitter, Facebook, Instagram).

## 6.7 Website Content (Primary Content)

Bidders are requested to visit existing CIRT website [www.cirtindia.com](http://www.cirtindia.com) and study the same in detail and proposed best design for simple navigation.

Existing CIRT Website Structure, Site Map attached in Ref.

### Home

### About Us

- History
- Faculty Profile
- International Collaboration
- Awards and Other Recognition
- Quality Policy
- Related Links

### Testing

#### Note:

Each testing Lab has multiple testing equipment's, testing related information, its images and videos to be displayed on website.

NABL certification information

Conferences and seminar attended information.

Web Page to handle enquiry.

### Tyre Lab

- Tyre Test Machine
- Universal Tyre Testing Machine
- Truck, Bus Tyre Uniformity Test Machine
- Tyre Bursting Test
- Dynamic Wheel Cornering Fatigue Test Machine
- Radial Impact Resistance Test for Wheel Rim

### VCL Lab

- Frontal Impact Test Rig
- Rear Underrun Protective Device Test Facility
- Rear Wall Strength Test Rig
- Roll Over Test Facility
- Roof Strength Test Rig
- Walk In Chamber (Climatic Chamber)
- Water Proofing Test Facility

### Electrical Lab

Battery Test System  
Climate Chamber  
Cold Chamber  
Dust Chamber  
Electrodynamics Vibration System (1000Kgf)  
Water Spray Chamber

### **Polymer Lab**

Abrasion Testing Machine  
Differential Scanning Calorimeter  
Digital Hardness Tester (Shore A)  
Dynamic Mechanical Analyser-4000 (Dma)  
Fourier Transform Infra-Red Spectrometer (Ftir)  
Moving Die Rheometer 2000 (Mdr)  
Ozone Chamber  
Thermo Gravimetric Analyser (Tga)  
Weighing Balance (Special Purpose)  
Precision Automatic Multihead Hardness Tester  
Universal Tensile Testing Machine (Tension & Compression)  
Air Permeability Tester  
Ozone Machine Chamber (Static & Dynamic with Environmental Condition)

### **Photometric Lab**

Integrating Sphere  
Photo-Goniometer with Colourimeter & Retroreflection measuring system  
Reflectance and Transmittance Measurement System  
Spectro-Photometer

### **Auto Lab**

Fire Resistance Test Rig for Plastic Fuel Tank  
Fuel Permeability Test Chamber for Plastic Fuel Tank  
Heating Chamber for Fuel Tank  
Lubricating Oil Filter Test Rig  
Oil Seal Test Rig  
Pendulum Impact Tester for Plastic Fuel Tank  
Height Gauge  
Profile Projector  
Roundness Tester  
Surface Roughness Tester

## **Structural Dynamic Lab**

### **Environmental Lab**

Horizontal Flammability Chamber  
Humidity Chamber  
Pvc Flexing Machine  
Xenon Arc Weather – O Meter Ci – 4000 & Ci – 5000 (Atlas Make)  
Uv Weather-O-Meter Uv 2000 (Atlas Make)  
Vertical Flammability Chamber

### **Petroleum Lab**

Automatic Cleveland Open Cup (COC) Flash Point Tester  
Automatic Titration System  
Ball Drop Machine  
Hazemeter

### **Metallurgical Lab**

Automatic Rockwell Hardness Tester.  
Brinell cum Vickers Hardness Tester  
Metallurgical Microscope with Image Analyser  
Micro Hardness Tester with Motorized stage  
Rockwell Hardness Tester.  
Stereo Microscope and Image Analyzer  
Three Co-ordinate Measuring Machine  
Universal Hardness Tester  
Universal Tensile Testing Machine

### **Chemical Lab**

Atomic Absorption Spectrometer  
Direct Reading Spectrometer  
Electrochemical Analyser  
ELTRA CS-2000 Carbon Sulphur Apparatus  
UV Visible Spectrophotometer

## **BHARAT NCAP**

## **ASRTU**

### **Safety And Homologation**

- About S&H Activity, handle enquiry, Testing photos and videos, Certification related information

## **Speed Limiting Device (SLD)**

### **Training Services**

- About Training
- MoRTH
- Others - Workshop & Seminar
- Faculty Profile
- Academics Alliance Activities
  - a) Research
- Training Infrastructure
- Photo Gallery

Note : Full fledged information about Training & its activities for various Stakeholders, Faculty Profile.

### **Consultancy Services**

### **Technical Secretariat**

### **KNOWLEDGE CENTER**

- This includes Books, Magazines, Journals and other informative books regarding Transport Technology and other technology as well.

#### **Library**

#### **Publication**

- List of Articles Appeared In IJTM
- List of Publications
- Subscribers
- Subscription Rates
- Advertisement Tariff

#### **Data Bank**

- Abbreviations
- Key Statistics 2018-19
- Fleet Strength As on 31st March 2019
- Bus Age Profile 2018-19

### **Tender**

### **Career**

- Vacancies

### **Gallery**

#### **CIRT GALLERY**

- Separate Date wise Photo and Video Gallery on FIFO basis.

## **Clients**

### **Contact Us**

- Contact details of all Head of Departments with photo, extension number, Designation.

-

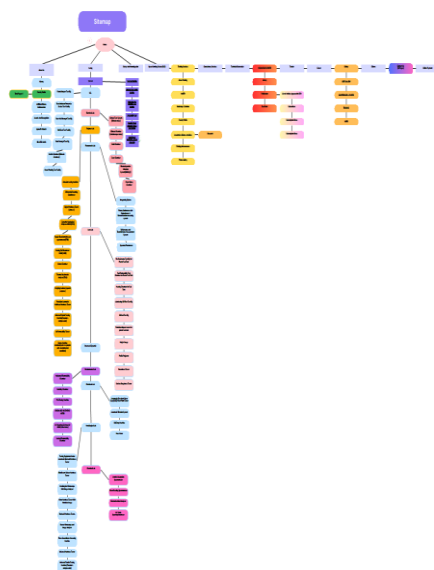
### **Online Payment (External Link)**

AUTOMOTIVE COMPONENT TESTING DIVISION (ACTD) & AUTOMOTIVE TESTING  
DIVISION (ATD)  
SAFETY & HOMOLOGATION DIVISION  
TRAINING, CONSULTANCY & WEB BASED  
OTHER

Note:

- CIRT Website contents will be provided by the respective dept.

### Double Click to view the Site Map



### Double click to view the Site Map

Media Centre: This would have following sections:

- Press Release: All Press releases from Admin Section should be listed under this section.
- Photo Gallery: Event-wise photographs should be listed under this section. Each photograph would have a brief description. All photographs would be listed in thumbnail (small) size and on clicking on the photograph, it should be opened in a new window with original size.
- 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 should automatically be moved to archives section under Events.
- Tenders: The visitors to the site should be able to view the Tenders pertaining to the Department. The tender would be listed category-wise and date of expiry-wise. If a corrigendum is issued for the tender, then it should be listed below that tender. On expiry of the last date of submission, the tender should be moved to archives section of Tender. Also cancelled tenders should be listed under cancelled tenders' section under Tenders.
- Review Forum: A time bound forum for getting views from visitors of the website on a particular issue. The Admin Section would create a topic and provide views of Department on that topic. The visitors should then be able to post their views on that topic. The views posted by the visitors would be first approved by the department and then should be made available on the website. However, the administrator should be able to make any changes in the view posted by the visitor.
- Related Links: Links to other government websites and web applications should be provided.
- Frequently Asked Questions: Provision of frequently asked questions along with answers to those questions.
- **Banners and Advertisements:** Facility to promote schemes of different departments of the same Ministry/Group of Ministries can be displayed



prominently in the form of banners (image/flash in centre of page) and panels (image/flash on left/right side of page).

- **Feedback:** Provision for visitors to the website be able to post the feedback through the website. The feedback can be a general feedback, feedback on content and department/section specific feedback.
- **FULL TEXT SEARCH:** Provision of Full text search in the website for all the content. On entering any keyword, the system must be able to search in all links, sub-links and should provide links where that word is present. On clicking the link, the content should be displayed.

## 6.8 Secondary Content

Secondary content is generated from the assortment, packaging of primary content to suit the requirement of different audience, events and occasions examples of such content are advertisements/banners/spotlight/media gallery/related sites.

- Events and Announcement
- Quality Policy
- Related links

Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive.

## 6.9 Tertiary Content

Information about the 'primary' and 'secondary' content forms a part of the tertiary content. This includes:

- About the site
- Navigation aids sections such as online help, Site map, Search
- Terms and Conditions with respect to usage of content on the site
- FAQs
- User Feedback
- Help

# 7. Content Management System

Content Management Module – Authorised CIRT users will be able to upload the Content such of Website / Update / Delete information page. Manage Photos, News, Project Information, Contact details etc. on website. Content Management System should have following features or capabilities:

- i. Content Authoring, Publishing, Delivery, Content Storage Management, Content exit and Archival
- ii. Should have preconfigured generic templates and workflows for the content management.
- iii. Distributed authorization of portal content across divisions.
- iv. Separation of content from presentation, which allows authors to focus on content rather than web design.
- v. Management of revision, approval, publishing and archiving processes in an easy and automated manner. (Pro beta and Live)

- vi. Role/Level based access to users for content updates.
- vii. Audit trails of the documents hosted on the website should be maintained and should be accessible to the administrator as and when required.
- viii. CMS Module
  - a. All CIRT Testing Labs
  - b. Safety & Homologation
  - c. Consultancy
  - d. Training Calendar
  - e. Faculty Profile
  - f. AIS Standards
  - g. Library & Publication
  - h. Gallery
  - i. Vacancy
  - j. Tender
  - k. User Management module
  - l. Events
  - m. Any other additional Two Modules

## 8. Implementation Approach

On receipt of work order, the Developer should prepare at least 3 sample layouts for the website and should be submitted to the concern authorized person for approval as per GIGW3 guidelines. All changes/ suggestions for the layout would be done by the Agency.

- All existing content of the website should be converted to comply with GIGW3 Guidelines.

## 9. Technology to be used

The new website should use Web 3.0 based tools and open-source software like LAMP architecture, Java script /J Query, HTML5, CSS3, Open LDAP etc.

Following is the advised open-source technologies to be used:

- Server-Side Scripting: PHP / Laravel.
- Con. Mgmt. System: Joomla / Drupal.
- Server-Side Database: MySQL / PostgreSQL etc.
- O.S Platform for hosting: Linux / Windows
- Any Other Add-On Feature: Only open-source tools will be preferred.

## 10. Maintenance of Website

The Successful bidder shall maintain and support the supplied software for a period of 2 years from the date of Go Live of the system. The first six months of maintenance should be included free with all application maintenance activities and the Two years will be paid for the maintenance. The maintenance will cover technical updates, content management, and troubleshooting.

The Maintenance will consist of:

- **Corrective Maintenance** – Bug fixes, error resolution, troubleshooting, software updates, changes in the software that may be necessary due to legal/statutory changes etc.
- **Preventive Maintenance** – Regular updates, security patches, performance optimization.
- **Content Updates** – Text, images, documents, and multimedia updates (if applicable).
- **Security Compliance** – Adherence to **ISO 27001, OWASP, CERT-In guidelines**, and regular security audits.
- **Third-Party Software Updates** – CMS, plugins, APIs, and dependencies.

### **Service Level Agreements (SLAs)**

- Response Time – e.g., "Critical issues resolved within 4 hours, minor issues within 2 working days.
- Uptime Guarantee – "99.5% uptime excluding scheduled maintenance."
- Penalty Clause – Deductions for non-compliance.

### **Compliance & Security Requirements**

- GIGW (Guidelines for Indian Government Websites) compliance.

### **Support & Service**

- During Maintenance period bidder shall provide a dedicated project manager (though not required to be deployed full time) during the period of the contract that should be present for discussions, important meetings online or offline and should act as one point contact for CIRT.
- Resources (need not be onsite) for maintenance of portal.
- No extra cost shall be remunerated by CIRT on account of such maintenance activities mentioned above for the maintenance of website.

## 11. Documentation

The project team shall provide the following documentations in soft copies:

- Detail Project Plan
- Fortnightly progress reports
- System Requirement Specification (SRS) document containing detailed requirement capture and analysis including functional requirement, Interface Specifications, application security requirements.
- Complete Source Code with required documentation.
- User Acceptance Test Plan, Security Test Plan, Load Test Plan)
- Training Manuals and literature
- Systems Administration Manuals
- CMS Tool Manuals
- Website User manuals
- Installation Manuals if any
- Operational Manuals
- Maintenance Manuals
- Security policy and procedure for Portal including Password security, logical access security, operating system security, data classification, and application wherever applicable.

## 12. Project Timeline

Sr.No.	Milestone	Timelines T = Date of work order (working days)
1.	Preparation of SRS –Study report	T1 = T+ 07 days
2.	Portal Design and Development	T2 = T1+ 45 days
3.	User Acceptance	T3 = T2+ 7 days
4.	Go Live of portal	T4 = T3+ 5 days
5.	Security Audit & Update in Software (Bug Fixation if any)	T5= T4 + 30 days
6.	Annual Maintenance	For 2 years after go live

**Approx Three Months from the Date of Release of Work Order. Maximum Deviation one month after that penalty will be charged as per tender clause.**

## 13. Security Audit

- 13.1 Website needs to be Security Audited by the Cert-In empanelled Security Auditors. Cost for Security Audit of the website should be part of the proposal as cost of the same will be borne by the bidder.
- 13.2 Security Audit Certificate (Prod beta environment) to be mandated along with Hash5 code. Source code along with Hash5 code of the website to be submitted by Developer. Documentation of Source Code along with Administration/User Manuals needs to be submitted.
- 13.3 Any vulnerability found during the security audit, bidder has to close the same accordingly and ensure complete security audit done successfully without any extra cost.

## 14. Inspection and Testing

The inspection of installation of services shall be carried out to check whether the services are in conformity with the mentioned in the RFP. The bidder will test all operations and accomplish all adjustments (tuning) necessary for successful and continuous operation of the systems.

The project will be treated as “complete” only if:

- UAT / FAT is completed.
- Handover of complete site to CIRT.
- Final Source code along with Security Audit Certificate (with Hash5) of the project along with detailed documentation.

## 15. Tender Terms & Conditions

THE BIDDER SHOULD READ CAREFULLY THE FOLLOWING CONDITIONS PRIOR TO PREPARING THE BID DOCUMENT. NON-COMPLIANCE OF ANY AND/OR ALL CONDITIONS MAY LEAD TO REJECTION OF THE BID.

15.1 Tender bid documents along with fee should be submitted by prospective tenderer on or before as per the date mentioned in the Invitation of bids.

15.2 Bidder who will qualify technically for those bidder only financial bids will be opened.

This tender document to be signed by the bidder on each page with date and company seal.

15.3 The rates quoted should be in Indian Rupees only.

15.4 Late and incomplete tender is liable to be rejected. This CIRT shall not be responsible for any delay in transit or otherwise due to postal and or any other reason including network failure/problem.

15.5 Tender will be opened on due date at CIRT, Pune in the presence of the bidder or their representative who wish to present.

15.6 The CIRT reserves the right to cancel the bid at any given point of time prior to opening of financial bids.

15.7 LANGUAGE OF THE TENDER: The tender and all subsequent correspondence shall be in English. If any literature submitted by the tenderer is any other language an English translation thereof should also be submitted, and the English translation shall prevail for interpretation of the tender.

15.8 If the tenderer withdraws or amends its tender or impairs from the tender in any respect within the period of validity of its tender or extension thereto; his EMD will be forfeited. The successful tenderer's earnest money will be forfeited if he does not sign the accept the contract and furnish the performance security within the specified period.

15.9 Dispute Resolution & Jurisdiction

In case of dispute between both the parties, the same will be referred to the sole Arbitrator as per the Arbitration and Conciliation Act 1946 as amended by Arbitration and Conciliation (Amendment) Act 2015. The Arbitrator will be appointed by DIRECTOR, CIRT at their discretion. The venue of the arbitration proceeding will be at Pune and the cost of the arbitration proceeding will be borne by each of the parties as to 50%. The language of the arbitration proceeding will be in English.

**Guidelines for Technical Proposal**

- 1) A printed covering letter, on the bidding organization's letterhead with all required information and authorized representative's initials shall be submitted along with the proposal.
- 2) The technical proposal should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's Technical Solution meets the requirements specified in the RFP. The technical proposal must not contain any pricing information. In submitting additional information, please mark it as supplemental to the required response.
- 3) Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. CIRT will evaluate bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- 4) The bidder is expected to provide deliverables for the proposed solution as part of technical proposal without price quote. The deliverables as given in the technical solution should be in consonance with the financial proposal. Any deviations in the final deliverables between technical and financial proposals shall make the proposal as being unresponsive and may lead to disqualification of the proposal. Department reserves the right to take appropriate action in this regard.
- 5) The bidder must address the following in their project implementation strategy:
  - a) A detailed Project schedule and milestone chart.
  - b) Approach and Methodology of design, development and management of the Website.
  - c) Project Management tools proposed to be used for project.
  - d) Bidder's plan to address the key challenges of the project.
- 6) The technical proposal should address the following at minimum:
  - a) The proposal should have information specific to CIRT Portal
  - b) Describe how the functional requirements will be translated into technical implementations, that is, it should map with the Functional Requirements Specifications.
  - c) Project Management Plan including:
    - i. Team composition and Tasks assigned to be submitted in the format as enclosed in Form
    - ii. Implementation Methodology and Plan to include
      - Key implementation objectives, key deliverables and an implementation schedule for the same

- Roll-out Plan
  - Indication of Time Frame
  - Acceptance Testing Plan
  - Data Backup plan
  - Escalation Process during implementation
- iv. Quality and Security Assurance Plan
  - v. Training Plan
  - vi. Hand holding, Operation and Maintenance Plan
  - vii. Licensing details of software
  - viii. Post Implementation Plan



## **Covering letter with the Proposal in response to RFP Notice**

(To be submitted on the Letterhead of the bidder)

Ref. No.:

Date:

To

The Director  
Central Institute of Road Transport  
Post Box No, 1897, Pune 411026

Subject: Submission of proposal in response to the RFP for “Design Development, Maintenance with Content Management for CIRT Website”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP for “Design Development, Maintenance with Content Management for CIRT Website” in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us.
3. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of opening of technical proposals
4. We would like to declare that we are not involved in any major litigation that may have an impact on affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
7. We understand you are not bound to shortlist / accept any or all proposal you receive.

Our correspondence details with regard to this proposal are:

<b>Sr. No</b>	<b>Information</b>	<b>Details</b>
1	Name of responding firm:	
2	Address of responding firm:	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4	Telephone no. of contact person:	
5	Mobile no. of contact person:	
7	E-mail address of contact person:	

Details of Demand Draft :  
Date and No :  
Name of Nationalized / Scheduled bank:  
Amount :

We are enclosing details of our company.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely, [FIRM'S NAME]

Name Title Signature Date

Stamp of the Signatory

### Details of responding firm

Sr. No.	Particulars	Details to be Furnished
1	Details of Responding Firm	
	Name	
	Address	
	Telephone	Fax
	Email	Website
2	Information about Responding Firm	
	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc )	
	Details of Registration	Date
		Ref #
	<p>Number of professionals (on the rolls of the firm) providing managed services (excluding temporary staff) :</p> <p>Key Persons Name:</p>	
	Locations and addresses of offices (in India and overseas)	
	Certificates (Please attach copy) as required in the Prequalification and Technical Evaluation Criteria	

## **Format of Performance Bank Guarantee**

(To be executed only after award of contract)

### **PROFORMA FOR PERFORMANCE BANK GUARANTEE**

(To be executed on non-judicial stamped paper of an appropriate value)

**WHEREAS** The Central Institute of Road Transport (CIRT) having its corporate & registered office at Pune Nasik Road, Bhosari, Pune – 411026, (hereinafter referred to as “The Owner”, which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a contract on [Please insert date of execution of Contract] (“Contract”) with [insert name of the Successful Applicant] (hereinafter referred to as the “Contractor” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and implantation of the Works (“Works” shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [insert reference number of the Tender Documents] dated [insert date of issue of Tender Documents] and various other documents forming part thereof.

**AND WHEREAS**, one of the conditions of the Contract is that the Contractors shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Pune for an amount equal to 10% (ten percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “Guaranteed Amount”) against due and faithful performance of the Contract from the post-completion stage of the Work under the Contract, Including bank guarantee obligation and other obligation of the Contractor for the services provided and be valid from the date hereof up to the expiry of the assurance Period including any extension thereof.

**AND WHEREAS** the Contractor has approached [insert the name of the scheduled bank] (here in after referred to as the “Bank”) having its registered office at [insert the address] and at the request of the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:

- i. The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand in the form set out in Appendix (“Demand”) from the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee

provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount.

- ii. However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding (figure of guaranteed Amount to be inserted here only).
- iii. The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights or by reasons of time being given to the Contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- iv. The right of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute of dispute have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and / or the Contract.
- v. The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is affected.
- vi. This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts Pune for the purposes of setting any disputes or difference which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- vii. All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.

NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guarantee Amount and this bank guarantee shall expire on the expiry of the assurance Period under the Contract. Unless a Demand under this bank guarantee is filed against the Bank within six (6) months, from the date of expiry of this bank guarantee, all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder. However, if the contractor's obligations against which this bank guarantee is given, are not completed or fully performed by the Contractor within the period prescribed under the Contract, the Bank hereby agrees to further extend the bank guarantee for further periods of six months each till the Contractor fulfils its obligations under the Contract.

We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the power of Attorney dated [date of power of attorney to be inserted] granted to him by the Bank.

Date:



Bank:

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank.

### **Guidelines for Financial Proposal**

1. Unless expressly indicated, the bidder shall not include any technical information regarding the services in the financial proposal.
2. Prices shall be quoted entirely in Indian Rupees.
3. The price quoted shall be inclusive of all taxes, duties, and charges and levies as applicable. Prices quoted for all Hardware (backend) and software shall be inclusive of supply at site(Hosting location) , installation and commissioning. No extra payment on any account shall be admissible.
4. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of the project. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
5. Commercial bid of only those bidders who has obtained minimum 70% score in Technical Evaluation shall be opened.
6. The contract will be awarded to the qualified bidder whose responsive bid is determined to be the lowest evaluated commercial bid and fulfils all tender conditions.
7. Costs of capital investments quoted in the project should not exceed more than 60% (Sixty) percent of total costs of the fixed scope of the project. In case the bidder quotes higher figures/prices towards capital costs the same shall be restricted to 60% (Sixty) percent and the balance shall be made a part of Quarterly OPEX payments. Accordingly, all the module/ schedule of CAPEX cost will be reduced proportionately.
8. In commercial bid evaluation if L1 bidder does not agree to take order then subsequently L2 and L3 will be given chance to execute the order provided they matches the L1 bidders price.
9. Any figures (price) if left blank by the bidder in Financial BoQ will be considered as '0' (zero).

 <div style="text-align: center;"><b>CIRT</b></div> 		
<b>NIT No. CIRT/Web/2025-26/01</b>		
<b>Name of Work: - Design Development, Maintenance with Content Management for CIRT Website</b>		
<b>Financial Proposal</b>		
<b>Name of the Firm</b>		
<b>Sr.No</b>	<b>Description</b>	<b>Amount in INR</b>
<b>A</b>	<b>CAPEX Cost</b>	
1	Design Development, Maintenance with Content Management for CIRT Website with one year warranty	
2	CERT Audit Cost	
3	Total CAPEX Cost Exclusive of GST	0.00
4	ADD GST	0.00
6	Total CAPEX cost Inclusive of GST	0.00
<b>B</b>	<b>Maintenance Cost (Excluding CERT Audit fee)</b>	
7	AMC for 2nd Year	
8	AMC for 3rd Year	
9	Total AMC Cost Exclusive of GST	0.00
10	Add GST	0.00
12	<b>Total AMC Cost Inclusive of GST</b>	<b>0.00</b>
13	<b>Summary Cost</b>	
<b>A</b>	CAPEX Cost Exclusive of GST	0.00
<b>B</b>	AMC Cost Exclusive of GST for Two Years	0.00
	<b>Total Project cost with CAPEX &amp; AMC Exclusive of taxes</b>	<b>0.00</b>
	Additional development per page charges Excl. of	
	a. Static Per Page Cost	
	a. Dynamic Per Page Cost	
<b>Note:-</b>	<b>From 4th Years onwards the AMC charges will be increasing by 10%. Maximum renewal not more than 7 years.</b>	



### Pre-Bid Query Format

Sr. No.	Section No.	Page No.	Content of RFP requiring Clarification(s)	Point of Clarification

### Work Experience Details for Past Five Years

<b>Sr. No</b>	<b>Item</b>	<b>Guidelines</b>	<b>Attachment Ref. No for Details</b>
1	Name of the Project		
2	Date of Work order		
3	Client Details	Name: Desig. : Email ID: Phone No.:	
4	Scope of Work	Provide Scope of Work: Highlight Key Result Areas of Site Development	
5	Contract Value		
6	Complete Project Duration	Provide particulars on the total time taken on completion of the project.	
7	Completion Certificate	Enclosed on Client Letter Head Completion Certificate	