

**REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR**

**TENDER NOTICE**

**For providing a Comprehensive Dynamic Website including Academic Automation System and E-Admission System to RIE, Bhubaneswar**

**Time Schedule**

Sale of Tender Documents	12.01.2015 – 20.01.2015 Between 10 a.m. and 4 p.m.
Last Date & Time for submission of Tender Documents	22.01.2015, 3:00 p.m.
Date & Time for opening of Technical Bid	27.01.2015, 11:00 a.m.
Presentations on technical aspects and samples developed by bidders	27.01.2015, 2:00 p.m.
Date & Time for opening of Financial Bids of eligible Technical Bids	30.01.2015, 4:00 p.m.
Completion of comprehensive dynamic website design in ready-to-use form	30 days from the date of work order

## CONTENTS OF TENDER DOCUMENT

<b>Section</b>	<b>Contents</b>	<b>Page Number</b>
1	Notice Inviting Tender	3-4
2	Technical Proposal Submission Form Work Guidelines	5-18 7-18
3	Instructions to the Bidders	19-23
4	Terms & Conditions	24-26
5	Forms	27-37
	Part I – Technical Bid Form	28-29
	Part II – Financial Bid Form	30
	Form A – Contact Details Form	31
	Form B – Form for Financial Capacity	32
	Form C – Form of Contract Agreement	33-34
	Form D – Form of Performance Bank Guarantee	35-37
6	Check List	38-39

REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**SECTION-1**

**TENDER NOTICE**



REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**TENDER NOTICE**

Advt. No.233

Date:07.01.2015

Sealed tenders on DGR bid system (Technical and Financial Bids) are invited from interested IT firms for providing a **Comprehensive Dynamic Website including Academic Automation System and E-Admission System to RIE, Bhubaneswar.**

The firm should have a minimum experience of 03 years in designing comprehensive dynamic websites for academic institutions.

Tender form along with terms & conditions can be collected from the General Stores, RIE, Bhubaneswar between 10:00 a.m. to 4:00 p.m. on all working days by cash payment of Rs.500/- (non-refundable). Tender form can also be downloaded from the Institute web site [www.riebbs.ori.nic.in](http://www.riebbs.ori.nic.in) or [www.riebbs.ac.in](http://www.riebbs.ac.in). If the tender form is downloaded, a demand draft of Rs.500/- in favour of General Fund Account, Regional Institute of Education, Bhubaneswar should be enclosed with Technical bid form. The tender in the prescribed form duly completed along with earnest money of Rs.10,000/- (Rupees ten thousand only) in the form of demand draft in favour of General Fund Account, Regional Institute of Education, Bhubaneswar payable at SBI, RCE Campus Branch (Branch Code No.5302) should be sealed in a cover superscribed "Tender Quotation for Comprehensive Dynamic Website" addressed to Administrative Officer, RIE, Bhubaneswar-751022 and deposited/submitted in the Establishment Section of the Institute up to 3:00 p.m. on 22.01.2015. The Technical Bids will be opened on 27.01.2015 at 11:00 a.m. in presence of the Bidders or their authorized representatives. **This would be followed by live presentations on technical aspects and samples designed by the Bidders. Accordingly, the Bidders shall come prepared with their presentations.**

**Authorities of RIE, Bhubaneswar reserve the right to reject any or all the tenders or accept them in part or to reject the lowest tender without assigning any reason therefore.**

**Administrative Officer**

REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**SECTION-2**  
**TECHNICAL PROPOSAL**  
**SUBMISSION FORM**

REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**TECHNICAL PROPOSAL SUBMISSION FORM**

Date:

**LETTER OF BID**

To

Principal  
Regional Institute of Education  
Bhubaneswar - 751022

Ref: Invitation of Bid for designing Comprehensive Dynamic for RIE, Bhubaneswar

I/We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents issued.
2. We offer to execute designing and operationalizing the Comprehensive Dynamic Website for RIE, Bhubaneswar within the stipulated time frame and maintaining the same for the contract period in conformity with the Bidding Documents and **following the WORK GUIDELINES** given below.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, **including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.**

Yours sincerely,

Authorised Signatory

(Authorised person shall attach a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)

## WORK GUIDELINES

### **RIE Bhubaneswar Web Portal Requirements**

RIE Bhubaneswar is looking for renovating its web portal with a new look, additional features and web based applications like Academic Automation System, E-Admission System etc. The required applications, hosting and security specifications are given below with details. The web portal should be developed in English as well Hindi as per the advice of the central government. Depending upon priority and other considerations all or some of the following work schedule may be taken up.

- Cloud Based Hosting Space
- SSL & Site Lock Security
- Website Designing with Dynamic Modules
- Multi User Content Management System for website
- Online Admission System for Various Academic Programmes
- Academic Automation System
  - User Management
  - Student/Parent Login
  - Student Information
  - Student Admission
  - Student Fee
  - Student Academic Information
  - Student Attendance
  - E-Grievance
  - Courses and Batches
  - Faculty Information
  - Faculty Login
  - Duty Chart
  - Academic Calendar
  - Time Table
  - Examinations
  - Results
  - E-Learning Management
  - News/Event Management
  - Hostel/Dormitory
  - Placement
  - Email Integration
  - SMS System
  - Messaging System

- **Cloud Based Hosting Space (Higher volume of space with broader bandwidth)**  
The vendor will provide cloud based hosting space with dedicated IP for website and all applications, minimum 100 GB space with 50 GB bandwidth per month, multiple database options with the required space, and 500 email id options for teaching and non-teaching staff members. The website will be hosted on the Institute domain [www.riebbs.ac.in](http://www.riebbs.ac.in) with a link with [www.riebbs.ori.nic.in](http://www.riebbs.ori.nic.in).
  
- **SSL & Site Lock Security**  
For security assurance SSL Certificate and Site Lock Security (Secure Site) for complete web portal to be provided and SSL should have following features.
  - Green Address Bar: Should display Green address bar.
  - Authentication Level: Domain and organization validation
  - SSL encryption: 128-bit to 256-bit in most browsers
  - Certificates compatibility: SSL Certificates should be compatible with every major browser, device, operating system, and server type. Certificates must be in the form of Signed certificates by trusted companies such as Verisign or equivalent and not self-signed certificates.
  - SSL Certificate Support: Should be complete in all aspects starting from installation to managing the SSL certificate for the entire contact period.
  
- **Website Designing with Dynamic Modules**  
The existing website of RIE Bhubaneswar will be redirected to the newly registered domain like a user clicking on the existing website will be directly forwarded to the newly designed website and applications. The new website will have multiple templates with integrated inner pages, and dynamic features like CMS integration, online admission, alumni management etc.

### **Link Structure**

- ❖ Home
- ❖ About us
  - NCERT
  - RIEs
  - Mission and Vision
  - Organizational Structure
  - Principal's Message
  - Visit RIEBBS
    - Getting to RIEBBS
    - Campus Map
- ❖ Administration
  - Principal
  - Dean of Instructions
  - Administrative Officer



- Management Committee
- Institute Advisory Board
- State Coordination Committees
- Academic Section
- Accounts Section
- Campus and Welfare Section
- Establishment Section
- ❖ Departments
  - Department of Education (DE)
    - Educational Technology
    - Special Education
    - Physical Education
    - Psychology Laboratory
  - Department of Education in Science and Mathematics (DESM)
    - Physics
    - Chemistry
    - Mathematics
    - Botany
    - Zoology
    - Population Education Cell
  - Department of Education in Social Sciences and Humanities (DESSH)
    - English
    - Hindi
    - Odia
    - Bengali
    - Geography
    - History
    - Political Science
    - Economics
  - Department of Extension Education (DEE)
    - PAC Programmes
    - Other Activities
- ❖ Courses
  - Four Year Integrated B. Sc. B. Ed.
    - PCM
    - CBZ
  - Four Year Integrated B. A. B. Ed.
  - Two Year B. Ed.
    - Science Stream
      - Physical Science and Mathematics (PM)
      - Physical Science and Bio Science (PB)
    - Arts Stream
  - One Year M. Ed.

- M. Phil. in Education
- M. Sc. Ed. (Life Science)
- Pre Ph. D. in Education
- One Year International Diploma in Guidance and Counseling (IDGC)
- ❖ Facilities
  - Library
  - Computer Application Centre
  - Hostel
    - Asutosh Hostel
    - Gopabandhu Hostel
    - Ramanujan Hostel
    - Homi Bhabha Hostel
  - Dispensary
  - Guest House
    - Sarojini Guest Hostel
    - New Guest House
- ❖ Activities
  - Research Activities
  - Academic Calendar
  - Student Activities
  - Placement Service
  - Duty Chart
- ❖ Announcements
  - Admission
  - Results
  - Recruitment
  - Tenders/ Quotations
- ❖ Downloads
  - Application Forms
  - PAC Proposal Form
  - RFD
  - Academic Calendar
  - Duty Chart
  - Annual Report
  - News Letter
  - Time Tables
  - Syllabi
  - PAC Report
- ❖ Holidays
  - List of Closed Holidays
  - List of Restricted Holidays
  - List of Academic Holidays
- ❖ D M School

- ❖ Photo Gallery
- ❖ Links
- ❖ News/ Events
- ❖ Publications
- ❖ What's New
- ❖ How to Reach Us
  - Contact Us
  - Feedback
  - Enquiry

**N.B.** As this will be developed with multi user based CMS, there should be provision for addition, deletion or updating of Menu Structure at any point of time as per requirement. Wherever necessary, certain items may be repeated.

- **Multi User Content Management System**

The proposed website of RIE Bhubaneswar should be more informative and up-to-date. Hence the website needs to be developed with Content Management System which will enable us to maintain our daily updates without any difficulty or specialized computer knowledge. All Departments/ Sections of RIE Bhubaneswar should be able to update their portions of website without depending on one user. It also needs to maintain the standard as per Govt. of India Guideline for website development.

**Features:**

- ❖ Website layout should be structured, consistent and clean by looks.
- ❖ Links and Navigations should be uniform, easily understandable and consistent throughout the website.
- ❖ Menu and Submenu items should be related and should represent the linked page clearly.
- ❖ All the portions of website like header, banner, footer and others should be managed through CMS Manager.
- ❖ Both text and image content of all the pages should be managed through CMS Manager.
- ❖ New pages should be added through CMS Manager.
- ❖ Navigations should be managed through CMS Manager. New Items to navigation should be added through CMS Manager. Any page can be tagged to any Navigation Item through CMS Manager.
- ❖ Apart from descriptive pages, some uniform pages will be there like Notices, Tenders, Articles, Current Events and these pages will be managed regularly. For these sections, addition of new item, publishing date, end date, archive date, deletion date etc. to be managed through CMS Manager.

- ❖ All Departments/ Sections will have their individual templates and separate navigation. They will have links such as About the Department, Strength, Fee structure, Administration, Facilities, and Faculty details etc.
  - ❖ All the items of the website should have Activate/Deactivate option so that we should be able to make unavailable any item for a temporary period and activate the same as per requirement.
  - ❖ All Departments/ Sections should have individual login panel to manage their portions of website. But a record should be maintained indicating which user is responsible for which update.
  - ❖ Photo and Video galleries should be available.
  - ❖ The website should be browser compatible.
  - ❖ Website visit log should be maintained including the number of hits.
  - ❖ Website should be featured to enable blind and low vision users to access the website following Govt. of India Guidelines.
- **Online Admission System for Various Academic Programmes**

The vendor will provide complete online module for admission to the various academic programmes offered by RIE Bhubaneswar including online payment of application fee.

    1. The vendor should design and develop user-friendly online application form for each of the following **nine** courses taking into account the corresponding criteria and conditions to be provided by the Institute in due course of time. A separate control panel should be provided for each course.
      - a. **Four-year Integrated B. Sc. B.Ed. (PCM) Course**
      - b. **Four-year Integrated B. Sc. B.Ed. (CBZ) Course**
      - c. **Four-year Integrated B. A. B.Ed. Course**
      - d. **Two-year B. Ed. Arts Course**
      - e. **Two-year B. Ed. Science (PM) Course**
      - f. **Two-year B. Ed. Science (PB) Course**
      - g. **One-year M. Ed. Course**
      - h. **One-year M. Phil. (Education) Course**
      - i. **Two-year M.Sc. Ed. (Life Science) Course**
    2. The vendor should create and maintain a Master Database for the Institute to house all the data generated in the application/admission process.
    3. There should be a provision for a candidate to choose between **offline** admission and **online** admission. Those opting for **offline** admission should be able to download/print the relevant application form directly from the website for filling it up and sending it to the Institute along with the requisite fees.

4. There should be a provision for generating a databank for applications received offline, which should then be merged with the databank generated for online applications before going for the selection process.
5. The vendor should make provision for enough data storage space, speed, and bandwidth necessary for online admission.
6. The vendor should provide adequate security against virus attack/ hacking/ manipulation of data etc following the approved cyber security guidelines.
7. There should be provision for uploading colour photograph, signature, and relevant documents of the candidate with the application.
8. The application software should have provisions like detection of wrong entries, tracking of invalid submission, data checking and verification by the applicant before form submission, automated instantaneous communication with the applicant, downloading/ printing of the filled-in application form etc.
9. The software should automatically generate and assign a Registration No./ Index No. to a successfully submitted application form for future reference.
10. The vendor should provide a suitable platform for selection of candidates for admission to different courses from the raw databank on the basis of criteria such as qualifying marks, home state, category, etc.
11. There should be an automatic generation of intimation letter for admission to a particular course, which can be sent online to the e-mail address of the candidate concerned, with a provision to print the same and send by post.
12. The response time of application form should be less than 6 seconds for the first time and less than 3 seconds for subsequent times.
13. There should be provision for simultaneous online payment of the designated fee through debit card/ credit card/ net banking while filling the application.
14. The vendor should be able to handle all payment related issues such as double deduction, on-hold payments, bank declining etc. The exceptional cases of chargeback in case of online payments have to be borne by the vendor and subsequently reported to the Institute administration.
15. If NCERT decides to hold centralized all India Common Entrance Examinations for the various courses, the software package should have a suitable and comprehensive mechanism to capture, house, and use the relevant data in the admission process through online intimation etc.
16. The vendor should provide 24X7 support service to the applicants.
17. The vendor should provide necessary passwords/ source codes to the designated officials of the Institute associated with admission work and train them if required.
18. Extra helpful features, if any, may be provided by the vendor on the website.

19. The vendor should ensure smooth and trouble free operation of the website and the software not only for the applicants but also for the Institute functionaries.

- **Academic Automation System**

Academic Automation System should provide user-friendly dashboards with login access for faculty members, students, parents and management personnel of the Institute. Academic Automation System should take care of all the processes of the Institute, from admission of new students to generating certificates when students complete their studies.

Academic Automation System should cover modules to manage Users, Student Information, Student Admission, Student Fees, Student Academic Information, Student Attendance, Courses and Batches, Examinations, Time Tables, Result Publication, News/Events, Hostel/Dormitory, Placement, Email Integration, and Messaging System etc.

- **User Management**

Academic Automation System will have different types of users with different Privileges. The Super-user is to be authorized to manage (Add/Edit/Delete) Users and assign privileges as per their roles.

- Add New Users
- Search for any users using the search bar
- View profile of all users based on the roles
- View/Edit user passwords and privileges
- Set privileges to users as per their roles
- Allow the Institute to set standards for different roles based on their responsibilities

- **Student/Parent Login**

Academic Automation System will provide individual panels to Students as well their Parents, which will have all information, updates and required activities of respective students. Hence this may include Student Profile, Admission details, Fee details, Current Academic details, Attendance, Time Table, Exam Details, Results, News etc.

- **Student Information**

Academic Automation System will hold complete information of all students of the Institute. Students will have privilege to update the information. But any information provided by the students will be verified by the respective authority.

- Add New Students
  - Normal student view facility based on search criteria
  - Search for existing and former students
- **Student Admission**

Admission Related Information like Courses admitted to, facilities available, relevant fee structure etc. to be recorded by Academic Automation System for all new admissions.

  - Unique ID for all students
  - Multiple guardian addition facility
  - Emergency contact facility
  - Previous education details can be recorded
  - Customizable as per school standards
  - Photo upload facility
- **Student Fees**

Academic Automation System will facilitate the Institute to add and update Fee structure course/ batch wise, relaxation and reservation on Fees, if any. Student Payments will also be recorded and related reports like Paid amount, Due amount etc. will be generated accordingly. Details of a student's fees paid, outstanding fees etc can be availed from this module.

  - Comprehensive Fee classification system
  - Separate fee collection date designing system for faster finance process
  - Easy analysis of fee defaulters and fee structure
  - Easy fee submission process
  - Fee import facility for faster system use
  - Manage and Pay instant fees
  - Manage all incomes and expenses
  - Customize and manage different categories of incomes and expenses
  - Different Report generation facility
  - Automatic transaction facility
- **Student Academic Information**

All the Academic information of students from admission to the Institute to getting final certificate will be updated in this section of Academic Automation System. SMS system is to be integrated.
- **Student Attendance**

Teachers/ authorized users can mark day-to-day attendance for students. It should be possible to mark attendance session-wise or day-wise. An SMS alert can be sent to the student's preferred contact in case of shortage of attendance. Parents can thus be updated on a real time basis about their wards.

  - Easy marking of attendance
  - SMS integration with preferred mobile no.

- Note/Remarks for attendance can be given
  - Different types of attendance report can be taken
  - Reports can be filtered using the available filters
- **E-Grievance**

With E-Grievance System the students as well as parents should be able to raise queries in the form of service request, complaint, feedback or any other and also get resolution of their request. It will include all Departments/ Sections dealing with students.

  - Multilevel User Administration
  - Messaging via Email and SMS
  - Login Panel to raise query and check its status
  - Monitor and Forward grievance to concerned section if required.
  - The grievance should be movable to multiple users till it gets solved
  - The tracking of query should be maintained with date/time, involved department and user and their notification details.
  - Super-user can track all grievances with details and can ask for clarification to any user.
- **Courses and Batches**

Master record of all courses and batches will be handled and managed at this module and will be accessible by all modules.
- **Faculty Information**

Academic Automation System will hold complete information of all faculties of the Institute. Faculty member will have privilege to update the information. But any information provided by the faculty members will be verified by the respective authority.

  - Add New faculty
  - Normal faculty view facility based on search criteria
  - Search for existing and former faculty members
- **Faculty Login**

Academic Automation System will provide individual panels to faculty members, which will have all information, updates and required activities of the respective member. Hence this may include Teacher Profile, Attendance, Time Table, Exam Details, News etc.
- **Time Table**

Academic Automation System will provide time tables with all possible constraints like room availability, staff availability, room substitution, staff substitution etc.

  - Teachers/Staff management
  - Class - Subject management



- Period management
  - Time Table management
  - Room substitution handling
  - Staff substitution handling
  - Utility management
  - Reports
- **Examination**

Academic Automation System will handle all Pre-Exam and Post-Exam Activities including Examination Form Fill up, Admit Card generation, Mark/Grade Entry, Application for Rechecking etc.

  - Registration/ Form Fill up of students for Examination
  - Online Admit Card Dispatch and Downloading
  - Online Mark/ Grade Entry after paper evaluation
- **Result**

Once the Examination Process is completed, teachers or any authorized personnel can enter students' marks/ grades. Then result can be published in defined structure. All types of customization can also be incorporated into this module.
- **E-Learning Management**

This module facilitates faculty members to upload study materials of their respective subjects to their portal, which the students can download from their respective login.
- **News/Event Management**

Academic Automation System will provide a News/Event corner to students as well faculty members which will contain all latest updates.

  - Create/Edit/Delete news
  - Search for any news using search bar
  - View all news facilities available
  - Facility to comment
  - Delete Comment facility should also be available
- **Hostel**

Academic Automation System will handle complete Hostel information including student accommodation.

  - Manage Hostel
  - Add/Edit/Delete/View different types of Hostel
  - Add/Edit/Delete/View different types of Rooms
  - Allocate rooms to students
  - Create hostel fee collection date

- Pay hostel fee
  - View hostel fee defaulters
  - Pay hostel fee boarder-wise
  - Change rooms for students
- **Placement**

Academic Automation System should handle placement/ campus selection process right from institution registration and should include the institution details, eligible students list, attended students list, selected students list etc.

  - Create/Edit/Delete placements
  - See archived placements
  - Filter placements based on available filters
  - Track placement status
  - Manage entire placement activities
  - Announce new placements
  - Student applications for the placements
  - Placement officer can accept or reject the applications
- **Email Integration**

Email integration should cover NCERT, other RIEs, NCTE, UGC, Universities, teaching and non-teaching staff members, students, and their parents/ guardians.
- **SMS System**

The attendance or on-duty details of the students should be sent to their parents through SMS. Internal marks of the students should be sent to parents immediately after the valuation of answer scripts. University marks of the students should be sent to the parents immediately. Other important notices, announcements, information should also be sent to the parents/students through SMS as and when needed.
- **Messaging System**

All users can interact with each other with Messaging System. The idea is to improve communication, to encourage intelligent ideas, promote meaningful and healthy debates, share important news, and encourage upcoming talents. The messages will be moderated by the Institute authorities to ensure that students do not engage in unhealthy messaging.

  - Easy and quick way to send messages to any user in the system
  - Effective communication between administration, teachers, students and parents
  - Recording communications with students
  - Prior information can be informed about school events, news and holidays

REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**SECTION-3**

**INSTRUCTIONS TO THE BIDDERS**

REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**INSTRUCTIONS TO THE BIDDERS**

1. GENERAL INSTRUCTIONS

- 1.1 For the Bidding/ Tender Document Purposes, 'Regional Institute of Education, Bhubaneswar' (RIE, Bhubaneswar) shall be referred to as 'Client' and the Bidder /Successful Bidder shall be referred to as 'Contractor' and/ or 'Bidder' or interchangeably.
- 1.2 The sealed bidding documents should be delivered to the Establishment Section of this Institute by the stipulated date and time along with an EMD of Rs.10,000/- (Rupees ten thousand only).
- 1.3 Tender Documents may be collected from Establishment Section on payment of Tender Cost of Rs.500/- (Rupees five hundred only) through Bank Draft/Pay Order in favour of General Fund Account, Regional Institute of Education, Bhubaneswar on any working day before 4 p.m. on 20.01.2015. The tender documents may also be downloaded from the office website [www.riebbs.ori.in](http://www.riebbs.ori.in) or [www.riebbs.ac.in](http://www.riebbs.ac.in). Those bidders who wish to download the tender documents from the above website should furnish the Tender cost of Rs.500/- through Bank Draft along with the EMD as specified above.
- 1.4 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.5 Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Client. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.**
- 1.6 The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.7 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of Rs.10,000/- (Rupees ten thousand only) or any other requirements, stipulated in the tender documents, are liable to be rejected.
- 1.8 The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and RIE, Bhubaneswar.
- 1.9 For all purposes of the contract including arbitration thereunder, the address of the Bidder mentioned in the bid shall be final unless the Bidder notifies a change of address by a separate letter. The Bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

1.10 The requirements of security is tentative and may increase or decrease at the sole discretion of the competent authority of the Client.

## 2. MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of Bidders technically.

(a) The Bidder should have valid Service Tax No. and PAN No.

(b) The Bidder should have a minimum experience of 03 years in designing dynamic website and online admission package for and providing full related support to academic institutions.

(c) Legal Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of JV/Consortium, Proprietorship, Partnership is not permitted. A proof for supporting the legal validity of the Bidder shall be submitted.

(d) Clearance: The Bidder should have clearance from Sales/Service Tax Department, and Income Tax Department. Relevant proof in support shall be submitted.

### 2.1 Documents supporting the Minimum Eligibility Criteria

(i) In proof of having fully adhered to the minimum eligibility criteria at 2(a), attested copies of appropriate documents.

(ii) In proof of having fully adhered to minimum eligibility criteria at 2(b), attested copies of contract letters and certificates of work completion issued by the concerned institutions.

(iii) In proof of having fully adhered to minimum eligibility criteria at 2(c), attested copy of Legal validity certificate.

(iv) In proof of having fully adhered to minimum eligibility criteria at 2(d), attested copies of certificates from the respective departments.

(v) Attested copies of the audited balance sheets for three completed financial years i.e. for 2011-12, 2012-13 and 2013-14. (However, in support of 2013-14, an attested and signed copy of provisional balance sheet shall be acceptable.)

## 3. EARNEST MONEY DEPOSIT:

3.1 This bid should be accompanied by an Earnest Money Deposit of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft of any nationalized bank. Demand Draft shall be in favour of General Fund Account, Regional Institute of Education, Bhubaneswar.

3.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Institute in respect of any previous work shall be entertained.

3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.

3.4 The bids without Earnest Money shall be summarily rejected.

3.5 No claim shall lie against the Government / Institute in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

3.6 The bid security may be forfeited:

(i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or

(ii) In case of successful bidder, if the bidder

(a) Fails to sign the contract in accordance with the terms of the tender document.

(b) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the Client.

(c) Fails or refuses to honour his own quoted prices for the services or part thereof.

#### 4. VALIDITY OF BIDS

4.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.

4.2 In case Client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

#### 5. PREPARATION OF BIDS

5.1 Language: Bids and all accompanying documents shall be in English/Hindi.

5.2 Technical Bid: Technical Bid should be prepared as per Tender Bid Form given in the Tender Document along with all required information, documents in support of the minimum eligibility criteria, and valid EMD of requisite amount.

Documents comprising the Technical Bid:

a. Technical Bid Submission Form duly signed and printed on Company's letterhead.

b. Signed and Stamped on each page of the tender document.

c. Contact Details Form, duly filled and signed.

d. Financial Capacity form - filled in, signed, and stamped.

e. Earnest Money Deposit of **Rs.10,000/- (Rupees ten thousand only)**.

f. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria.

The Technical Bid should then be kept in a separate sealed envelope, superscribed as "Technical Bid for Dynamic Website" with the Name and address of the Bidder.

5.3 Financial Bid: Bidder should prepare the financial Bid form as per the guidelines provided in the Tender Document. Then the financial bid should be kept in a separate sealed envelope, superscribed "Financial Bid for Dynamic Website" with the Name and address of the Bidder.

#### 6. SUBMISSION OF BIDS

6.1 The Bidder shall submit his bid in a sealed envelope containing two separate sealed envelopes consisting of (i) Technical Bid, and (ii) Financial Bid, clearly superscribed so and the two envelopes shall be kept in another single sealed envelope and duly superscribed.

6.2 The Bid shall be submitted not later than 22.01.2015 addressed to Administrative Officer, Regional Institute of Education, Bhubaneswar latest by 3:00 p.m.

6.3 Bidders sending their bids through courier/post should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for couriers/posts shall be granted.

6.4 Bids must be received in the office at the address specified above not later than the date and time stipulated in the notification. No Bid shall be accepted after the aforesaid date and time. However, the competent authority of the office of RIE, Bhubaneswar reserves right to extend the date / time for receipt of bids, before opening of the Technical Bids.

6.5 Late Bids: Any Bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## 7. BID OPENING PROCEDURE

7.1 The Technical Bids shall be opened in the Staff Common Room of the Institute on 27.01.2015 at 11 a.m. by the Committee authorized by the competent authority of the RIE, Bhubaneswar in the presence of such bidders who may wish to be present or their representatives.

7.2 The financial bids of only those bidders whose Technical Bids are qualified, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

7.3 A letter of authorization shall be submitted by the Bidder's representative before opening of the Bids.

7.4 Absence of bidders or their representatives shall not impair the legality of the opening procedure.

7.5 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidders meet the minimum eligibility criteria as specified in the Tender Document. **This would be followed by live presentations on technical aspects and samples designed by the Bidders. Accordingly, the Bidders shall come prepared with their presentations.**

7.6 Bids shall be declared as Valid or Invalid based on the preliminary scrutiny, i.e. examination of the documents enclosed, verification of EMD, by the Tender Opening Committee and the live demonstration referred to above. However, detailed evaluation shall be done only in respect of Valid Bids.

7.7 Invalid Bids shall be returned after tender process is completed. The bids shall be dispatched by speed post to their addresses with the remarks of the Tender Opening Committee.

7.8 If the date fixed for opening of bids is subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working date, time and venue remaining unaltered.

REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**SECTION-4**  
**TERMS & CONDITIONS**



## TERMS & CONDITIONS

The contractor's normal jobs shall be as following our Terms and Conditions:-

1. The Contractor and its staff shall take proper and reasonable precautions to preserve from loss, deduction, waste or misuse of the areas of responsibility given to them by the Institute and shall not knowingly lend to any person or company any of the assets of the Institute under its control.
  - a) In the event of any loss being caused to the Institute on account of negligence/derelection of duties by the Contractor or Contractor's employee, the same shall be established after a joint inquiry comprising the representatives of the Institute and the Contractor. The Institute should get the compensation from the Contractor, up to the value recovered from the Contractor's current insurance cover.
  - b) The Contractor will not be held responsible for the damages/sabotage caused to the property of the RIE/Institute due to riots/mobs/armed dacoit's activities or any other events of force majeure (Act of God such as earthquake, flood etc.) whether or not of the same nature.
2. The Contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
3. The Contractor shall be in touch with authorized officer(s) of the Institute for satisfactory completion of the work.
4. If the Contractor fails to implement the assigned jobs or parts thereof or Standard Operation Procedures to the satisfaction of the Authorities of RIE, Bhubaneswar or any officer nominated by him or on any day in any part of the areas assigned, he shall be penalized. The amount of penalty shall be determined by a committee to be appointed for the purpose.
5. Duration of the contract shall be initially for **one year** subject to appraisal and review by the RIE Authorities.
6. The Contractor shall deposit an amount of **Rs.25,000/- (Rs. Twenty five thousand only)** as Security with the Institute for the entire duration of the contract.
7. The vendor shall have a proper office. It should be a professionally run organization and not a garage operation. The office should have effective communication facilities like telephone, Fax, pagers, Mobile Telephone, Wireless system and Vehicles and the company should have a 24 hrs. manned control room, to ensure quick response.
8. The stipulated time frame shall be strictly adhered to for completion of the assigned work.
9. Any legal disputes will be subject to jurisdiction of Odisha Courts.

**Note:-** The Technical bid and the financial bid should be sealed by the bidder and may be kept in separate covers duly superscripted and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted. The technical bids are to be opened at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.

### **Arbitration**

1. Any claims, disputes and/or differences (including disputes regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorised Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Principal, RIE, Bhubaneswar in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Bhubaneswar and the decision of the arbitrator shall be final and binding on the parties.
2. Jurisdiction of Court : This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Odisha.

REGIONAL INSTITUTE OF EDUCATION

BHUBANESWAR

**SECTION-5**

**FORMS**

## Part I (Technical Bid Form)

### QUESTIONNAIRE TO BE FILLED UP BY THE FIRM APPLYING FOR DESIGNING OF DYNAMIC WEBSITE INCLUDING E-ADMISSION PROCESS FOR RIE, BHUBANESWAR

1	Name of the Firm (Full address with Tel. No.) (To be attached as per Form A)	
2	Registration No. of Firm (Attach attested copy of registration)	
3	PAN No. of the Company (Attach attested copy of PAN Card)	
4	Service Tax Registration No. (Attach attested copy of registration)	
5	Status of the firm (Supporting document to be attached)	
6	Experience of 3 years in dynamic website designing (Supporting documents to be attached) for academic institutions*	
7	IT clearance of last three assessment years (To be attached)	
8	Financial capacity of Bidder including Annual Account of past 3 years duly authenticated by Chartered Accountant (To be attached as per Form B)	
9	Date of Establishment/Incorporation of the firm	
10	Current list of clients (Details to be attached)*	
11	Assurance to deposit a sum equivalent to 10% of the contract value as per performance security payable in the form of account payee Demand Draft, fixed deposit receipt from commercial bank in acceptable form in case of successful bid (to be attached as per Form D)	
12	Details of EMD, Bank Name/Draft No. dated for <u>Rs.10,000/-</u>	

\* As per proforma given on the next page

Dated

Signature of the Contractor/Bidder  
or Authorized Signatory with  
Seal of the firm

### Academic Client References

Sl. No.	Name of the Client	Central/State Govt./Others	Scope of Work Done <sup>@</sup>	Officer-in-charge with contact details <sup>#</sup>	List of supporting documents <sup>\$</sup>	Associated since

<sup>@</sup> Vendor should have experience with work similar to our requirement, work description to be given in the scope.

<sup>#</sup>Name, designation, phone number, and email id of officer-in-charge to be given.

<sup>\$</sup>Supporting documents may include Work Order/ Renewal Letter and Completion Certificate.

**Part II (Financial Bid Form)**

**TENDER DOCUMENT FOR DESIGNING DYNAMIC WEBSITE, ACADEMIC  
AUTOMATION SYSTEM AND E-ADMISSION PROCESS FOR RIE, BHUBANESWAR**

1. Name of the Firm  
(Full Address with Tel. No.)
2. Rates quoted for each job component

<b>Sl. No.</b>	<b>Product/Service Details</b>	<b>Price in Rs.</b>	<b>Taxes, If Any</b>	<b>Total Price in Rs.</b>
1	Website with multiuser based Content Management System			
2	Academic Automation System			
3	E-Admission System			
4	100GB Hosting Space			
5	Green Bar SSL Certificate & Site Security Lock			
6	Website & application maintenance and daily updates			
7	Other Cost, if any (Please specify)			
	<b>Total Bid Price (Rs.)</b>			

Dated

Signature of the Contractor/Bidder  
or Authorized Signatory with  
Seal of the firm/Agency

**REGIONAL INSTITUTE OF EDUCATION**

**BHUBANESWAR**

**FORM-A**

**CONTACT DETAILS FORM**

GENERAL DETAILS OF BIDDER

1. NAME OF THE FIRM .....
2. NAME AND DESIGNATION OF  
AUTHORISED REPRESENTATIVE .....
3. COMMUNICATION ADDRESS .....
- .....
4. PHONE NO./ MOBILE NO. ....
5. FAX.....
6. E-MAIL ID.....

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON .....
2. DESIGNATION .....
3. PHONE NO. ....
4. MOBILE NO. ....
5. E-MAIL ID. ....

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I give the rights to the competent authority of the RIE, Bhubaneswar to forfeit the Earnest Money/Security money deposited by me/us in case of breach of Terms & Conditions of the Contract.
4. I hereby undertake to design, operationalize, and maintain the comprehensive dynamic website and e-admission process as per the directions given in the tender document/contract agreement.

Signature of the Authorized Signatory  
Designation:  
(Office seal of the Bidder)

Date:-

Place:-

**REGIONAL INSTITUTE OF EDUCATION**

**BHUBANESWAR**

**FORM- B**

**FORM FOR FINANCIAL CAPACITY**

<b>Description</b>	<b>Financial Years</b>		
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Annual Turnover			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenues			
Profit Before Taxes			
Profit After Taxes			



REGIONAL INSTITUTE OF EDUCATION  
BHUBANESWAR

**FORM-C**

**CONTRACT AGREEMENT**

This Agreement is made on this.....between the RIE, Bhubaneswar (hereinafter referred to as the Institute) and M/s..... (herein after referred to as the contractor)

The Parties here to agree to abide by the following terms and conditions for designing, operationalizing, and maintaining the dynamic website including the e-admission process for the Institute.

1. The Contract for designing, operationalizing, and maintaining the dynamic website including the e-admission process shall be made for a period of one year w.e.f..... subject to satisfactory performance of the service provider as per following terms and condition to the Institute.
2. The Contract may be extended for a further period as determined by the Principal, RIE, Bhubaneswar subject to his satisfaction and discretion.
3. The Contract can be terminated by either party by giving 30 days notice during the contract period or after the expiry of the extended contract. The Contractor shall not be entitled to any notice during the extended contract period. During the period of notice or extended contract period and till the appointment of another Agency, the Contractor would continue to discharges its duties and obligations.
4. If the contractor fails to implement the schedule of service to the satisfaction of the Institute, the Contractor shall be penalized. The nature and amount of penalty shall be decided by committee appointed by the Principal of the Institute.
5. The earnest money deposited shall be forfeited in case the Contractor fails to execute a formal contract agreement by the date specified in the letter of award.
6. The Contractor should execute the agreement (on a non-judicial stamp paper of Rs. 100/-) within 15 days from the date of issue of letter for award.
7. It is hereby declared that Contractor is, for the purposes of this contract, an independent contractor and all persons employed or engaged by him in connection with the obligation under the contract shall be contractor's employees and not of the Institute.
8. The Contractor will undertake and declare that, in the event the workmen/ employees/persons engaged to carry out the purposes hereof, attempt to claim employment with the Institute or attempt to be declared as employees of Institute or attempt to become so placed, than in all such cases he will assist the Institute in defending all such attempts of the contractor's employees and shall bear and pay solely and absolutely all costs, charges and expenses including legal charges incurred or which may be incurred in defending all such attempts and in any appeal or appeals filed by the Institute, therein or relating thereto and Contractor will

indemnify forever the Institute against all such costs, charges and expenses including legal charges and against all/any loss expenses or damages, whether recurring or not, financial or otherwise, caused to or incurred by the Institute as a result of such attempt by the Contractor's employees.

9. It is hereby agreed that the Institute shall be entitled to set off any debt or sum payable by Contractor either directly or as a result of various liability to the Institute against any money payable or due from the Contractor to the Institute or against any money payable or remaining with the Institute and belonging to contractor.
10. All disputes and claims shall be settled by arbitration, in accordance with the provisions of the arbitration law in force or any statutory requirements thereof and shall be referred the sole Arbitrator to be appointed by the Institute. The security agency shall not be entitled to raise any kind of objection whatsoever, in the event of the Institute deciding to appoint any officer or employee of the Institute as the Sole Arbitrator. The award given by the arbitrator shall be final and binding on both the parties i.e. Institute and the Contractor.

Signed on behalf of the Contractor

Signed on behalf of RIE, Bhubaneswar

WITNESS

WITNESS

1.

1.

2.

2.

REGIONAL INSTITUTE OF EDUCATION

BHUBANESWAR

**FORM-D**

**PERFORMANCE BANK GUARANTEE**

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

Date :.....

Bank Guarantee No :.....

Amount of Guarantee :.....

Guarantee Period : From..... to.....

Guarantee Expiry Date :.....

Last date of Lodgement :.....

WHEREAS Regional Institute of Education, Bhubaneswar having its office at Sachivalaya Marg, Bhubaneswar (hereinafter referred to as “The Owner” which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [Please insert date of acceptance of the letter of acceptance (LoA)]

(“Contract”) with [insert name of the Successful Bidder] .....(hereinafter referred to as the “Contractor” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for designing, operationalizing, and maintaining the dynamic website including e-admission process (“Website” 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 Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Bhubaneswar 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 including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract 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 Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

Section 6.4

(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 raised by 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. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PBG to the bank for amendment in price.

(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 conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or 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 rights 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 or disputes 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 effected.

(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 of Odisha for the purposes of settling any disputes or differences 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.

(viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on

the expiry of the Warranty Period under the Contract.

(ix) 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.

(x) However, in the opinion of the Owner, 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, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfils its obligations under the Contract.

(xi) 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

REGIONAL INSTITUTE OF EDUCATION

BHUBANESWAR

**SECTION-6**

**CHECK-LIST**

**REGIONAL INSTITUTE OF EDUCATION**

**BHUBANESWAR**

**CHECK LIST ON PREPARATION OF BIDS**

Sl. No.	Particulars	YES/NO
1	Have you filled in and signed the Contact Details Form?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
<b>TECHNICAL BID</b>		
3	Have you enclosed the EMD of <u>Rs.10,000/-</u> in the Technical Bid?	
4	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5	Have you attached proofs of having met the following minimum eligibility criteria?	
5.1	Legal valid Entity: Have you attached attested Certificate issued by the Registrar of firms/companies?	
5.2	Financial Capacity: Have you attached Audited Balance Sheets?	
5.3	Experience: Have you attached the attested experience certificates issued by the Organizations/Govt. Departments of last three years?	
5.4	Security: Have you attached proof of security?	
6	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
7	Have your Technical Bid been packed as per the requirement of the Tender?	
<b>FINANCIAL BID</b>		
8	Has your financial Bid proposal dully filled, sealed and signed on all pages?	
9	Have you quoted prices against each of the category/ work component?	
10	Has your financial bid been packed as per the requirement of the Tender?	