



**INSTITUTE FOR DEFENCE  
STUDIES & ANALYSES**

**रक्षा अध्ययन एवं विश्लेषण संस्थान**

**No 1 Development Enclave, Rao Tula Ram Marg  
Delhi Cantt., New Delhi – 110010**

**Tender Document for Re-designing of Institute's website under 2 bid system**

1.	Name of work	Re-designing of Website
2.	Tender Number	IDSA/IT/Website/2016
3.	Earnest Money	Rs 20,000
4.	Validity period	180 days
5.	Last date of Submission of Tender	Up to 1500 hours 22 July, 2016
6.	Mode of Sending	a. In sealed cover by Registered Post A.D/Speed Post/Hand Delivery/Courier only. b. Tender sent by email or Fax will be rejected.
7.	Description essential to be made on sealed cover (containing Technical and Financial Bids).	Tender for Website Re-designing
8.	Postal address for Submitting Tender	The envelope shall be addressed to the following:- Assistant Director (Admin) Institute for Defence Studies and Analyses No 1, Development Enclave Rao Tula Ram Marg New Delhi-110010
9.	Communication details:	Pushkar Pathak webmaster.idsa@nic.in +91-11-2671 7983 Extn 7223

**Gp Capt A V Lele (Retd.)  
Assistant Director (Admin)**



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**Tender No. IDSA/IT/Website/2016**

**Tender Document for Re-designing of Institute's website**

**LAST DATE OF SUBMISSION: July 22, 2016 UP TO 1500 HRS**

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**Subject: Re-designing of Institute's website**

Dear Sir(s),

1. Sealed quotations are invited from qualified IT service providers for re-designing of Institute's website. Interested service providers may submit technical and financial bids separately in envelopes superscribed, "Technical bid-Website Re-designing" and "Financial bid-Website Re-designing" respectively inside an envelope superscribed "Tender – Website Re-designing". The financial bids of technically qualified bidders will be opened in presence of their representatives.

**2. Technical qualification**

- 2.1. The vendor must be operating in India for the last three years, in the area of IT services with exclusive experience to provide Website development and designing services. (services related to supply of hardware/IT infrastructure and their associated maintenance will not be considered)
- 2.2. The company should be member of Drupal Association.
- 2.3. The company should have at least completed from start to finish, in the last three financial years at least one single work i.e. website designing and development in Drupal, of a minimum value of 5 Lakhs.
- 2.4. The company is required to submit detailed Technical Proposal for effective fulfilment of Scope of Work. The proposal should include technical approach, methodology, work plan and staffing of the team for this assignment.
- 2.5. No consortiums are allowed.
- 2.6. During the technical evaluation, if any of the parameters is not met or not found satisfactory, the bid will be summarily rejected.

The details and technical documents should be provided as per **Annexure II**.

**3. The financial bid should contain the following:**

3.1. Quote at **Annexure III** as per the “**Scope of work**” (**Annexure-I**).

4. The bids are to be submitted in sealed envelopes at the following address on or before 1500 hours **July 22, 2016:-**

Assistant Director (Admin)  
Institute for Defence Studies and Analyses  
No 1, Development Enclave  
Rao Tula Ram Marg  
New Delhi-110010

The tender box will be opened in the presence of the participants at 1530 hours on the same day. The date of opening of financial bids will be communicated later on, well in advance, to the technically qualified bidders only, for making their presence on the day.

**5. Earnest Money Deposit**

5.1 The bidders are required to deposit **along with their technical bid** a sum of Rs 20000/- (Rupees twenty thousand only) in the form of bank draft from the Nationalized bank in favour of **IDSA**, payable at New Delhi towards earnest money. In case of unsuccessful bidders, the same will be returned to them without any interest.

**6. Nature of Work**

6.1 As given in the “Scope of Work” at Annexure I.

**7. Milestone and payment**

<b>Milestone</b>	<b>Details</b>	<b>Duration (in weeks)</b>	<b>Payment</b>
Milestone 1	<ul style="list-style-type: none"><li>• 3 Sets of Initial Designs</li><li>• Finalization of design for all the sections / pages</li></ul>	3	25%
Milestone 2	<ul style="list-style-type: none"><li>• Drupal Theme Development</li><li>• Apply theme to IDSA’s website after necessary change in the structure of the website</li></ul>	8	30%
Milestone 3	Make Website Live and perform testing in live environment	2	20%
Milestone 4	Warranty Support for 1 month	5	25%

Payment will be released only on submission of Invoice/Bill duly completed in all respect, after satisfactory completion of work as determined by the Webmaster.

**8. Confidentiality & Non-disclosure agreement:**

The vendor undertakes to comply with all the confidentiality and non-disclosure conditions spelt out in the contract agreement, and confirms that this will be binding upon the company and all its employees, and associate partners if any who are or may be involved in the project at any stage.

**9. Security Deposit (Refundable)**

Upon the acceptance of bid, an amount equivalent to 10% of contract value will be deposited by the successful bidder as a Security Deposit in the form of Bank Guarantee/Bank Draft (Interest free). Security deposit will be refunded to the bidder after the expiry of contract, subject to successful execution.

## **10. Indemnity**

10.1 The company shall indemnify, and keep indemnified IDSA fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of this contract. The decision of the Director General, IDSA in this regard shall be final and binding.

10.2 Director General, IDSA reserves the right to cancel any tender in full or in part without citing any reason.

11. Interested vendors may contact the Webmaster for any information and query. (Phone 011-26717983 Ext 7223, email webmaster.idsa@nic.in).

12. Upon acceptance of bid, no sub-letting/transfer would be allowed by the operator except with the prior written permission of Director General, IDSA

13. **Forfeit/Termination:** The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of the Institute and Forfeiture of Performance Security.

14. **Penalty:** If at any time during performance of the Contract, the vendor should encounter conditions impeding timely delivery of services, the Vendor shall promptly notify the Institute in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Vendor's notice, the Institute shall evaluate the situation and may at its discretion extend the time for performance. In case of unaccounted or unreasonable delay, penalty of 1 per cent of quoted amount will be charged per day.

15. Upon acceptance of bid, the bidder shall be required to enter into an appropriate agreement with IDSA incorporating the endorsed terms and conditions given in the tender document, inter alia, in accordance with law. All expenses and statutory/regulatory levies in this regards shall be borne by the bidder.

16. Standard force-majeure conditions would apply.

**Gp Capt A V Lele (Retd.)  
Assistant Director (Admin)**

**Annexure-I**  
**Scope of Work**

**Re-designing of Institute's website - www.idsa.in**

The Institute for Defence Studies and Analyses (IDSA), India's leading security studies think tank, is looking for competent company to revamp its website www.idsa.in.

The present website has been developed in Drupal 7 and contains more than sixteen thousand pages with many sections and subsections.

The company is expected to complete overhaul the website and develop a responsive theme for the website which should give a world-class and professional look to the website.

The company is expected to provide following improvements in the new website:

1. Complete overhauling of the website with change of navigation, structure, color etc.
2. Develop Responsive Theme for the website which should give a world-class and professional look.
3. The theme should be compatible with mobile, tablet, desktop and other devices.
4. Change structure and navigation of website as per latest trends
5. One of the most important component in the new Design should be inclusion of Social media sharing options. The layout should encourage visitors to share or like the page.
6. At present our website is mostly text only. We are looking for a layout which will have images, icons, illustrations and maps etc. that could add color to the website and also make it livelier.
7. The layout should be Search Engines friendly and provide better internal and external linking of pages

Following is the list of some of the leading think tanks in the world which IDSA would like to emulate:

- The Brookings Institution (<http://www.brookings.edu/>)
- Carnegie Endowment for International Peace (<http://www.carnegieendowment.org/>)
- United States Institute of Peace (<http://www.usip.org/>)
- Council on Foreign Relations (<http://www.cfr.org/>)
- Chatham House (<http://www.chathamhouse.org.uk/>)
- Heritage Foundation (<http://www.heritage.org/>)
- Cato Institute (<http://www.cato.org/>)
- Asia-Pacific Center for Security Studies (<http://www.apcss.org/>)

### **Suggested change in the layout**

#### **IDSA Main Website**

<b>S. No</b>	<b>Section / Page Name</b>	<b>Suggested Changes</b>
1.	Navigation	Big Drop-down navigation as used in <a href="http://goo.gl/Iw265r">http://goo.gl/Iw265r</a>
2.	Footer	Detailed footer as used in <a href="http://goo.gl/Iw265r">http://goo.gl/Iw265r</a>
3.	Homepage	Slider which will have main updates - new publications, forthcoming event, keynote

		<p>address etc.</p> <p>The homepage should include the latest from all main sections of our website.</p> <p>Twitter embed</p>
4.	<p>Research Centre page  <a href="http://idsa.in/chinasouth-eastasia">http://idsa.in/chinasouth-eastasia</a></p>	<p><b>Slider</b> which will have Main Publications / Output of the Centre  Right side – About the Centre. Below it Team members  Tabs for various publications and events  Samples:  <a href="http://goo.gl/3MJ7cy">http://goo.gl/3MJ7cy</a>  <a href="http://goo.gl/rT5Nxu">http://goo.gl/rT5Nxu</a></p>
5.	<p>Profile page  <a href="http://idsa.in/profile/skalyanaraman">http://idsa.in/profile/skalyanaraman</a></p>	<p>Half page Bio</p> <p>Tabs for various publications types</p> <p>Include links of FB and Twitter</p> <p>Embed YouTube video</p> <p>Reference:  <a href="http://goo.gl/gbycU8">http://goo.gl/gbycU8</a></p>
6.	<p>About IDSA  <a href="http://idsa.in/aboutidsa">http://idsa.in/aboutidsa</a></p>	<ul style="list-style-type: none"> <li>• History of the Institute: Postal Stamp</li> <li>• Institute’s Physical movement</li> <li>• Old Publications</li> </ul> <p>Reference:  <a href="http://goo.gl/UT5j0x">http://goo.gl/UT5j0x</a></p>
7.	<p>Publications main page</p>	<p>Slider with details of latest publication and filter for various publications as used in  <a href="http://goo.gl/PjZ5LQ">http://goo.gl/PjZ5LQ</a></p> <p>Cover of latest Books, Monographs, Occasional Papers and other publications, as we have in our present website.  The new book cover should change automatically when a new books is posted.</p>
8.	<p>Event main page  <a href="http://idsa.in/calendar">http://idsa.in/calendar</a></p>	<p>Event main page will have block for each major event categories.</p> <p>It will list the Annual conferences.</p> <p>Event calendar will be a component of this page.</p> <p>Embed photographs from Facebook gallery.</p> <p>Filter to list events by Centre</p> <p>Interface to search within event section</p>

		Reference url: <a href="https://goo.gl/FbVP89">https://goo.gl/FbVP89</a>
9.	<p>Events details page which includes:</p> <ul style="list-style-type: none"> <li>• Event reports</li> <li>• Key speeches</li> <li>• Fellows' seminars</li> <li>• Asian Security Conference</li> <li>• South Asia Conference</li> <li>• West Asia Conference</li> <li>• Round tables / workshops</li> <li>• Bilaterals</li> <li>• Y.B. Chavan Memorial Lecture</li> <li>• Eminent Persons' Lecture Series</li> <li>• Special addresses</li> <li>• Internal security lecture series</li> <li>• National strategy lecture</li> <li>• Book discussion forum</li> <li>• Other events</li> </ul>	<p>Event/Conference detailed page as: <a href="https://goo.gl/AfrLE7">https://goo.gl/AfrLE7</a></p> <p>Design main page of conference / event type as: <a href="https://goo.gl/1Y36Tw">https://goo.gl/1Y36Tw</a></p>
10.	<p>Books List page (<a href="http://idsa.in/books">http://idsa.in/books</a>)  Monograph Series List page (<a href="http://idsa.in/monograph">http://idsa.in/monograph</a>)  Occasional Papers List page</p>	<p>View – Card (Cover) and List;  Filter by Centre or Year  Interface to search within the section  Reference:  <a href="http://goo.gl/JAUDa0">http://goo.gl/JAUDa0</a></p>
11.	Book detail page	Endorsements, Reviews
12.	Library main page	Animation with Big pictures on top – Building and interior
13.	<p>Journals main page:</p> <ul style="list-style-type: none"> <li>• Strategic Analysis (<a href="http://idsa.in/strategicanalysis">http://idsa.in/strategicanalysis</a>)</li> <li>• Journal of Defence Studies (<a href="http://idsa.in/journalofdefencestudies">http://idsa.in/journalofdefencestudies</a>)</li> <li>• CBW Magazine (<a href="http://idsa.in/cbwmagazine">http://idsa.in/cbwmagazine</a>)</li> </ul>	<p>Publications are the primary output of our Institute. It is required to provide a clean layout with option to share and print is required  The layout should provide link to other similar publications.  Interface to search within the section</p>
14.	<p>Journals articles/publications page:</p> <ul style="list-style-type: none"> <li>• Strategic Analysis</li> <li>• Journal of Defence Studies</li> <li>• CBW Magazine</li> </ul>	<p>Publications are the primary output of our Institute. It is required to provide a clean layout with option to share and print is required  The layout should provide link to other similar publications.</p>
15.	<p>Detailed page for large publications:</p> <ul style="list-style-type: none"> <li>• Monograph Series</li> </ul>	<p>Publications are the primary output of our Institute. It is required to provide a clean layout with option to share and print is</p>

	<ul style="list-style-type: none"> <li>Occasional Papers</li> </ul>	required. The layout should provide link to other similar publications.
16.	<b>NEWS DIGESTS</b> <ol style="list-style-type: none"> <li>Strategic Digest</li> <li>The Week in Review</li> <li>Africa Trends</li> <li>Insight Southeast Asia</li> <li>PoK News Digest</li> <li>Pakistan News Digest</li> <li>Indian Ocean Watch</li> <li>South Asia Trends</li> <li>East Asia Monitor</li> <li>Afghanistan News Digest</li> <li>Pakistan Urdu Press</li> <li>NTS Newsletter</li> <li>China News Digest</li> <li>Chemical &amp; Biological News Digest</li> <li>IOR-ARC Newsletter</li> <li>Pakistan Weekly Developments - Jan 2007 - Nov 15 2009</li> </ol>	
17.	<b>List of PAPERS &amp; BRIEFS</b> <ol style="list-style-type: none"> <li>Issue Briefs</li> <li>Policy Briefs</li> <li>IDSA Comment</li> <li>Special Feature</li> <li>Backgrounder</li> <li>Delhi Papers</li> </ol>	Filter by Year and topic Interface to search within the section
18.	<b>Detailed page for PAPERS &amp; BRIEFS</b> <ol style="list-style-type: none"> <li>Issue Briefs <a href="http://idsa.in/issuebrief/pay-and-perks-india-defence-budget-2016-17_ikbehera_030315">http://idsa.in/issuebrief/pay-and-perks-india-defence-budget-2016-17_ikbehera_030315</a></li> <li>Policy Briefs</li> <li>IDSA Comment</li> <li>Special Feature</li> <li>Backgrounder</li> </ol>	The layout should include photograph of the author with two line brief, link to related articles and topics.  Reference URL: <a href="http://goo.gl/xeOJsM">http://goo.gl/xeOJsM</a>
19.	<b>Project Pages</b> Indigenous Historical Knowledge Nuclear History Project Pakistan Project	
20.	Search	
21.	Authors Topics	Select by Alphabet
22.	<b>Ask an Expert</b>	Filter by Month, Year and Topic Interface to search within the section



23.	<b>IDSA News</b> <ol style="list-style-type: none"> <li>Op-eds and Articles</li> <li>IDSA in Media</li> <li>Events</li> <li>Visits</li> <li>Interactionst</li> </ol>	
24.	<b>Join IDSA</b> <ol style="list-style-type: none"> <li>MEMBERSHIP</li> <li>JOBS</li> <li>INTERNSHIP</li> <li>OUTSOURCED RESEARCH PROJECT</li> </ol>	
25.	Contact us	
26.	Print page	
27.	Default layout (page.tpl.php in drupal) This will apply to: Vision statement International Interactions Jobs Book Review Library pages: <ul style="list-style-type: none"> <li>• Services</li> <li>• Library rules</li> <li>• Current journal contents</li> <li>• New arrivals</li> <li>• Journals</li> <li>• Online journals</li> <li>• Online databases</li> <li>• Newspapers</li> <li>• Resources</li> </ul> Membership <ul style="list-style-type: none"> <li>• Check your membership details</li> <li>• List of life members</li> <li>• List of members</li> <li>• List of associate members</li> </ul> Press Release	Definition for Headings, sub-headings, bullets, lists, table, image, blockquote, footnote etc.
28.	K. Subrahmanyam award <a href="http://idsa.in/KSubrahmanyamAward">http://idsa.in/KSubrahmanyamAward</a>	A well organized placement of award details and name and pictures of previous recipients of the award
29.	Conference facility <a href="http://idsa.in/conferencefacility">http://idsa.in/conferencefacility</a>	
30.	Visiting Fellowship Program <a href="http://idsa.in/visitingfellowships">http://idsa.in/visitingfellowships</a>	
31.	Membership main page <a href="http://idsa.in/membership">http://idsa.in/membership</a>	Big picture on top
32.	Media Briefs <a href="http://idsa.in/mediacentre">http://idsa.in/mediacentre</a>	Big picture on top
33.	Executive Council	Profile with picture

	<a href="http://idsa.in/executivecouncil">http://idsa.in/executivecouncil</a>	
34.	Human Resources	Big picture on top

1. The UI should be light-weight and the content should load in reasonable time.
2. The development should be as per the best practices of Drupal in which further development can be carried out easily.
3. The company will do the required changes in the code of the website, if required, to implement the suggested changes in layout given above.
4. The company will implement the new theme in the live website and coordinate with hosting partner, if required, for any configuration / setup change in the Server environment.
5. The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by the IDSA upon completion of the successful implementation of website by bidder.

## Annexure II

### CHECK LIST FOR TECHNICAL BID

To be submitted properly numbered and indexed along with signatures of the authorized representative of quoting vendors and submitted in Envelope No.1 superscripting “Technical bid-Website Re-designing”

S. No	Particulars	Compliance (Yes/No)	Ref. page number in the Bid
1.	Earnest Money Deposit		
2.	Technical Proposal for effective fulfilment of Scope of Work. The proposal should include technical approach, methodology, work plan and staffing of the team for this assignment.		
3.	The bidder should be a Company registered in India under the Companies Act or a partnership registered under the India Partnership Act with their registered office in India for the last five years.		
4.	The company should be member of Drupal Association. Copy of certificate to be attached		
5.	Basic information about the company in tabular format given in the Tender document as Annexure II (a)		
6.	Balance Sheet of the service provider for the last three financial years duly certified by the Chartered Accountant clearly specifying IT services, of the company for the last 3 years		
7.	The income tax returns of the last three years certified by the service provider’s Chartered Accountant.		
8.	Registration No with Sales tax/Service tax Dept along with latest copies of the challans. PAN No of Partners/Firm.		
9.	Details of projects executed in last three financial years including copy of Work order with value and / or client satisfaction certificate, clearly indicating the required scope and Engagement value Details to be provided in the format given in Annexure II (b)		
10.	Details of employees working in the company with their professional qualification		
11.	A declaration on a stamp paper of Rs. 10/- certifying that the firm has not been blacklisted / debarred in any manner from any Govt. Department.		

**SIGNATURE:**

**DATE:**

**Annexure – II (a)**

**BASIC INFORMATION**

1.	Name of the organization	
2.	Address of the Registered Office	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm  a)  b)  c)  Enclose certified copies of document as evidence	
5.	Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.  Enclose certified copies of document as evidence	
6.	Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence	
7.	Address of office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.	
8.	PAN No/VAT No/SERVICE TAX No.	
9.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.	Attach a separate sheet if required.

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

**Sign. & Seal of the Bidder**

**DATE:**

**PLACE:**

**Annexure – II (b)**

**EXPERIENCE SUMMARY DURING LAST 3 YEARS**

<b>S. No.</b>	<b>Project Name</b>	<b>Client Name</b>	<b>Period Start and end date</b>	<b>Activities relevant to scope</b>	<b>Contract Value (INR)</b>
1.					
2.					
3.					
4.					
5.					

Notes:

**Only work related to website designing and development should be listed.**

**Annexure – II (b) continues**

**EXPERIENCE DETAILS**

<b>S. No.</b>	<b>Items</b>	<b>Details</b>
1.	Name of the project (Also specify the name of website/ portal/ web application AND URL of the website/portal/Web application)	
2.	Client details	
3.	Name, Title & Address of the Client who can be contacted	
4.	Project Duration	
5.	Scope of work	
6.	Relevant work domain	
7.	Software Tools & Technology used	
8.	Contract Value (In INR & Lakhs)	

\*\* Attach LOI/Work Order/ Contract copy (Mandatory)

Letter from the Client for satisfactory completion of the project / Appreciation letter from Client /

**ANNEXURE – III**  
**Performa for Financial Bid**

<b>Item</b>	<b>Quotation in Rupees (excluding taxes)</b>
Re-designing of Website as per the Scope of Work at Annexure I	

Total Amount in words: Rupees .....

.....

.....

Date:

Signature with Stamp & Name

Name of Company/Firm .....

Address of the Company/Firm .....

Contact No. ....

Note 1: Price bid shall be sealed separately otherwise liable to be rejected.

Note 2: The quoted price shall be same in figures and words. In case of any discrepancy, the higher of the two shall be considered.