ICMR – REGIONAL MEDICAL RESEARCH CENTRE, N.E. REGION,
Post Box No.105, DIBRUGARH- 786001, ASSAM, INDIA
No. RMRC/DIB/S&P-15(Web_Development)/2017-18/0487 Date: 04/03/2018

Invitation of Tender from professionally competent and experienced firms/organization for:

**Design, Development, Hosting, Security Management along with Content Publication and Management of ICMR-RMRC, NE Region website:**

Eligibility Criteria:

i) The agency/firm should have minimum of 5 years of experience of website development.

ii) The agency/firm should have experience of working on similar projects for at least 2 such clients

**Deliverables for the project would entail:**

- Development and implementation of the online web strategy with necessary and appropriate design and content of the website.
- Integration of content management system with the website.
- Frequent updates on the website.
- Prompt and proper maintenance of the website.

**Selection Criteria:**

The selected bidders would be required to give a presentation before the selection committee. These selected bidders will be notified via email/telephone and would be invited to present their proposal. The final selection of Tender will be based on the presentation.

**Tender Details:**

The Tenders must be clearly state the cost of the project. Also mention taxes applicable.

All relevant information and documents are to be duly signed and attached with the Tender.

The Director
ICMR – Regional Medical Research Center,
N. E. Region, Post Box No. 105
Dibrugarh – 786 001, Assam, INDIA

Website: rmrcne.org.in, email: icmrredi@nic.in

Yours faithfully

Store Officer I/c.
For Director

PMRC, N.E. Region (ICMR)
Dibrugarh (Assam)

**N.B.:** Other details terms & conditions may please be seen in the enclosed sheet.
Terms & Conditions:

1. Tenders are requested to give detailed tender separately for the item in their own forms under sealed envelopes super scribing the name of the item as mentioned in the tender paper on the envelope such as “Quotation for (Name of the item)”.

2. Non-refundable Tender Fee (for whole tender paper) of Rs. 200/- (Rupees two hundred only) in the form of demand draft in favour of Director, Regional Medical Research Centre, N.E. Region (ICMR), Dibrugarh must be enclosed with the tender. Otherwise the tender will not be considered.

3. The tenderers are requested to quote the amount in INR for all the items.

4. EMD @ 2% to be submitted against the item along with tender, by demand draft in favour of Director, Regional Medical Research Centre, N.E. Region (ICMR), Dibrugarh in the form of Bank Guarantee (Format enclosed).
   a. Liquidated Damage: a sum equivalent to 0.5% of the delivered price of the delayed goods for each week of delay or part thereof until actual delivery, up to a maximum of 10% of the delayed goods of contract price will be imposed. If failed to supply, than the Performance Security will be forfeited as Penalty charge.

5. The Bid should accompany with complete specifications, Supplier’s name, address and relevant Literature / Brochures with EMD etc.

6. If similar or identical work was done to any ICMR Labs/ Institutes, the details of such supplied for the preceding three years may also be given together with the price eventually or finally paid.

7. The Tenderer is required to furnish the Permanent Account Number (PAN) allotted by the Income Tax Department. If registered with the National small Industries Corporation, the registration number, purpose of registration and the validity period of registration etc. should also be provided in Bid.

8. RMRC, Dibrugarh will not be responsible for delayed / late quotations submitted / sent by Post / Courier etc.

9. Tenders, which are submitted without following the Bid offer system -
   a) Late / Unsigned / incomplete Tenders
   b) Conditional Offers
   c) Tenders submitted by Fax / Email / Telegraphic if not accompanied Bid Security/EMD, will summarily be rejected.

10. The price should be FOR, ICMR – RMRC, Dibrugarh.

11. Quotation rate should remain valid at least for 6 (six) months from the date of submission of the tenders/ quotation.

12. Authority reserves the right to accept or reject any tender quotation without assigning any reason.

13. Please mention the Tax charges separately in the quotation and GSTIN No etc for deducting the Tax charges in this Centre.

14. The firms have to submit their copy of IT returns for last three years.

15. The last date of submission of tender/quotations: 05/04/2018.

Store Officer I/c

Store Officer I/c

P.M.R.C, N.E. Region (ICMR)

DIBRUGARH (ASSAM)