



## **VIGYAN PRASAR**

**(An autonomous organization of the Department of Science and Technology, Govt. of India)**  
*A-50 Institutional Area, Sector-62, Noida (UP) 201 309*

**VP/1890/IT&GTCD/DST Web Portal/2017/Vol. II**

**Dated: 30/10/2017**

### **INVITES**

#### **Request for Proposal (RFP)**

**For**

**Development of Mobile Application (App)**

**For**

**Department of Science & Technology (DST)**

**Govt. of India**



**NOTICE INVITING RFP / TENDER**  
**Details of Tender**

<b>a</b>	RFP/Tender No.	VP/1890/IT&GTCD/DST Web Portal/2017/Vol. II
<b>b</b>	Last Date and time of receipt of tender	8 November, 2017 by 5 pm
<b>c</b>	Date and Time for Opening of Technical Proposals (Part I)	10 November, 2017 at 11.30am at Vigyan Prasar A – 50, Institutional Area, Sector – 62, Noida – 201309
<b>d</b>	Date and Time for Technical Presentation of short listed Bidders	13 November, 2017 at 11am at Vigyan Prasar A – 50, Institutional Area, Sector – 62, Noida – 201309
<b>e</b>	Place of receiving the proposal	Registrar, Vigyan Prasar, A – 50, Institutional Area, Sector – 62, Noida – 201309
<b>f</b>	Availability of RFP Document	RFP document can be downloaded from the Official website of the Vigyan Prasar ( <a href="http://www.vigyanprasar.gov.in">www.vigyanprasar.gov.in</a> )

**Important Notice:**

1. An incomplete and/or ambiguous and/or late response is liable to be ignored/summarily rejected.
2. The bidder must attest with seal the original bid document as an acceptance of the RFP/ Bid terms and conditions and submit the same along with the technical bid. In case of non-compliance the bid is liable to be ignored/summarily rejected.

## 1 Introduction

Vigyan Prasar (VP), an autonomous organization of the Department of Science and Technology, Noida (UP) invite proposals from reputed development agencies/companies having expertise in design, development, hosting and maintenance of mobile application & web based control panel, with all dynamic features as per W3C standards to meet the objectives and mandate of the ministry. The proposed DST mobile applications will be developed by a professional agency. The mobile application will act as an effective & efficient interfacing technological medium, to deliver relevant information & services to the citizens and various stake holders, by using various smart Internet based mobile devices such as Smart Phones & Tablets. The mobile application must be capable of meeting the World Wide Web (W3C) Standards and statutory guidelines of Government of India, as specified in <http://guidelines.gov.in>.

Department of Science & Technology (DST) was established in May 1971, with the objective of promoting new areas of Science & Technology and to play the role of a nodal department for organising, coordinating and promoting S&T activities in the country. In the interest of spreading awareness about activities & events/initiatives of DST from time to time and showcase its innovative ideas/inventions to the people at the grass root level through various media will require on exclusively designed mobile application, which would cover the information about the DST and activities of DST & it's aided institutions.

## 2 Intent of the Specification

The proposed DST mobile applications will be developed by a professional agency. The mobile application will act as an effective & efficient interfacing technological medium, to deliver relevant information & services to the citizens and various stake holders, by using various smart Internet based mobile devices such as Smart Phones & Tablets. The mobile application must be capable of meeting the World Wide Web (W3C) Standards and statutory guidelines of Government of India, as specified in <http://guidelines.gov.in>.

**It will include development of Mobile App; one overall app for DST in which another app about the Minister's initiatives and his coverage to be embedded (effectively two separable apps, one embedded in the other).**

## 3. Scope of Work:

**3.1** Design & Development of Content management System (CMS) based dynamic mobile application, as per W3C Industry Standard and statutory requirement as per Government of India.

**3.2** The main mobile app will include a second app embedded within it. This in effect will be two separable mobile apps which need to be designed and developed.

- 3.3 Accessed through high speed and scalable Internet link(s) with minimum 2 GBPS the apps should run on browser independent devices such as Desktop Pcs, Laptops, Tablets/ IPADs, iPhones/ Smart phones (Android / IOS).
- 3.4 Onsite Technical support for content uploading on the mobile application during the period of maintenance.
- 3.5 Coordination and Support for regular maintenance, upgradation and updation in terms of latest technology, required pages and content as and when required in the mobile application, including development of additional pages after the deployment/ production, and /or scaling backend hosting architecture, as per the ongoing requirement, during the period of application development & maintenance.
- 3.6 Security certificate from third party security auditor as per government norms for the app.

#### **4. Deliverables:**

- 4.1 Design and development of mobile apps as per Department requirements.
- 4.2 **Schedule of delivery:** At least two samples should be presented within 10 days of the award of contract. Within 15 days of finalization on the basis of samples, the app should be ready for test run with some amount of content. Within 15 days of the successful test run, the final app with most of the content should be ready. Upload of content will thereby continue during maintenance period.
- 4.3 Department of Science and Technology (DST) will select the alternative for a mix of samples which will be used for further development of the mobile application.
- 4.4 Development of the mobile application including dynamic content as per Department of Science and Technology (DST) requirements with easy adaptability to effect direction and content changes as and when the current strategic goals change.
- 4.5 Interactive presentation of content.
- 4.6 Managing feedback and post comments.
- 4.7 Change management as per the ongoing departments requirements. This includes maintenance, updation and upgradation of the app as per requirement for one year.
- 4.8 Responsible for all co-ordination and logistics with uploading including security clearances, for hosting at professionally managed data Centre in Delhi /NCR.
- 4.9 Documentation of software requirement specifications (SRS), user manual needs to be developed and transferred to Vigyan Prasar at the end of the work and before payments are made.
- 4.10 Training and handholding for uploading content - support, training for routine maintenance and transfer of Source Code.
- 4.11 Comprehensive warranty for Maintenance of the mobile application for a period of one year from the date of successful commissioning, acceptance and handholding by Department.

## 5. Eligibility of Applicants

Production Company/Agencies/Producers who are fulfilling the following conditions will be eligible to apply and such application will be eligible for evaluation.

The eligibility of the proposers will be evaluated based on the document furnished against the criteria as given below:

- 5.1 The registered company/firm should have at least 3 years experience preceding the proposal due date (PDD), in similar assignments for mobile app development or similar work.
- 5.2 The registered company/firm should have well trained developer team.
- 5.3 Bidders must have registration in India and in operation for at least past three years on the date of submission of bids.
- 5.4 The average annual turnover of Rs.20 Lakh for the last three financial years (i.e. FY 2014-15, 2015-16 & 2016-17) certified by Chartered Accountant.
- 5.5 Should have successfully developed at least three dynamic mobile applications and /Or mobile applications or similar work for Govt./PSU/MNCs/ Autonomous Organisations/ financial institutions or 'a Public company during the last three financial years on the date of submission of bids.
- 5.6 Applicants must read carefully the criteria provided herein. Proposal of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

## 6. Application Procedures

- 6.1 The proposer must submit its **Technical Proposal and Financial Proposal** in two separate 'sealed envelopes' (duly super-scribed "Technical Proposal" and "Financial Proposal" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to VP. The outer envelope containing both bids (Technical bid & Price Bid) separately should be sent to the address of the "Registrar, Vigyan Prasar, A-50, Institutional Area, Sector – 62, Noida – 201 309", sealed and super-scribed with tender reference number, subject name and address of the bidder and the same details should be mentioned in the inner envelopes (i.e. Technical as well as Price part).
- 6.2 The proposals should be submitted in the prescribed format. Proposals not in the format will be rejected.  
Bids are to be valid for 180 days after its opening by the Vigyan Prasar (DST) circumstances may solicit the bidders consent in writing for extension of validity period beyond 180 days. The bidder granting request in any case may not be permitted to modify the bid
- 6.3 The bidder will not vary/modify any aspect of the proposal/budget etc during the validity period or any extension thereof

- 6.4** The duly signed proposal should reach to: Registrar, VIGYAN PRASAR, A-50, Institutional Area, Sector-62, NOIDA 201309, **on or before 8 November, 2017.** Tenders received (by post or by hand) after due date and time will be summarily rejected. VP will not be responsible for any postal delay. For any query related to submission of proposal, applicant may contact to Ms. K. Dasgupta Misra, Scientist 'F', Vigyan Prasar through email [kdgm@vigyanprasar.gov.in](mailto:kdgm@vigyanprasar.gov.in)
- 6.5** The Document(s) in support of Eligibility should be submitted along-with the Part-1 i.e. the Technical Bid.
- 6.6** The Technical Bid must be accompanied with the Bid Security (EMD) of ₹20,000 (Rupees Twenty Thousand only) in the form of DD/Banker's Cheque/ Bank Guarantee. The exemptions as applicable to the firms as per the norms of Government of India shall be considered by Vigyan Prasar. The bids without EMD or without exemption certificate would be summarily rejected.
- 6.7** The technical proposal must be accompanied with:-
- Documentary proof in support of business done in the field of development of Mobile App related to science and technology communication and/or development related work done in the past/being done with Departments of the Central/State Government, Corporate Houses and Television companies including DD. Enclose copy of the work orders for last three years (DO NOT enclose the originals).
  - Copy of Audited Annual Accounts for last 3 years, showing total turnover of the Company/firm
  - Registered Company/Production houses should have service tax, Pan number for last 3 years.(Enclose certificates and copy of last three years Income Tax returns, PAN and Service Tax numbers- DO NOT enclose the originals).
  - The application must be submitted with a **non refundable fee of Rs.500/-** by way of DD / bank order drawn in the name of "Vigyan Prasar" payable at New Delhi.
  - Bids will be received at the above address not later than the time and date specified in the invitation for bid. If the date of submission of the tender is declared holiday, the bids will be received on the next working day up to the appointed time.
  - Vigyan Prasar may, at its discretion extend the deadline for submission for bids by amending the bid documents.
- 6.8** Late/ delayed bids will not be entertained.
- The bidder may withdraw the bid after its submission, provided that written notice of the modification or withdrawal is received prior to the deadline prescribed for submission of bids.
  - No bids will be modified subsequent to the deadlines for submission of bids.
  - No bid is to be withdrawn in the interval between the deadline for submission and expiry of the period of bid validity specified by the bidder on the bid. Withdrawal of offer bid during this interval may result in the bidder's forfeitures of its bid Security /EMD.

- The bidder shall bear all costs associated with the preparation and submission of the bid
- In absence of any of the documents mentioned in 6.7 above, technical proposal of the proposer shall be rejected and the proposer shall be disqualified.

**6.9** The technical proposal should contain following:

**Part 1**

Sl	Form	
1	Form 1: Bidder’s information + enclosures	One Copy
2	Form 2+ enclosures	One copy

**6.10** The Financial Proposal that is Part – 2 of the application form should contain following label

Enclose: Cost for the Mobile App Submitted by (name of the firm) Signature of the proposer/authorised signatory :
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**7 Evaluation Process**

**7.1** Vigyan Prasar shall open the proposal at 11.30 hours on **10 November, 2017** at the O/o Vigyan Prasar, A 50, Sector 62, NOIDA 201309 UP and in the presence of the Applicants who chose to attend. The packets marked “Technical Proposal” shall be opened first. The packed marked “Financial Proposal “shall be kept sealed for opening at a later date.

**7.2** The technical proposals would be evaluated in two stages. In the first stage the written technical proposal would be evaluated and scores would be assigned on the basis of the experience and documents provided by the bidder. In the second stage short listed firms would be invited for a presentation and combined technical scores would be prepared.

**7.3** In the First Stage, the Technical Proposals will be evaluated on the basis of Applicant’s experience of developing app related work experience of key persons and proposed methodology.

**7.4** All the received proposals will be seen by the committee appointed by Vigyan Prasar for opening the tender. The committee will check the all documents (Application in format/Firm Registration Certificates/experience/earlier work orders/last three years IT return/ Key personnel profile/application fee/EMD/PAN number/sample CD/scripts/Financial bids etc.) submitted by the proposer. The committee will prepare a list of all eligible companies/firms and will recommend their name for technical evaluation.

**7.5** The short listed firms will be requested for a technical presentation at Vigyan Prasar.



**7.6** Only those Applicants whose Technical presentation score 70 points or more out of 100 shall be selected for opening financial bid. If the number of the proposals so short listed are less than three, then the proposal that have received top three ranks, would be considered for next stage. The technical evaluation will be based on the technical presentation company's profile, past work done and relevant experiences.

**7.7** Evaluation of Financial Proposal: In the next stage, the financial evaluation will be carried out as detailed below by an evaluation committee. The evaluation committee will consist of three people. The purchase committee chairperson will be the chair Registrar or nominee and another official nominated by Director will be members.

**7.8** All those short listed bidders qualified in Technical evaluation would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding GST, will be considered. Each Financial Proposal will be assigned a financial score ( $S_F$ ) as detailed below in 7.10.

**7.9** The Evaluation Committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services (excluding GST). Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the applicant.

**7.10** The lowest financial proposal ( $F_M$ ) will be given financial score ( $S_T$ ) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F \text{ (F=amount of Financial Proposal)}$$

Proposals will finally be ranked according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where,  $T_w$  and  $F_w$  are weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

**7.11** Generally, the successful Applicant shall be the Applicant having the highest combined score. The second highest Applicant shall be kept in reserve and may be invited for negotiations in case the first- ranked Applicant withdraws or is not selected for any reason.

## **8 Payment:**

Payment will be made in stages:

**8.1** 50% of the contract value (plus service tax thereof, less deductions if any) would be released on successful submission of Mobile app and submission of Source Codes duly accepted by Vigyan Prasar.

**8.2** 50% of the remaining contract value (plus service tax thereof, less deductions if any) would be paid on successful maintenance of the App for one year.

## **9 Copyright:**

Vigyan Prasar and DST shall hold proprietary rights on the use, contents, and Intellectual Property (IP) if any, etc. of the final app and all the related material.

## **10 Details:**

**10.1 Due Diligence by Applicants:** Applicants are encouraged to inform themselves fully about the assignments through.

**10.2 Communications:** All communications including the submission of Proposal should be address to: Registrar, Vigyan Prasar, A50 NCMRWF Campus, Sector 62, NOIDA 201 309 or sent in email to [info@vigyanprasar.gov.in](mailto:info@vigyanprasar.gov.in)

**10.3** All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: **[RFP NOTICE NO: VP/1890/IT&GTCD/DST Web Portal/2017/Vol. II]**

## **11 Effect of termination:**

Upon expiration or termination of the PO, all rights and benefits granted by the PO shall be deemed to be cancelled; and all amounts due to SERVICE PROVIDER/ Firm up to the effective date of termination shall be payable.

## **12 Arbitration:**

If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director Vigyan Prasar. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.

## **13 OTHER TERMS AND CONDTHIONS**

**13.1** The mobile application should be a progressive, dynamic, interactive application, downloadable & accessible through Google Play store & Apple iTunes store by using various devices such as Android Smart Phones/ I Phones, Tablets/I-pads.

**13.2** The application should meet the W3C standards and adhere to the parameters of Guidelines for Indian Government website (<http://guidelines.gov.in>).

- 13.3** In order to secure the application from cyber attacks such as hacking, denial of services etc, the application needs to be armed with latest technological tools and defence mechanism in a secure environment.
- 13.4** Effective information dissemination covering the various promotional Events, Meetings, News bulletins etc. in English and Hindi accessible through independent devices.
- 13.5** It should be able to provide accurate reliable information, improved electronic delivery of services to other organizations or stake holders or citizens in an attractive & user friendly manner with all dynamic features for updating and prescribed mobile accessibility features.
- 13.6** The mobile application should be in pursuit of excellence and quality, should be easy to navigate, and should be properly secured from any unwanted activity.
- 13.7** To get security certificate from third party security auditor.
- 13.8** Mobile application must include a content Creator & Approver System wherein authorized individuals from different locations can upload data on to the mobile application which after due approval by designated approver would be available to the Webmaster/publisher for final hosting on to the Mobile application.
- 13.9** Director, Vigyan Prasar has right to extend the period of job based on genuine reasons if necessary.
- 13.10** Penalty will be imposed as per government rule if the delivery of the final product is delayed beyond the agreed date of delivery.

**DECLARATION**

- (i) I.....(authorized signatory for the proposer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and /or debarred from empanelment.
- (ii) I permit Vigyan Prasar to inspect my firm & other records to ascertain the above facts.
- (iii) I permit Vigyan Prasar to cross check the above facts from any other source.
- (iv) I or my authorized representative, if required by Vigyan Prasar would make presentation before Selection Committee at my own cost.
- (v) I will apropos ale by the decision of Director Vigyan Prasar in regarding allocation of works.
- (vi) Here by I declare that I shall adhere to the terms and conditions mentioned in RFP.

Signature-----

Full Name-----

Date-----

(Seal of organization)

**VIGYAN PRASAR**

**Part – 1  
Proposer’s Information  
Form 1**

**Application for the .....**

**1. Name**

A. of the Bidder: \_\_\_\_\_

B. of the Company: \_\_\_\_\_

**2. Contact Information**

2.1 Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_

2.2 Telephone:  
Office 1 : \_\_\_\_\_  
Office 2 : \_\_\_\_\_  
Mobile : \_\_\_\_\_  
Home : \_\_\_\_\_  
Fax : \_\_\_\_\_

**3. Educational Qualifications:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4 Legal status of Organization:**

- a) Is it a registered firm/company? : Yes/No  
(Photocopies of the certificate of registration should be attached)
- b) Is your organization a proprietorship : Yes/No  
Firm, partnership firm or company? (Attach Document)  
(If a partnership firm, state the: name/s and address/es of your partners. If company,  
state the names and Addresses of Directors)

- c) State whether the proprietor/ any of the Partners/Directors is/are retired Government officials. (If yes, the date of his/ her/ their retirement and the Department from which retired) Yes/No
  
- 5** Copies of Income Tax returns as accepted by the Income Tax Department of preceding three years with PAN Number and service tax number:
  
- 6** Brief Description of the Proposer's Activities
  
- 7** Experience in the and development of Mobile App and related work, if any
  
- 8** Has the Agency/its its sister concern/any director ever been blacklisted/defaulted by any organization?: Yes/No (If yes, give details)
  
- 9** Enclosed please find a DD for 500 (Rupees..... DD No..... dated .....drawn on bank..... being non-refundable application fee for proposal being submitted by us.
  
- 10** Any other relevant information:

SIGNATURE----- (of authorised signatory)

Full Name and designation-----



**VIGYAN PRASAR**

**Form – 2**  
**Technical Proposal**

**Details of the related work developed by the Applicants/Proposer**

I/we enclose a sample App or similar work produced by our firm/ agency titled ..... in DVD format (presentation with home page of the app and flow of content and the link of the app).

1. Name of the App:
2. Year of Production/Development
3. Brief description of the programme (not more than 200 words):
4. Technical Facilities Available
5. Detail of Technical Personnel:
6. Any other information

SIGNATURE OF THE PROPOSER

**Submit one copy**



**FORM -2**

**Financial Proposal  
(One copy in a separate sealed cover)**

We offer to undertake the project to **develop the Mobile Application for the Department of Science and Technology and maintenance of the App for one year** as per the RFP No:  
Dated \_\_\_\_\_ for a total cost of Rs \_\_\_\_\_

(Rupees.....)  
exclusive of the service tax.\*

Name of the Proposer:

Name of the Company:

Date:

Place:

Signature of the authorized signatory

**\* NOTE: The cost mentioned here would be considered as the final quote from the firm. No change would be accepted.**