

JANUARY 29, 2020



INDIAN  
INSTITUTE OF  
PUBLIC HEALTH  
GANDHINAGAR

REQUEST FOR PROPOSAL FOR  
WEBSITE AND LOGO  
DESIGN AND DEVELOPMENT

INDIAN INSTITUTE OF PUBLIC HEALTH, GANDHINAGAR  
TECHNOLOGY BUSINESS INCUBATOR

## Technology Business Incubation(TBI) Center

---

### 1. Introduction

Indian Institute of Public Health Gandhinagar (IIPHG) is a Charitable Trust registered under the Bombay Public Trust Act and a Society registered under Societies Act. IIPHG is actively involved in research activities in the field of Public Health. IIPHG aims to strengthen the overall health system in the country through education, training, research and advocacy/policy initiative.

### 2. Technology Business Incubator (TBI)

The Technology Business Incubator (TBI) Centre is where ideas are incubated & converted into products and products can be developed into a business. A Technology Business Incubator (TBI) is a type of business incubator focused on supporting start-ups which use modern technologies as the primary means of innovation.

The goal of the TBI is to facilitate economic development by improving the survival and growth of new entrepreneurial groups. They aim to accelerate the development of young entrepreneurial start-ups and companies from early to mid-stage entrepreneurial development. TBI provides work space with shared office facilities and business and professional services to these start-ups.

NIDHI TBI – IIPHG is a Techno IC for health start-ups, aimed to nurture start-ups which are focused on innovation and are enabling healthcare through technology. Anyone with an idea can apply to the IC for incubation.

This logo will represent the Organization in all official documents and communication tools. Details of the contest are given below along with guidelines and details on the incubator and its activities. This logo will represent the Organization in all official documents and communication tools.

### 3. Scope of Work

#### 3.1 Vendor Experience and Development Criteria

Preference will be given to vendors with experience developing government and corporate websites **and logo, with special attention given to vendors' breadth of experience, past experience and** expertise of staff or individuals in the creativity for developing such identical design for creating a strong identity and establish the presence.

**Additional development criteria include:**

##### 3.1.1 Collaborative Effort

The website will be developed through the cooperation of the IIPHG-TBI and the vendor and facilitated under the supervision.

##### 3.1.2 Skilled Team

The vendor will supply a team or individual of user experience, design and development professionals to supplement the development process led. This team/individual should include staff member/s skilled in website user experience, navigation and information architecture, government and corporate website design, accessibility, and support and training of the content management system.

## Technology Business Incubation(TBI) Center

---

### 3.1.3 Proven Development Process

The vendor should have a proven development process and flexible timeline structure that favours the availability and time commitment of the IIPHG-TBI.

### 3.1.4 Proven Content Management System (CMS)

The proposed content management software must be a proven platform for website development architecture. Development that is requested and approved by the IIPHG-TBI should be performed by the vendor utilizing agile software development methodologies that encourage collaboration between the developer and the IIPHG-TBI officials.

## 3.2 Design Guidelines and Qualifications for Website and Logo

**The design of the website and logo** should be welcoming, attractive and created by a member or members of the vendor's professional design staff. The final version of the design should be a collaborative effort between the IIPHG-TBI and the vendor, incorporating elements that effectively represent the IIPHG-TBI's **brand and** image through a data-driven and consultative development process.

The vendor should utilize a data-driven design process to gather information to complete a comprehensive design of our website. The techniques should include the best practices of usability and user experience.

**Guidelines need to be followed while conceptualizing the Logo and using the aesthetics of logo, design and conceptualize layout, look and fill and theme of website:**

- The logo should be original, simple, modern, energetic and innovative and should not be copied or used elsewhere.
- The logo should represent the IC in every way possible.
- The logo should be scalable, memorable, easy-to-reproduce and distinctive
- The logo should be useable in large banners, small business cards and any other merchandise IC may use in the future.
- A brief explanation to provide context to the suggested logo. (i.e. Explanation of the colours, symbols, font, etc.)
- The logo should be submitted to TBI in the following formats: cdr open file, eps, tiff, jpg, png, gif and pdf
- During the conceptualization phase, TBI was assumed to connote '**Integrated Public Health**' which is the cornerstone of any innovation related to health care technology which helps in improve public health outcomes. Since the TBI is focused on Medical & Technology used for public health, it was decided to retain the name IC for the Incubation Centre as it could be read both ways. IIPHG hosts the TBI. NIDHI TBI -IIPHG is the legal name of the entity.
- **The keywords are "Nurturing", "Innovation", "Healthcare", "IoT", "Medical Devices", "Health Technology" and "Public Health".** The logo should reflect the concept of Innovation in Healthcare technology for Public Health including Medical/Heath Devices.
- Based on the logo and its colour scheme balance which needs to be aligned with aesthetics impact for designing of website
- Colour scheme must be Flexibility, Balance and impactful for the visual eye-catchy
- The logo must show the understanding of the organizational functions and services we provide

## Technology Business Incubation(TBI) Center

---

### **3.2.1 Homepage hit mapping**

The vendor should use hit mapping to collect information about every action taken on the current site to review functionality and behaviour. The hit mapping should include where people have clicked, scrolled and hovered(Statistics) on the page.

### **3.2.2 Accessibility validation (WCAG 2.0)**

The vendor should analyze the current requirement or necessity of the accessibility and make the website. The website should conform to accessibility standards so that it caters to every single user/stakeholder irrespective of their disability and Website design and associated elements should comply with WCAG 2.0 level AA compliance.

### **3.2.3 Site analytics**

The vendor should utilize historical site analytics of various incubation centre to understand patterns and information useful to the development of the Website.

### **3.2.4 Mobile usability**

The vendor should analyze the current trend for mobile usability and mobile site statistics to understand the needs of the current visitors.

### **Specific design guidelines include:**

#### **3.2.5 Consistent Website Design**

The website design must remain consistent throughout all pages to maximize usability, except where differentiating between sections of the website as requested by the IIPHG-TBI.

#### **3.2.6 Design Overview**

The website design must be visually appealing, incorporating the IIPHG-TBI's colours scheme and logo where appropriate proposed by the vendor.

#### **3.2.7 Design Process**

The vendor shall develop an original design for the IIPHG-TBI and over a period of time during the development of the website, consult with key members of the IIPHG-TBI's website design committee to make revisions and alterations whenever required.

#### **3.2.8 Easy Updating**

Design elements should include background images, photographs, logos and buttons that are easily updated or swapped out by our staff at any time and without incurring any additional implementation or update charges.

#### **3.2.9 Website Design and Content Ownership**

Ownership of the website and logo design and all content should be transferred to the IIPHG-TBI upon completion of the project.

### **3.3 Responsive Website**

We recognize that there are two ways to build a responsive website – using responsive design and adaptive design. Responsive design provides one layout that fluidly changes depending on the size of the screen. Adaptive design has several distinct layouts for multiple screen sizes that are built for the distinct needs of that device. We are seeking a vendor partner who has experience in both approaches

## Technology Business Incubation(TBI) Center

---

and who will recommend the best solution for our needs. The vendor is expected to produce a responsive website for the IIPHG-TBI to meet the needs of users accessing the site on a variety of devices, including computers, tablets and smartphones. Vendor must have proven success in previous responsive design projects. The solution should automatically detect the screen resolution of any device and respond with a view of the site that is optimized specifically for that screen. This will ensure that all users will be able to view our site, no matter what device they are using.

### Website is expected to include:

- Responsive site creation that required includes necessary or minimal functionality, but not limited to:
- Creation of responsive templates
- Creation of fluid grids
- Navigation redesign
- Categorization and site map
- Auto Image adjustments
- Ability to adjust or modify responsive views on individual pages or templates

### 3.4 System Functionality

The vendor's proposed content management system (CMS) should be a web-based application that provides the core of the entire development process, being both the platform for development and the tool by which system administrators and contributors can update the website. The CMS may feature **plug-in applications or modules** that enhance the functionality of the website, though core features should centre around ease-of-use, flexibility and, for ongoing stability, established information architecture and hosting environment. The CMS must allow non-technical content contributors to the following abilities

#### 3.4.1 Administrative Dashboard

The administrative portion of the CMS shall be accessible for all content contributors and feature a customizable interface that displays critical shortcuts, on-site items that require attention, recent activity logs and an internal messaging system that displays administrative messages and updated information.

#### 3.4.2 Automatic Sitemap

The CMS should automatically create and update a sitemap and on-page breadcrumbs when content is added, edited or removed from the site.

#### 3.4.3 Content Expiration

Notification of expiration of site content shall be received by content owners through notifications available via the CMS, including a dashboard administrative display and e-mail notifications. The dashboard should also detail the dates for when specific content was last updated and allow for notifications when certain time periods are reached. Ability to manage any content with a timeline like a start date and end date facility to show on the website.

#### 3.4.4 Content Management

A way to add, edit and move content directly on an assigned webpage without the need to utilize or be trained on a back-end administrative system (i.e. HTML).

#### 3.4.5 Content Preview

Content publishers must have the ability to preview changes prior to publishing on the site.

## Technology Business Incubation(TBI) Center

---

### **3.4.6 Content Scheduling**

Content added to the site, whether as part of page content or additions to plug-in applications or modular elements shall feature delayed posting and automatic expiration abilities.

### **3.4.7 Hyperlinking**

Users who wish to add simple links – either internal or external should be provided with an option to do so through an automatic hyperlinking option.

### **3.4.8 Menu Updates**

Content publishers should be able to add and update menu items if assigned the appropriate permission level.

### **3.4.9 Content publishers**

The website should have the ability to place widgets or content blocks on page templates that serve specific purposes and streamline the template building process. Widgets can represent any key function such as calendars, directory, e-notification, FAQs, search, etc. Widgets should have settings to customize their look and function to meet specific needs.

### **3.4.11 WYSIWYG Editor**

The CMS must have an advanced WYSIWYG rich text editor for content additions and updates that, while allowing flexibility for higher-end content contributors, is simple and straightforward, giving basic content contributors a basic set of fewer options to alter established site styles (Ex: Font Family, Size, Designing attributes etc.).

### **The system shall also include the following features for use by administrative users:**

#### **3.4.12 Approval Workflow**

The ability to manage administrative access to the site through a permission system that defines in-system rights and workflows including content approval for both general content and modular applications that are included as a part of the CMS. Administrators should be able to define the workflow, assign the workflow to content groups and content types, and assign users to workflow rules. The system should support three or more approval levels.

#### **3.4.13 CMS Activity Reporting**

A report detailing all changes and activity taking place on the website through content contributors and administrators, which can be filtered by start and end dates, times, by content type and by action taken, and exportable.

#### **3.4.14 Content Categories**

Administrators shall have the ability to create content categories within CMS applications and modules and edit the parameters for categories.

#### **3.4.15 Login History**

A separate history report detailing user login history, including the user type, the date and time of the attempted login, the IP address of the user and whether or not the login attempt was successful.

#### **3.4.16 Menu Administration**

## Technology Business Incubation(TBI) Center

---

Administrators shall have the ability to add, edit, update and move menu items, affecting overall site structure and organization.

### **3.4.17 Permissions**

The permission system shall be divisible into both user administration and group administration, allowing permission levels to be attributed to groups to which users can be added.

### **3.4.18 Broken Link Review**

An administrative centre for reviewing quality assurance, including detailing broken links on the website, including the referring page location so that links can be corrected.

### **3.4.19 Dynamic Menu Structure**

A dynamic menu structure, with the ability to easily add, edit, move and delete menu items in multiple structural areas of the site.

### **3.4.20 Infinite Menu Levels**

An infinite menu level system that allows the addition of an unlimited number of menu levels by the IIPH-G-TBI.

### **3.4.21 Infinite Page Structure**

An infinite page structure system that allows the addition of an unlimited number of pages by the IIPH-G-TBI.

### **3.4.22 SSL Certificate**

If necessary, one or more SSL certificates to encrypt data contained in site transmissions.

### **3.4.23 Website Analytics**

An administrative centre for reviewing, filtering and exporting overall website statistics, including the ability to view statistics by page or section and presenting the information in a graphical representation.

## **3.5 Website Features**

### **3.5.1 Blogging**

The website should allow the creation of multiple blogs to be used by different individuals or departments within our organization. Blogging functionality should include the ability to tag or categorize posts, include a calendar and commenting functions.

### **3.5.2 Calendar and Event**

The administration should have quick and easy access to add, import, export and update calendar listings, with editing methods available through a direct, front-end interface or a robust back-end interface. The following features should also be available for calendar and event management:

- **Event Registration:** Capability for visitors to easily register for events, classes, seminar, workshops and/or make appointments on the website. Registration for appointments must be secure so that registrant information is not publicly available.

## Technology Business Incubation(TBI) Center

---

- An event calendar application that allows an unlimited number of calendar categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category
- Capability to set up calendar events as single or recurring events, with options for daily, weekly, monthly or annual recurrences
- Calendar events shall provide space for full descriptions including the ability to post images, tables and video within the description
- The site visitor shall be able to view calendars by a list of events, seminar and workshops in a week view or a month view
- Calendars shall be filterable by category, start date and end date, with the ability to search for keywords
- The ability for site visitors to subscribe to updates from individual calendar categories through e-mail (HTML or plain-text) or SMS text messages.

### 3.5.3 Contact Us Form

Capability for all stakeholders to contact IIPHG, TBI with filling nominal information, chat board for the smooth communication for the visitors

### 3.5.4 E-Notifications

We want a tool that provides a sign-up box allowing users to add their email addresses to receive important notices and documents we want to circulate to them. Visitors should be able to set their preferences and should have their sign-up validated via a confirmation email. Functionality should be integrated with calendar, job postings and news.

### 3.5.5 E-Newsletter

The website should have E-newsletter tool functionality and auto bulk email sending facility to the given time and date on a monthly or yearly basis circulate a newsletter.

### 3.5.6 Embedded Audio/Video/Media and Social Media

Easy embedding of audio, video, media and social-networking applications with associated embed Codes. The website should have the functionality to add multiple social media **like Facebook, Instagram, YouTube Channel, Twitter and LinkedIn etc.** coverage through IIPHG, TBI social media presence.

### 3.5.7 Online Forms Creation

Ability to have unlimited categories of forms, with an unlimited number of forms in each category and have the ability for the visitor and the other stakeholders to complete and submit forms electronically. Following criteria must be including;

- The method by which form data is stored in a database and can be exported in a usable format from the CMS.
- Capability to merge forms with other applications of the CMS
- Ability to customize forms for other applications of the CMS and tie directly into those tools
- Ability to customize forms to accept and process payments through integrated e-commerce functionality with or without the need to connect to a third-party software source.



## Technology Business Incubation(TBI) Center

---

### 3.5.6 Image Management

Image management tools for the addition of images to on-site content through web pages and modular elements associated with the CMS.

- Image editing abilities on uploaded images, including the ability to change opacity, resize images dynamically based on width and height, ability to constrain proportions, flip images, rotate images, crop images, restore images and save altered images as a thumbnail or alteration of the original upload or to replace the original upload with the altered image
- Capacity to upload multiple images at one time and associate images with specific pages; the maximum and minimum file size should be adjustable as per requirement
- Ability to preview images prior to association with on-site content
- Ability to alter image properties, including image width, image height, the capability to associate or disassociate width and height, border colour, border width, image alignment, margins and application of CSS classes from overall website styles.

### 3.5.7 Job Posts

One of the most popular pages on most local government sites is the job posting page. The solution should have a component to simplify the job posting process to reduce overall HR administrative time and costs. Users should be able to filter available positions by category, type of position, posting date and salary. Administrators should be able to define the categories and classification of a job posting.

### 3.5.8 Job Application Manager

The solution should have a module that helps IIPHG, TBI for hiring staff which save time by streamlining and simplifying the creation, customization and management of online job applications. Functionality should include the ability to create application questions, mark questions as sensitive and encrypt answers, an email template to send customized notifications to applicants, personalized login accounts for job seekers to view the status of their application, and filter capabilities to create and view application lists on a date, status and other parameters. This module has visibility facility to active and inactive state.

### 3.5.9 Language Translation

The website should have the functionality to have multiple language translations. Specifically, we would like to include the following languages on our website: **English, Hindi, Gujarati**

### 3.5.10 News Posting

The website should have the ability for users to post press releases, **features stories and “what’s new” content on the site.** News content should have an auto-archiving functionality to archive posts after a certain time frame. The News should also have RSS feeds automatically available if desired by website visitors.

### 3.5.11 One-Click Social Media

The website should have the ability to cross-post content from the CMS to the IIPHG-TBI’s social networking accounts.

## Technology Business Incubation(TBI) Center

---

### 3.5.12 Online Payments

The Website should have an integrated online payment functionality where transaction information can be directly transmitted securely to a third-party vendor who would then process the credit card, debit card, net banking and UPI transfer with various payment gateway (Paytm, Phonepe, Google Pay etc.) remit the funds into a specific bank account.

- Transactions should be logged into a local database for reconciliation and reporting purposes
- For security purposes, credit card and confidential financial information should not be stored on the system
- The solution should integrate with secure online payment forms

### 3.5.13 Online Polling

The website should have the ability to create and provide a poll on the website. Depending on the poll settings, the poll will appear on the public website inside a polls widget. The functionality should include the ability to add, edit, import, export and copy the poll. The admin should be able to define poll categories, particular field and can define the methodology to capture/display poll results.

### 3.5.14 Photo Slideshows

Creation of slideshows using multiple images and common tools found in the image management portion of the website CMS. This includes the ability to alter the order, speed, transition type, duration and layout of on-site slideshows with the responsive manner which align with all expected devices.

### 3.5.15 RSS Feeds

The Website should have feeds to keep users and subscribers up-to-date on important events, news and announcements from the website. Users should be able to subscribe from any RSS reader. User can unsubscribe from the service any point of time.

### 3.5.16 Single Sign-on

The Website Should have a component where registered users can log in, view and update their information, all from their dashboard. Registered members can be added through the CMS, imported from a spreadsheet or users can add themselves via the frontend user interface and registered them in the system.

### 3.5.17 Social Media Integration

Integrate Twitter, Facebook and many more as per the new social media platform introduce, newsfeeds and other social tools, including the ability to comment on specific pages and/or events through social media.

### 3.5.18 Staff Directory

A staff directory with unlimited levels of divisions, departments and groups, with options for expanded staff biographies and images; e-mail addresses associated with directory listings shall be automatically obscured from automated methods e-mail collection.

## Technology Business Incubation(TBI) Center

---

### 3.5.19 Tagging

Ability to tag any content and search, sort or view based on those tags.

### 3.5.21 Third-Party Integration

The Website has the ability to integrate with existing 3<sup>rd</sup> party applications secure way and also allow us to have different design themes or sub sites for some of our main departments. Some differentiators would include department logo in the header, unique colour scheme and background, separate font style, custom page templates, custom wireframe, new custom widgets, separate navigation and menus, different header and footer configurations and standalone search.

## 3.6 Technology/Platform Requirements

### 3.6.1 Browser Support

The IIPHG-TBI is looking for the new website to support mobile (Android and iOS) and desktop versions of Apple Safari, Google Chrome, Microsoft Internet Explorer and Edge, and Mozilla Firefox. The site should support all versions of the browsers that have been released within the last 5 years.

### 3.6.2 Distributed Denial of Service (DDoS) Mitigation

The hosted website should protect against Distributed Denial of Service (DDoS) and other cyberattacks and should be able to detect and mitigate malicious traffic.

### 3.6.3 Page Load Time

The Website should ensure that pages load on an average of 6.0 seconds or less.

### 3.6.4 Programming Experience

Explain you/**your firm's** experience with other programming capabilities that would be useful in developing our websites more effectively and advanced.

### 3.6.5 Responsive CMS Recommendation

The IIPHG-TBI is looking to have the vendor recommend a content management system. Explain you/**your firm's** experience utilizing recommended CMS in designing responsive websites.

## 3.7 Maintenance and Support

The vendor's CMS, including all features and modular applications associated with the CMS, must have qualified and available support included as a part of ongoing services to maintain the CMS, using guidelines, structures and materials meeting the following criteria:

### 3.7.1 Support

The vendor shall provide access to live support available via e-mail or phone during the **vendor's** normal business hours. The support team must be fluent in the functionality and uses of both the **content management system's** features and associated applications and modules.

### 3.7.2 Support Service Level Agreement

## Technology Business Incubation(TBI) Center

In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantee of customer support as well as a service escalation process. While website content updates are to be managed by the IIPH-G-TBI through the CMS, the vendor must commit to regular maintenance and updating of the CMS and associated applications for the purposes of keeping the existing software up-to-date as well as introducing new functionality and applications. Vendor shall commit to:

- **CMS Development Process:** An internal process dedicated to reviewing new technologies and implementing development projects in order to provide a more robust CMS with additional features and applications
- **CMS Improvement:** Regular maintenance of the CMS to improve existing functionality and, when appropriate, take the {entity}'s requests into consideration
- **CMS New Features:** Rolling upgrades of the solution that strengthen and update the CMS's functionality and associated applications
- **Software Service Level Agreement:** In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantee of upgrades and the dedicated process for improving the software purchased.
- **Additional Options:** Although the IIPH-G-TBI has these specific requirements, it is also interested in your ideas for the approach of redesigning the style of the IIPH-G-TBI's website. We encourage respondents to consider and propose alternative solutions and recommendations. We are particularly interested in specific web functionality that you/your company may have already developed and deployed for other clients.

### 4. Development Phase for the website

Phase	Points to be covered in the Phase as per the RFP	Duration
<b>1</b>	<ul style="list-style-type: none"> <li>• Logo Conceptualization, Design and submission in various formats</li> <li>• Website Conceptualization, Design the sitemap and the create various pages</li> <li>• Responsive Web pages for the various browsers, smartphones and tables</li> <li>• Points number as per the RFP Documents <ul style="list-style-type: none"> <li>• 3.2 except (3.2.3, 3.2.8, 3.2.9) 3.3, 3.5.3, 3.5.6, 3.5.9, 3.5.18, 3.5.19, 3.6.1, 3.6.2, 3.6.3</li> </ul> </li> </ul>	<b>Phase 1 should be complete in the first 15 days from the issued date of work order</b>
<b>2</b>	Points number as per the RFP Documents 3.2.3, 3.2.8, 3.2.9, 3.4, 3.5 (except covered in phase 1), 3.6 (except covered in phase 1), 3.7	<b>Phase 2 should be complete in the first 75 days from the issued date of work order</b>
<b>Total Duration for this project is 3 months from the issued date of work order</b>		

### 5. Document Submission

- 5.1 Provide a brief overview of you/your firm's history and work portfolio
- 5.2 Summarize your overall strategy and approach for delivering web design and development

## Technology Business Incubation(TBI) Center

---

- 5.3 Provide the few samples of the proposed logo and website layout of IIPHG-TBI to showcase your creative thoughts and the expertise in the development of such aesthetics design
- 5.4 Provide the total number of employee/s in user experience and web design and development
- 5.5 For hosted solutions, describe your hardware and software configuration required for the smooth functioning of the website to tackle the multiple concurrent users to avoid crash of the website
- 5.6 Describe the architecture, languages and tools used to develop your proposed solution
- 5.7 Identify what uniquely distinguishes your offering from your competitors
- 5.8 Describe your implementation approach, project management tools and methodologies for the proposed solution
- 5.9 Submit a detailed implementation plan which will address requirements gathering, customizations, content migration, implementation schedule, delivery milestones and responsibilities for each side
- 5.10 Provide three examples of responsive websites you/your firm has developed. Clearly explain the design objectives, the outcome and whether you/your firm managed the entire site or specific modules or applications within the site
- 5.11 Provide three client references in your proposal, including a current contact name, organization name, phone number and email
- 5.12 Define the process, project management and team structure that would execute this type of solution.

## 6. Financial Submission

The prefers a firm or individual quote on the full logo and website design, development and Web hosting. Given that statement, we also want to ensure a competitive bid from each potential vendor. If you/your firm prefers to provide a quotation covering only certain phases of this project, insure that each phase is fully and clearly described and is denoted as a budgetary quotation. At a minimum, it is required that each vendor provides a budgetary proposal for the full scope of the work described in this RFP. Provide detailed pricing information for the proposed solution. Include list prices and discounted prices. Break pricing down by project phases if appropriate to the modules.

The IIPHG-TBI reserves the right to reject any or all proposals, to waive technicalities or irregularities and to accept any proposal it determines to be in the IIPHG-TBI's **best interest**. **The acceptance of any proposal** submission shall not in any way cause to incur any liability or obligation to the vendor, financial or otherwise. The IIPHG-TBI may cancel the RFP in whole or part without making any award at its sole discretion, without any liability being incurred by the IIPHG-TBI to any vendor for any expense, cost, loss or damage incurred or suffered by the vendor as a result of such withdrawal.

Financial Bid must be submitting as per the **Annexure A** attached with this RFP Document. No other format will be entertaining for the selection and evaluation process.

## 7. Timeline for Sealed Financial Bid Submission

The response must be received on or before February 4, 2020, at 04:30 pm. Any proposal that has not been received at the above address by 6:00 pm on February 4, 2020 shall be disqualified from further consideration.

## Technology Business Incubation(TBI) Center

### **Annexure A** ***Financial Bid***

<b>Sr.</b>	<b>Description</b>	<b>Rs.(in INR)</b>
1.	<i>Logo Conceptualization, Design and submission in various formats</i>	
2.	<i>Design, Development, and successful deployment of website of IIPHG-TBI on user platform including one year warranty support for regular updating &amp; maintenance from the date of Go-live</i>	
3.	<i>Point 1 and Point 2</i>	
<b>Grand Total</b>		

Note:

- Financial Bid must be submitting with cover letter with stamp sign (if applicable)
- Financial Bid must be properly sealed
- Bidder should include development cost of form and web service mentioned in scope of work.
- Bidder is free to submit financial bid for the Logo and website both or only one assignment
- The rate should not be provided as a percentage figure but in absolute Indian Rupees.
- Applicable taxes are extra as government norms
- **At the time of issuing work order, the bidder has to signed the service level agreement with the IIPHG-TBI**