



# भारतीय विज्ञान कांग्रेस संस्था

(विज्ञान और प्रौद्योगिकी विभाग के अंतर्गत एक व्यावसायिक संस्था,  
विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार)  
14, डॉ० बिरेश गुहा स्ट्रीट, कोलकाता - 700 017, भारत

## THE INDIAN SCIENCE CONGRESS ASSOCIATION

(Professional Body under Department of Science & Technology,  
Ministry of Science & Technology, Government of India)  
14, Dr. Biresh Guha Street, Kolkata - 700 017, INDIA

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No. 513 /Website/2022-2023  
Dated- 26.10.2022

Dear Sirs,

The Indian Science Congress Association (ISCA) is one of the largest Scientific Institutions in India. It is a Professional Body under Department of Science Technology, Ministry of Science & Technology, Government of India.

The Association invites **sealed tenders in Two Bid System** containing Part I (Technical Bid) & Part II (Financial Bid) from firms/ companies having experience as provider of services to Government of **Annual Maintenance Contract (Excluding Hosting Services) of ISCA Website (English version) along with service maintenance support (Coordinating with NIC) of IT related work ([www.sciencecongress.nic.in](http://www.sciencecongress.nic.in))** as mentioned below:

### PART - I

**TECHNICAL BID:** The Technical Bid must accompany the following documents with self attestation and company seal for Technical Evaluation:

- Service TAX
- PAN
- Firm registration Certificate / Trade License
- Service Provider Credentials
- Order copy of Annual Maintenance Contract to any Government office

### PART - II

**FINANCIAL BID:** The Financial Bid must accompany the Price Bid dully filled in as per the format given below:

Name of Agency	
<b>Charges of Annual Maintenance Contract (Excluding Hosting Services) of ISCA Website (English version)</b>	
<b>Charges of service maintenance support (Coordinating with NIC) of IT related work (<a href="http://www.sciencecongress.nic.in">www.sciencecongress.nic.in</a>)</b>	
Total	

## **TERMS & CONDITIONS OF CONTRACT**

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. “**Technical Bid**” and “**Financial Bid**” superscribed with the name of work, due date of submission, in the following manner :-
  - a. **Technical Bid (First sealed Envelope):**

First sealed cover super scribed as “**Annual Maintenance Contract (Excluding Hosting Services) of ISCA Website (English version) along with service maintenance support (Coordinating with NIC) of IT related work ([www.sciencecongress.nic.in](http://www.sciencecongress.nic.in))**” specifications of website as per format of Part-II.
  - b. **Financial Bid (Second Sealed Envelope):**

Second sealed cover superscribed as “**Annual Maintenance Contract (Excluding Hosting Services) of ISCA Website (English version) along with service maintenance support (Coordinating with NIC) of IT related work ([www.sciencecongress.nic.in](http://www.sciencecongress.nic.in))**” containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per checklist enclosed herewith.
3. The party would have to accept total responsibility for perfect execution of the job within the stipulated period.
4. The tender along with its supporting documents shall be in English language only.
5. The tender shall remain valid for 45 days from the date of opening of tender (to be decided later on by ISCA.).
  - a. Only technically qualified tenders will be eligible to be considered for Financial Bid opening which shall be suitably intimated to qualifying bidder.
  - b. Telegraphic, Telefax or E-mail tender(s) will not be accepted. If delivered by registered/speed post, it should reach on or before the due date. ISCA shall not be responsible for any loss or delay in transit.

- c. Before submitting the tender, the party may visit the ISCA office as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.
  - d. Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
  - e. In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.
6. If the party fails to comply with the tender conditions, the work shall be got done by ISCA at the risk and cost of successful bidder and its responsibility will be fully with the bidder. In such case, the expenses incurred will be deducted from the payment due to successful bidder.
  7. **Payment Terms:** Full & final payment shall be made within 6 months of satisfactory completion of the above work after deducting TDS/WCT wherever applicable.
  8. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.
  9. The Tender offer should be submitted as per the checklist for both, Technical Bid and Financial Bid.
  10. All the pages of the Tender shall be signed and submitted with offer except the Financial Bid, which shall be separately submitted in second sealed envelope.
  11. **EVALUATION CRITERIA:** Bidder qualifying the Technical Bid and quoting the lowest amount for the **Annual Maintenance Contract (Excluding Hosting Services) of ISCA Website (English version) along with service maintenance support (Coordinating with NIC) of IT related work ([www.sciencecongress.nic.in](http://www.sciencecongress.nic.in))** shall be awarded the work order.
  12. **ARBITRATION CLAUSE:**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter there of or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of ISCA or any person nominated by them. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Kolkata.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Kolkata.

The quotations should reach the undersigned superscripting the envelope “**Quotation for Annual Maintenance Contract (Excluding Hosting Services) of ISCA Website (English version) along with service maintenance support (Coordinating with NIC) of IT related work ([www.sciencecongress.nic.in](http://www.sciencecongress.nic.in)) of Indian Science Congress Association**”. The envelope containing the tenders should be pasted, wax sealed and stamped on ends. Please do not send rates by fax/e-mail. It may be noted that ISCA reserves right to reject any quotation without assigning any justification.

The sealed envelopes must reach the undersigned at this address, **Dr. S. Ramakrishna, General Secretary (Membership Affairs), The Indian Science Congress Association, 14, Dr. Biresh Guha Street, Kolkata- 700 017** on or before **10<sup>th</sup> November, 2022**. **THE QUOTATIONS MUST REACH BY SPEED POST/ REGISTERED POST/ COURIER POST ONLY.**

Thanking you,

Yours Sincerely,



**General Secretary (Membership Affairs)**  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017