

# COUNCIL OF ARCHITECTURE

An autonomous Statutory Body of Government of India  
India Habitat Centre, Core 6-A, 1<sup>st</sup> Floor, Lodhi Road, N. Delhi –110003  
Phone : 011-49412100, Fax : 011-24647746  
E-mail : registrar-coa@gov.in, Website: www.coa.gov.in

## TENDERS DOCUMENTS - INSTRUCTIONS TO THE TENDERERS FOR SOFTWARE DEVELOPMENT FOR COUNCIL OF ARCHITECTURE WEBSITE

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.The Registrar, Council of Architecture, New Delhi invites you to tender in two bid pattern for **“Software development for Council of Architecture website”**.

2. General Information about the tender is as follows:-

- |   |   |
|---|---|
| 1) Tender Reference No.                       | : CA/IT/2019/01   |
| 2) Last date and time for receipt of Tenders  | : 03.04.2019 16.00 Hrs  |
| 3) Date and time for opening of Technical Bid | : 04.04.2019 16.30 Hrs  |
| 4) Place of Opening of Tenders                | : Office of the Registrar<br>Council of Architecture, New Delhi |

3.The details about the tender, terms, conditions and other related information are mentioned in the appropriate chapters as below:-

Chapter -1	Instructions to Bidders
Chapter-2	Terms and Conditions
Chapter-3	Specifications
Chapter-4	Technical Bid Format
Chapter-5	Commercial Bid Format
Chapter-6	Payment Schedule
Chapter-7	Evaluation of Bids
Annexure-I	Specimen of Agreement to be entered into between Owner and the VENDOR
Annexure-II	Requirements
Annexure-III	Tests and Acceptance Criteria

R. K. Oberoi  
Registrar  
Council of Architecture

## Chapter - 1

### INSTRUCTIONS TO BIDDERS

1. Terms and conditions are given in Chapter -2 and specifications for Software development for Council of Architecture website in Chapter -3.
2. The Technical Bid Form of the tender is given in Chapter- 4 and Commercial Bid Form is given in Chapter -5. The schedule of payment/ stages of payment is given in Chapter 6.
3. The tender, complete in all respect and duly sealed, should reach the office of the **Registrar, Council of Architecture, India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003** as per date and time mentioned above. The Technical Bid Form duly filled and signed by the Tenderer must be submitted in a separate sealed cover super-scribing **Technical Bid of Tender CA/IT/2019/01**. Another sealed cover should contain the Commercial Bid Form duly filled and signed, super-scribing **Commercial Bid of CA/IT/2019/01**. **Both the Technical Bid as well as Commercial Bid, sealed in separate envelopes as stated above, should then be together sealed in another envelope.**
4. The Tender must be addressed to the Registrar, Council of Architecture, India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003 and envelope should be **SUPER-SCRIBED AS TENDER FOR "Software development for Council of Architecture website"**.
5. Technical Bids will be opened in the office of the Registrar, Council of Architecture at India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003. The information about date & time of opening of Technical bid shall be displayed at the website of the CoA. Commercial Bids of only those firms will be opened, whose technical bids are found eligible after technical evaluation.
6. The tenderer shall deposit a sum of Rs.25,000/- (Rupees Twenty Five thousand only) or tender as "Bid Security" (Earnest Money) in form of the Demand Draft or Banker's Cheque from any bank, drawn in favor of **Council of Architecture** payable at New Delhi and forward the same along with the Technical Bid. **Tenders that are not accompanied by the requisite Earnest Money will not be considered in any case.**

## Chapter - 2

### TERMS AND CONDITIONS

1. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected outrightly.
2. The VENDOR shall have necessary facilities within India, enabling the Council of Architecture to supervise/monitor the work at regular intervals. The tenderer will permit representatives of the Council of Architecture direct access to the developers of the software.
3. The Firm MUST have / comply with the following
  - a. Been in existence for a minimum of 1 (one) year.
  - b. PAN Registration
  - c. GST registration
  - d. Financial Turnover of more than Rs. 12 lacs (Rupees Twelve Lacs only) per annum.
  - e. Previous Experience of building MEAN applications – minimum two projects. Also Provide contact details of organization for whom executed
  - f. Key personnel heading the team must have a Master's Degree in Computer Applications
4. The successful bidder will have to complete the WORK as per the specifications given in the Tender document, within **Four weeks** of the award of Contract.
5. If any tenderer withdraws his tender after opening of the Tenders or expresses his inability to perform the contract after the award of Work or makes any modifications in the terms and conditions of the tender which are not acceptable to the Council of Architecture, then the Council of Architecture shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money Deposit / Performance Security Deposit.
6. Earnest Money deposit given by all tenderers except the one, whose tender is accepted, will be refunded before expiry of **30<sup>th</sup> day** from the date of Work Order is awarded to successful bidder.
7. Successful tenderer would be intimated by a formal letter of Acceptance. The Successful tenderer, within 07 days of the receipt of formal acceptance letter, shall execute an Agreement with the Council of Architecture in the prescribed form on a non-judicial stamp paper of Rs.100/-. Specimen of the Agreement is given in Annexure-I.
8. The successful tenderer within 07 days of the receipt of formal acceptance letter, shall be required to deposit a sum equivalent to 20% (Twenty percent) of the total cost as Performance Security Deposit which shall be valid for a period of 60 days.

9. The Council of Architecture reserves its right not to accept the Lowest bidding tender and shall be at liberty to reject any or all Tenders without assigning any reason whatsoever.
10. Subject to the conditions mentioned above, the Earnest Money Deposit of the successful bidder will be refunded within 15 days of the deposit of the Performance Security Deposit.
11. Submission of the Tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alternations, overwriting or erasure of any terms and conditions is not permitted
12. Technical Bid and Commercial Bid should be signed by the VENDOR or by a person who is duly authorized and legally competent to do so. A person signing the forms or any document forming part of the Tender process/ contract on behalf of the firm shall be deemed to have been duly authorized by the Proprietor/Partner of the Firm/Company and actions taken by such a person in pursuance of this Tender/ contract shall be deemed to have been performed by the Proprietor/Partner/Company and shall bind them
13. The Earnest Money shall not bear any interest.

**Chapter – 3**  
**SPECIFICATIONS**

**A) Applications Programmers Interface**

1	Data Import	Synchronize data between the MySQL Database provided by the Council of Architecture to MongoDB
2	RESTful API	Build a Data API specified in Annexure II Section A.2 : API SPECIFICATION
3	API Server	Implement a RESTful API Server using a MEAN Stack

**B) Website for the Council of Architecture**

1	Document Publisher	Publish all documents specified in Annexure II Section B: Website Wireframes
2	Directory of Architects	Publish a Searchable Directory of Architects specified in Annexure II Section B: Directory of Architects

### C) Site Search Engine

1	Site Search Index	Index all documents on the website, HTML, PDF and Scanned Images specified in Annexure II Section C: Site Search Index
2	Search Pages	Provide a web search UI (a) simple text-based search and (b) advance search specified in Annexure II Section B: Site Search UI

### C) Notifications Service

1	E-Mail Notifications	E-Mail notifications in formats specified in Annexure II Section D: Site Search Index
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## Chapter - 4

### TECHNICAL BID OF TENDER

#### (Schedule to Tender)

1. Tender to be addressed to	Registrar, Council of Architecture
2. Tender to be submitted to	Registrar, Council of Architecture, India Habitat Centre, Core-6A, 1st Floor, Lodhi Road, New Delhi- 110 003
3. Tender, date and place of opening of Tender	On 04.04.2019 at CoA Office, 16.30 Hrs
4. Tender open for acceptance upto	Upto 03.04.2019, 16.00 Hrs.
5. Previous Experience building MEAN applications	Mention sample urls, minimum two with contact details of organization for whom executed
6. GST No.	to mention
7. PAN No.	to mention
8. Proof of Turnover for last financial Year	Attach Proof
9. Proof of Educational qualification of team head having a Masters degree in Computer Applications	Attach Proof
10. Earnest Money of Rs.25,000/- deposited in the form of DD in favor of Council of Architecture and payable at New Delhi	a) DD No. _____ (attached in original). b) Date _____ c) Bank _____
11. Proof of firm having been in existence for more than 1 year	Attach Proof

Signature of Tenderer \_\_\_\_\_

Name in the Block Letters \_\_\_\_\_

(Name of Firm/Company with Seal)

Date \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

Full Address \_\_\_\_\_

Tel.Nos. \_\_\_\_\_

## Chapter – 5

### COMMERCIAL BID OF TENDER

#### (Schedule to Tender)

1. Tender to be addressed to : Registrar
2. Tender to be submitted to : Registrar, Council of Architecture  
India Habitat Centre, Core-6A, 1st Floor,  
Lodhi Road, New Delhi –11000 3
3. Conditions of the Tender Document : ACCEPTED
4. Details of Quotation/information as given below:-

#### A. Software Development for Council of Architecture Website

Sl. No	Particulars	Specifications	Cost Price (all taxes Inclusive) (Rs.) in figures	Cost Price (all taxes Inclusive) in words
1	Data Import	NodeJS application/script		
2	RESTFul API and Server	API Server		
3	Document Publisher	Detect data changes in the API and print static HTML Pages		
4	Directory of Architects	Datatables for Bootstrap configuration		
5	Site Search Engine	Search Engine		
6	Notifications Service	Notifications Service		
		<b>TOTAL</b>		

Signature of Tenderer \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

Date \_\_\_\_\_



**Chapter - 6**  
**PAYMENT SCHEDULE**  
**(Schedule to Tender)**

<b>STAGES OF PAYMENT</b>		
1.	On Award of Work and signing of agreement	10% OF TOTAL COST OF WORK
2.	Start of Run-in Period	35% OF TOTAL COST OF WORK
3.	Start of Run-in Period	20% OF TOTAL COST OF WORK
	Certification and Government Audit	35% OF TOTAL COST OF WORK

**CHAPTER – 7**  
**EVALUATION OF BIDS**

- 1. Evaluation Procedure**
- i.** The proposals shall be evaluated by an Evaluation Committee headed by the President, Council of Architecture, to be constituted for the purpose. The evaluation shall be a 2-step process as outlined below:
- ii. Stage-1: Technical Evaluation:** This will be done on the basis of documentary evidence submitted by the bidders as enumerated in Chapter 4 (Technical Bid of Tender)
- iii.** Detailed technical evaluation shall be carried out by Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. CoA's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The CoA shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- iv.** Commercial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.
- v.** A bid determined as substantially non-responsive will be rejected by the CoA and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.
- vi. Assessment of Capacity and Experience:** This will be done on the basis of documentary evidence submitted by the bidders.
- vii. Step-2: Commercial Proposal:** The commercial bid shall be opened of only those

bidders who have been found to be technically eligible for further analysis and ranking and selecting the successful bidder for placement of consultancy contract. The commercial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. CoA shall inform the date, place and time for opening of commercial bid.

- viii.** The Commercial Bids of unsuccessful bidders would not be opened and destroyed.
- ix.** Arithmetical errors shall be rectified on the following basis. If there is a discrepancy in the figures of price, the price shall be corrected by CoA. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the agency does not accept the correction of the errors, his bid shall be rejected.

CoA does not bind itself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. CoA reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

## Annexure-I

### AGREEMENT

This Agreement is MADE on THIS \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN THE Registrar, Council of Architecture, New Delhi (hereinafter called the 'OWNER' which expression shall, unless excluded by or repugnant to the context be deemed to include his successor in office, and permitted assigns) of the One part and M/s. \_\_\_\_\_, having its office at \_\_\_\_\_ (hereinafter referred to as the VENDOR which expression shall, unless excluded by or repugnant to the context be deemed for themselves, and their respective executors, administrators, assigns legal associates, or successor) of the other part.

WHEREAS the OWNER, owns and possesses the copyright and all other rights of the books titled "**Software development for Council of Architecture website**" (hereinafter called the 'WORK')

AND WHEREAS pursuant to the offer made by the VENDOR to complete the said WORK on the terms appearing hereinafter.

IT HAVING BEEN AGREED AND DECIDED AS FOLLOWS:

1. THE OWNER warrants that at the time of execution of this Agreement they are the owners of the copyright in the WORK and that the WORK does not infringe on the copyright of any other person and that it contains no libelous matter.
2. The data provided to the VENDOR shall not be shared with any 3<sup>rd</sup> party in any form whatsoever.
3. THE copyright of the material of the WORK, including all software, text, pictures, drawings, maps, copyright of the WORK shall remain vested in the OWNER. The VENDOR shall not in any manner supply, copy, print or reproduce the WORK to any other person/ party.

4. VENDOR shall have to carry out all page making, layouts and designing for the job with open source / legal software only. The responsibility for not using the legal software will be of the VENDOR.
5. THE VENDOR shall not publish or allow to be published anywhere any abridgement, or dramatized version of the WORK in any form without the written consent of the OWNER.
6. THE VENDOR undertakes to complete the assignment, as stated in the schedule to Tender Document, of the said WORK within **Four** weeks from the date of receipt of the said WORK.
7. THE VENDOR undertakes to complete the WORK at the price quoted in the tender i.e. \_\_\_\_\_.
8. THE WORK will be produced at the expense of the VENDOR.
9. THE VENDOR shall submit a dummy/ draft version of the WORK for final approval of the OWNER and shall complete the WORK as approved by the OWNER
10. THE VENDOR shall not, without the consent in writing of the OWNER, make any alteration, deletion or addition to the work as finally approved by the OWNER.
11. The VENDOR hereby agrees to include the following statement on the WORK:  
**“Copyright Council of Architecture an autonomous statutory body of Government of India”.**
12. The VENDOR hereby agrees that there will be no credit given to the VENDOR on the webpages or at any other place for the WORK.
13. If either party will default under this Agreement, the other party may give the defaulting party written notice thereof requesting that the default be cured within thirty (30) days after giving of such notice. If the default is not cured within the said thirty (30) day period, the non-defaulting party may terminate this Agreement upon the date specified in the said notice.

14. This Agreement constitutes the entire understanding of the parties relative to the WORK by the OWNER. No amendments, modifications, or changes in this Agreement will be effective or binding on either of the parties hereto unless reduced to writing and executed by the respective authorized representatives of each of the parties hereto.
15. If the VENDOR fails to publish the WORK within the specified period of **Four weeks**, the OWNER shall be at liberty to forfeit the performance guarantee and award the work to any other VENDOR. However, the OWNER may after considering the reasons for the delay may allow the VENDOR a maximum extension of 1 month upon recovery of liquidated damages to the tune of 5% each week of the value of the job subject to a maximum of Rs. 50,000 (Rupees Fifty Thousand only).
16. THE OWNER shall make payment to the VENDOR as per the payment schedule given in the Tender document.
17. This Agreement and the rights and obligations hereunder will not be assigned to any third party without the prior written consent of each other.
18. All notices or other communications required or permitted to be given pursuant to this Agreement will be in writing and will be valid and sufficient if dispatched by cable or by certified or registered post, addressed to the parties at the addresses herein above set forth. Such address may be changed by either party at any time by notice given to other, as aforesaid.
19. A waiver by either party at any time of any breach of any provision of this Agreement shall not apply to any breach of any other provision of the Agreement or to a breach of the same provision at any other time.
20. The decision of the OWNER with respect to overall quality of the WORK shall be final and binding and the VENDOR shall be bound to execute the WORK up-to the highest standards required for execution of the WORK as per the satisfaction of the OWNER.
21. The contracting parties undertake, in case of controversy over the interpretation or execution of this Agreement, to agree to refer the dispute to a Sole Arbitrator to be appointed by the Registrar, Council of Architecture. The award of the sole arbitrator shall be final and binding on both parties. The arbitration proceeding shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 including any

modification thereof for the time being in force. All disputes are subject to Delhi Court Jurisdiction only.

IN WITNESS WHEREOF THE PARTIES HAVE CAUSED TO SET THEIR RESPECTIVE HANDS THROUGH THEIR DULY AUTHORISED REPRESENTATIVES ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

Signed by VENDOR : M/s.

Signed by OWNER :

Registrar  
Council of Architecture  
New Delhi

In the presence of Witness: In the presence of Witness:

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

## ANNEXURE -II

### A. Application Programmers Interface

#### 1. Data Synchronization

A NodeJS package using package mysql-json<sup>1</sup> or similar to synchronize data from Council of Architecture's MySQL database to JSON and import into MongoDB at specified intervals.

#### 2. RESTful API and Server

An API and server is required to for

	Endpoint URL	Description
1	/documents/	Will list the latest <i>n</i> documents published on the website. Fields: document title, date updated, short description, primary category, audience, document ID
2	/documents/{documentID}	Will contain a document, corresponding to a webpage on the Council of Architecture website
3	/register/	Will list all registered architects. Fields: name, location, actions (if any), role(s) and registrationID
4	/register/{registrationID}	Will contain all public information about a registered architect
5	/categories/	Will provide the categories used to build the site primary menus
6	/categories/{categoryID}	Will provide sub-categories used to build site sub-menus
7	/audiences/	Will provide lists of documents by audience (For Registered Architects, For Institutions) Fields: document title, date updated, short description, primary category, audience, document ID
8	/audiences/{audienceID}	Will provide sub-lists for particular operations, such as "send notifications"

### B. Website for the Council of Architecture

The Council of Architecture intends to revamp its website in order to provide better presentation of existing data, provide a tool to publish outcomes of CoA activities, create an application for architects to manage their registration, supply additional information, make applications and perform tasks if assigned by CoA, a platform for dissemination of information

<sup>1</sup> URL: <https://github.com/Spaarw/mysql-json>



about schools of architecture and their courses, a tool to “verify an architect”, register complaints and RTI requests, etc.

This is a NodeJS static site builder using metalsmith.io and sub-modules to detect data changes in the API and create, update or delete HTML 5 + Bootstrap 4 CSS + Bootstrap datatable + AngularJS webpages.

	URL	Description
1	n/a	Site Menu, will represent primary categories
2	/index.html	Will present links to primary categories of the website and last four updated documents
3	/document/{documentID}	A page, may contain a PDF reader and images
4	/register/ /register/{registrationIDs}	Register of Architects contain a searchable table using Bootstrap Data tables Plugin <sup>[1]</sup> and link to the architects' profile page with details
5	/cateogries/{categoryID}	Will provide the categories used to build the site primary menus
6	/search/	An Elastic-JS/AngularJS page to search the site, faceted search by document typ, categoryID, audienceID, language, date updated

NOTE: The website shall comply with standards set by the Government of India for STQC Certification<sup>2</sup> and any other standards required by the Council of Architecture.

### C. Site Search Engine

Will use Storm Crawler<sup>3</sup> and Elasticsearch/Tika to index the CoA website.

### D. Notifications Service

Will dispatch a single document or a digest of documents to specified audiences.

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<sup>1</sup> Example URL: <https://mdbootstrap.com/docs/jquery/tables/datatables/>

<sup>2</sup> URL: <http://cmf.gov.in>

<sup>3</sup> URL: <http://stormcrawler.net>

## ANNEXURE -III

### Tests and Acceptance Criteria

#### A. Website for the Council of Architecture

1. The CoA publishes a new document through its content management system, the static HTML page is visible on the website after  $n$  minutes, and it is listed on site index, category and related pages.
2. The CoA updates a document through its content management system, the changes are visible on the website after  $n$  minutes, and it is updated on the site index, category and other pages.
3. The CoA deletes a document through its content management system, the document is removed from the disk, and it is removed from site index, category and related pages.
4. The CoA creates a new database entry for a registered architect; a user is able to search the register for this architect after  $n$  minutes and click to the architect's profile page.
5. The CoA updates a new database entry for a registered architect; a user is able to search the register for this change after  $n$  minutes and click to the architect's profile page.
6. The CoA removes database entry for a registered architect, a user is able to search the register for this architect after  $n$  minutes and click to the architect's profile page.

#### B. Site Search

1. The CoA publishes or updates a document through its content management system, and the change is visible in the site search index after  $n$  minutes.
2. The CoA adds a PDF attachment or an Image with captions and description to a webpage, while searching, the user sees the webpage associated with the attachment when searching for terms that occur in the PDF or Image metadata, but *not* in the webpage. the user does *not* see the PDF file or image as a separate search result on the search page.
3. The user clicks on any of the categories provided in the search page sidebar, and only results pertaining to that category are displayed.

#### C. Notifications

A document is published on the website, with an audience identified in the document. The audience receives the document by e-mail.

#### C. Completion

STQC Certificate is awarded by the Government of India