

Office of the Superintendent, S.V.P.P.G. Institute of Pediatrics, SCB Medical College,

(Health & F.W. Department, Govt. of Odisha)

Cuttack – 753002, Tel/Fax: 0671 – 2508978

e-mail: svppgip_cuttack@rediffmail.com, web- www.svppgip.org

To

Letter No: 5376 //SVP PGIP, Cuttack

Dt. 20/09/2025

1. M/s Dzinapixel Webstudios OPC Pvt. Ltd.
2. M/s Fortelan Innovative Pvt. Ltd.
3. M/s Global E Village Services India Ltd.
4. M/s GTCS Technology Pvt. Ltd.
5. M/s Invex Solutions Pvt. Ltd.
6. M/s Mindrack Technologies Pvt. Ltd.
7. M/s Qweige Technologies Pvt. Ltd.
8. M/s Scuis Solution Pvt. Ltd.
9. M/s Sonyidg Technology Pvt. Ltd.
10. M/s Techsheel Pvt. Ltd.
11. M/s Tetralance Pvt. Ltd.
12. M/s Virtoy Technologies Pvt. Ltd.

Sub: Limited Tender Enquiry within Tier-III agencies empaneled under E&IT Department, Government of Odisha for Development, Implementation & Support for Official website of Sardar Vallabhbhai Patel Post Graduate Institute of Pediatrics (Sishubhawan) for SVPPGIP and its units / sub-units - regarding.

Ref: E & IT Dept. Notification No. EIT-I-8/2019 – 4023/E&IT, dated 26.09.2023.

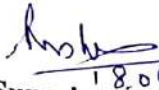
Sir / Madam,

With reference to the subject mentioned above and the Govt. of Odisha E&IT Department notification, I am directed to inform you that Odisha Health & Family Welfare Department (H&FW) intends to select an agency from the empaneled Tier-III list under the E&IT Department, Government of Odisha, for the design, development, implementation, and technical support of the official website of Sardar Vallabhbhai Patel Post Graduate Institute of Pediatrics (Sishu Bhawan), Cuttack.

You are, therefore, requested to participate in the bidding process of SVPPGIP as per the schedule mentioned in the RFP document, available online at: www.svppgip.org

For any clarification related to the RFP, please contact us via email at: svppgip_cuttack@rediffmail.com

Yours faithfully,

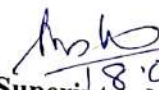

18.09.2025

Superintendent
SVP PGIP, Cuttack

Date: 20/09/2025

Memo No. 5377 /SVPPGIP, Cuttack

Copy submitted to the Deputy Secretary to Govt. of Odisha, H& FW Dept. for favour of kind information.


18.09.2025
Superintendent
SVP PGIP, Cuttack



**Request for Proposal to Design, Develop,
Implement & Support for Official Bilingual
website
of
Sardar Vallabhbhai Patel Post Graduate Institute of
Pediatrics (Sishubhawan)**

Chandini Chowk, Cuttack – 753002, Odisha.

PH-0671-2508978



EXECUTIVE SUMMARY

Sardar Vallabhbhai Patel Post Graduate Institute of Pediatrics (SVPPGIP), widely known as Sishubhawan, Cuttack, Odisha, stands as a beacon of academic excellence, especially in the field of Pediatric postgraduate education. The institution is dedicated to nurturing skilled, ethical, and research-oriented pediatricians who are committed to improving child health care across the region and the nation.

Recognized as a premier Institute by the H&FW Department, Govt of Odisha and affiliated with Odisha Health University, SVPPGIP offers MD in Pediatrics and MCh in Pediatric Surgery under SCB MCH, Cuttack and other advanced medical training programs as a Centre of Excellence (CoE) that meet rigorous academic and clinical standards. The department is led by highly qualified faculty and supported by modern infrastructure, including advanced pediatric labs, a simulation centre, NICU/PICU facilities, and dedicated research units.

The curriculum integrates evidence-based learning with hands-on clinical exposure at partnering hospitals and community outreach centres. Emphasis is placed on both preventive and curative Pediatric care, research methodology and child rights advocacy.

Key goals of the Institution include:

- Developing competent and compassionate pediatricians.
- Promoting research and innovation in child health.
- Serving rural and underserved populations through outreach programs.
- Encouraging interdisciplinary collaboration in pediatric care.

SVPPGIP not only aims to produce excellent clinicians but also lifelong learners, educators, and researchers in Pediatrics who will serve as leaders for improvements in healthcare systems for children across Odisha and beyond.

This document covers the detailed scope of the official Bilingual website development, the cost estimate, and its support.

Introduction

Sardar Vallabhbhai Patel Post Graduate Institute of Pediatrics (SVPPGIP), Sishubhawan, Cuttack, Odisha, is a distinguished institution committed to academic excellence under SCB MCH, Cuttack and advanced clinical training in child health. Established with a vision to address the growing need for specialized pediatric care in the state and beyond, the Institution offers comprehensive postgraduate education in Pediatrics, rooted in ethical medical practice and scientific research.

At its core, the Pediatrics Postgraduate Institution is focused on:

- * Training future pediatricians who are both clinically skilled and socially responsible.
- * Promoting child-centric research and innovations in healthcare delivery.
- * Bridging the gap between urban and rural pediatric care through community-based programs.

The institution not only serves as a hub of medical knowledge but also as a centre for community outreach, public health advocacy, and leadership in child welfare. With a strong foundation in



clinical excellence and an emphasis on holistic development, the Pediatric Postgraduate Institution at SVPPGC is shaping the future of pediatrics health care in Odisha.

Project Objective

The goal of this project is to create a comprehensive and dynamic bilingual website for Sardar Vallabhbhai Patel Post Graduate Institution of Pediatric Cuttack, serving as an essential platform for academic communication, student engagement, and public outreach. The website will highlight the institution's rich historical legacy, show casing its academic offerings, and supporting the holistic development of students. It will also promote the college's commitment to quality education, cultural heritage, and inclusive growth, making it accessible to a diverse audience in English.

Project Objective:

The objectives of this project are:

- To design and develop a dynamic, user-friendly, and responsive website in both English as well as Odia that effectively communicates the mission, vision, academic programs, and historical legacy of Sardar Vallabhbhai Patel Post Graduate Institution Cuttack.
- To ensure cross-platform compatibility—making the website accessible via desktops, tablets, smartphones, and all major browsers, as well as assistive technologies for inclusive access.
- To provide regularly updated and reliable information about the college's academic offerings, faculty profiles, admission processes, examination schedules, student services, and upcoming events in correlation with SCB MCH, Cuttack.
- To implement a robust Content Management System (CMS) that allows designated administrators to easily create, manage, and update content in real-time.
- To ensure a logical, intuitive navigation structure that organizes academic, administrative, and campus-related content for a seamless user experience.
- To integrate rich multimedia content—including image galleries, videos, and downloadable materials—to highlight student life, achievements, and institutional activities.
- To maintain strong data privacy and security protocols, including encryption, secure hosting, and adherence to industry best practices.
- To enhance user engagement through interactive features, such as inquiry forms, contact portals, feedback mechanisms, and real-time announcements.
- To deploy analytics tools that monitor traffic, user behavior, and content engagement—enabling data-driven enhancements and content optimization.



Scope of Work:

Scope of work of this project includes web portal development, hosting, training of master trainers, and providing maintenance support service.

Accordingly, the scope of services will encompass the following:

Requirement:

Study, Design and Development

- Detailed assessment of the requirements
- Finalization of the System Requirement Specifications (SRS), based on the assessment and in consultation with SVPPGIP.
- Development of the Portal as per approved SRS document

UAT and Go-Live

- Deployment the developed Portal in the Staging Server
- User Acceptance Test (UAT) for review of development work, rectification of issues/ bugs, if any.
- Configuration, installation, and hosting of the web portal for Go-Live
- End-to-end management of hosting and deployment

Security Audit & SSL

- Security audit of the Application to comply with Security Policy and Guidelines.
- Assessment of the vulnerabilities, threats and risks
- Integration of SSL
- Safe to host certification before Go-Live



Training

- Online/Offline Training shall be conducted for the identified users to make them acquainted with the functionalities.
- User manuals shall be made available to Users in downloadable (PDF) format.
- The training schedule shall be fixed in consultation with SVPPGIP.

Support & Maintenance Services

Support and maintenance will be provided for a period of 1 year (Warranty Period) from the date of Go-Live as follows:

- Fixing the bugs/issues identified during the period
- Troubleshooting various issues
- Performance Tuning & Optimization
- Load balancing
- User & access management
- After Warranty period, the annual maintenance services will be provided by the vendor.

Application Framework

The application shall be developed using any open-source technology. The portal shall comply with relevant industry standards wherever applicable.

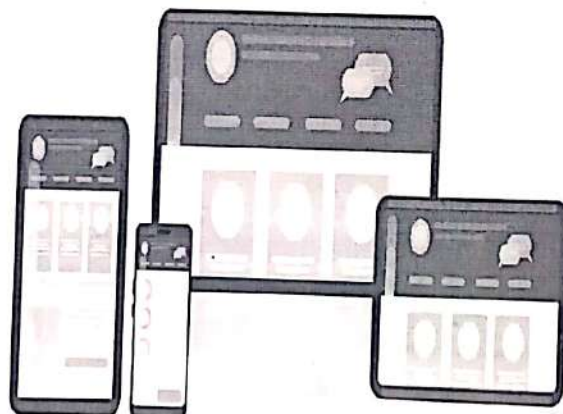
Official Website

The official website of Sardar Vallabhbhai Patel Post Graduate Institute of Pediatrics Cuttack, will act as the digital face of the institution, representing its academic legacy, facilities, and student-centered approach. It aims to bridge the communication gap between the Institution and its students, faculty, alumni, and the wider public through online platform.

The key objectives include:

Responsive layout

Implementing a responsive layout design for the SVPPGIP website ensures optimal viewing experience, easy reading, and seamless navigation across various devices covering every kind of user across the spectrum. Responsive web design allows the website to automatically adapt to different screen sizes from



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automatically adapt to different screen sizes from desktops to mobile phones. By utilizing responsive design, the SVPPGIP website will provide a consistent and user-friendly experience across different devices spread across various screen resolutions.

Accessibility Tools

Web accessibility means access to the Website is enabled for all kind of users including people with visual, auditory, and physical, speech, cognitive, and neurological disabilities. The following features shall be provided in the Website:

- Captions and text alternatives for images and multimedia
- Screen zoom and size settings flexible especially for text
- Avoid CAPTCHAs and give users enough time to read and ask the user to answer a simple question or provide an audio option.

User Registration with Approval Mechanism

- User registration facility with role access to Website

The users of SVPPGIP can register in the Website by providing the required information through the interface given in the Website. On successful registration the admin can view the details and approve the user to access the Website.

- Admin User to manage the content of the Website and User administration

Admin user can create levels of users, assign them with tasks and responsibilities, can moderate content if he/she feels to do so and approve a particular content after moderation. Admin may reject the content too. In such a case the content remains in hold state unless properly modified by the user.

Other Functionalities

- Edit, delete and expire content.
- Help (access to Content Policy, writing style guidelines, system help).
- Text formatting tool (bold, hyperlink, etc).
- Search for content (probably necessary for hyper linking).
- Create new content category/attribute/etc.
- Assign a piece of content value (e.g. today's highlighted service).
- Attach comments to content for review.
- The blending of graphics and texts in a perfect way to make the website more attractive and informative at the same time.
- View the audit trail of a particular piece of content.

Complete VR (Virtual Reality)

- Virtual 360 degree walks through of SVPPGIP infrastructure.



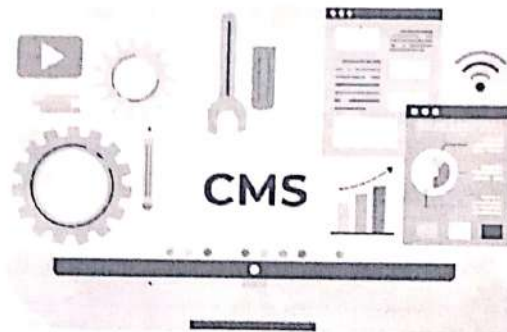
- VR enable, Meta enable, Meta supported walk through.

Premium Template Design

- Provision of Premium template for users friendly and interactive website.
- Support good number of browsers: It is compatible to all web browsers.
- Responsive templates: Compatible to cell phones, laptops tablets or any other device.

CMS (Content Management System) Driven Website

Content Management System (CMS) driven website for SVPPGIP will provide a user-friendly interface for authorized administrators to easily update and modify website content without technical expertise.



The Content Management Features are:

- Contents of all the pages should be managed with Content Management System.
- New Pages can be created and existing pages can be deleted as on requirement with Content Management System.
- Menu Structure & links (URLs) structure should be managed in CMS.
- Regular Updatable pages, like tender section, News section and notice section etc. should be automatically displayed on the publish date and archived on the expiry date.
- Option should be there to manage the display sequence of items.
- Role-based access control will ensure that different users have specific permissions based on their roles, streamlining content management responsibilities.
- The CMS will include media management features for efficient organization and reuse of images, videos, and other media assets.
- SEO features shall optimize the website's visibility and ranking on search engines.
- The Website Admin will be responsible to add new content using the saved template layout and publish them when they become available.
- The admin will also be responsible to remove the content pages pertaining to the schemes that are discontinued, withdrawn or expired.

Home Page

A home page will be the default web page that loads when someone visits the Website. Home page will include a navigation bar that provides links to all the other sections within the website. Other elements in the home page will include a search bar, information about the Website, and recent news or updates

- Welcome Message
- Institute Highlights
- Latest News

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- Announcements

About Us

- Introduction
- Mission, Vision & Objectives
- History
- Principal's Message
- Governing Body / Management
- Institution Infrastructure
- Accreditation & Recognition

Academics

- Courses Offered
 - MD Pediatrics
 - MCh in Ped Surgery
- Academic Calendar
- Curriculum & Syllabus
- Department of Pediatrics
- Department Ped. Surgery
- Clinical Training Structure
- Research & Publications
- Library Facilities

Admissions

- Admission Procedure
- Eligibility Criteria
- Fee Structure
- Prospectus Download

Departments

- Pediatrics
- Pediatric Surgery
- Pediatric Nephrology
- Neonatology
- Allied Departments

Online OPD Registration Module

- Patients/visitors can register for OPD appointments online through the official website.
- User-friendly form with essential details (Name, Age, Gender, Contact, Department, Preferred Date & Time).
- Auto-generation of unique OPD registration number.
- Confirmation via SMS/Email.
- Integration with hospital MIS/EMR (if available).
- Dashboard for hospital staff to view, approve, or reschedule appointment

Student Login Portal

- Secure login for students with unique credentials.
- Access to academic resources, notices, results, timetables, and attendance records.
- Option to submit grievances/queries online.







- Role-based access ensuring data privacy.

Faculty Email ID Provisioning Services & Resources

- Official email IDs for faculty members under the institute's domain (e.g,name@college.ac.in).
- Integrated with institutional communication tools.
- Admin control for creating, disabling, or re-assigning accounts.
- Sufficient storage and security features (spam filter, two-factor authentication)
- Conferences – support for academic/medical event management.
- Academic – access to teaching and learning resources.
- Research – repository and collaboration tools for research activities.
- Thesis – faculty oversight of student thesis/dissertations.

Faculty

- Teaching Staffs (details of Prof. Assoc.Prof. Asst.Prof department wise)
- Visiting Faculty
- Academic Advisors
- Non-Teaching Staff

Students

- Clinical Postings
- Internal Exams
- Internship / Residency
- Hostel Facilities

Research

- Ongoing Research
- Research Publications
- PG Thesis Topics
- Research Ethics Committee

Hospital Services

- Pediatric OPD
- Pediatric Surgery OPD
- Pediatric Nephrology Clinic
- High Risk Clinic
- Newborn follow-up Clinic
- Pediatric Cardiology OPD
- Pediatric Dental Clinic
- Pediatric Liver Clinic
- NICU / PICU/HDU Facilities
- Vaccination Centre
- Child Development Clinic
- Pediatric Emergency Medicine (Casualty) 24 x 7.

Events & Activities

- Workshops & Seminars
- Conferences (e.g., PEDICON, NNF)
- Academic CME Programs
- Cultural & Sports Events

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- Observation of Days & Weeks (World Immunization Day, World breastfeeding week & Newborn week etc.)

Success Stories

- Achievements of Alumni's
- Awards & Recognitions of faculties & students
- Resident Experiences
- Patient Testimonials

Gallery

- Photo Gallery
- Video Tour

Downloads

- Forms & Circulars
- Prospectus
- Academic Calendar
- Publications

Contact Us

- Address & Location
- Phone, Email
- Enquiry Form
- Google Map

Deliverables

- A. System Requirement Specification (SRS)
- B. Design Document
- C. Source Code & Data Base of Web Application
- D. User Manual (soft copy, one set of Hard copy)
- E. Activity Report during Support phase

Instructions to the bidders

Timeline

Sl No	Particulars of the event	Scheduled date
1	Date of publication of this RFP	15.09.2025
2	Last date of receipt of the RFP along with the bid document by the office of the Superintendent, SVPPGIP, Cuttack through registered post only	08.10.2025 by 5pm
3	Date of opening of the RFP & bid documents	09.10.2025 at 3.30pm

Procedure for bid submission

- a. The bidders must submit bids through hard copies only, no electronic means for submission of bidding application would be considered.
- b. The bid proposal shall be a spiral bounded or hard bounded file and shall be properly organized with the proposal containing page no along necessary documents attached.

Signature

Signature

- c. The bidder must submit the proposals in two envelope system. The first envelope consisting of technical proposals, and second envelope consisting of financial proposal. Both the envelopes are then to be submitted together inside third large envelope. No details of financial proposal shall be mentioned in technical proposal.
- d. The bidder is not allowed to submit their bid having Consortium etc.
- e. All the applications submitted by the bidders shall follow the formats mentioned in this RFP. If the applications are not as per the format, then SVPPGIP reserves the right to reject the proposal without assessing it.
- f. The authorized signatory of the applicant shall sign all the pages of the proposal.

Confidentiality

The bidder undertakes not to divulge or communicate to any entity (unless required by law or by any regulation or court order) or use or exploit for any purpose whatever, any of the trade secrets or confidential knowledge about SVPPGIP which it may receive or obtain as a result of entering into this Project Work order, and the vendor shall use its reasonable endeavours to prevent its officers, employees or agents if any from doing so.

Government Law & Arbitration

This Project shall be governed and construed in accordance with the laws of the Republic of India. All disputes, claims, suits and actions arising out of this work order or its validity will be in a binding manner finally decided in accordance with the provisions of the Arbitration and Conciliation Act 2008 and its amendments. The venue for arbitration shall be at Cuttack and the proceedings will be conducted in English only.

Tender Validity

The offer submitted by the bidder should be valid for a period of 90 days from the date of submission of proposal.

Bidder's Responsibility

The bidder must submit a declaration as per format given in Annexures.

Project ownership

The ownership of the project shall be with the Superintendent of SVPPGIP, Cuttack.

Project Report

For any clarification, query, project monitoring, supervision etc., the bid awardee will be required to contact Hospital Manager, SVPPGIP, Cuttack.

Eligibility Criteria

Pre-Qualification Criteria



Sl. No	Checklist Item Description	Criteria	Proof/Documents Required
1.	Prime Bidder entity Registration	The entity should be registered company and an empanelled vendor of OCAC under category Tier-3.	1. Incorporation Certificate 2. Copy of PAN 3. Copy of GST registration.
2.	Prime Bidder's Net worth	The net worth of the Bidder should be Positive.	Certificate from authorized signatory with audited Balance Sheet.
3.	Non-Blacklisting/Debarment	The bidder should not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted/debarred with any of the Government agencies.	Self-Declaration in this regard by the authorized signatory of the bidder.
4.	Nature of Projects Handled	The bidder along must have experience of designing, development, hosting and maintaining Dynamic website also VR(Virtual Reality) along with 24x7 service support.	Respective work orders from the client along with completion certificate and live URL links from the designated authority. Also mention contact information of custodian / in-charge of each project referenced.

Bidders are required to submit documentary proofs for all the above conditions including Incorporation/ Registration certificates, GST Registration, PAN Registrations, Work Orders, Completion Certificates for the relevant assignments etc. Any applications without the supporting documentary proofs are liable to be rejected.

Technical Presentation Evaluation Criteria

Sr. No.	Presentation Evaluation Criteria	Max. Score
General		
1	Whether Contents are categorized properly?	5
2	Whether Contents address target audience?	5
3	Aesthetics impact & user friendliness	5
4	Ease of Navigation within Website	5
5	Color scheme flexibility, balance, image proportion	5
6	Level of understanding of the organizational functions	5
7	Focus on citizen centric services	10

S.L NO	Technical	
1	Integration with Backend Database	10
2	Language Selection Facility	20
3	Remote User / Site Management	10
4	Complete VR (Virtual Reality)	10
5	Standard used for integration/ data exchange (XML, Web services etc.)	10
	Total Score	100

The bidder needs to score at least 60 marks to be qualified for participating in price bid. In case of equal rate quoted by the bidders, the highest score achiever will be treated as L-1

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Financial Bid:

The financial bid as per the format in Annexure-3 shall be enclosed along with the bid documents in a closed envelop. The bidder qualifies in the technical bid & should have secured at least 60 marks in technical presentation evaluation shall only participate in the financial bid. **The total cost excluding the GST only shall be written in both words and figure.** The cost shall inclusive of one year free maintenance of the website from the date of complete hoisting. **The subsequent AMC cost shall be reflected in the price bid.**

Evaluation of Proposal

1. Information provided in other than the format mentioned will not be considered for evaluation.
2. Financial bids for only those bidders shall be opened who will be qualifying the technical criteria and needs to score least 60 marks in technical presentation evaluation.
3. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
4. The bid price will be exclusive of only GST and shall be in Indian Rupees.
5. No conditional bid shall be accepted.
6. Errors & Discrepancies: Any errors and discrepancies in the information given in technical bids even noticed after finalization of bid will lead to rejection of the bid.

Evaluation Criteria

The bidder shall submit their technical proposals highlighting their expertise in undertaking similar assignments and their plan & strategy to undertake this assignment.

The bidder will be required to present their understanding of the assignment, approach and methodology, team's relevance and experiences and work plan with deliverables to the evaluation committee at SVPPGIP on the prescribed date and time. The details of the presentation will be shared after the evaluation of the technical proposals and will be informed to the qualifying bidders.

Evaluation Criteria for Technical Proposal

The evaluation committee appointed by SVPPGIP will assess the proposals submitted by the bidders, considering the criteria as prescribed in the RFP document:

Resources required

SVPPGIP reserves the right to interview proposed resources of the selected bidder and advise for changes which shall be executed within 7 days of communication.

Evaluation of Financial Proposal

The bidder must submit their financial bids as per the format (given in annexure) mentioned in the bidding document. SVPPGIP reserves rights for deletion of any component on its own discretion prior issuance of LOI. However, for financial evaluation, the consolidated project cost (including AMC for one year) quotation shall be considered.



Rejection criteria

Besides other conditions and terms highlighted in the Tender Document, bids may be rejected under following circumstances:

General Rejection Criteria

Notwithstanding to the conditioned above, the following conditions shall be adhere to

1. Conditional Bids;
2. If the information provided by the Bidder is found to be incorrect / misleading / fraudulent at any stage / time during the Tendering Process;
3. Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions;
4. Bids without signature of person(s) duly authorized on required pages of the bid; Bids without power of attorney/ board resolution.

Pre-Qualification rejection criteria

1. Bidders not complying with the Eligibility Criteria given in this Tender
2. Failure to furnish all information required by the Tender Document or submission of a bid not substantially responsive or clarification sought by SVPPGIP is not adequately addressed and complied by the bidder

Technical rejection criteria

1. Technical Bid containing commercial details;
2. Revelation of Prices in any form or by any reason before opening the Commercial Bid;
3. Failure to furnish all information required by the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect;
4. Bidders not quoting for the complete scope of Work as indicated in the Tender Documents, addendum (if any) and any subsequent information given to the Bidder;
5. Bidders not complying with the Technical and General Terms and conditions as stated in the Tender Documents;
6. The Bidder not confirming unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
7. Each bidder should offer/ quote single make and models against all items. Bidder quoting multiple make and models in their technical bid will lead to rejection.

Commercial Rejection Criteria


1. Incomplete Price Bid.
2. Price Bids that do not conform to the Tender's price bid format;
3. Anything in violation to earlier clause of this RFP.

PROCESS OF APPLICATION, ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

1. Only bidders who meet the qualifying requirements mentioned below shall submit bids.
2. The bidding firm should be an OCAC in Tier – 3 Vendor for Software.
3. The bidder/firm/agency should have a Valid GST Registration and PAN with up-to-date GST (Filed return at least for the month of August-2025 or quarterly return up to June-2025) & Income Tax return certificate (For the AY 2024-25). (A copy of these documents should be submitted along with the technical bid documents).



4. A non-refundable processing fee of Rs.1000/- should be submitted in the form of a Banker's cheque/Demand Draft drawn in favor of Superintendent, SVPPGIP, Bhubaneswar from any Nationalized bank.
 5. As Tier-III vendor of OCAC having Start-Up India and Odisha registration under MSME are required to deposit Rs.5000/- as EMD and others are required to deposit Rs.20000/-, drawn in favor of the Superintendent, SVPPGIP, towards EMD from any Nationalized bank, should be submitted along with the sealed quotation. This amount will be returned to the unsuccessful bidders after the selection process. The EMD will be returned to the successful bidders after the contract period is over. No bid can be considered without Bid cost & EMD amount.
 6. Agencies must submit an undertaking indicating that the agency has not been blacklisted in the past.
 7. SVPPGIP will not be responsible for delay in transit or damage or loss of documents sent by post.
 8. The bidding firms should submit their bid in two separate sealed envelopes on or before the due date.
 - a. Envelope ONE marked in bold as Technical Bid shall contain all supporting documents to ascertain the eligibility of the firm to participate in the bidding process.
 - b. Envelope TWO marked in bold as Financial Bid shall contain a detailed schedule of prices for the proposal as per Annexure-II.
- Both sealed envelopes need to be put in one large envelope which should be super scribed as **'Quotation for the development of Dynamic Website for SVPPGIP'**. The envelopes are to be addressed to the Superintendent, SVPPGIP, Sardar Vallabhbhai Patel Post Graduate Institution Cuttack, Odisha – 753 002 and this shall be reached on **08.10.2025 by 5pm in the office of the Superintendent, SVPPGIP, Cuttack through registered post only.**
9. The Tender & Purchase Committee under the Chairmanship of the Superintendent, SVPPGIP, will scrutinize all the bids on the scheduled date. The bids of the bidders qualified in the technical bidding will be considered for the financial/final bidding process. The committee will select the success bidder as narrated in the Evaluation process in this tender schedule.
 10. After awarding the contract, the successful bidder needs to deposit the performance security @ 5% of the contract value (Without GST) which will be refund at the time of completion of the contract period. No interest will be considered upon the performance security. The EMD of the successful bidder will be refunded after deposit of the performance security or the EMD can be adjusted with the performance security on request of the successful bidder. On the other hand if the successful bidder will not make the agreement or not deposit the performance security within the scheduled period, the EMD amount will be forfeited.
 11. The Superintendent, SVPPGIP reserves the right to change, modify, or cancel any clause or the entire tender process without assigning any reason thereof.



Superintendent
SVP PGIP, Cuttack

Annexure-1

Sardar Vallabhbai Patel Post Graduate Institute of Pediatrics
Chandini Chowk, Cuttack – 753002, Odisha.

Technical Bid

Mandatory requirement for technical qualification

S. No.	Particulars	
1	Company Profile	
2	OCAC Letter of Empanelment	
3	GST registration Certificate	
4	Last GST return	
5	Copy of PAN	
6	Copy of IT return for the AY 2024-25	
7	Documentary evidence for completing the work experience	
8	Major client list if any	
9	Bid cost – 1000/- in shape DD or Banker's cheque	
10	EMD amount of Rs. 20000/- in shape DD or Banker's cheque	
11	Valid document in support of seeking relaxation towards EMD as Rs.5000/-	
12	Declaration of not being black listed	

Date:
applicant

Signature of the

Name of the Firm (with seal):

30/08/24

Rishu



Annexure-2

Details of similar type assignments undertaken if any

Sr. No.	Name of Client	Country/ State Work Is Performed	Project Description	Total value of Contract

Name of the Firm (with seal):

Signature of Authorised signatory:

Name of the Authorised signatory:

Address:

Phone no.:

Mobile no.:

Email:

Date:





Annexure-3

Format for Financial Bid
Application Form (Financial Bid)
(To be submitted in a sealed envelope separately.)

Any application mentioning details about the financial bid in the technical proposal will be rejected)

S.No.	Description	Rate per Section/Page
1.		
2.		
3.		
4.		
5.		
6.		
	Total Cost	
	AMC per year	

Name of the Firm (with seal):

Signature of Authorized signatory:

Name of the Authorized signatory:

Address:

Phone no.:

Mobile no.:

Email: ID

Date:



Undertaking on Total Responsibility
(To be submitted on the Letterhead of the responding agency)

Tender Ref. _____

Date:

To:

.....
.....

Dear Sir,

Sub: Self certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project, as per the requirements and terms and condition of the RFP for design, develop, host and maintain the Bilingual Dynamic website of SVPPGIP.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the
Bidding Organization) Name :

Designation :

Date :

Seal :

Business Address:



Declaration that the bidder has not been blacklisted/debarred
(To be submitted on the Letterhead of the responding agency)

Tender Ref. _____ Date: _____

To,

.....
.....

Sub: Self Declaration of not been blacklisted/debarred

Dear Sir,

We confirm that our company,-----, is not blacklisted / debarred in any manner whatsoever by any of the State/UT and/or central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as on date.

Place:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:



