



# CODISSIA DEFENCE INNOVATION AND ATAL INCUBATION CENTRE

(Formerly known as AIC-CODISSIA INCUBATION CENTRE)  
Supported by Atal Innovation Mission, NITI Aayog

CIN : U73100TZ2019NPL031521

Registered Office : CODISSIA G.D. NAIDU Towers, Huzur Road, Coimbatore 641 018.  
Ph : +91 422 2221582 / 2222409 E-mail : [info@cdiic.in](mailto:info@cdiic.in) / WEB : [www.cdiic.in](http://www.cdiic.in)

Ref: **CDIIC/REV.EXP/COMM/055/2024-25**

Date: 2.12.2024

Dear Sir,

To

**Sub: Limited Tender Documents for Tender No.CDIIC/REV.EXP/COMM/055/2024-25  
requested – Reg.**

We are inviting bids for the Supply, Installation and Commissioning of **Website** at CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC), at Codissia Trade Fair Complex (Hall C), G.V. Fair Grounds, Avinashi Rd, Coimbatore, Tamil Nadu 641014

Please find attached the soft copy of Limited Tender documents for the same –

- Instruction, Technical & Financial Proposal for **Website at CDIIC Office, Hall C, CODISSIA Trade Fair Complex** to bidders

We request you to write for any clarification on the Limited Tender Documents by email to [info@cdiic.in](mailto:info@cdiic.in)

Bids are to be submitted as under:

- (i) Bid consisting of all technical details along with commercial terms and conditions, Indicating item-wise price for the items mentioned in the bid.

The bid should be sealed by the bidder in a cover duly super-scribed

You are requested to send the quotations in a sealed envelope super scribed as Tender No. **CDIIC/REV.EXP/COMM/055/2024-25** (Supply, Installation and Commissioning of **Website** at CDIIC Office) to The Director, CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC), CODISSIA G.D. Naidu Towers, Huzur Road, Coimbatore - 641018 on or before **24.12.2024**

We request you to participate in the Limited Tender and quote your best rates for the work.

Thank you.

With warm regards,

**The Director,  
CODISSIA Defence Innovation and Atal Incubation Centre**

## **INSTRUCTION TO TENDERERS**

### **1. SCOPE OF WORK**

- Supply, Installation and Commissioning of **Website** at CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC), at Codissia Trade Fair Complex (Hall C), G.V. Fair Grounds, Avinashi Rd, Coimbatore, Tamil Nadu 641014
- The vendor must ensure to take precise measurement and adhere to requirement of the CDIIC
- The vendor must ensure proper installation of **Website** at the designated place as per CDIIC's direction.

### **2. QUALIFYING REQUIREMENT**

- Bidder shall be a registered company under the Indian Companies Act, 1956 / proprietary / partnership / Joint Venture firm. Documentary evidence regarding status of the firm shall be submitted.
- The bidder shall be a Company / Firm / Individual specialized in making of high-quality work.
- Bidder should have valid PAN and GST Number. The bidders shall submit the copies of the same in the Bid. (Annexure I)
- Duly filled and signed copy of Bidder Information and Tender Acceptance Letter as per Annexure I and Annexure IV respectively.
- The Bidder has not been blacklisted by any of the Government Organization(s) / Public Sector Undertaking(s) (PSUs). Undertaking to this effect shall be submitted along with the bid as per **Annexure III**.
- The Tender document shall be submitted in single cover as per **Annexure - II**.
- Bidder must comply with all the criteria as mentioned at clause 2.1 to 2.6.
- Non - compliance of any of the criteria shall result in rejection of the bid. Any hiding / misrepresentation of facts may result in rejection of the bid.

### **3. PREPARATION & SUBMISSION OF TENDER DOCUMENT**

- The Tender document shall be complete in all respects and contain all information asked for in this document and it should be a Signed copy of all the documents mentioned at clause 2 of this tender document.
- Duly filled copy of this tender document signed by the authorized signatory of the bidder on each page.
- Complete Bill of Material (BOM) of the structural frames has to enclose in the tender document
- Bidder information in **Annexure-I** duly stamped & signed.
- The Tender document of Annexure I & Annexure II complete in all respect shall be in sealed Envelopes. Sealed Envelopes shall be subscribing "Bid for **Website**

The sealed duly filled Tender document shall be submitted to The Director, CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC), CODISSIA G.D. Naidu Towers, Huzur Road, Coimbatore- 641018 on or before **24.12.24**

The Vendor's must observe the premises (CODISSIA Trade Fair Complex -Hall C) to take measurements and to ascertain the nature of work space to be made and accordingly quote in the Tender document. Inspection can be done on any working day between 11:00 AM to 5:00 PM with prior permission/intimation to this office.

#### **4 AWARD OF CONTRACT**

##### **LOWEST SUCESSFUL BIDDER**

On completion of evaluation process of Bid, the Bidder whose Evaluated Amount is found to be the lowest would be declared as the Lowest (L-1) bidder.

##### **LETTER OF INTENT (LOI)**

The L-1 bidder will be considered for issuing of Letter of Intent (LOI).

The acceptance of the LOI shall be submitted within 5(five) working days from issue of LOI, failing which the Department reserves the right to cancel the LOI.

#### **5 GENERAL TERMS CONDITIONS**

- The bidders have been permitted to tender on the explicit understanding that they shall not be entitled to resettle unilaterally from their offer or modify the terms and conditions once the same have been received in this office.
- The bidder shall ensure that no damage is caused to the office documents/equipment's and other items during the performance of his services/ any loss suffered therein will be made good from the vendor.
- The Director - CDIIC, reserves the right to reject any or all the bids without assigning any reasons.
- If the bidder fails to render any or all the services as per tender, the Director CDIIC reserves the right to get the services executed at the risk and cost of the firm.
- The bidder will be responsible for any loss, damage or liability due to lapse on the part of its employees.
- The CDIIC Team will have the right to inspect the quality of work and material to be used for rendering the service.
- In case, the bidder fails to render satisfactory services, the CDIIC reserves the right to take necessary action including termination of the allotted work.
- In case of the dispute relating to this tender which may arise during or after the award of the LOI, the decision of Director, CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC), CODISSIA G.D. Naidu Towers, Huzur Road, Coimbatore- 641 018 will be final and binding.

## **6 EVALUATION OF FINANCIAL PROPOSALS**

- 1 Detailed contents of each Financial Proposal shall be reviewed during the examination of Financial Proposals, to ensure that the figures provided therein are consistent with the details as per the Annexure V.
- 2 Financial Proposals will be checked for computational errors or material/component/accessories omissions, and prices will be corrected and adjusted as necessary. In the case of material/component/accessories omissions, the cost of the relevant Financial Proposal will be decreased by application of the highest unit cost and quantity of the omitted item as provided in the other submitted Financial Proposals.
- 3 CDIIC reserves the right to use the same awarded vendor at specified approved costing in the tender for any extension works if needed.
- 4 CDIIC reserves the right to reject, at its sole discretion, any or all evaluated Financial Proposals and if necessary, call for submission of new Financial Proposals. In order to allow comparison on a common basis, each Financial Proposal will be carefully scrutinized and Evaluated Tender Price for each Financial Proposal will be determined.
- 5 In case of any deficiency, CDIIC reserves its rights to reject any bid.

## **7 ADVANCE PAYMENT**

100% Payment shall be released after receipt, successful installation and commissioning and final acceptance of the product by the CDIIC.

**ANNEXURE-I**

**BIDDER INFORMATION**

**BIDDER DEALS:**

Attach extra sheets, if required, which should also be signed.

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Name of person / company</b>	
2	<b>Status (Individual/Partnership Firm/Company/Society/Any other (specify)</b>	
3	<b>Contact details</b>	
3.1	<b>Name of the Signing Authority</b>	
3.2	<b>Complete Postal Address</b>	
3.3	<b>Telephone Nos. Including Mobile Numbers</b>	
4	<b>GST Registration Details</b>	
5	<b>PAN Details</b>	

I have gone through the various terms and conditions mentioned in the Tender Documents and I agree to abide by them. I .....

Son/Daughter of ..... solemnly declares to the best of my knowledge and belief, the information given above and, in the enclosures, accompanying it is correct, complete and truly stated.

Yours faithfully,

**Place:**

**Signature:**

**Name:**

**Date:**

**Designation:**

**ANNEXURE-II**

**FINANCIAL PROPOSAL:**

**PRICE/ FINANCIAL BID DOCUMENT**

- (a) Price bid undertaking
- (b) Schedule for Financial Bid

**(a) PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,  
**The Director,**  
CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC),  
CODISSIA G. D. Naidu Towers, Huzur Road,  
Coimbatore - 641 018

Dear Sir

1. I submit the Price detail of Bid for Supply, Installation and Commissioning of **Website at CDIIC Office @ Hall C, CODISSIA Trade Fair Complex** activities as envisaged in the Bid document.
2. I have inspected the said premises and have understood the requirement and accordingly the bid has been submitted.
3. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
4. I offer to work at the rates as indicated in the Bid, Annexure II exclusive of all applicable taxes such as GST which is mentioned separately.

**(b) Price Schedule Website at CDIIC Office**

S. No.	Details / Specifications	Basic price for supply, installation, and commissioning of Website as per tender (in Rs.) (X)	Quantity to be supplied (In Nos) (Y)	Total basic price (Multiply X & Y) (in Rs.)
1	Supply and installation and commissioning of <b>Website</b> as per the tender			
2	freight, packing and forwarding charges if applicable			
3	Transport Charges if applicable			
4	GST			
5	Total price		in figures	
			in words	

Yours faithfully

**Signature of Authorized Representative with  
company seal**

**ANNEXURE-III**

**UNDERTAKING BY THE BIDDER**

1. I/We undertake that my/our firm M/s .....  
..... has not been blacklisted by any Govt.  
Department/Public Sector Undertaking/Autonomous Body.
2. I .....Son/Daughter/Wife of  
Shri..... Proprietor/Partner/Director/  
Authorized signatory of M/s ..... am  
competent to sign this declaration and execute this tender document.
3. I have carefully read and understood all the term and conditions of the tender and undertake  
to abide by them.
4. The information / documents furnished along with the above application are true and  
correct to the best of my knowledge and belief. I/ We, am/are well aware of the fact that  
furnishing of any false information / fabricated document would lead to rejection of my tender  
at any stage besides liabilities towards prosecution under appropriate law.
5. I/We understand that in case any deviation is found in the above statement at any stage,  
my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the  
Department in future.

Date: Signature of the authorized Signatory of the firm/

Place: Company/Organization

Office Stamp/Seal:

**ANNEXURE-IV**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

**Date:**

To,

**The Director,**

CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC),

CODISSIA G.D. Naidu Towers, Huzur Road,

Coimbatore- 641 018

**Sub:** Acceptance of Terms & Conditions of Tender.

**Name of Tender / Work:** - Supply, Installation and Commissioning of **Website** for CODISSIA Defence Innovation and Atal Incubation Centre (CDIIC), at Codissia Trade Fair Complex (Hall C), G.V. Fair Grounds, Avinashi Rd, Coimbatore, Tamil Nadu 641014

**Dear Sir,**

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**



**ANNEXURE – V**  
**SUPPLY, INSTALLATION, AND COMMISSIONING OF**  
**Website**  
**Quantity: 02 Nos**

<b>Technical Specifications</b>			
<b>S. No</b>	<b>Required</b>	<b>Specifications</b>	<b>Required Quantity</b>
<b>1</b>	<b>WEBSITE FOR CDIIC - AIM &amp; CDIIC - COD</b>	<p><b>1. Pages</b> (Home, About, Activities, Events, Exhibitions, Membership, Bulletins, Notification, Gallery, Incubation, Indigenisation, Tenders, Members details, Roll of honor, Mission &amp; Vision, Objective, Office bearers / Directors, Executive Committee, MOU with Govt, Industries &amp; Technical Institutions, Past Presidents, Milestones, Guidance Cell, Newsletters)</p> <p><b>2. Subdomain</b> Members page to be create a subdomain</p> <p><b>3. Members details</b> (Members Name, Industry Name, Address, Product description, Contact details their website link in an alphabetical order) (To enable a search &amp; Free search option with all categories of products and industry names)</p> <p><b>4. Admin Panel</b> (To upload, edit, create, or delete images, videos, and content, the admin panel provides access that can be used easily even by non-technical users)</p> <p><b>5. Meta Tags and SEO techniques</b> (Add website has Meta tags and optimized for relevant keywords)</p> <p><b>6. Responsive Design</b> (The site should be Mobile- friendly, with all elements adapted for a seamless user experience)</p> <p><b>7. User Analytics</b> (Integration with tools like Google Analytics to track visitor behaviour)</p> <p><b>8. Source Files</b> All source files of the website, along with credential details, will be handed over upon completion</p>	<b>2 no(s)</b>

		<b>9. AMC Cost</b>	
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		(Upon completion of the website, a minimum of 12 months of corrections and minor changes will be included. Additionally, an Annual Maintenance Contract (AMC) can be provided, covering routine updates, security patches, performance optimization, and support for any technical issues to ensure the website remains up-to-date and functions smoothly)	
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Prepared by

Verified by

Admin

CEO, CDIIC

Approved by

Director, CDIIC