



Gujarat Energy Research and Management Institute (GERMI)

Inviting quotations to design Global Technology Watch Group (GTWG) website

Tender No.: GERMI/SRW/2015/011

Issued On:

18th March 2015

Last date for Submission of Proposal:

23rd March 2015

Address:

**1st Floor, Energy Building,
PDPU Campus, Raisan,
Gandhinagar 382 007,
Gujarat, INDIA**

Phone: (+91) (79) 2327 5361

Fax: (+91) (79) 2327 5380

Email: information@germi.org

Notice inviting quotations

Global Technology Watch Group (GTWG) is a website that will serve as a national platform to showcase renewable energy policies and regulation, business models, technology, research and development, publications, social media etc. Execution of this project requires qualified and experienced web designers and graphic designers.

Invitations from all organizations/individuals working as 'developers' with considerable understanding and applied experience in developing dynamic websites through this Tender No. GERMI/SRW/2015/011 dated 18th March, 2015.

This invitation must be treated as the defining document that shall be binding and shall be binding on the parties entering herewith.

Relevant documents along with the quotation document are required to be submitted in physical/ electronic form to GERMI office or emailed to akhilesh.m@germi.res.in/ sowbhagya.r@germi.res.in on or **before 23rd March 2015 by 1700 Hrs.**

GERMI reserves the right to reject any or all offers without assigning any reasons thereof.

Prof. (Dr.) T. Harinarayana
(Director, GERMI)

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1 Important Dates

1.1 Important Dates

- | | | |
|----|---|--|
| a. | Date of floating of tender | : 18 th March, 2015 |
| b. | Last date for requesting clarification to this tender | : 19 th March, 2015, 1700 Hrs IST |
| c. | Last date of submission of quotation | : 23 rd March, 2015, 1700 Hrs IST |
| d. | Date for the acceptance of quotation T&C | : 24 th March, 2015, 1700 Hrs IST |
| e. | Finalising the party | : 25 th March, 2015, 1700 Hrs IST |

2 Introduction

2.1 Gujarat Energy Research and Management Institute

Gujarat Energy Research and Management Institute (GERMI), an ISO 9001: 2008 certified institute, is a Centre for Excellence in industry learning, research & development and education. It is set up to develop human resource assets to cater to both renewable and non-renewable energy sectors, improve knowledge base of policy makers and technologists, and provide a competitive edge to leaders to compete in the global arena. GERMI was brought into existence and promoted by Gujarat State Petroleum Corporation Limited (GSPC), a Government of Gujarat Undertaking.

GERMI has established as a centre for dedicated research, education, management, policy research and training institute and is continuously expanding its horizons to cater to the allied energy sectors. GERMI is a registered Society and a Trust under the Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950. GERMI is a recognized Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research (DSIR), Government of India.

GERMI solar and renewable energy mandates include:

- Techno-commercial/ regulatory advisory services and support at various levels to governments to undertake renewable energy programmes and projects;
- Techno-commercial support to both private and government undertakings for establishing solar and allied renewable power and manufacturing projects;
- Fundamental and applied research in the field of energy ranging from functional materials and devices to commercial-scale project performance including auditing;
- Both vocational and professional training programmes along with allied activities to proliferate the trainings by providing institutional support.

2.2 About the project and purpose

GERMI is continuously working towards development of Solar Power plants in Gujarat as part of its mandate and therefore receive technical and research consultancy assignments from the Government and various other organisations or companies working in the same domain.

GERMI has currently received a project conceptualized and funded by the Department of Science and Technology (DST). This project involves developing of a consolidated website to provide streamlined information about the modalities of renewable energy in India. This includes analysis of various policies and regulations, business models, development in technology and activities in R & D.

The current tender invites financial offers from interested and eligible designers to be hired as “Developer” to undertake web and graphic designing tasks.

2.3 Specifications of the project:

We need a professional designer (web and graphic) to do the following:

1. Domain registration
2. Hosting (3 years)
3. Development of the website including sitemap, navigation, database (e.g. PDF files, the analysis page etc.), UI, update methods (frequency of the updates – sitemap)
4. Relevant modifications from time to time
5. Development of the website design.
6. Development of the content design.

2.4 Work Schedule

SCHEDULE OF THE PROGRAM	
After finalizing the designer on 25 th March, * Sharing information from GERMI's side	1 st April 2015
* Draft design of the first portion of the website	8 th April 2015
* Final website to be sent out	To be decided later

Recurring activities of the website: To avoid penalty action to be undertaken by GERMI, pre-determined dates of submission shall be followed by the designer and information provider.

3 Instruction to Bidders

3.1 General

- 3.1.1 The developer shall bear all costs associated with the preparation and submission of the quotation and GERMI shall in no case be responsible or liable for these costs regardless the conduct or outcome of the floating and contracting process. The potential developer is expected to examine all instructions, forms, terms and conditions in the tender carefully.
- 3.1.2 GERMI reserves the right to cancel any or all the Bids as per its discretion without assigning and giving any reason thereof. GERMI also reserves the right to rescind the process of this RFP at any time before placement of the order for the said 'Scope of Work' herein.
- 3.1.3 The potential developer shall prepare the quotation based on the information furnished and terms and conditions provided in the RFP.
- 3.1.4 The quotation shall also contain all the information asked in this tender with supportive data wherever necessary.
- 3.1.5 Failure to furnish all information required by the tender or submission of a quotation not substantially responsive to the RFP will be at the potential developer's risk and may result in rejection of the quotation.
- 3.1.6 Failure to comply with the schedule indicated in this RFP shall automatically make the Bid liable for rejection.
- 3.1.7 The quotation submitted is to be signed by a person who is an authorized representative of the prospective developer's organization.
- 3.1.8 This RFP is non-transferable. Each prospective developer shall be entitled to submit only one quotation under its own capacity.
- 3.1.9 At any time prior to the deadline for submission of Bids, for any reason, whether at its sole initiative or any response to a clarification requested by a developer, GERMI may modify the tender document by amendment (/s) thereto. The amendment (/s) will be notified publically and/ or in writing to all prospective developers.

- 3.1.10 The prospective developer requiring any clarification shall write to GERMI on or before the last date for such clarification, to ensure timely response and submission of the quotation.
- 3.1.11 Tender Validity: The tender shall be kept valid for at least for 2 weeks from the date of issue of the tender. If required, GERMI may extend the period of tender validity only under extraordinary circumstances posed by a prospective developer.
- 3.1.12 Deviations: a departure from any clause shall not be sustained by any developer especially with regard to the scope of work and the terms and conditions. Bids with any deviation are liable to be instantaneously rejected.
- 3.1.13 Language of correspondence and quotation: The quotation prepared by the developer and all correspondence and documents relating to the Bid exchanged between the prospective developer and GERMI shall be written in the 'English' language only.
- 3.1.14 All communication/ correspondence may be directly submitted to:

Mr. Akhilesh Magal

Head Solar Advisor

akhilesh.m@germi.res.in

Ms. Sowbhagya Rao

Senior Project Fellow

sowbhagya.r@germi.res.in

Gujarat Energy Research and Management Institute

1st, Floor Energy Building

Pandit Deendayal Petroleum University Campus

Gandhinagar, Gujarat 382 007, INDIA

Phone: (+91) (79) 2327 5361 **Fax:** (+91) (79) 2327 5380

3.2 Eligibility

- 3.2.1 Prospective developers correspond to the specifications mentioned within *Clause 2.3* of this tender.
- 3.2.2 Prospective developers should have had commenced business at least three years before release of the current document.
- 3.2.3 Prospective developers shall qualify to contest if they have experience in developing dynamic websites.
- 3.2.4 Prospective developers shall qualify if they have delivered at least five projects for state government / central government sector.
- 3.2.5 Experience in similar work (design assignment) for solar project is desirable (please provide details of the task undertaken).
- 3.2.6 Developers shall have carried out not less than 10 designing projects out of which at least one is a dynamic website.

3.3 Deadline of the Quotation

- 3.3.1 Any quotation received by GERMI after the last date for submission of Bid as mentioned above shall be instantaneously rejected. GERMI must receive the quotations by 23rd March 2015 (1700 Hrs) GERMI shall not be responsible for any delay in submission of the quotation whether caused by the prospective developer and/ or any other third party.
- 3.3.2 Any change in the last date for submission of the Bid shall be intimated to the prospective developers accordingly.

3.4 Submission of the Quotation

- 3.4.1 The quotation prepared by the prospective developer shall be submitted physically at the following address:

Gujarat Energy Research and Management Institute

1st, Floor Energy Building
Pandit Deendayal Petroleum University Campus
Gandhinagar, Gujarat 382 007, INDIA

Phone: (+91) (79) 2327 5361 **Fax:** (+91) (79) 2327 5380

Or electronically on the following addresses:

Mr. Akhilesh Magal

Head Solar Advisor

akhilesh.m@germi.res.in

Ms. Sowbhagya Rao

Senior Project Fellow

sowbhagya.r@germi.res.in

- 3.4.2 Physical submission: The envelope containing the 'Quotation' shall contain the following details and documents:
- Covering letter for submission of quotation with confirmation that the Bidder has completely understood the tender document providing consent to all the provisions mentioned herein the tender.
 - List of Similar Projects carried out by the prospective developer.
 - The prospective developer shall annexe any other documents that they feel will provide weightage to their candidature.
 - If required, GERMI may ask for any information or clarification, or even invite the prospective developer for discussion while evaluating their submission.
- 3.4.3 The 'Envelope' containing the above-mentioned information shall be sealed and labelled as: "Quotation to design Global Technology Watch Group (GTWG) website, tender no. GERMI/SRW/2015/011".
- 3.4.4 All envelopes shall clearly indicate the name and address of the prospective developer.
- 3.4.5 Each envelope shall be addressed to:

Director

Gujarat Energy Research and Management Institute
1st Floor, Energy Building
Pandit Deendayal Petroleum University Campus
Gandhinagar, Gujarat 382 007
INDIA

- 3.4.6 Post selection of developer: All pages of the quotation submitted including this tender shall be duly signed and sealed by the prospective developer to confirm acceptance of all terms and conditions.

3.5 Quotation Price

- 3.5.1 The price quoted in the quotation shall be all inclusive of the specifications broadly indicated in the tender. Namely:
- Project details
 - Project personnel
 - Project timeline

4. Project cost
5. Payment schedule
6. Terms and conditions (Specifications)
7. Acknowledgments

- 3.5.2 Bid price shall be quoted in Indian Rupee (₹) only.
- 3.5.3 The Financial Bid shall be inclusive of all taxes and duties.
- 3.5.4 The price quoted in Indian Rupees shall be written both in words and figures and to avoid any discrepancy between the two, prices in words shall be valid and binding.

3.6 Quotation opening and Evaluation

- 3.6.1 The Committee of GERMI will open the 'Envelope' in the presence of the Bidders or of their representatives who choose to attend the opening, on the last date for submission of bid at GERMI.
- 3.6.2 Any Bidder who has not complied with the condition of these tender requirements may be liable for rejection.

3.7 Right to Accept or Reject Any or All Bids

- 3.7.1 GERMI is not bound to accept the lowest or any quotation and may at any time by notice in writing to the prospective developer terminate the bidding process.

3.8 Award of Contract

- 3.8.1 GERMI shall select a 'Successful Developer' whose quotation is found to be suitable to perform the delegated project satisfactorily as per the terms and conditions incorporated in the tender.
- 3.8.2 GERMI shall intimate the 'Successful Developer' for commencement of work through a 'Letter of Award' (LoA).

4 Scope of Work

4.1 Scope of Work for the Prospective Developer

- 4.1.1 Project details:
 - The website will contain a homepage, consisting of basic overview of the GTWG portal. Broadly, the homepage will also consist of different tabs like 'About Us', 'Policy and regulations', 'Business models', 'Global PV technology', 'PV R&D', 'Solar publications', 'Social media' and 'Contact us'. Details have been furnished in the sitemap (Annexure 1 of the tender). The first portion of the tender should have completed the above-mentioned tabs.
 - The second portion of the work term will involve the 'Solar section', the page consists of a dynamic India map with all the states and UT being redirected to separate pages with detailed information related to their respective policies. (*Subject to change)
 - The third portion of the work schedule will involve the completion of the website and make it hosted out on the web and additional services needed (if any).
- 4.1.2 Domain registration
The prospective developer will have to facilitate/ execute domain registration for the website.

4.1.3 Hosting (3 years)

The project span is 3 years. It is customary for the prospective developer to facilitate/ execute the hosting of the website.

4.1.4 Development of the website

This would include:

- Preparation of an HTML/Java/ Dot.net/ or any other suitable programming language website in accordance to the sitemap provided,
- Define navigation paths,
- Create a database/ provide a backend,
- User Interface (for mobile phones/ desktops/ tablets and to a degree that increases the site's value)
- Update methods (frequency of the updates according to the sitemap provided)

4.1.5 Modification on the website

4.1.5.1 Updating data

The sitemap includes bifurcation of the content that will be updated quarterly, half-yearly and yearly, which will be communicated to the selected developer as and when need arises.

4.1.5.2 Recurring data

Recurring data to be incorporated and modified as per the provider's instructions, periodically. Relevant modifications shall be made from time to time as and when required.

4.1.6 Development of the website design.

Provide a unique style to the layout of the website – like interactive and dynamic maps, catchy colours and increase value and readability of the website. Paths shall be extremely user friendly. Technical support shall be provided by the selected developer for 1 month from the time the complete website is made live for any bugs in the programming.

4.1.7 Development of the content design.

Provide to the website a style design unique to the GTWG activities. Pictures, graphs, charts, info-graphics etc. shall be designed as per the requirement of the content. Avoiding too many links and adding pictorial representation of concepts etc.

5 General Terms and Conditions

5.1 Reimbursements

5.1.1 For prospective developers residing outside Gandhinagar/ Ahmedabad, GERMI shall reimburse the cost of only two (02) members of the prospective developer's team for their travel, stay and food for two discussion meetings that will be required to finalize the website to be broadcast. Should there be any additional members; the selected developer shall bear the cost of their accommodation and travel.

5.1.2 GERMI shall not reimburse any cost involving local travel to GERMI, Gandhinagar for discussions.

5.2 Payment Terms

- 5.2.1 The selected developer shall provide an invoice to GERMI post which the process would commence and be completed within stipulated time.
- 5.2.2 Payment schedule shall be defined as the following:
 - a) 20% advance before commencement of work
 - b) 40% after acceptance of the website design and as certified by GERMI
 - c) 40% after completion of the project
- 5.2.3 GERMI reserves the right to the invoice to avoid any contingent discrepancy.
- 5.2.4 GERMI also reserves the right to restrict the payment of the selected developer and impose penalty, as and when need arises.

5.3 Mode of Payment

- 5.3.1 All invoices shall be paid to the Consultant within thirty (30) days of receipt of Invoice through cheques.

5.4 Confidentiality

- 5.4.1 All reports, drawings, diagrams, designs, specifications, material lists, flow sheets, patterns and other documents deemed to be considered within the purview of the website, either collected / prepared in connection with the services hereunder shall at all stages be termed as Confidential Information and remain the property of GERMI and while in the custody of the Consultant shall be fully available to GERMI and its duly authorized representatives (if any were to add in future).
- 5.4.2 The selected developer may use the information for promotion of their own business, avoiding furnishing essential and confidential information outside the premise of this project and the parties involved herein.

5.5 Intellectual Property

- 5.5.1 Content developed by GERMI will solely and proprietarily belong to GERMI. Should any other stakeholders be included in the future, the content will be developed and owned proprietarily and solely with the respective companies/ organizations.

5.6 Assignment

- 5.6.1 The rights and liabilities of the Consultant shall not be assigned or transferred by them.

5.7 Indemnity

- 5.7.1 The Bidder shall indemnify GERMI in respect of all claims, damages or injury or damage to any representative of Bidder and/ or property assigned to this Project.

5.8 Contract Validity

- 5.8.1 The order given to the Bidder/ Consultant shall be valid for a period of three (03) years from the date of issue of work order by GERMI.

5.9 Cancellation/ Termination

- 5.9.1 GERMI at its discretion reserves the right to cancel/ terminate the contract partly or wholly or reduce the Scope of Work, at its discretion, by giving ten (10) days notice during the tenure of the Contract, which shall be binding to the parties herein and the parties shall be paid fees only for the actual work carried out based on discussion, agreements, justification, documents, etc. in contingency.
- 5.9.2 Whereas, against scope reduction, if any, the justified reduction in contract price shall be bided, discussed and agreed and accordingly contract price shall be amended.

5.10 Governing Law

- 5.10.1 The Order shall be governed by the Law of India. The Gandhinagar/ Ahmedabad courts shall bear exclusive jurisdiction.
- 5.10.2 In case of the arbitration, the seat of Arbitration shall be Gandhinagar/ Ahmedabad.

5.11 Penalty

- 5.11.1 The consultant shall have to carry out the design review and development work within the time duration provided in the current tender document.
- 5.11.2 In case of delay in execution of work, a penalty of 1% shall be charged on that particular section of the project schedule upto 5%.

5.12 Other general terms

- 5.12.1 For unforeseen design tasks, cost of the assignment shall be decided based on mutual agreement with the selected developer.
 - 5.12.2 Consultant is eligible for payment on actual design tasks undertaken by him.
 - 5.12.3 At any point of the execution of the project, the tender document cannot be amended, yet the specifications mentioned in the final work order can be reduced or added as and when required.
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1. Home Page

- 1.1. Purpose of this portal

2. About Us

2.1. About the GTWG Project

- 2.1.1. GTWG
- 2.1.2. Vision
- 2.1.3. Mission
- 2.1.4. Objectives of the website

2.2. About Partnering Organizations

- 2.2.1. DST
- 2.2.2. Main Contributors
 - 2.2.2.1. NAIS, IISc (Storage and Integration)
 - 2.2.2.2. IIT-Delhi (Solar Thermal and other RE Technologies)
 - 2.2.2.3. Divecha Institute of Climate Change (Solar PV Technology)
 - 2.2.2.4. GERMI (Solar Policy and Business Models)
- 2.2.3. Knowledge Partners
 - 2.2.3.1. BTI/ RE Connect/ Etc.

3. Policy & Regulation (Map: GHI & DNI; Installed Capacity (Rooftop, Utility-scale); Applicable Policy; Applicable Regulations; Active Schemes)

3.1. [Central Ministries/ PSU/ UMSPP]

- 3.1.1. RSS News feed
- 3.1.2. In a nutshell – what is happening or can happen in the next 6 months (Quarterly update)
- 3.1.3. GHI & DNI
- 3.1.4. Installed Capacity (Rooftop, Utility-scale)
- 3.1.5. Development so far (including a timeline) (Quarterly addition)
- 3.1.6. Power Scenario (Energy/ Power Demand/ Supply & Deficit) (Annual update)
- 3.1.7. Conventional and Solar Tariffs and policy/ regulatory provisions
- 3.1.8. Applicable Policy
- 3.1.9. Applicable Regulation
- 3.1.10. Applicable Schemes
 - 3.1.10.1. Flow chart of project development process/ timeline
 - 3.1.10.2. PDFs of NIT, RFP, etc.
- 3.1.11. Archive

- 3.1.11.1. Policy
- 3.1.11.2. Regulation
- 3.1.11.3. Scheme

3.2. [State& UT]

- 3.2.1. RSS News feed
- 3.2.2. In a nutshell – what is happening or can happen in the next 6 months (Quarterly update)
- 3.2.3. GHI & DNI
- 3.2.4. Installed Cap acity (Rooftop, Utility -scale)
- 3.2.5. Development so far (including a timeline) (Quarterly addition)
- 3.2.6. Power Scenario (Energy/ Power Demand/ Supply & Deficit)(Annual update)
- 3.2.7. Conventional and Solar Tariffs and policy/ regulatory provisions
- 3.2.8. Applicable Policy
- 3.2.9. Applicable Regulation
- 3.2.10. Applicable Schemes
 - 3.2.10.1. Flow chart of project development process/ timeline
 - 3.2.10.2. PDFs of NIT, RFP, etc.
- 3.2.11. Archive
 - 3.2.11.1. Policy
 - 3.2.11.2. Regulation
 - 3.2.11.3. Scheme

4. Business Models

- 4.1. FiT-PPA with Government/ DisCom
- 4.2. Open Access
- 4.3. Captive
- 4.4. REC/ RPO
- 4.5. Rooftop/ Net-metering
- 4.6. Group Captive

5. (Global) PV Technology (5.x.1. Introduction, 5.x.2. Trends& developments, 5.x.3. Reviews/ Expert Opinions)

5.1. Solar Cell

- 5.1.1. C-Si
- 5.1.2. A-Si and Micromorph
- 5.1.3. CdTe
- 5.1.4. CIGS

5.1.5. III-V

5.1.6. Organic (Plastic solar cells, DSSC)

5.1.7. BIPV

5.2. Inverters

5.2.1. Types (Central, string, micro, hybrid, stand-alone, etc.)

5.2.2. Functionalities (Reactive power support, etc.)

5.3. Micro-grids

5.4. Storage

6. (India-specific) PV Research and Development (6.x.1. Developments, 6.x.2. Research Groups, etc., 6.x.3. News)

6.1. PV Materials

6.2. Solar Cell Research

6.3. PV Modules

6.4. Inverter Research

6.5. PV Systems

6.6. Performance

6.7. Hybrids

7. Solar Publications

7.1. Reports

7.2. Periodicals

7.3. News

7.4. Others to be added

8. Social Media

8.1. Blog Links

8.2. Tweets

8.3. Facebook

8.4. LinkedIn

9. Contact Us

9.1. Disclaimer | Sitemap