



Centre of Excellence in Nutraceuticals

An Institute under KSCSTE, **Government of Kerala**

NOTICE INVITING TENDER – WEBSITE DESIGN, DEVELOPMENT AND MAINTENANCE

The Chief Executive Officer, Centre of Excellence of Nutraceuticals, Thiruvananthapuram invites sealed tenders in “**Two Bid System**” from eligible vendor/agency to provide the following services: Website design, development and maintenance for Centre of Excellence in Nutraceuticals under the domain coenk.res.in

Tender Number	CoEN/31/2025-PF/QTN 1 dated 29.06.2026
Due date and time for receipt of quotations	20.07.2026; 1.00 PM
Date and time for opening of quotations	20.07.2026; 3.30 PM
Date up to which the rates are to remain firm for acceptance	30.12.2026
Tender Fee	Rs. 1180/-
EMD	Rs. 10,000/-
Designation and address of officer to whom the quotation is to be addressed	Chief Executive Officer, Centre of Excellence in Nutraceuticals, Bio360 Life Science Park, Thonnakkal, Thiruvananthapuram, Kerala – 695 317
Mode of bidding	Two Cover

1. Tender along with the terms and conditions can be downloaded from the website <https://kscste.kerala.gov.in/>
2. Prescribed tender Fee and Earnest Money Deposit has to be paid in the form of Demand Draft favouring Centre of Excellence in Nutraceuticals payable at Thiruvananthapuram. The tenders without tender fee and EMD will be summarily rejected.

Bio360 Life Sciences Park, Thonnakkal
Thiruvananthapuram, KERALA – 695317
Email: kscste.coen@gmail.com, www.kscste.kerala.gov.in



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3. The technical bid and financial bid should be submitted in **individual separate sealed envelopes**, which shall again to be put in the duly sealed envelope super scribing the **“WEBSITE DESIGN, DEVELOPMENT AND MAINTENANCE – CENTRE OF EXCELLENCE IN NUTRACEUTICALS”** and quoting the tender number and last date of submission. All the covers should bear seal of the agency and to be addressed to “Chief Executive Officer, Centre of Excellence in Nutraceuticals”
4. All the pages of the technical bid are to be signed by the authorized representative of the firm with seal.

Sd/-

CHIEF EXECUTIVE OFFICER

Place: Thiruvananthapuram

Date:29.06.2026



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Scope of work/detailed specification for Website Design, Development and Maintenance for CoEN

Main Features:

1. Design and develop a launch-ready functional, dynamic, user-friendly, bug-free and visually appealing website for CoEN.
2. Include information about the Institute, its Vision & Mission, Departments, Achievements, Announcements, Facilities and Services, Projects, and RTI' with links to subsections under each dropdown for details.
3. Provide a News & Events section showing the latest updates on the homepage with "Read More" links for details.
4. Create a Careers page displaying recruitment advertisements and related details.
5. Develop a Tenders section with sorting and filtering based on date of publication and validity.
6. Include details of training programs with online application submission and payment gateway integration.
7. List research activities, products and services offered by the Institute.
8. Provide a Publications section for reports, newsletters, and research outputs.
9. The requirements mentioned from 3-8 shall be included under any of the relevant subsection of the major link on the home page.
10. Display complete contact details of the Institute along with an interactive location map.
11. Use current technologies such as PHP, .NET, Java, SQL Server, and XML for development.
12. Ensure compatibility with major browsers (Chrome, Firefox, Edge, Opera, etc.) and all screen sizes.
13. The tenderers should provide a testing or acceptance layover period before the final launch
14. Enable users to download files, documents, and forms from the website.
15. Integrate effective site-wide search functionality.
16. Provide an archive for all uploaded news, events, meetings, photos, and documents.
17. Create a dynamic photo gallery of institutional activities.
18. Include a site map displaying the structure of all sections and pages for easy navigation.
19. Ensure search-engine-optimized (SEO) design for better visibility on search engines.
20. Design the website to allow easy incorporation of future updates and modifications.
21. Provide comprehensive Annual Maintenance and Technical Support Services for the website after completion of the project.



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TERMS AND CONDITIONS FOR WEBSITE DESIGN, DEVELOPMENT AND MAINTENANCE FOR COEN

1. The Quotation should be submitted in sealed covers super scribing “Quotation for design and development of website for CoEN” and addressed to the Chief Executive Officer, Centre of Excellence in Nutraceuticals, Bio360 Life Science Park, Thonnakkal, Thiruvananthapuram, Kerala – 695 317
2. The quotation shall reach the Chief Executive Officer, Centre of Excellence in Nutraceuticals, Bio360 Life Science Park, Thonnakkal, Thiruvananthapuram, Kerala – 695 317 on or before the prescribed date and time.
3. Quotations received after the prescribed date and time will not be considered for evaluation. The Institute will not be responsible for postal delays, if any.
4. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
5. Each page of this tender document should be signed by the bidder or by the authorized signatories with seal of the agency and required to be enclosed with the bid. Signing each page of the document will be implied as its acceptance in unequivocal manner with clear understanding and interpretation.
6. The agency shall not be allowed to transfer, assign, pledge or sub- contract its work, rights and liabilities under the contract to any other agency without the prior written consent of the CoEN
7. The agency shall also be liable for depositing all taxes, levies, cess etc. on accounting services rendered by it to CoEN to concerned tax collection authorized from time to time as per extant rules and regulation on the matter. In case the agency fail to comply with any statutory/taxation, monetary or otherwise, the CoEN will deduct the same from the outstanding bills of the agency, to the extent of the loss of obligation in monetary terms.
8. Income tax clearance: Current Income Tax and Service Tax return must be enclosed with the bid submission of PAN and Xerox copy of the PAN card is must.
9. Payment Terms: fees will be given after successful development of the website.
10. Selection of Successful bidder: The agency/firm shall satisfy the prequalification criteria and technical criteria. Thereafter, the lowest bidder among the technically qualified bidder would be selected. Contract value shall be the basis for determination of L1. Service taxes shall be payable as per rules.



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11. Rejection of offer: The Chief Executive Officer, Centre of Excellence in Nutraceuticals, Bio360 Life Science Park, Thonnakkal, Thiruvananthapuram, reserves the right to accept or reject all or any of the quotations without assigning any reason there off.
12. The CoEN does not bind itself to accept the lowest offer.
13. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the committee, CoEN shall be final and binding on the bidders.
14. In case the intended dates for opening of tenders is declared a holiday, the tender will be opened on the next working day.

(In firm's letter head)

UNDERTAKING

I/We _____ have carefully gone through and understood the contents of the tender and its terms & conditions and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)

TECHNICAL BID

(To be placed in a separate sealed envelope)

The agencies are required to enclosed photocopies of the following documents along with the bid, failing which their bids shall be summarily/ out night rejected and will not be considered any further:

1. Name of agency
2. Profile of agency
3. Name of proprietor/Director of agency with telephone number and email id.
4. Full address of the registered office, Telephone No, Fax No, Email address
5. Full address of the local office, Telephone No, Fax No, Email address.
6. Valid Startup Registration Certificate issued by Kerala Startup Mission (KSUM), Government of Kerala.
7. Average turnover certified by CA for last three years not less than 10 Lakhs.
8. Company Registration number allotted by the Registrar of Companies.
9. PAN and Service Tax Number of the Agency
10. Copy of IT returns as filled by the agency for the last three financial years.
11. Copy of the service tax registration certificate of the agency
12. Copies of the contract awarded by the Central, State Govt. PSU's, PvtCompany for web site design/developments. (At least two) and a letter from the customer indicating the website is functioning/ working properly for last 3 years.
13. ISO certification if any.
14. Experience: The bidders should have minimum experience of 5 years of web-site design and development in which atleast two purchase orders of Rs.2,50,000/- should have been placed in last 2 years. The bidder should have experience of working on cross platform and must have independently handled at least two assignments of similar size and complexity during last two years. The bidder must submit the certificate of user.

In firm's letter head (submit in a separate sealed envelope)

FINANCIAL BID FORM

Date :

To:

Chief Executive Officer,
Centre of Excellence in Nutraceuticals

Sir,

Having read and understood the conditions in the notice inviting tender No. _____ dated _____ I/We hereby undertake to design, develop and maintain website for CoEN **conforming to the conditions laid down in the tender notice** as per the schedule fixed by the Institute at the rates attached herewith as part of the bid.

We further undertake to enter into contract within one week of being called upon to do so.

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)