

GOVERNMENT OF WEST BENGAL
URBAN DEVELOPEMENT & MUNICIPAL AFFAIRS DEPARTMENT
NAGARAYAN, DF-8, SECTOR-I, SALT LAKE,
KOLKATA-700064.

No: 1478 -T&CP/CUMP/3P-9/10 (PT-I)

Dated:06/06/2018

Urban Development & Municipal Affairs Department, Urban Development Branch invites e-tender for “Maintenance and Updation of the Departmental website www.wburbandev.gov.in”, with DOMAIN name & webspace including deputation of a competent website designer at Urban Development & Municipal Affairs Department, Urban Development Branch for a period of 01 (One) year.

A. GENERAL

1. Urban Development & Municipal Affairs Department, Urban Development invites e-tender under two systems (Technical and Commercial) from bona fide agencies/companies for “Maintenance and Updation of the Departmental website www.wburbandev.gov.in”, with DOMAIN name & webspace including deputation of a competent website designer at Urban Development & Municipal Affairs Department, Urban Development Branch for a period of One years, which may be extended for further one year on satisfactory completion of the contract under same terms & conditions.

2. Tender documents can be downloaded from the website: (www.wburbandev.gov.in).

3. ***Details of Bid:***

- a) Bid Reference : Tender No: UDMA/01/2018.
b) Earnest Money : Rs. 5,000/- (Rupees Five Thousand Only)
c) Date and Time Schedule:

SI No	Key Activities	Date & Time
1.	Publishing of Tender (Online based)	14.06.2018 : 17.30 hrs
2.	Document downloaded start date	15.06.2018 : 12.00 hrs
3.	Bid submission start date	15.06.2018 : 12.00 hrs
4.	Document downloaded end date	02.07.2018 : 14.00 hrs
5.	Bid submission end date	02.07.2018 : 14.00 hrs
6.	Opening of Technical date	04.07.2018 : 14.00 hrs
7.	Uploading of qualified bidders	To be notified later
8.	Opening of Financial Bid	To be notified later

4. **Scope of Work**

The successful bidder will have to undertake the following works.

- a) Uploading all letters/minutes/GOs relating funds/budget etc issued by Urban Development & Municipal Affairs Department, Urban Development Branch, Development Authorities & Statutory Bodies etc. In a neat and intelligent manner with search options.

b) Hosting of all manuals and book references in PDF form for archival purposes. All such manuals/books/and all official data should be unloadable to the website with the help of the user-ids and passwords provided to the authorized personnel within the Department.

This Department now desires to shortlist eligible organisations for carrying out the work on the basis of the understated parameters:

The qualification criteria must include:

* Expertise in using open source software. Must have developed and implemented at least one portal completely under open source environment.

* Experience in Development, Monitoring and Maintenance of portals for at national/ State Departments for least 5 years.

* Experience of development of portals/websites for Governments/ Government undertakings. Such portals/websites must have implemented multilingual facility.

Other important information:

1. Website must be maintained and updated strictly as per the guidelines given by the Department of IT, government of West Bengal.(Guidelines can be downloaded from www.itwb.org by clicking on the link named: Guidelines for Websites & Portals of Government of West Bengal).

5. Bidding Procedure:

a) Bids are invited in two Bid systems, (1) Technical and (2) Commercial.

b) Earnest money, as noted above, in the form other than those mentioned below, will not be accepted. The bidder will not be entitled if found not eligible in the technical bid to participate in the financial bid.

* **The State Government procurement portal has already been integrated with the payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.**

c) Any bid received after the submission deadline prescribed by this Department, shall be rejected.

d) The selection committee of this Department may ask to produce original documents for verification as and when required.

e) All relevant rules and regulation of Government of West Bengal will be final and applicable and binding on all bidders.

f) The Selection Committee of this Department retains the right to reject any or all bids at any stage and the decision in this regard shall be final.

6. Information to the Prospective Bidders:

a) Liability of the bidder:

Bidders are advised to study the bid documents carefully. Bids not complying with all the clauses in the tender document are liable to be rejected. Failure to furnish all the information required by the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

b) Amendments to the Bidding Document:

At any time prior to the deadline of the submission of bids, the Selection Committee may, for any reason, whether at its own initiative, or in response to a clarification requested by the prospective bidders, amend the bidding document. Copies of such amendments shall be sent to all prospective bidders who have collected the bidding documents within the prescribed time limit. In case of any amendments to be taken into account the Selection Committee may, at its own discretion, extend the last date for submission of bids.

7. **The Technical Bid comprises of the following:**

Documents comprising the bid:

a) Statutory Cover containing:

The bids prepared by bidder shall comprise the following components,

- i. Work experience of similar nature performed in the last one year in the Govt/Public sector.
- ii. Copies of the balance sheet, Audited Accounts for last Financial Year.
- iii. NIT [with all corrigendum and addendum, if any. Download & upload the same digitally Signed.
- iv. Prequalification Application (application for the AMC of Maintenance and Updation of the Departmental website NIT No: UDMA/01/2018 (SEC-B, FORM-I) [Download & upload the same Digitally Signed].

b) Non Sensitive covers Containing (scanned copy).

- i. Copy of Pan Card, Latest ITR, GST Registration Certificate.
- ii. Registration Certificate under company Act (If any).
- iii. Trade Licence Certificate.

Financial Bid: The rate for financial bid will only be encrypted in the B.O.Q. under financial bid. In case of quoting any rate in tender document the tender will be summarily rejected. The rate will be inclusive of all taxes.

Note-ii: Failure of submission of any of the above mentioned documents (as stated above will render the tender liable to be summarily rejected for both statutory & Non Statutory Cover (Non Sensitive Document).

iii. Details of Earnest Money Deposit:

The Process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc has been stopped for e-procurement w.e.f. 01.09.2016 as per FD Order No: 3975-F(Y) dated 28.07.2016. Necessary Earnest Money has to be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank or: off line – through any bank by generating NEFT/RTGS challan from e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per the beneficiary name & account no, pre-defined amount as mentioned in the NIT. Beneficiary bank name (ICICI Bank) & IFSC Code and e-procurement Reference No and intending bidder who wants to transfer EMD through NEFT/RTGS must read and follow the instructions of the pre-filled Challan generated from e-procurement site for payment of the EMD. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD. ICICI bank Help desk no: 033-4026751.

e) Financial Bid comprising the folloBranch:

The Financial proposal should contain the folloBranch documents in one cover (folder) i.e. Item Rate of Bill of Quantities (BOQ). The bidders shall quote their rate in rupees in enclosed format online through computer in the space marked for quoting rate in the BOQ. Quoting rate in any other form or in any other document will render the tender liable to be summarily rejected.

8. **Mode of Payment of EMD.**

The Process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc has been stopped for e-procurement w.e.f. 01.09.2016 as per FD Order No: 3975-F(Y) dated 28.07.2016. Necessary Earnest Money has to be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank or: off line – through any bank by generating NEFT/RTGS challan from e-tendering portal.

Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per the beneficiary

name & account no, pre-defined amount as mentioned in the NIT. Beneficiary bank name (ICICI Bank) & IFSC Code and e-procurement Reference No and intending bidder who wants to transfer EMD through NEFT/RTGS must read and follow the instructions of the pre-filled Challan generated from e-procurement site for payment of the EMD. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD. ICICI bank Help desk no: 033-4026751.

A) Earnest Money Payment procedure as per FD Memo No: 3975-F (Y) dated 28.07.2016.

1) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway.

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/ PRIs etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction failure, the bidder will again try for payment by going back to the first step.

2) Payment through NEFT/RTGS.

- i) On selection of NEFT/RTGS as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process NEFT/RTGS transaction.
- ii) The bidder will print the challan and use the pre-filled information to make NEFT/RTGS payment using his bank account.
- iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/ PRIs etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- vi) But, if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

B) Earnest Money Refund/Settlement Process:

- i) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank account from which they made the payment transaction.
- ii) Once the financial bid evaluation is electronically in the e-procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded through an automated process to the respective bidders' bank accounts from which they made payment transaction.
- iii) If the L₁ bidder accepts the LOA and the same is processed electronically in the e-procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to the respective bidders' bank accounts from which they made payment transaction.
- iv) As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal, EMD of the L₁ bidder will automatically get

transferred from the pooling account to the State Government deposit head through GRIPS along with bank particulars of the L₁ bidder.

9. **Clarification of Bids:**

To assist the examination, evaluation and comparison of bids the Urban Development & Municipal Affairs Department with the help of consultant may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

GENERAL TERMS AND CONDITIONS

1. **Proprietary Information/ Public Disclosure:**

1.1 Materials submitted in response to this competitive procurement shall become the property of the Urban Development & Municipal Affairs Department, Urban Development Branch.

1.2 All bids received shall remain confidential until the contract, if any resulting from this tender is awarded, i.e. signed and approved by all parties. Thereafter, the bids shall be deemed public records.

2. **Taxes and Duties:**

2.1 The Prices shall be inclusive of all taxes.

2.2 For the purpose of the contract, it is agreed that the Contract Price specified in Price schedule, is based on the taxes, duties and charges prevailing one day prior to the last date of bid submission date. If any rates of tax are increased or decreased or a new tax is introduced or an existing tax is abolished, or any change in interpretation or application of any tax occurs in the course of the performance of contract, which was or will be accessed on the bidder in connection with performance of the contract, an equitable adjustment of the contract price shall be made to fully take into account any such change by addition to the contract price or deduction there from as the case may be.

3. **Examination of Financial Bids:**

The selection committee of this Department will determine whether the financial Bids are complete, i.e. whether the bidder has included all components as per the tender documents. All price bids shall include all taxes, etc. The price schedule shall also have the indicative price break-ups. No assumptions shall be allowed and the financial bid should be complete in all respects.

4. **Payment:**

Payment will only be made in Indian Rupees (INR). No Advance payment shall be made for this Project. Payments shall be made in quarterly basis.

5. **Other Terms & Conditions:**

5.1 Obligation to Contract:

This Tender does not obligate the Urban Development & Municipal Affairs Department, Urban Development Branch to contract for service(s) specified herein. Urban Development & Municipal Affairs Department, Urban Development Branch also reserves the right to cancel or to reissue the tender in whole or in part, prior to execution of a contract.

5.2 Bid Rejections:

The Selection Committee will make the sole determination of clarity and completeness in the response to any of the provisions in this Tender. Urban Development & Municipal Affairs Department, Urban Development Branch reserves the right to seek clarification, additional information and materials in any form relating to any or all provisions or conditions of this Tender. The Selection Committee reserves the right to accept or reject any or all of the bids submitted in response to this Tender.

6. **Governing Laws:**

This Tender Document and the contract shall be governed by and interpreted in accordance with laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

7. **Termination of contract for default:**

The Selection Committee without prejudice to any other remedy available for breach of contract, may terminate the contract in whole by a thirty (30) days notice in writing to the bidder in the event of any one or all of the following conditions:

(i) If the bidder fails to provide any one or all services as per this contract, and fails to set right the disruption in service within the thirty (30) days notice period or show a valid reason to the Selection Committee for the lapse.

(ii) If the bidder has engaged in corrupt or fraudulent practises in executing the contract.

8. **Provisions for Unsatisfactory Services:**

If services of bidder are not found satisfactory, at any stage during the period of contract, in such situations the bidder shall be bound to remove the deficiencies at its own cost within the time period fixed by the Selection Committee. In case the bidder is not able to remove and rectify the deficiencies within the given time period, the Committee will be competent to make alternative arrangements of the services at the risk and cost of the bidder and the costs so incurred shall be deducted from the due amount payable to the bidder.

Sd/-

Joint Secretary to the
Government of West Bengal

SECTION-B

Form-I

PRE-QUALIFICATION APPLICATION

**To,
The Joint Secretary to the
Government of West Bengal
Urban Development & Municipal Affairs Department [UD Branch],
Nagarayan, DF-8, Salt Lake,
Kolkata-700064.**

Ref: AMC of Maintenance and Updation of the Departmental website.

E-NIT No: **UDMA/01/2018**, of Joint Secretary, Government of West Bengal, Urban Development & Municipal Affairs Department, Urban Development Branch.

Sir,

Having examined the Statutory, Non Statutory, Instructions to bidders & NIT documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of

In the capacityduly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- a) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- b) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

Enlco: e-filling;-

1. Statutory Documents
2. Non statutory Documents

Date:

Signature of the bidder including title
and capacity in which application is made

N.B:- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE FIRM/COMPANY IN WHICH APPLICATION IS MADE, CLEARLY MENTIONING THE ADDRESS AND CONTACT NUMBER OF THE FIRM/COMPANY.