

Government of West Bengal
Urban Development and Municipal Affairs Department
Urban Development Branch
(Computer Cell)
'Nagarayan', DF-8, Sector-1, Bidhannagar
Kolkata-64.

No: 2890 - UD/LM/SL(AL)4S-9/2017.

Dated, Kolkata the, 24th August, 2017.

NOTICE INVITING TENDER

Sealed quotation are invited from suitable and experienced 'IT' organizations for "Web space, hosting and server based maintenance of the software Application".

Functional requirements and Scope of work

Technology	Specification
Disk Space /Virtual Private Server	100 GB
Operating System	Windows Server 2008
Database	MSSQL 2012

Space requirement:

Specification	Space
Disk space/Virtual Space	100GB

Scope of work

Sr. No.	Scope of work –Description
1	Hosting and server based maintenance of Application of Urban Development & Municipal Affairs Department
2	Provide and Install requisite Hardware and Software for successful hosting and running of the application (Required space, software and Hardware are specified in Functional requirements) .The agency will maintain the Hardware and necessary updation as well as System software, whenever required.
3	Configure the server as per the hosting and successful running requirements except the following: <ul style="list-style-type: none">✓ Storage space✓ Install and configure server✓ Database setup✓ Antivirus installation and configuration✓ Configuring port as per the requirement
4	Provide assistance for root level changes. Provide assistance for FTP user, Database user, staging URL and assist application vendor/agency to install application and database, resolving any issue pertaining to scope of the work. Provide fortnightly reports/content updation reports as and when required
5	Provide additional space based on requirement (if any)

Note

- Any other requirements not specifically mentioned in the scope of work but required for successful hosting and execution of the applications deemed to be included in the scope of the work and in the quoted financial bid.
- Application code, content and all its associated data shall be considered as sole copyright of Urban Development & Municipal Affairs Department.
- Selected agency cannot share any information without prior written permission of Urban Development & Municipal Affairs Department.

Installation of the application on the server would be executed by different agency, however the selected agency for providing web space, hosting and server based maintenance of the software application should provide all the necessary support for installation and smooth functioning of the system.

Terms and Conditions:

1. The contract will be valid for a period of One year and the period of one year will be informed after finalization of the contract. The bidder must quote the rate inclusive of all the Taxes. The rates quoted will remain in force for the entire tenure of contract. No demand for revision of rate on any account shall be entertained during the contract period.

Documentary evidence:-

The application must include the following information:-

1. Profile of the company/its owners/promoters/chief executives.
2. Copies of the past three years, audited balance sheets of the company, and audited reports including PAN and TAN.
3. List of similar experience in the last three year & testimonials and details of similar solutions provided to other organizations, especially those in the Government/public sector.
4. The company preferably should have a previous maintenance contact for at least two years.
5. List of ongoing works with supporting documents.
6. Clearance certificate of IT, GST etc/ IT Return (Xerox copies) of last three years.
7. The rates (financial quotes) in INR to be charged for the services as stated above inclusive of all charges should be clearly mentioned, with breaks up where necessary.
8. The bidder shall sign all papers of the bid as also the pamphlets, client list, company profile etc.

Other Important Information:

The rates quoted should be net and no discount, free services/offers quoted will be considered. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.

1. Mere quoting lowest rates will not amount to commitment on the part of Urban Development & Municipal Affairs Department, Government of West Bengal for award of contract. The Department reserves the right to accept or reject any or all tenders at any time without assigning any reasons.

2. All other information required in connection with the above mentioned assignment may be obtained from the Deputy Secretary, 1st Floor, Urban Development & Municipal Affairs Department, Nagarayan, DF-8, Sector-1, Bidhannagar, Kolkata- 700064.
3. The Department reserves the right to accept/reject any quotation, modify the stipulations or cancel the process, without assigning any reason thereof. If any dispute(s) arises between the Urban Development Department, Government of West Bengal and the firm with reference to any provision of the contract, the decision of the Special Secretary, Urban Development & Municipal Affairs Department, Government of West Bengal shall be final and binding on both the parties.
4. Prospective bidders may submit their Technical Bid and Financial Bid separately (on their letter heads) in a sealed cover super scribed as "QUOTATION FOR SELECTION OF RENTING OUT OF WEBSITE" of Urban Development & Municipal Affairs Department, Government of West Bengal latest by 31.08.2017, by 3 pm in the Drop Box kept at Ground Floor, Nagarayan, DF-8, Sector-1, Bidhannagar, Kolkata-700064.
5. The Financial Bid submitted by prospective bidders will be opened by the Joint Secretary of this Department on 31.08.2017 at 4 p.m.
6. Shortlisted bidders/agencies on the basis of their Quotation/Technical qualifications will be subsequently selected for the said assignment.



Joint Secretary

to the Government of West Bengal

Dated, Kolkata the, 24th August, 2017.

No: 2890/1(3) - UD/LM/SL(AL)4S-9/2017.

Copy for information and necessary action to:-

1. The P.A. to the Spl. Secretary of this Department.
2. This Department **NOTICE BOARD** for DISPLAY.
- ✓ 3. This E-Governance Cell of this Department (for display in Departmental website).



Deputy Secretary

to the Government of West Bengal