

### **NOTICE INVITING TENDER**

The Change Management Unit (CMU) under the Department of Municipal Affairs, Government of West Bengal, invites sealed Tender for maintenance and other related works of website of the Department of Municipal Affairs viz. **www.wbdma.gov.in** from reputed bona-fide Agencies having sufficient experience and expertise in this regard. The period of contract shall be for **two years** w.e.f date of issue of the work order/contract execution

**Last date of submission of Tender is: 20/08/2015**

#### **Eligibility Criteria**

The applicant Agency shall have completed at least 5 similar assignments ( as per scope of work) with Govt. Departments in the last five years (2010-11 onwards). Applicant shall submit Work Order and Completion Certificate as documentary evidence in this regard (duly attested by competent authority).

#### **Scope of Work**

The scope of work for the selected Agency will be as below; any other work required to fulfill the objectives of the said work shall be deemed to be a part of the scope of work.

The Agency shall undertake :

1. Updation of website like additions or deletions of static pages, dynamic pages, menu, submenu, texts, forms, photos, videos, file, PDFs, links etc. on the entire website.
2. Maintenance which will include modification of the data, minor changes, contact updating, notices, G.O., Circulars, news & events, tenders etc.
3. Re-designing of existing webpage as and when required.
4. Addition of new pages both static & dynamic, new menu, new chapter, new link to the website.
5. All papers / documents / Printed materials (Hard copy) will be collected physically by representative of the selected Agency from Department of Municipal Affairs, Govt. of West Bengal as and when required.

#### **Tenure of work**

The Tenure of work shall be for a period of Two(2) Years. The Work Order/Contract for the same will be executed with selected Agency for same period i.e for two(2) years.

### Format for submitting Financial Bid

SL No	Job Description	Amount (Excluding Tax) for the entire period of 2 years Rs.
01	Charges for regular maintenance, updation, re-designing and adding new pages in the existing website <a href="http://www.wbdma.gov.in">www.wbdma.gov.in</a>	
02.	Domain and Web Space charges	
	Total (in Figure)	
	Total (in Words)	

#### Condition:

- Service Tax : Extra applicable as per Govt. rules
- Payment will be made quarterly. Quarterly Bill enclosing "Work done certificate" issued by Appropriate Authority should be produced for such payment.

#### Submission of Tender

Each applicant Agency , shall submit their tender in the following manner( Two Envelope system);

- 1. Supporting Document Envelope;** The applicant Agency shall enclose the following documents in this envelope, duly sealed, clearly marking on top "Supporting documents for work of web site maintenance of Municipal Affairs Department, GoWB. Tender No. CMU-350/2006(Pt-IV)/126(11)
  - (i) PAN No, & Income Tax Return for last 3 Assessment Years.
  - (ii) Return of Service Tax and VAT for Financial Year 2014-15
  - (iii) Documents/credentials mentioning experience of the applicant Agency.
- 2. Financial Bid Envelope;** The Applicant Agency shall enclose their Financial Bid in this envelope, duly sealed, clearly marking on top "Financial Bid for work of web site maintenance of Municipal Affairs Department, GoWB. Tender No. CMU-350/2006(Pt-IV)/126(11)
- 3. Master Envelope;** The Applicant Agency shall enclose both the envelopes, as in 1 and 2 above in this Master Envelope, duly sealed, clearly marking on top "Tender for work of web site maintenance of Municipal Affairs Department, GoWB. Tender No. CMU-350/2006(Pt-IV)/126(11)

The Sealed Tender (Master Envelope along with 2 envelopes inside) to be addressed and submitted to The Project Director, Change Management Unit, ILGUS Bhavan, HC Block, Sector III, Salt Lake, Kolkata 700106. within 02.00 P.M on **20/08/2015**, The tender will be opened at the same day at 03.00 P.M. in presence of the bidders or their authorised representatives.

The Authority reserves the right to accept or reject any Tender without assigning any reason what so ever.

**(M N Pradhan)**  
**Project Director, CMU**