

No. N-14011/36/2007-Infra
Government of India
Planning Commission
(Secretariat for Committee on Infrastructure)

Yojana Bhavan, Sansad Marg,
New Delhi, the 29th October, 2008.

REQUEST FOR PROPOSAL

The Secretariat for Committee on Infrastructure, Planning Commission invites sealed proposal under two packet system from reputed firms meeting the eligibility criteria set forth in the proposal for the following work:-

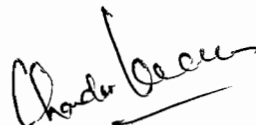
1. Name of Work **Comprehensive contract for maintenance and updation of Committee on Infrastructure website.**
2. Earnest Money Amount **Rs.5000/- (Rupees Five Thousand only) in the form of DD or Pay Order drawn in favour of Pay and Accounts Officer, Planning Commission.**
3. Proposal Due Date (PDD) **By 11.00 am on 25.11.2008**
4. Opening of Technical Bids **At 11.30 am on 25.11.2008**

5. Eligibility Criteria, and Instructions to Applicants, are enclosed in Annex-1 & 2 respectively. Sealed offers may be sent as per enclosed **Appendices 1, 2 and 3**. The envelope containing the offer (the Technical and Financial Bid in separate covers) should be super scribed as "**Comprehensive contract for Maintenance and Updation of Committee on Infrastructure Website, Planning Commission**". The applicant should submit the Appendix 1 and 2 duly signed and accepted in the sealed cover containing the Technical Bid in the format prescribed in Appendix-1. The Financial Bid in the format prescribed in Appendix 3 duly signed should be sealed in a separate cover.

6. Technical Bids will be opened first on the prescribed date and time and evaluated on the basis of meeting all the eligibility criteria prescribed in Annexure-1.

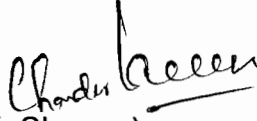
7. The Financial Bids of only those bidders who meet all the technical eligibility would be opened and considered for evaluation.

8. The sealed offer along with Earnest Money must reach the **Section Officer (Infra) in Room No. 224, Yojana Bhavan, Sansad Marg, New Delhi** or may be



dropped in the tender box placed near the Reception of Yojana Bhavan by 11.00 am on 25th November, 2008.

9. The Competent Authority reserves the right to cancel any or all of the offers without assigning any reason thereof.


(C.K. Sharma)
Section Officer (Infra)
Tele:23313791

ELIGIBILITY CRITERIA

The firm should meet the following technical eligibility criteria and provide documentary evidence for each of the following items.

- i) The firm should have past experience in working on Government of India websites. The firm should provide certified list of references of Government clients.
- ii) The firm should have developed at least 200 websites in the last three years. List of all such websites to be provided
- iii) The firm should have an annual turnover of Rs one crore. in two years in the last three financial years. (Relevant certificates to be submitted).

Instructions to Applicants

1. Preparation of proposal

(A) Technical Proposal

- (i) The Technical Proposal of the applicant, complete in all respects, shall be made in the form of specified in Appendix I. While submitting the Technical Proposal, the applicant shall in particular ensure that all the details in the prescribed format are duly filled in.
- (ii) The Technical Proposal must not include any financial information.

(B) Financial Proposal

- (i) The Financial Proposal of the applicant complete in all respect, shall be made in the form specified in Appendix 3.
- (ii) While submitting the Financial Proposal the applicant shall ensure the following:-
 - (a) All items indicated in Appendix 3 are filled in.

2. Submission of proposal

- i. The proposal will be sealed in a large envelope which will bear the address of Planning Commission, RFP No., and name of the work i.e. **“Comprehensive contract for maintenance and updation of Committee on Infrastructure website”**.
- ii. Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted in case the envelope is not sealed and marked as instructed above.
- iii. This outer envelope will contain three separate sealed envelopes, one clearly marked 'Technical Proposal', the other clearly marked 'Financial Proposal' and the third containing the EMD.
- iv. The Technical Proposal and Financial Proposal must be prepared in indelible ink and must be signed by the Authorized Representative of the Applicant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the person or persons signing the Proposal.

- v. The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such corrections must be initialed by the person or persons signing the Proposal.
- vi. The complete Proposal must be delivered on or before the specified time on the Proposal Due Date.
- vii. The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- viii. Proposals submitted by fax or telegram or e-mail will not be accepted. Planning Commission reserves the right to reject any Proposal that is not submitted according to instructions stipulated in the tender format.
- ix. The rates quoted shall be firm.

3. Evaluation process

- i. Evaluation of Proposals- Planning Commission would open the proposal within half an hour of the designated timeline for receiving proposals. The packets market "Technical Proposal" will be opened in front of the representatives of the applicants who choose to be present. The packets market "Financial Proposal" shall be sealed for opening at a later date.
- ii. After Technical Evaluation, Planning Commission would prepare a list of pre-qualified applicants for opening of their Financial Proposals. A date, time and venue will be notified to all applicants for announcing the result of evaluation and opening of Financial Proposals.
- iii. The financial bids of only the technically qualified applicants would be opened.

Government of India
Planning Commission
(Secretariat for Committee on Infrastructure)

TECHNICAL BID

1. **FIRMS DETAILS:**
 - a) **Name of the firm**
 - b) **Address**
 - c) **Telephone No.:**
Mobile No. :
 - d) **Type of firm:** **Proprietary/Private/ Private
Ltd./MNC/Co-operative/ Govt.
Undertaking.**
 - e) **Name of the Proprietor/
Partners**
2. **Annual Turnover (2006-07)** **Rs.....**
(2007-08) **Rs.....**
3. **Has the firm ever been debarred/
Black Listed by any Organization?
If 'yes' the details thereof.** **YES/NO**
4. **Details of Award/Certificate of
Merit etc. received from any
Organization, if any. (Please
attach the copy)** **YES/NO**
5. **Earnest money details bank draft:**
DD/Bank draft No.....Date..... for Rs.5000/-
Name of drawee.....
Name of the Bank.....
6. **Government Sites Developed (Provide List).....**
7. **No. of Sites developed in 3 years (Provide List).....**

8. PAN No.:.....

9. TIN No.:.....

The terms and conditions of the tender as prescribed in Appendix-I are acceptable to me/us.

**Authorized Signatory,
(With full name and designation)**

Seal:

**TERMS AND CONDITIONS FOR MAINTENANCE & UPDATION OF THE
INFRASTRUCTURE WEBSITE**

Annual Maintenance Contract

1. The contract for maintenance and updation of the existing website of the Committee on Infrastructure (Col) and would cover all aspects of designing, uploading of fresh data, rearranging old data and continuous maintenance of the website on a regular basis.
2. The work also involves assisting the officer-in-charge of the infrastructure website and any other relevant work assigned by the officer in charge from time to time relating to timely updation of the website.
3. The firm will provide a well trained web designer with minimum qualification of BCA or equivalent and equipped to handle applications like HTML/PDF etc. He/she will also have to familiarize himself/herself with the functions so as to assist the officer-in-charge and facilitate in the maintenance of the website.
4. The Secretariat for Col in the Planning Commission will provide through the officer in charge all the inputs for uploading and redesigning the website. The work of designing, formatting, uploading and maintenance of the website will have to be done offsite.
5. The web designer placed at the disposal of the Secretariat for Col will be working directly under the charge of the officer in charge of the website. As the Secretariat for Col is solely responsible for all information uploaded on its website the web designer will strictly follow the instructions given to him/her from time to time by the officer in charge in this regard. Deliberate negligence of the task assigned, misuse and/or abuse of information or causing damage to the machinery/equipment may lead to the cancellation of the contract and imposition of any penalty as deemed fit.
6. The firm should furnish a list of technical team members including their qualifications, who would provide the offsite support.
7. The contract will be for a period of one year subject to the satisfactory performance by the firm and the review of its work on a half yearly basis. The contract may be extended for a further period of one year on the same terms and conditions.
8. The Secretariat for Col in the Planning Commission reserves the right to terminate/cancel the contract at any point of time without assigning any reason to the firm. The decision of the Secretariat will be binding on the contractual firm and no Court shall take cognizance of any dispute.

Throughout the conduct of the contract the Secretariat for Col has the right to continuously monitor the performance of the contract/firm.

9. The firm will be responsible for the security of the data.
10. The firm will deposit Rs. 10,000/- (Rupees ten thousand only) either through demand draft or Banker's cheque drawn in favour of Pay and Accounts Officer, Planning Commission as security which will be refunded after satisfactory completion of the contract.
11. The Secretariat for Col will make no advance payment. The payment would be released on a quarterly basis subject to satisfactory maintenance of the website. In case the Secretariat for Col in Planning Commission terminates/extends the contract, the payment will be made on pro rata basis.
12. If any dispute arises between the Secretariat for Col in Planning Commission and the firm with reference to the terms of the service contract/continuation/discontinuation of the contract, the Secretariat for Col is free to take a decision and their decision would be binding on the firm.
13. The contract shall be effective from the date of formal acceptance of the terms and conditions by the firm and deposit of security money.
14. Correction or overwriting in the tender document is not permissible. Every sheet of the tender document should be signed and stamped by the authorized signatory of the firm.
15. The competent authority in the Secretariat of Col in Planning Commission will have the right to reject all or any of the offers without assigning any reason.
16. No quotation shall be considered without earnest money deposit. The earnest money shall be refunded only after the finalization of the contract and no interest shall be paid on the earnest money.
17. Rates should be quoted for annual maintenance including creating a heading/formatting of the document in HTML/PDF and updation. Updation will have to be done offsite as and when required subject to a maximum of 8 (eight) updations a month. Rates should be inclusive of applicable taxes. Rates once finalized will not be enhanced during the period of contract.
18. The contract may be considered for extension by mutual agreement and for such further period as may be agreed upon.

(Signature of the Tenderer
with seal of acceptance of the terms and conditions)

**SCHEDULE OF RATES FOR MAINTENANCE OF WEBSITE OF COMMITTEE
ON INFRASTRUCTURE (Col)**

S.No.	Description	Amount with details (All inclusive)
1.	Annual charges for creating a heading/ formatting of the document in HTML/PDF and updation. Updation will have to be done offsite as and when required subject to a maximum of 8 (eight) updations a month.	