

	<p>आयुक्त का कार्यालय, केंद्रीय वस्तु एवं सेवा कर OFFICE OF THE COMMISSIONER CENTRAL GST COMMISSIONERATE-RAJKOT केंद्रीय वस्तु एवं सेवा कर भवन, रेसकोर्स रिंग रोड, राजकोट GST BHAVAN, RACE COURSE RING ROAD, RAJKOT. Phone - (0281) 2447789 FAX - (0281) 2443313 E-mail : systems.cgstrjt@gov.in</p>
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Date: 05.07.2022

NOTICE INVITING E-TENDER/QUOTATIONS FOR AMC OF DEPARTMENTAL WEBSITE OF CGST RAJKOT

- The Office of the Principal Commissioner of Central GST & Central Excise, Rajkot under Department of Revenue, Ministry of Finance, Government of India intends to take services from firms/agencies having experience of developing and maintaining websites for maintenance and overall management of its official website (<https://cgstrajkot.gov.in>) as per guidelines and regulations issued by NIC (National Informatics Center) from time to time. Accordingly, E-Tenders are invited under two bid system (Technical and Financial) from Reputed Parties/Firms/Service Providers /Organizations providing such services and presently handling similar nature of work for any other Government Department/PSU in Gujarat.
- Tender Critical Date Sheet:

Tender Publishing Date	05.07.2022
Bid Submission Start Date	05.07.2022
Bid Submission End Date & Time	20.07.2022 06:00 PM
Bid Opening Date & Time	21.07.2022 11:00 AM

- Interested Bidders providing such services may submit their bids online at CPPP website i.e. "<https://eprocure.gov.in/eprocure/app>" in prescribed proforma i.e. Annexure - I (tender-form for Qualifying bid) and Annexure - II (tender-form for the Financial bid) with digital signature on or before bid submission closing date & time.

A. Scope of Service:

The scope of work includes regular maintenance and periodic updation of official website of Central GST & Central Excise, Rajkot Commissionerate i.e. <https://cgstrajkot.gov.in> for 01 year from 01.08.2022 to 31.07.2023. Details of the scope of work are as follows:

Sr. No.	Nature of work
1	Updating contents of all existing pages

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2	Designing of new pages as per the requirements.
3	Uploading of images on demand basis.
4	Coordination with the NIC for the server related problems/issues.
5	Debugging and trouble-shooting the website for errors and security issues and fixing them.
6	Periodic updation of website to prevent illegal access by hackers and attacks from malwares etc.
7	Checking the website for dead links.
8	Identifying non-operative functions of the website and making them operative.

Any other type of work related to the said website as instructed by the competent authority from time to time should also be adhered to.

B. Timeline for Updation:

The following time lines should be strictly adhered to based on the nature of the request from the competent authority.

Sr. No.	Nature of work	Time Limit
01.	Most Urgent	Same day
02.	Urgent	Within two days
03.	Normal	Within five days
04.	Other	Based on work

Further, the Vendor must provide onsite assistance of a well-versed representative as and when required/directed.

C. Important Guidelines:

- The vendor has to share source code of the product with Central GST, Rajkot office time to time.
- All materials/products and related codes would be property of Central GST Office, Rajkot (Government of India) and vendor would have no claim over the same in future.
- All contents should be stored and kept confidential and vendor should not reuse/replicate/transfer the same to anyone else.
- The vendor should provide all admin/user manuals to this office.
- The vendor should also provide support for all future upgrades /initiatives of Central GST, Rajkot related to website.

D. TENDER PROCESS:

- a. E-Tenders may be submitted online at “<https://eprocure.gov.in/eprocure/app>” in prescribed proforma i.e. Annexure – I and Annexure – II with digital signature on or before bid submission closing date & time.
- b. Bid documents may be scanned with 100 dpi in black and white option which helps in reducing size of the scanned documents.

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- c. Not more than one tender shall be submitted by a bidder having business relationship. Under no circumstances shall father and his son (s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition shall render the tenders of both parties liable to rejection.
- d. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website "<https://eprocure.gov.in/eprocure/app>", shall not tamper /modify the tender from including downloaded price bid template in any manner. In case same is found to be tampered/modified in any manner, tender will be completely rejected and tender is liable to be banned.
- e. Interested bidders are advised to visit CPPP website "<http://eprocure.gov.in/eprocure/app>" regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.
- f. Bids will be opened as per date / time mentioned in Tender Critical Date sheet.
- g. Work order will be given to the bidder who quotes the lowest price.
- h. Late submission of tenders shall not be accepted in any case.
- i. The Technical Bid and Financial Bid complete in all respect shall only be taken into consideration. Incomplete bid documents shall be rejected without assigning any reason.
- j. The bidder shall abide by the Terms & Conditions as specified in this Notice.
- k. Performance Guarantee: The successful bidder has to submit 5% of the contract value as performance guarantee deposit in the form of Bank Guarantee from a Nationalized Bank / Demand Draft/ Banker's cheque from a scheduled bank drawn in favour of "The Principal Commissioner of Central GST, Rajkot" before the contract is awarded.
- l. The Additional/Joint Commissioner, CGST, Rajkot Commissionerate, reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

For any query or any information, the same may be obtained from Superintendent (Systems), Room No. 513, 5th Floor, "Central GST Bhavan", Race Course Ring Road, Rajkot - 360001.

This is issued with the approval of the Additional Commissioner, Central GST, Rajkot.

(Vijay Agrawal)
Deputy Commissioner (Systems)
CGST Commissionerate Rajkot.

Copy to:

1. The Administrative Officer (ADM), Central GST, HQ., Rajkot for information.
2. The webmaster, CBIC Website for publication of the notice on tender section of CBIC Website.
3. Commissionerate Website, for publication of the notice on tender section.
4. Notice Board.

Annexure – I

TECHNICAL BID
Qualifying criteria for Tender

Sr. No.	Description	Details to be filled by Tenderer
01.	Name of the Party/Bidder/Tenderer	
02.	Address (with Telephone No. /Fax No. / Email ID)	
03.	Name & Address of the proprietor / partners/Directors (With mobile No.)	
04.	Name of contact person(s) (with mobile No.)	
05.	Registration of Company/Firm/Proprietorship	
06.	Permanent Account No. (PAN No.) & GSTIN	
07.	Experience in maintenance / development of website service to Government Department/PSUs, copies of contract papers / letters to be attached.	

ANNEXURE – II

FINANCIAL BID DOCUMENT

The below mentioned Financial Proposal/Commercial bid format is provided as Excel File (BoQ*.xls) along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this Excel File as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.

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Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, bid will be completely rejected and EMD would be forfeited and tenderer is liable to be banned:

1. Name of the organization / firm :
2. Address :
(With Telephone No. / Fax No. / Email ID)
3. Name & Address of the proprietor / partners/Directors (With mobile No.) :

Sr. No.	Name of the work	Total Price offered without taxes	Total amount
1	Maintenance of Website (https://cgstrajkot.gov.in)		

Terms & Conditions:

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in figures will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.