

F.No.DGEP/Admin./13/2018
Government of India
Ministry of Finance, Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Export Promotion
Goods & Service Taxes and Customs
8th Floor, Tower-2, LIC Jeevan Bharti Building
Connaught Place, New Delhi-110001

Date: 15.02.2021

NOTICE INVITING TENDER

Subject: Updation / Maintenance of official website bilingually -reg.

Sealed tenders in two separate parts namely (i) Technical bid and (ii) Financial, bid for development of the Official Website bilingually of the office the Directorate General of Export Promotion, Goods & Service Taxes and Customs, 8th Floor, Tower-2, LIC Jeevan Bharti Building, Connaught Place, New Delhi-110001 are invited from website developers.

1. Critical dates of Bid: -

S.No.	Particulars	Date & Timings
1.	Last date & time of receipt of bids	26.03.2021 at 1700 hrs
2.	Opening of Technical & Financial bids	30.03.2021 at 1500 hrs
3.	Place of receiving the bids & contact person	Additional Director (Admin) O/o The Director General of Export Promotion, Goods & Service Taxes, 8 th Floor, Tower-2, LIC Jeevan Bharti Building, Connaught Place, New Delhi-110001 Telephone No. 23722439

2. Bidding Procedure

- a) Bids are invited in two Bid systems, (1) Technical Annexure-I and (2) Financial Annexure-III, which shall be sealed separately and enclosed in a single sealed envelope. Annexure – II contains the checklist for submission of documents with the Technical Bid.
- b) The technical bids of all the bidders will be opened on pre scheduled date, time and venue.

- c) Sealed bids shall be received, not later than 17:00 hrs on March 26th 2021. No bids will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.
- e) All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.
- f) Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected. This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.
- g) The Technical Bid shall be opened first on the scheduled date and time in the presence of the bidder or their authorized representative who wish to be present at that time. Financial Bids of the technically qualified, eligible bidders, meeting all the requisite criteria, only shall be opened and taken into consideration.

3. QUALIFICATION FOR THE BIDDER:

3.1 The bidders are required to upload self-attested photocopies of the following documents along with the Technical Bid failing which their bids shall be summarily rejected and will not be considered any further.

- a) Copy of PAN Card.
- b) Copy of GSTIN No. Provisional ID for GST, as applicable.
- c) Work experience of development and maintenance of websites done in past three years in Govt. /Semi Govt. /Autonomous Organizations/PSUs.

4. TERMS & CONDITIONS

A. GENERAL

- i) The contract is likely to commence w.e.f. **01.04.2021** and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, breach of contract, reduction or cessation of the requirements of work.
- ii) The contract may be renewed further for a period of one more year with upto a maximum of two renewals with the same technical & financial Terms and Conditions, if the office is satisfied.
- iii) This office reserves its right to terminate the contract during the contract period after giving one months notice to the contracting agency in case of any deficiency in services. In this connection the decision of this office shall be final and binding on the firm.

- iv) The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/person/party.
- v) The successful bidder will be bound by the details furnished by him/her while submitting the bid or at subsequent stages. In case, any of such documents furnished by him / her is found to be false / misleading at any stage, it would be deemed to be a breach of contract making him/her liable for cancellation with liability of required penalty/ charges on his part.
- vi) The relationship between this office & vendor is purely on independent contract and not otherwise.
- vii) A non-disclosure agreement will be signed between Directorate General Export Promotion and the Vendor/Contractor.

B. Technical Terms & Conditions

1. Scope of Work

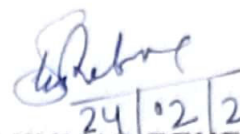
- 1.1 The scope of work covers **general UPDATION and annual maintenance of website** for Directorate General Export Promotion, New Delhi.
- 1.2 To provide all uploading and database related requirements of information in bilingual form – Hindi and English.
- 1.3 Ensure compatibility of website to mobile (all mobile platforms i.e. Android, IOS etc.), tablets and desktop computers.
- 1.4 Maintain compatibility with frequently used web browsers – Internet Explorer, Chrome, Firefox, Safari, Opera etc.
- 1.5 This Directorate may engage any certified/empanelled firm as per Govt. of India guidelines to conduct a security audit of the website and provide a safe to host certificate. The selected bidder shall resolve all vulnerabilities found during this audit.

5. Payment

5.1 No advance payment will be made in any case. Payment shall be made quarterly at the end of each quarter after satisfactory completion of maintenance on the basis of quarterly service report duly countersigned by the competent officer/branch in charge.

5.2 The company will not have any legal right to proceed against the department in the event of late payment due to unforeseen reasons.

5.3 Penalty, if any shall be deducted from the quarterly payments made to the contractor.



(SAROJ KUMAR BEHERA)
Additional Director (Admn.)

Copy to : The Webmaster, CBIC, New Delhi for uploading the same in the departmental website www.cbic.gov.in

Annexure- I

TECHNICAL BID

For updation / maintainence of Website of the Office of the Director General,
Export Promotion Directorate, New Delhi

1	Name of Organization / Firm	
2	Name(s) of Proprietors/Directors	
3	Registered Address	
4	Telephone No. Fax No. Mobile No. Email (if any)	
5	Registration No. of the Firm (copy to be enclosed) i.e. GST,MSME, SSI etc.	
6	Permanent Account No. of the firm (PAN) (copy to be enclosed)	
7	Name(s) of Public Sector/Govt. Organization & CBIC formations to which similar services have been provided by the firm during the last three years.	
8	List of clients indicating quantum of work executed with them	
9	Length of experience in the field (in Yrs.)	

Date & Place:

Signature of Authorized Person

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Name:

Annexure- II

**CHECKLIST FOR SUBMISSION OF DOCUMENTS WITH THE
TECHNICAL BID**

1. Application - Technical Bid as per Annexure-I of the bid document;
2. Attested copy of PAN Card;
3. Attested copy of GSTIN (Provisional ID);
4. Experience certificate (for details of similar contracts handled by the tendering Company/Firm/ Agency for Government Departments /PSUs/Banks during past three years).

Annexure -III

FINANCIAL BID

1. Name of bidder Company / Firm / Agency:
2. Address (with Tele & Fax No.)
3. Quotation Details:

Rate quoted for Annual maintenance of Dynamic website (INR)*	Remarks

*The rate should be inclusive of all applicable taxes.

** If required, separate calculation sheet may also be attached for better understanding.

Date:

Signature of authorized person

Place:

Full Name:

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