



Govt. of India

Moradabad Special Economic Zone

“Notice Inviting Tender”

For

Designing, Hosting and Maintenance of MSEZ Website

**Ministry of Commerce & Industry
Department of Commerce
6 Kms, Pakabara-Dhingarpur Road,
P.O.-Yusufpur Nagalia**

Tender No. 1-2/2007/MSEZ-Admn(PUR)-II/
DATED: 05/01/2017

Index

Sr. No.	Caption	Page
1.	Subject:	1
2.	Scope of work:	2-4
3.	Eligibility Criteria	5
4.	Earnest Money Deposit	5
5.	Security Money Deposit	6
6.	Forfeiture of EMD & Security Money	6
7.	Procedure for submission of Bids	6-7
8.	Procedure for opening of Bids	8
9.	Technical Evaluation	8-9
10.	Right of Tender Committee:	9
11.	Annexure-I	10
12.	Annexure-II	11

Moradabad Special Economic Zone
Ministry of Commerce & Industry
Department of Commerce
6 Kms, Pakabara-Dhingarpur Road,
P.O.-Yusufpur Nagalia

NOTICE INVITING TENDER

1. Sub: Designing, Hosting & Maintenance of official website of Moradabad SEZ

Technical & Financial Bids are invited from reputed companies/firms having good experience of **Designing, Hosting & Maintenance of website** in the Central Government / Autonomous Bodies/ PSUs for official website of Moradabad Special Economic Zone. The website must be registered under 'gov.in' domain. In case of any query, the bidder may contact Sh. R.P. Verma, Asstt. Development Commissioner, Moradabad SEZ either personally or over telephone 0591-2350035 (MSEZ) or telephone No. 0120- 3021444-46 (NSEZ). The queries may also be sent to NSEZ through email at rpverma@nsez.gov.in.

The Firms may apply for the same on their Letter Head up to 3.00 pm on or before 23.01.17 to the following address or may put the bid in the 'Tender Box' placed in the Service Centre, Noida Special Economic Zone.

R.P. Verma
Asstt. Development Commissioner
Office of the Development Commissioner, NSEZ
Noida – Dadri Road
Phase – II, Noida – 201305

2. **Scope of work:** A brief detail of work is as under:

1. Designing of Webpage Page
2. Static information updation
3. Maintenance of static pages of information
4. Archival of information (as Per Instruction)
5. Updation of data elements on existing pages
6. Updation of Sitemap (Monthly)
7. Update navigation schemes
8. E-publishing of new / revised pages
9. Content research and management
10. Uploading of the English & Hindi Contents on the website.
11. Publication of e-Newsletter (monthly)
12. Applications of following:
 - a. Project profiles
 - b. Unit Details
 - c. Directories/Contact us
 - d. Events
 - e. New info notifications
 - f. What's new
 - g. viii. Register user management
 - h. System Admn. Module
 - i. Security logging module
 - j. Website feedback and guest book
 - k. News letter subscription
 - l. Archive of visitors interaction
 - m. Static site authentication module
 - n. Reporting and reviews
13. Database Administration (SQL and dot net based applications & other software based application if required). This engineer will also be responsible for database updation.

Services of contract include in the website maintenance plans as under:

- Text:** Additions or deletions
- Photos:** Additions, deletions and basic retouching
- Webpages:** Additions or deletions using existing webpage design
- Navigation:** Basic navigational changes (add, move or delete an item in the Navigation)
- File Downloads:** Additions or deletions of PDFs and other documents
- Videos:** Insertion or deletion of pre-edited video
- Links:** Additions or deletions
- Color and Background Images: Changes/replacements**
- Flash:** Text-only changes and basic photo replacement in Flash animation
- Forms: Dynamic** form layout and integration (limited to forms not requiring database integration, such as a Contact Us form)

15.The Corporate architecture of our website design and elements handling:

- =>Home page changes
- =>Inner Pages Content changes/up-dating
- =>Adding or maintaining links
- =>Company news updates
- =>Adding new pages to the website
- =>Adding new interactive components to the website
- =>Modifying content and graphics
- =>Site "makeovers"
- =>Employee details changes
- =>Registration updates with search engines

16. Our website maintenance requirements:

- Bug fixing and problem reporting.
- Fast turnaround time for changes.
- Complete service solution for our web site.
- Bi-Weekly Database Backup and Website backup after any update. For
bring up
the website within 12 hours of any failure/hack attack.
- Content updates/additions.
- Version Upgrades (CMS, dot net, Php, MySQL and other tools).
- Performance Improvements.

3. Eligibility Criteria:

- a) The bidder should have minimum good experience, preferably in the website creation / development, maintenance & other related matters as given below:
 - i. Should have developed at least one portal of similar nature, of More than 500 pages of static content and database driven dynamic content / interactive content.
 - ii. Support team should be proficient in HTML, Dot Net, C++, JSP, PHP, RDBMS, FLASH, Applets, Servlets, XML and Content Management Tools.
 - iii. Domain knowledge of the Industries sector is preferable.
- b) The firm may enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.
- c) All bidders must enclose VAT registration / service tax registration certificate and copy of PAN card along with the tender documents.

4. Earnest Money Deposit

- a) The bidder shall furnish Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft / Banker's Cheque, from a scheduled commercial bank, drawn in favour of "MSEZ, payable at Moradabad" physically at the time of opening of Technical Bids, otherwise bid will be rejected.
- b) No Bank Guarantee towards EMD will be acceptable. The EMD of unsuccessful bidders shall be returned, without any interest after the finalization of the tender.
- c) EMD of successful bidders shall be returned without any interest after they sign the letter of empanelment/contract with MSEZ and on submission of Security Money valid for the period of empanelment/contract which will be released after the completion of empanelment/contract.

- d) Tender not accompanied with required Earnest Money in the prescribed manner shall be rejected outright and will not be evaluated.

5. Security Money:

The Firm shall deposit Security money equivalent to bid amount of one month in the form of DD or Bank Guarantee in favour of MSEZ.

6. Forfeiture of Earnest Money & Security Money:

The Earnest Money Deposit can be forfeited if a Bidder

- a) Withdraws its bid during the period of bid validity.
- b) Does not accept the correction of errors.
- c) In case of the successful Bidder fails to sign the contract within the stipulated time.
- d) Security deposits will be forfeited in case of termination of contract due to poor performance by the contractor.

7. Procedure for submission of Bid:

The Firms may apply for the same on their Letter Head up to 3.00 pm on or before 23.01.17 to the following address or may put the bid in the 'Tender Box' placed in the Service Centre, Noida Special Economic Zone.

R.P. Verma

Asstt. Development Commissioner

Office of the Development Commissioner, NSEZ

Noida – Dadri Road

Phase – II, Noida – 201305

- i. The first envelope shall be superscribed with the name of work and the words " Technical Bid" in capital letters. The envelope shall be opened before tender opening committee on the date of opening of tender . The bidder should specifically provide full technical details of the service offered and also shall provide full details of deviation they intend to make from the technical specifications and contract terms detailed in the Bid. No price details shall be given in this envelope. Violation to this would result in invalidation of tender. The EMD shall be enclosed with the envelope marked "Technical Bid". A check list for technical bid is given in the Annexure I.
- ii. The second envelope shall be superscribed with the name of work and the words "Price Bid “(Financial)” in capital letters. It shall contain full details of the price & commercial conditions. Any deviation from our standard conditions shall be specifically spelt out. Performance for financial is given in Annexure II.
- iii. Any deviation of any sort e.g. Technical or Financial terms and conditions shall be specifically indicated in the Technical & Financial Bids itself.
- iv. All offers shall be made available in hard and soft copies as specified in the technical specifications and should be signed by the authorized signatory of the firm on all the pages of the hard copy.
- v. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
- vi. All columns of the bid form should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature must be enclosed with the bid.
- vii. No bid may be modified subsequent to the deadline for submission.
- viii. Bidders shall furnish clause-by-clause comment on all clauses of Bid Document including Technical Specifications and must specify the reference page number.
- ix. Any firm will not be allowed to participate in the bid , if the firm is having any pending issue / disputes in this office, like, pending of work, technical, financial issues etc.

8. Procedure for opening Bids:

- a) A Tender Opening Committee will open the Technical bids on pre-scheduled time, date and venue in the presence of the bidders' representatives who choose to attend.
- b) The bidders' representatives who will be present shall sign in the designated register evidencing their attendance.
- c) The firms who have submitted the bids and whose bids are found technically suitable, the financial bids shall be opened on the same date.

9. Technical Evaluation:

- a) The Tender Committee will examine the bids to determine whether:
 - i. They are complete
 - ii. Required EMDs etc have been furnished,
 - iii. The documents have been properly signed; and
 - iv. Documents in support of experience.
- b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.
- c) The Tender Committee will examine the bids to determine:
 - i. The correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bids shall be considered as non-responsive.
 - ii. The substantial responsiveness of each bid to the bidding. For purposes of these clauses, a substantially responsive bid is one, which conforms to all technical specifications and terms and conditions of the bidding documents without material or commercial deviations. The Tender Committee's determination of a bid's

responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

-9-

iii. Arithmetic errors will be rectified on the following basis:

If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount whichever is lower will prevail.

iv. Tender Committee may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.

v. Tender Committee reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of contract.

vi. Tender Committee may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.

vii. The Tender Committee may seek clarification in writing from bidder by fax. Bidder shall promptly reply by fax within the time limit specified in the clarification letter from the Tender Committee.

viii. The comparison shall be of total price of the services offered inclusive of all taxes.

10. Right of Tender Committee:

a) The Tender committee reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Committee's action.

b) The acceptance of tender, will rest with MSEZ who does not bind itself to accept the lowest bid and reserves himself the right to reject any or all the tenders

received without the assignment of any reason? All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

c) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

-10-

Annexure-I:

FORMAT FOR SUBMITTING THE TECHNICAL BID

1.	Name of the bidder	
2.	Address of the Bidder, including Contact Person, Designation, address, telephone number, e mail and website.	
3.	EMD (pay order)	
4.	Enclosure of Supporting Documents i. Registration or Incorporation Certificate ii. Service tax registration certificate iii. Income Tax PAN Number iv. Should have developed at least one portal of similar nature, of More than 500 pages of static content and database driven dynamic content?	
5.	Your Technical interactive content. cal Proposal for effective fulfillment of Scope of Work and Technical Specifications mentioned in Scope of work	

Annexure-II:

FORMAT FOR SUBMITTING THE Financial BID

Sr. No	Name of the work	Period	Amount in Rs. (Inclusive of Taxes)
1.	Designing of the website	One time	
2. Hiring	& Hosting of the dedicated web server for application and the database with latest security features.	up to 2 years	
3. Maintenance	including uploading of content/graphics	up to 2 years	
Total			

Signature.....

Name of the Authorized Signatory.....

Designation.....

Office Seal.....

Contact No.