TENDER NOTICE

Sealed bids in two parts namely (i) Technical and (ii) Financial are invited from organisations/ institutions (including Public Limited Companies, Private Ltd. Companies, Section-8 Companies, & Not for Profit Societies) for creation, development & maintenance of Project Management System, Public Website & Social Media Management of Technology Development Board for two years.

1. The details of work are as follows:

i. Project Management System
   i. To create a Project Management System for Technology Development Board for the online submission & monitoring of proposals from companies seeking financial assistance from TDB. The system shall conform to the cyber security and others specifications notified for Government Websites by the Ministry of Information and Technology and other nodal agencies.
   ii. Updation and maintenance
       The vendor has to update and maintain the Project Management System as per the inputs to be given by the department for the next two years from the date of receipt of work order.

ii. Public Website
   i. To create Public Website for Technology Development Board. The website shall conform to the cyber security and others specifications notified for Government Websites by the Ministry of Information and Technology and other nodal agencies.
   ii. Updation and maintenance
       The vendor has to update and maintain the Public Website as per the inputs to be given by the department for the next two years from the date of receipt of work order.
iii. Social Media Management

i. Updation and maintenance of TDB Social Media platforms

2. The Bids on the letter head of the bidders shall be submitted in the following format.

**TECHNICAL BID**

The technical bid to be submitted by Vendors shall consist of the following information

1. Public Limited Companies, Private Ltd. Companies, Section-8 Companies, & Not for Profit Societies profile along with details of ongoing/ past projects, if any. Awareness of safety/ cyber security guidelines prescribed for Government websites by Ministry of Information & Technology and other Nodal agencies is a requirement.

2. Entries are invited from Public Limited Companies, Private Ltd. Companies, Section-8 Companies, & Not for Profit Societies. Bidder shall have to provide services required at New Delhi and shall have office or presence at New Delhi.

3. The bidder shall have holistic knowledge in website creation/ development, maintenance and other related matters as given below.

4. Support team shall be proficient in HTML, PHP, JSP, PDF, RDBMS FLASH Applets servlets, XML, content management tools & database management tools.

5. Ongoing agreements with any bodies of Department of Science and Technology or associated organisations is preferable.

6. Domain knowledge of the department or science and technology sector is preferable.

7. Copy of AADHAR / PAN card or any other Government issued identity card (as a proof of address) shall be appended to the Technical Bid. Further, Service Tax registration/ Income Tax registration / VAT registration may also be enclosed and in case the same are not readily available, the same shall be obtained by the vendor within 03 weeks of award of this tender and submit them to this office.

8. Details of proficiency in the Science/Technology Management and details of ongoing or prior work experience, if any.

9. Details of any existing agreements with any bodies under Department of Science and Technology in tasks related and associated to the expected outcome.

10. The bidder or any associated entities or ongoing collaborators should not be under any criminal /civil/other investigations, internally/externally carried out by any Government of India Department/ Agencies.
FINANCIAL BID

The Financial Bid should be submitted in the following format:

Quote for the cost of, creation, development and maintenance of the Project Management System, Public Website, Social Media Management of the Technology Development Board and another related works.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Creation, Development &amp; Maintenance Cost for 2 years as mentioned in the scope of work</th>
<th>Basic Cost</th>
<th>Taxes</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Management System Creation, Development &amp; Annual Updation, management and maintenance cost separately for 2 years as mentioned in the scope of work</td>
<td>Creation &amp; Development – Annual Maintenance Cost Year 1 - Year 2 – Total:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Public Website Creation, Development &amp; Annual Updation, management and maintenance cost separately for 2 years as mentioned in the scope of work</td>
<td>Creation &amp; Development – Annual Maintenance Cost Year 1 - Year 2 – Total:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Social Media Management and maintenance cost separately for 2 years as mentioned in the scope of work</td>
<td>Annual Maintenance Cost Year 1 - Year 2 – Total:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature:

Name of the authorized signatory:

Designation:

Office Seal:
1. The details of the eligibility criteria, specification, scope of work, terms & conditions, agreement details, payment schedules etc. are enclosed as **Annexure** to this Tender Notice. In case of any further clarification of queries the bidders may contact Shri Praveen Sharma, Under Secretary, Technology Development Board, Vishwakarma Bhawan, Wing A, Shaheed Jeet Singh Marg, Delhi, Phone No.: 26524897

2. The duly filled in bids may be submitted as per the details given below:

   a) Last Date and time of receipt of Bids: 10/10/2016 upto 1100 Hrs

   b) Opening of Technical Bids: 17/10/2016 at 10 A.M.

   c) Opening of Financial Bids: 17/10/2016 at 10 A.M.

   d) Place of receiving the Bids:

   Technology Development Board
   Vishwakarma Bhawan
   Wing A, Shaheed Jeet Singh Marg, Delhi

3. The Secretary, Technology Development Board reserves the right to reject any or all bids without assigning any reason.

Encl: as above

(PRAVEEN SHARMA)
UNDER SECRETARY
TECHNOLOGY DEVELOPMENT BOARD
ANNEXURE


1. Eligibility / Qualification Criteria:

a) Entries are invited from Public Limited Companies, Private Ltd. Companies, Section-8 Companies, & Not for Profit Societies. Bidder shall have to provide services required at New Delhi and shall have office or presence at Delhi at a maximum distance of 10 Kms from TDB, Vishwakarma Bhawan, Wing A, Shaheed Jeet Singh Marg, Delhi.

b) The bidder shall have holistic knowledge in website creation/ development, maintenance and other related matters as given below.

c) Support team shall be proficient in HTML, JSP, PDF, RDBMS FLASH Applets servlets, XML, content management tools & database management tools.

d) Ongoing agreements with any bodies of Department of Science and Technology or associated organisations is preferable.

e) Domain knowledge of the department or science and technology sector is preferable.

f) The bidder or any associated entities or ongoing collaborators should not be under any criminal/civil/other investigations, internally/externally carried out by any Government of India Department/ Agencies.

2. Bidding Procedure:

a) Bids are invited in two Bid System 1. Technical and 2. Financial, which shall be sealed separately and enclosed in a single envelope.

b) The technical bids of all bidders will be opened on pre-scheduled date, time & venue in the presence of bidder (10/10/2016 @1400 Hrs at Technology Development Board, Vishwakarma Bhawan, Wing A, Shaheed Jeet Singh Marg, Delhi).

c) If the Bid opening could not be held on the pre-scheduled time, time and venue then all bidders/applicants will be informed individually about the rescheduled date and time.

d) The Financial bids of only successful Technical bidders will be opened later and technically successful bidders will be informed accordingly.

e) Sealed bids shall be received not later than 11:00 hrs on 10.10.2016. No bid will be accepted after this date and 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.

f) All relevant rules and regulation of Government of India will be final and applicable and binding on all bidders

g) All Financial Bids must contain terms of payment, delivery period etc.

3. Submission of Bids:

a) The first envelope shall be super scribed with the name of work and the words “TECHNICAL BID” in capital letters. The first envelope shall be opened on the date of opening of tender. The bidder should specifically provide full technical details of the services offered and also shall provide full details of deviation they intend to make from the technical specification and contract terms detailed in the Bid. No price details shall be
given in this envelope. Violation of this would result in invalidation on tender. Documents, as detailed at Para 3(i), (ii) and (iii) (Supra) shall be appended to the Technical Bid by tile Vendor. Credentials, if any, may also be appended to tile Technical Bid.

b) The second envelope shall be super scribed with the name of work and the words "PRICE BID (FINANCIAL)" in capital letters. It shall contain full details of the price & commercial consideration. Annual charges for maintenance (payable after successful and satisfactory completion of the work on described schedule).

c) Any deviation of any sort e.g. Technical or Financial or terms and conditions shall specifically be indicated in the Technical and Financial Bids itself.

d) All offers shall be made available in hard copies as specified in the technical specifications and should be signed by the Proprietor, President or Director of the firm or designated individual on all the pages of the hard copy.

e) 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 format.

f) The acceptance of the tender rests with the Secretary, Technology Development Board who will be the final authority and whose decision shall be final and reserves the right to reject any or all of the bids so received without assigning any reasons whatsoever.

4. **Prices**

   Prices charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the supplier in its bid. Total price offered would be inclusive of all taxes. TDB shall not pay any additional charge except price offered. In case, some additional software/ service is needed to get the work done the same shall be provided by the successful bidder free of charge.

5. **Taxes and duties**

   The successful bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the Contracted Goods and Services to TDB. No tax or duty will be payable by the TDB.

6. **Earnest Money:**

   The prospective bidders shall submit Bid Security (Earnest Money) in the form of Demand Draft of Rs. 20000 in the name of “Technology Development Board” along with the bids.

7. **Opening of Bids**

   a) TDB will open the Technical Bid on prescheduled time, date and venue in the presence of the bidders’ representatives who choose to attend. In the event of the specific bid opening day being declared a holiday for TDB, the bid shall be opened at the same time and location on the next working day.
b) The firm who have submitted the bids and whose offers are found technically suitable shall be informed of the opening date of the second envelope i.e. "Price Bid (Financial Bid).

8. Creation, Development & Maintenance of Project Management System

The Creation, Development & Maintenance of Project Management System and all associated activities linked with the work related to English/ Hindi contents of the website of Technology Development Board.

The following shall be covered under scope of this work:

a. The Vendor must have prior expertise in creation of websites, projects/proposals management system, development of webpages and expertise in generation of online reports etc. They shall have well qualified person/ persons with proficiency in Project Management, and associated solutions.

b. The maintenance of the Project Management System shall be done from the premises of the vendor, but from an office located within 10 kms of the office of Technology Development Board’s office at Vishwakarma Bhawan, Wing A, Shaheed Jeet Singh Marg, Delhi.

9. Creation, Development & Maintenance of Public Website

The following shall be covered under scope of this work:

a) Preparation of the website as per GOI Guidelines for website.
b) Database driven approach and use of latest softwares.
c) Creation of dynamic web pages
d) Managing data through Content Management System
e) Addition of content of approximately 200 pages (50 static and 150 dynamic) to be added as and when required.
f) Writing of all the contents in the website
g) Training to TDB tech staff for content upload.
h) 2 years’ maintenance of the website with rectification of errors, addition or up-gradation of contents.

10. Maintenance of TDB Social Media Management

a) Regular updation of TDB social media channels & other activities as required for maximum reach of Technology Development Board.

11. The AMC holder will be responsible for any loss or damage caused to any of the machine owing to the negligence on their part.

12. Brief details of the work is as below:
I.  Project Management System

The Project Management System of the Office of the Technology Development Board shall be created, developed and maintained and made compliant GIGW guidelines. The GIGW guidelines are available at http://guidelines.gov.in.

Vendor must submit a backup of whole Project Management System to Technology Development Board in softcopy.

I.  The Project Management System need to host the following, but not limited to

i.  User Registration
ii.  Online Form Filling
iii.  Project Workflow
iv.  Accounts Management
v.  Legal Workflow
vi.  Administrator Access
vii.  Dashboard Analysis
viii.  Fillable Forms
ix.  User Intimation

II.  Database Administration (Oracle and Java based application & other software based application if required)

III.  Any other related work, if required (During AMC period, if scope of work is diversified then the AMC holder/ vendor shall have to provide the engineer with requisite calibre to this office, at actual costs)

II.  Public Website

III.  Social Media Management

  Maintenance of Social Media Channels as Twitter, Facebook etc. for maximum reach of TDB.

13.  Payment:

I.  The creation & development cost of the PMS shall be paid in three instalments as per the following schedule

a) 25 % of Total Cost (As Advance)
b) 25 % of Total Cost (On Completion of 50 % milestone)
c) 30 % of Total Cost (On Completion of 90 % milestone)
d) 20 % of Total Cost (On Completion of Project and Submission of Project Report)

The maintenance cost shall be paid Quarterly (after completion of 3 months’ period) on raising the bill by the vendor during each quarter of the 2 years.
II. The creation & development cost of the Public Website shall be paid in three instalments as per the following schedule

a) 25 % of Total Cost (As Advance)
b) 25 % of Total Cost (On Completion of 50 % milestone)
c) 30 % of Total Cost (On Completion of 90 % milestone)
d) 20 % of Total Cost (On Completion of Project and Submission of Project Report)

The maintenance cost for Public Website shall be paid Quarterly (after completion of 3 months’ period) on raising the bill by the vendor during each quarter of the 2 years.

a) 15 % of Total Cost (As Advance)
b) Rest Amount will be paid quarterly on raising the bill

III. The maintenance cost of TDB Social Media Management shall be paid Quarterly (after completion of 3 months’ period) on raising the bill by the vendor during each quarter of the 2 years.

a) 15 % of Total Cost (As Advance)
b) Rest Amount will be paid quarterly on raising the bill

14. Penalty Clause

a) The creation and development required to be done, on the basis of data provided by this office shall be done within the time period as mentioned in the technical bid, failing which a penalty @1% of the contract value shall be levied for each 15 days of delay.

b) The design and other formats of the project management system approved by this office shall not be changed/modified without prior permission failing which a penalty @1% of the contract value shall be levied for each such lapse.

c) Any deviation from the terms and conditions as mentioned above shall also attract appropriate penalty as applicable.

d) Terms & conditions given in this tender notice shall be binding on the successful bidder (vendor). In case of any dispute arising out of in relating to contract, the decision of Secretary, Technology Development Board shall be final and binding.