

Bidding Procedure

- a) Bids are invited in two Bid systems, (1) Technical and (2) Financial, which shall be sealed separately and enclosed in a single sealed envelope.
- b) The Technical Bids of all the bidders will be opened on pre scheduled date, time and venue. If the Bid opening could not be held on pre scheduled date, time, then all bidders/applicants will be informed individually about the rescheduled date & time.
- c) The Financial Bids of only successful Technical Bidders will be opened later and technically successful bidders will be informed accordingly.
- d) Sealed Bids shall be received, not later than 16:00 hrs on October 23rd 2017. 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) All financial bids must contain “terms of payment, delivery period”, etc. Bidders may also please note that, as per relevant rules, any advance to the supplier may require submission of a valid bank guarantee in lieu of the advance amount to be paid. Further, the successful bidder may have to submit a “Performance Guarantee” for proper functioning of the web content management (English) throughout the contract period.

4. Eligibility / Qualification Criteria:

- a) The bidder shall have to provide services required at Ahmedabad and should have an office located at Ahmedabad.
- b) The bidder shall have good experience, preferably in website creation / development, maintenance & other related matters.
- c) The Bidder **should not be black listed** by any Govt./Semi-Govt./PSU. An undertaking to that extent may be furnished.
- c) The bidder may enclose documentary evidence regarding execution of Government work order, specifically maintenance and creation of websites.
- d) All bidders must enclose GST registration certificate along with the tender documents.
- e) It may be necessary for the bidder to liaise with various divisional offices under the Commissionerate and gather required information.
- f) Technical bid should contain tools and technologies used for Web Site Development.

5. Period of validity of bid:

The bid shall remain valid for 60 days after the date of bid opening. The acceptance of the tender rests with Commissioner of Central Goods & Services Tax and Central Excise (Systems), Ahmedabad North, Ahmedabad, who will be the final authority and the said authority, reserves the right to reject any or all of the bids so received at its discretion without assigning any reasons what so ever.

6. 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 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 invalidation of tender. The Bid Security shall be enclosed with the envelope marked "Technical Bid"

b) The second envelope shall be super scribed with the name of work and the words "**FINANCIAL BID**" in capital letters. It shall contain full details of the price & commercial conditions.

c) Any deviation of any sort e.g. Technical or Financial or terms and conditions shall be specifically indicated in the Technical & 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, Partner or Director of the firm 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 offer form.

7. Opening of Bids:

a) The Department will open the Technical bids on prescheduled 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, In the event of the specific bid opening being declared a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day.

c) The firms who have submitted the bids and whose offers are found technically suitable shall be informed of the opening date of the second envelop i.e. "**FINANCIAL BID**".

8. Prices:

Total price offered would be inclusive of all taxes. The Department shall not pay any additional charges except price offered. In case, some additional software is needed to get the work done, the same (licensed software) shall be provided by the successful bidder free of charge.

9. Taxes and Duties

The successful bidder (Hereinafter referred as "Supplier") shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the Contracted Goods & services to the Purchaser. No tax or duty will be payable by the Purchaser.

The Department will sign a Contract with the supplier after allotment of work. This contract will have more details about termination by default, resolution of disputes, applicable law, etc.

10. General

i. The design consideration for the website should result in an eye-catching website, with a pleasant and appealing color-codes portraying activities of the Indian Customs.

ii. The website should be optimized for load time, response time, navigation and search.

iii. The optimization should cover all the areas like HTML, CSS, GRAPHICS, PDF and would involve smaller page size and faster downloads.

iv. State of the art technologies should be used in developing the Web Site.

v. The website should be supported by all current browsers like Internet Explorer, Mozilla Firefox, Google Chrome, Apple safari, Netcape Navigator etc.

vi. Submission for Security Audit and its clearance shall be undertaken by the bidder.

vii. Records of updation in web contents (English) should be maintained to determine the performance of the site with respect to page load speed and these statistics will be stored and examined, on a monthly basis and analyzed.

viii. Modification of Site Map as and when required.

ix. The vendor shall indemnify the Commissionerate against all third party claims of infringement of patent, trademark or industrial designs, rights arising from the use of the software programs and/or goods or any other part thereof. The software developed on behalf of this contract will be sole property of the Commissionerate and all rights will be reserved with the Commissionerate.

13. Time Schedule for completion of work shall be,

Phase	Name of the Work	Time Schedule
1	Updation of data elements on existing pages, Re-design of Home Page (as and when required), data to be uploaded bilingual	Has to be completed within 1 day from the date of work order.
2	Signing off	Within 15 days of giving final feedback in writing

14. Payment

The payment to the successful bidder under the Contract will do as below :

Sl. No.	Name of the Work	Payment Due	Amount in Rs.
1	Maintenance Cost for one year as mentioned in scope of work	4 equal instalments at the end of each quarter	25% per quarter

TERMS & CONDITIONS

TECHNICAL: Scope of Work

Maintenance and regular updating of all associated activities linked with the work related to English contents of the website of Central Goods & Services Tax and Central Excise (Systems), Ahmedabad North, Ahmedabad.

The following shall be covered under the scope of this work:

A) The Bidder (developer) must have expertise in developing of websites and maintenance. They should have well qualified persons with experience in website designing and development.

B) Maintenance and updating will be done from the premises of the Bidder.

Brief Details of work is as below:

1. The website of Central Goods & Services Tax and Central Excise (Systems), Ahmedabad North, Ahmedabad shall be maintained, updated, and made compatible with GIGW (Government of India Government website) Guidelines. The GIGW Guidelines are attached as Annexure to this tender.

2. Static information updation

(a) Minor updations would be done by Departmental Officer with the help of the Bidder through a Control Panel access. A user-friendly Control Panel may be provided to Departmental officers for this purpose.

(b) The Bidder would be responsible for major updations such as adding a new webpage, adding a new link, re-designing an existing page, Public Notices, Tenders, Meeting Notices/Minutes etc. and same should be done with the prior approval of Departmental Officer.

3. Maintenance of static pages of information

4. Checking for dead links (Monthly)

5. Archival of information (as Per Instruction)

6. Updation of data elements on existing pages

7. Updation of Sitemap (Monthly)

8. Update navigation schemes

9. Re-design of Home Page (as and when required)

10. Content research and management

11. Uploading of the English Contents on the website.

12. Database Administration (Oracle and java based applications & other software based application if required).

The content of Web Site should have information on:

1. About us (general overview of the Commissionerate)

2. Jurisdiction with map indicating geographical boundaries.

3. Who's who? (Contact details of all the officers under this Commissionerate)

4. Information of other formations of the Commissionerate (Divisions & Ranges)

5. Top Commodities & Top Importers, Refunds sanction status; Drawback sanction status; Personal Hearing intimations; Office Orders and Circulars; Deputation notices; Training notices etc.

6. Public Notices & Tenders year wise

7. Photo Gallery

8. Links to items in CBEC like

- Goods & Services Tax Acts, Rules, etc.,
- Contents available under drop down menu of Ombudsmen
- Contents available under drop down menu of Information
- Budget, Citizen Charter, Legal Affairs, Baggage Rules, Guide for Travellers, Customs FAQs, RTI, Online Services and other relevant links.

**(DEPUTY COMMISSIONER)
Central Goods & Services Tax and
Central Excise (Systems),
Ahmedabad North, Ahmedabad**

On the Letter Head of the Bidder.

FORMAT FOR SUBMITTING THE FINANCIAL BID

Tender for developing, updating and maintaining of the Official Website of
**“Central Goods & Services Tax and Central Excise Commissionerate,
Ahmedabad North”**.

Sl. No.	Name of the Work	Price Quoted	Amount in Rs.	Remarks, if any
1	Maintenance Cost for 1 year as mentioned in scope of work at page no.5	Basic price		
		Taxes, etc.		
	Total Cost			

Signature :

Name of the Authorized signatory :

Designation :

Office Seal :

Check list to be submitted along with Technical bid

Tender for developing, updating and maintaining of the Official Website of
**“Central Goods & Services Tax and Central Excise Commissionerate,
Ahmedabad North”**.

Sl. No.	Name of the documents	YES/NO	Page Nos.	Reason (if any)
1	Documents related to experience in maintaining the website contents			
2	Copy of GST Registration			
3	Additional information (if any) Like details of turn over etc.			

Signature :

Name of the Authorized signatory :

Designation :

Office Seal :