



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE

क्षेत्रीय कार्यालय (दक्षिणी पूर्व परिक्षेत्र)/Regional Office (South Eastern Zone)

1st & 2nd floor, HEPC Building, No.34, Cathedral Garden Road,
Nungambakkam, Chennai – 600034; Ph: 044-28222041; Fax:28252536;

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फ.सं /F.no.A-13044/ क्षे.का /ROSEZ/Website/017 /1692 दिनांक Dated 25th October, 2017

Notice Inviting Sealed Quotation/Tender for Website Design & Development

The RO(SEZ), MOEF&CC, Chennai invites offer from various Website Development Agencies for development of Website for the Regional Office(SEZ), Ministry of Environment Forest & Climate Change, Chennai under two bid system, i.e., one sealed envelope containing Technical Bid and second envelope containing Financial Bid. The Sealed envelope containing the quotation shall be superscribed "Quotation for Web site Design & Development for the Regional Office(SEZ), Ministry of Environment Forest & Climate Change, Chennai". Please ensure that your quotation reaches RO(SEZ), MOEF&CC, Chennai not later than **13.11.2017 at 17:00 hrs** at 1st & 2nd Floor, HEPC Building, Cathedral Garden Road, Nungambakkam, Chennai -600 034

Tender forms can be had from this office from 26.10.2017 to 13.11.2017 during working hours up to 5.PM. Tender forms can also be down-loaded from the website at www.envfor.nic.in up to **13.11.2017**. Incomplete and conditional tenders/quotations shall be summarily rejected. The RO(SEZ), MOEF&CC, Chennai reserves the right to reject any or all the Tenders/quotations without assigning any reason thereof.

(डॉ. के.गणेश कुमार /Dr.K.GaneshKumar)

कार्यालयाध्यक्ष &उप वन संरक्षक/Head of Office &DCF (C)

Tender Schedule:

Tender reference	F.no.13044/ROSEZ/Website/17
Last Date and Time for receipt of tender offers:	13.11.2017 at 17: 00 Hrs
Time & Date of Opening of Tender offers:	16.11.2017 at 15:00 Hrs
Place of Opening of Tender offers	The RO(SEZ), MOEF&CC, Chennai 1 st & 2 nd Floor, HEPC Building, Cathedral Garden Road, Nungambakkam, Chennai -600 034
Address for communication	The RO(SEZ), MOEF&CC, Chennai 1 st & 2 nd Floor, HEPC Building, Cathedral Garden Road, Nungambakkam, Chennai -600 034
Contact /telephone numbers	044-28222041; 044-28222056
EMD	Rs.5,000/- (in favour of The CDDO, RO(SEZ), MOEF&CC, Chennai

I. Scope of work / detailed specification for website design & development for the RO(SEZ), MOEF&CC, Chennai

1. The Agencies should have minimum of 3 years of experience in developing website using HTML, .Net, Java, PHP and three tier architecture like MVC.
2. The website may contain dynamic pages too viz., Portal should be designed in a way that it will permit RO(SEZ), MOEF&CC, Chennai, officials to update the content/pages easily and quickly using a web based interface.
3. Display of various activities of RO(SEZ), MOEF&CC, Chennai, facility to upload PDF files and Pictures to these records & user can download these file via the websites.
4. The agency shall have to provide security from virus and hacking of the website. If necessary the agency will also be required to redesign the website in accordance with the mandatory requirements of guidelines. The design and facilities of the portal to be fully in compliance to the Guidelines for Indian Government Websites (GIGW) <http://guidelines.gov.in> and that the website is to be security audited by a CERT- IN empanelled agency.
5. Portal should have user identity management facility. The agency shall have to provide technical support in case any hosting problem arises during hosting.
6. Logos, or any other logo as decided by RO(SEZ), MOEF&CC, Chennai, should be displayed prominently throughout the website.
7. Integrated search functionalities: An effective search system integration where user can search any content by entering text in the search box.
8. Photo Gallery: Administrator controlled dynamic gallery containing relevant photos.
9. It should contain in site archive functions, filter options to maximise the search.
10. Portal must be compatible with all the currently available browsers and no plugins are to be required as default to access the portal.
11. The agency shall have to provide the frame work of master page and content page so that any addition can be done with the help of master page framework. Broad design of the portal to be generic type and different types of categories of contents/user to be maintained by Web-admin with the facility of addition, deletion, edit, restoring and hide from public view.
12. Regular updates facility for such as posting of News items, posting of events may be given through the DATA BASE facility using pull and push method to the content.

13. The website will be audited by the empanelled audit agency authorised by National Informatics Centre, Govt. of India. If any discrepancies found then according to their suggestion the website has to be redesigned.
14. Successful agency/bidder will have to validate the design from RO(SEZ), MOEF&CC, Chennai before finalization.
15. The agency who are developing the website are required to maintain website for 3 months from the date of hosting the website.
16. The Agency shall provide training to the staffs of RO(SEZ), MOEF&CC, Chennai, assigned by its Competent Authority.



(डॉ. के.गणेश कुमार /Dr.K.GaneshKumar)
कार्यालयाध्यक्ष &उप वन संरक्षक/Head of Office &DCF (C)

II. General Terms and conditions:

- 1) **Submission of Quotation:** All quotation must be forwarded in sealed cover addressed to the Regional Office(SEZ), Ministry of Environment Forest & Climate Change, 1st & 2nd Floor, HEPC Building, Cathedral Garden Road, Nungambakkam, Chennai -600 034 so as to reach within the specified period. The reference to the enquiry number and the last date of submission must clearly be super scribed on the sealed envelope.
- 2) **Earnest Money Deposit:** The tender without Earnest Money Deposit (EMD) will be rejected. Bid Security of the unsuccessful bidders will be returned latest on or before the 30th day after the award of the contract.
- 3) The RO(SEZ), MOEF&CC, Chennai reserves the right to postpone and /or extend the date of receipt of tender or to withdraw the tender notice without assigning any reason thereof. In such an event bidder shall not be entitled to any compensation, in any form whatsoever.
- 4) Terms and conditions described in the RO(SEZ), MOEF&CC, Chennai shall be binding on all bidding agencies.
- 5) All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- 6) Each page of this tender document should be signed by the bidder or by the authorized signatories with seal of the agency and required to be enclosed with the bid. Signing each page of the document will be implied as its acceptance in unequivocal manner with clear understanding and interpretation.
- 7) Though the agency shall be liable for depositing all taxes, levies, Cess etc. on services rendered by it to RO(SEZ), MOEF&CC, Chennai to concerned tax collection authorized from time to time as per extant rules and regulation on the matter, GST & TDS would be deducted by the RO(SEZ), MOEF&CC, Chennai. In case the agency fail to comply with any statutory/taxation, monetary or otherwise, the RO(SEZ), MOEF&CC, Chennai will deduct the same from the outstanding bills of the agency, to the extent of the loss of obligation in monetary terms.
- 8) Any default or breach in discharging obligations under this tender by the agency while rendering services, shall invite all or any actions/ sanction, as the case may be including forfeiture of security deposit/EMD stipulated in this tender. The decision of the RO(SEZ), MOEF&CC, Chennai arrived at as above will be final.
- 9) Any default by the agency with respect of tender terms & conditions will lead to forfeiture of Security deposit/EMD.

- 10) The RO(SEZ), MOEF&CC, Chennai reserves the right to modify/amend any of the stipulated conditions/ criteria with mutual consent of the successful agency, related to operational part of this website development consequent to the tender process, depending upon exigencies that arise due to website development requirements.
- 11) In case the agency is found in-breach of any conditions (s) of tender or order, at any stage during the course of project deployment period, the legal action as per rules/ laws will be taken.
- 12) Operational expenses like travel/ boarding/ lodging/ etc., daily commuting of resources to the RO(SEZ), MOEF&CC, Chennai shall be taken care of the agency.
- 13) **Opening of the quotation:** Quotation will be opened at RO(SEZ), MOEF&CC, Chennai office at the time on the date indicated on the tender form. Quotation will be opened in the presence of representative of bidder if they choose to attend the same.
- 14) **Payment Terms:** Payment will be released after successful development of the website.
- 15) **Selection of Successful bidder:** The agency/firm shall satisfy the pre-qualification criteria and technical criteria. Thereafter, the lowest bidder among the technically qualified bidder would be selected. Contract value shall be the basis for determination of L1. GST shall be levied as per rules.
- 16) **Rejection of offer:** The R.O(SEZ), MOEF&CC, Chennai, reserves the right to ignore or reject any offer including the lowest, without assigning any reason thereof. The RO (SEZ), MOEF&CC, Chennai does not bind itself to accept the lowest offer. Conditional tenders shall NOT be accepted on any ground and shall be rejected straightway.
- 17) In case of any dispute, the matter shall be settled mutually, failing which the decision of the, RO(SEZ), MOEF&CC, Chennai shall be final and binding on the bidders.

I / We M/s..... have read the above Terms & Conditions and hereby accept the same.

DATE: _____

.....
Authorized Signatory
(With full Name & Designation)
Seal of the Firm

III. Technical bid (To be placed in a separate sealed envelope)

The agencies are required to enclose photocopies of the following documents along with the bid, failing which their bids shall be summarily/ out night rejected and will not be considered any further:

1. Name of agency
2. Profile of agency (copy to be enclosed)
3. Name of proprietor/Director of agency with Mobile Number
4. Full address of the registered office, Telephone No, Fax No, Email address
5. Full address of the local office, Telephone No, Fax No, Email address.
6. Copies of the contract awarded by the Central or state Govt. for web site design/developments.

7. **Experience:** The bidders should have minimum experience of 3 years of web-site design and development. The bidder should have experience of working on cross platform and must have independently handled at least two assignments of similar size and complexity during last two years. The agency should also have a prior experience in developing websites for of minimum value of Rupees Fifty thousand and above. The templates already designed/developed by the bidders should be enclosed with the technical bid for technical evaluation.

8. Average turnover during the last three financial years not less than 5 Lakhs
DETAIL OF TURNOVER FOR THE LAST THREE YEARS

Total Turn Over	Year 2015-2016	2016-2017	2016-2017
	Rs.	Rs.	Rs.

9. DETAIL OF EARNEST MONEY DEPOSITED

(i) Amount ; Rs.5,000/- : Demand Draft No..... Date

(ii) Issuing Bank :

Signature of the Authorized Person

Name:

Seal:

Place:

Date:

IV: Financial bid: (To be placed in a separate sealed envelope)

(i) Contract value in rupees :

(ii) Taxes as applicable :

(iii) Total :

(iii) The estimated time period for completion of work as per the requirement & Tender conditions :

(iv) *The rates quoted in the Tender shall remain valid for a period 6 months.*

Signature of the Authorized Person

Name:

Seal:

Place:

Date: