

SHORT TERM TENDER

FOR

Design & Development of Website

“Beti Bachao Beti Padhao”

Bid Documents

Part – I, General conditions

Part II, Special conditions

Tender No DITS/2015/

Room No. 202, 2nd Floor, Old Mini Secretariat Building, Rohtak – 124001, Haryana

District Information Technology Society, Rohtak

TOP SHEET

TENDER DOCUMENT NO. DITS/2015/

Tender Notice No.	DITS/2015/
Name of work	Development of website for Beti Bachao Beti Padhao
Cost of Tender Documents	Rs. 1000
Completion Period	One Month
Earnest Money	Rs. 20000/- Twenty Thousands
Last Date / time of receipt of Tenders	27 th June, 2015
Date of opening of Tender	29 June, 2015
The working bidders should submit a list of works executed / now being executed by them with their value and Agreement No. with the tender Name and address of party to whom the tender sold.	

Signature of the Tenderer/s

Tender is invited from agency/company having exposure/ expertise in web related software development, designed & uploaded website as per guide lines of Govt. of India with cyber security features.

Part 1 Special conditions

INSTRUCTIONS TO TENDERERS

1. General Instructions:

On behalf of the Chairman DITS Rohtak for Beti Bachao Beti Padhao website (Hereinafter referred to as the first party), invites tenders for the work "DESIGN & Development of website". All the offers in prescribed include with tender document should be submitted before the time and date fixed for the receipt of offers as set forth in tender papers. Offers received after stipulated time and date will be summarily rejected.

2. Qualifying Requirements of Tenderers:

- a. The tenderer should provide satisfactory evidence, acceptable to the DITS Rohtak to show that he has efficient technology adequate capability, technical known-how and experience of design & development of website for government organization as detailed in Part-II,- special Conditions of this tender.
- b. The tenderer should have adequate financial stability and status to meet the obligations under the contract, for which he is required to submit detailed report of similar work done & proof of payments.
- c. The tenderer should have at least completed from start to finish, in the last three financial years (i.e. current year and three previous financial years) at-least one single work i.e. DESIGN & development of website and maintenance for a minimum value .
- d. The tenderer should have a total contract amount received during the last three years (i.e. current year and three previous financial years) as per turnout/balance sheet
- e. Tenderers not submitting the requisite information may note that their offer is liable to be ignored.

Signature of the Tenderer/s

TENDER FORM

(FIRST SHEET)

The Chairman DITS, Room No. 202,
2nd floor, NIC Computer Centre
Deputy Commissioner Office,
Rohtak.

_____ have read the various conditions to tender attached here to and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 30 days (thirty days)

from the date fixed for opening the same and in default thereof I/We will be liable for forfeiture of my/our earnest money. I/We offer to do the work of design & development of website. At the rates quoted in the attached schedule and hereby bind myself/ourselves to complete the work in all respects within 01 months from the date of issue of letter of acceptance of tender.

2. I/We also hereby agree to abide by the General condition of Contract of DITS Rohtak and to carry out the work according Part I &II of bid document.

3. Earnest money of Rs. 20000/= in the form of cash deposit/ bank draft in favour of Chairman DITS Rohtak is enclosed. The full value of the earnest money shall stand forfeited without prejudice to any other rights or remedies if:-

a) I/We do not execute the contract documents within seven days after receipt of the notice issued by the DITS Rohtak that such documents are ready and.

b) I/We do not commence the work within one week after acceptance of contract order. The work shall deem to have commenced from the date of submission of project schedule.

4. Until a formal agreement is prepared and executed, acceptance of the tender shall constitute a binding contract between us

DATE—

Signature of two witnesses

GENERAL TENDER CONDITIONS AND INSTRUCTION TO TENDERER

1. **DETAILS OF WORKS** On behalf of Chairman DITS Rohtak (Hereinafter referred to as the first party), invites tenders for the work "Design & Development of Website". All the offers in prescribed format included with tender document should be submitted before the time and date fixed for the receipt of offers as set forth in the tender documents. Offers received after stipulated time and date will be summarily rejected.

2. **TENDER DOCUMENTS** The tender documents consist of Part I - General tender conditions and instructions to tenderer/s, Part II –Special conditions Specification for design & development of website and three years maintenance of the same. Tender documents can be had from Secretary, DITS, Room No. 202 2nd Floor DC Office Rohtak on any working day from 0900 hrs. to 1530 hrs cash payment of Rs.1,000/- per set. If the same is required by post an additional sum of Rs.100/- per set should be deposited towards postal charges. The cost of this tender form is not transferable or refundable. Tender documents are also available on Rohtak website www.rohtak.gov.in. In case the tenderer is using the tender document downloaded from rohtak website, he/they shall deposit Bank draft/ Cash deposit receipt of Rs.1, 000/-

These tender documents must be submitted duly completed in all respects in a sealed cover super scribed as tender form for the work specified work and should be submitted in the office of the Secretary, DITS, Room No. 202 2nd Floor DC Office Rohtak on or before 12.30 hrs. June27th,2015.Tenders sealed and super scribed as aforesaid can also be sent by registered post addressed to the Secretary, DITS, Room No. 202 2nd Floor DC Office Rohtak but a tender which is received after the time and date specified , will not be considered. Any tender delivered or sent otherwise will be at the risk of the tenderers. The tender will be opened at 1530 hrs sharp on June 29, 2015 in this office. Tenders which are received after the closure time and date specified above may not be considered. In case the intended dates for opening of tenders is declared a holiday, the tenders will be opened on the next working day. The tenderer/s may note that DITS reserve its right to either accept or reject any bid/s without assigning any reasons whatsoever and tenderer/s shall have no claim/s on this account. along with the tender documents. Failure to do so, may lead to disqualification of the tenderer.

3. **SUBMISSION OF TENDERS** Offer should be in sealed envelope should be submitted for the purpose in the office of Secretary, DITS, Room No. 202 2nd Floor DC Office Rohtak as per specified time and date. Signature of the Tenderer/s -6- (i) Tenderer should submit their offer in duplicate (one set containing hard copy and CD containing soft copy) along with earnest money in the form of cash deposit receipt/bank draft (ii) Proforma as given in Annex. A, duly filled in all respects (iii) Work schedule and programme for completion of work within the completion period. (iv) Power of attorney duly attested by Notary Public with its seal and material stamp thereon (Photocopy using both sides of the paper issued by stamp vender) Tender will be opened as per specified schedule. Tenderers are requested to ensure that all such documents as listed are submitted duly filled, in all respects in their bid failing which his/their offer is likely to be summarily rejected.

COMPLETION OF TENDER DOCUMENTS:

4.1 The rate should be quoted in figures as well as in words, if there is variation between the rates quoted in figures and in words, the rates quoted in 'Words' shall be taken as correct. If more than one or improper rates are tendered for the same items, the tender is liable to be rejected.

4.2 Each page of the tender papers is to be signed and dated by the tenderer/s or such person / s on his / their behalf who is / are legally authorized to sign for him / them.

4.3 Tenders containing erasures and alterations of the tender documents are liable to be rejected. Any corrections made by the tenderer/s in his / their entries should be in Ink and must be attested by him / them under full signature and date.

4.4 Additional conditions or stipulations if any must be made by the tenderer/s in covering letter with the tender. The DITS reserves the right not to consider conditional tenders and reject the same without assigning any reason. Only those additional conditions, which are explicitly accepted by the DITS, shall form part of the contract.

5. CONSTITUTION OF THE FIRM:

The tenderer/s who are constituents of firm, company association or society must forward attested copies of the constitution of their concern, partnership deed and power of attorney with their tender. Tender documents in such cases are to be signed by such persons as may be legally competent to sign them on behalf of the firm, company association or society as the case may be. Co-operative societies must likewise submit an attested copy of their certificate of registration along with the documents as above mentioned.

6. EARNEST MONEY:

6.1. The tender must be accompanied by a sum of Rs.20000/= as earnest money in the manner prescribed in para 6.4 failing which the tender shall be summarily rejected.

6.2 The tenderer/s shall keep the offer open for a prescribed period of 30 days from the date of opening of the tender in which period tenderer/s cannot withdraw his / their offer subject to period being extended further if required by mutual agreement from time to time

6.3 The earnest money of requisite amount referred to in para 6.1 above is required to be deposited as per para 4 of first sheet of tender form.

Deposit receipts, pay order and demand drafts, of the State Bank of India, or any of the nationalized banks or any of the schedule commercial bank, must have an endorsement from the authority issuing such FDR / pay Order / DD that 'received from M/s / Shri_____ and pledged in favour of Chairman DITS Rohtak.

NOTE:- 1.

1. No interest shall be allowed on the earnest money.
2. Earnest money in the form of Guarantee Bonds shall not be accepted.

ACCEPTANCE OF TENDER:

7.1 'IF THE TENDERER/S DELIBERATELY GIVES A WRONG INFORMATION / WHOSE CREDENTIALS / DOCUMENTS IN HIS / THEIR TENDERS AND THEREBY CREATE(S) CIRCUMSTANCES FOR ACCEPTANCE OF HIS / THEIR TENDER. RAILWAY RESERVES

THE RIGHT TO REJECT SUCH TENDER AT ANY STAGE, BESIDES, SHALL SUSPEND THE BUSINESS FOR ONE YEAR.' Signature of the Tenderer/s -9-

7.2 The authority for acceptance of tender rests with the competent authority of DITS Rohtak, who does not undertake to assign reasons for declining to consider any particular tender or tenders. He also reserves the right to accept the tender in whole or in part or to divide the tender amongst more than one tender, if deemed necessary.

7.3 The successful tender/s shall be required to execute an agreement with the Chairman acting through the Secretary, DITS, Room No. 202 2nd Floor DC Office Rohtak for carrying out of the work as per agreed conditions.

7.4 The bidders operation and proceedings in connection with the works shall at all times be conducted during the continuance of contract in accordance with the laws, ordinance, rules and regulations for the time being in force and the bidder shall further observe and comply with the bye-laws and regulations of the Govt. of India, State Govt.

7.5 The tenderer/s shall not increase his / their rate in case the DITS Administration negotiates for reduction of rates. Such negotiations shall not amount to cancellation or withdrawals of the original offer and rates originally quoted will be binding on the tenderer/s.

7.6 The tenderer/s shall submit an analysis of rates if called upon to do so.

7.7 Non-compliance with any of the conditions set forth herein is liable to result in the tender being rejected.

7.8 The tenderer / bidder will be bound to execute the additional quantities to the extent of (+50%) of the agreement value on the following terms and conditions.

a) If agreement value goes beyond (+) 25%, that case, for the first 15% increase in the value of the agreement, the rates shall be reduced by 2% in the incremental value.

b) The rate shall be further reduced by 2% for the incremental value of agreement, for the next 10% increase in the value of the agreement beyond 15% as in (a) above.

c) In case agreement value goes beyond (+) 50%, the rates for incremental value shall be decided mutually.

8. WARRANTY, OPERATION AND MAINTENANCE OF WEBSITE

8.1 The Website will be under warranty period for three years after date of launching the website. The successful tenderer shall give an undertaking for running the website for the warranty period of three years

8.2 Security Deposit: - Contractor is required to deposit 5% of the contract value towards the security deposit. EMD of Rs 20000; remitted by you along with offer will be adjusted against security deposit and

balance from first bill. Payment of security deposit will be done after completion of third year from date of launch i.e. end of the warranty period.

PERIOD OF COMPLETION:

The entire work is required to be completed in all respects within 1 months from the date of issue of the acceptance letter. Time is the essence of contract. The bidder/s will be required to maintain speedy and required progress to the satisfactions of Chairman DITS Rohtak to ensure that the work will be completed in all respects within the stipulated period failing which action may be taken by the DITS Administration in terms of the The bidder/s shall arrange to execute the different items of works in close consultation with and as per directions of the Chairman DITS Rohtak.

10. PAYMENT TERMS

10.1 Payment will be done after deducting the balance of security deposit, after launching the website and 2 months success full operation as per row 1.of cost offered vide Para10 of part ii of tender.

10.2 Website yearly maintenance cost will be paid after successful completion of respective year as per row 3&4 of offer row vide para 10 of part ii of tender.

11. Progress Monitoring Contractor will be required to give Secretary, DITS, Room No. 202 2nd Floor DC Office Rohtak progress report of the work done every week. He will also give to the Chairman DITS the program of work to be done in the next week of the preceding period. The program will be subject to alteration or modification at the direction of the Secretary, DITS, who may discuss such modifications or alterations as considered necessary.

12. Completion period: - The work i.e. Design & Development of web site is required to be completed in all respects including date of launching the website within one months from the date of issue of the acceptance letter or earliest possible time.

13. Training:-For smooth operation of website proper training of its staff shall have to be provided at DITS office.

14. Penalty clause: - In case the contractor fails to execute and complete the work within the time specified in the agreement or within the period of extension granted by the accepting authority, a penalty may be levied except in the case where the delay is purely on the part of the DITS. In this regard the decision of the DITS would be final. The DITS administration reserve the rights for deduction of DITS dues from contractor's security amount/on account bills on the following grounds:-

i. Any amount imposed as a fine by the DITS administration for irregularity committed by contractor or any of his servant/agents.

ii. Any amount which DITS Administration becomes liable to pay the Govt/third party on behalf of any default of the contractor or any of his servant/agents.

iii. Any payment/fine made under an order judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.

iv. In all contractual matters, decision of Chairman, DITS will be final, who will also be the appellate authority in all matters.

15. FORCE MAJEURE

The obligations of DITS and the AGENCY shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reason beyond their control. In the event of such inability continuing for more than a week, the other party shall have the right to terminate this agreement without further obligation.

16. ENTIRE AGREEMENT

This Agreement embodies the entire agreement and understanding between the parties as to the subject matter hereof and supersedes all prior negotiations, arrangements, agreements and understanding between the parties. Any changes in the terms of the document can only be made in writing and by mutual agreement.

17. ARBITRATION

In the event of any dispute arising amongst the parties, the parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the events the parties are unable to do so, then such dispute shall be finally resolved by arbitration. Each party shall appoint one arbitrator each, who in turn shall appoint the third arbitrator. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in Rohtak Haryana.

18. LEGAL JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Rohtak in Connection with any action or Proceedings arising out or in relation to this Agreement.

PART 2

Special conditions

1. SCOPE Broad scope of the project is as follows:

- Preparation of the website (Both Hindi & English) as per GOI Guidelines for website.
- Preparation of home page of the website with link to English & Hindi portion.
- Database driven approach, Linux based and use of latest software
- Addition of content of approximately 150 pages (50 static & 100 dynamic) to be added as and when required.
- Writing of all the contents in the website
- Payment Gateway with specified bank of Rohtak
- SMS Gateway (To & Fro), public can get their status back
- Facility to upload suggestions from public
- Upload family details that have only female children.
- Provision of E-tendering
- Training to DITS officials for content placement at DITS Rohtak
- 3 years maintenance of the website with rectification of errors, addition or up gradation of contents.
- Provision of a desktop system of reputed make such as Dell optiplex780, Mac or equivalent with all the required & compatible software of latest version/technology to home offline site along with multi Functional Printer

2. PROJECT REQUIREMENTS: Developer must follow guidelines Government websites to ensure proper standardization of all content Website needs to be design With all dynamic features for updation and prescribed web accessibility features as below

3. • Least site opening time
4. • Clean and professional design
5. • Website reflect our organization indent
6. • Search engine friendly website
7. • Security of website Overview home page, definitions, disclaimer, RTI info, employees info, have to be given for the organization i.e. DITS have two disciplines Beti Bachao Beti Padhao. Both required separate static pages containing home page, about us, information of officers & staff, technical information, contact us etc. and dynamic pages contain scope of work, technical or commercial activities, vendors related information, tender uploading & corrigendum

3. Functionality Covered In Website Website-Components: The proposed website should have 2 broad components:

(a) Visitor Section

i) Landing Page: There would be landing page of the website which should contain links to English Version, Hindi Version.

ii) Hindi Content: The Hindi Content should be in Unicode font (Mangal). The visitors would be able to view the content with ease without any requirement of font download. However there might be a case wherein browser might not support automatic font configuration, so proper guidelines should be there font configuration for such users.

iii) Notices and Circulars: All notices and circulars originating from DITS should be listed here. The notices and circulars should be listed date-wise. All notices and circulars should have a valid date and after date expiry it would be automatically moved to archives section under Notices and Circulars.

iv) Forms and Downloads: All forms originating from DITS about Beti Bachao Beti Padhao should be listed under various categories under Forms and downloads sections. The format for all should be PDF file. For each file, brief description along with size of file should be mentioned. Here also these forms should have a valid date and after expiry of valid date, it should automatically be moved to archives section under Forms and Downloads.

4. Media Centre: This would have following sections:

a. Press Release: All press releases from DITS should be listed under this section.

b. Photo Gallery: Event-wise photographs should be listed under this section. Each photograph would have a brief description. All photographs would be listed in thumbnail

(small) size and on clicking on the photograph it should be opened in a new window with original size. c. Events Calendar: List along with details of all forthcoming events should be mentioned under this section. When the date of event passes on the event should automatically be moved to archives section under Events.

5. Tenders: The visitors to the site should be able to view the Tenders pertaining to both departments. The tender would be listed category-wise and date of expiry-wise. If a corrigendum is issued for the tender then it should be listed below that tender. On expiry of the last date of submission the tender should be moved to archives section of Tender. Also cancelled tenders should be listed under cancelled tenders section under Tenders.

7. Discussion Forum: A time bound forum for getting views from visitors of the website on a particular issue. The Department Administrator would create a topic and provide views of Department on that topic. The visitors should then be able to post their views on that topic. The views posted by the visitors would be first approved by the department and then should be made available on the website however the administrator should be able to make any changes in the view posted by the visitor.

8. Related Links: Links to other government websites and web applications should be provided.

9. Frequently Asked Questions: Provision of frequently asked questions along with answers to those questions. The department administrator Signature of the Tenderer/s -16- should also have the option to link the feedback received from visitors with frequently asked questions.

10. Banners and Advertisements: Facility to promote schemes of different ministries of GOI and programs. they can be displayed prominently on government websites in the form of banners (image/flash in centre of page) and panels (image/flash on left/right side of page).

11. Feedback: Provision for visitors to the website able to post the feedback through the website. The feedback can be a general feedback, feedback on content and department/section specific feedback.

12. Visualization: As per government of India guidelines for website.

13. Content Structure: The website should have level content structure (for both Hindi and English) i.e. there should be main links in the website. Under each main link, there should be sub-links. Under each sub-link here should be sub-links level 2 and so on.

14. FULL TEXT SEARCH:

a) Provision of Full text search in the website for all the content. On entering any keyword, the system must be able to search in all links, sub-links and sub sub-links and should provide links where that word is present. On clicking the link the content should be displayed.

b) Administrator Section: Website should have all facilities be available as below

1. Secure Login:

- Admin section must be protected by username and password and using salted MD5 encryption.
 - At database level also password should be stored in encrypted format.
 - After 5 consecutive wrong attempts the password should be reset and new password would be sent to administrator through email. Signature of the Tenderer/s -17-
2. Links: Administrator would be able to add/delete the links pertaining to Hindi/English in the website at any point of time from any location. The control for the same should so user friendly that a simple data entry operator should be able to update the links. There would be three types of links, File (link to a file i.e. Doc, PDF, JPG etc), URL (Link to some other website) and Content (Static information in rich text format). Also the administrator should be able

- b. Content Structure: The admin should add links in the website. Now each link can be a main link. At the same time it can be a sub-link to some other link. Also simultaneously it can be a sub-link level
- c. thus achieving complete flexibility. to set the order in which the links would appear in the website. 3. Page Title: For each link created the admin would specify the title of page.
- d. Feedback Management System: The admin should be able to view all feedback received for a particular date or for duration. Now the admin should be able to send the reply for the same and email would be sent to the visitor's email address. Three types of feedbacks would be viewed and replied.

Circulars: Through this section the Administrator of the site should be able to Add/Edit/Delete the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website. f. Photo Gallery: Through this Module the Administrator should be able to add/update the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website. g. Downloads: Administrator should have the option to add/delete/modify the files pertaining to download section.

6. Technology Used The new website for DITS should be developed under LAMP platform. SQL/Oracle Database The operating system requirements at Server should be Linux
7. Implementation Approach
 - On receipt of work order the Developer should prepare 3 sample layouts for the website and should be submitted DITS Chairman for approval. All changes suggestion for the layout would be done by the Developer.
 - Further work should only be started after approval. Work should be done based on cyber security guidelines. All existing content of the website should be converted as so to comply with Govt of India Signature of the Tenderer/s -19- website guidelines including all PDF and HTML files. The website should be subsequently launched.
 - Training should be provided to IROAF officials for management of Administrative Interface at DITS Rohtak.
 - The Developer should provide three year technical maintenance for the website which should essentially mean rectification of errors and correction or addition of contents. .For addition of new functionality/ pages separate proposal would be submitted after understanding the requirement.

8. ACCEPTANCE CRITERIA

- User Manual & Web Site Contents on pen drive (16 GB)
- Web site Setup/Installation, Maintenance Guidelines
- Training for the Administrative Interface would be provided at DITS Rohtak.
- A Desktop system (PC with Printer) and its software to maintain of line site.

ANNEXURE-A

To,

Chairman, DITS
Rohtak-124001

Sub: Earnest Money.

I/We the bidders participating in this works Tender have already deposited Rs_____earnest money vide receipt No_____ dated_____ to cover for tendering of Work of Setting up of a I/We agree that the aforesaid amount deposited as earnest money by me/us shall be available for forfeiture if I/we fail to keep the offer open for the period specified therein. -Sd- (Authorized signatory of the firm with stamp)

Submitted for approval and further order please.