

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

TDB/45/2015-Admn

Dated: 07.01.2016

**TENDER NOTICE NO. 01/2016 DATED: 07.01.2016**

**SUBJECT: TENDER NOTICE UPDATION OF OFFICIAL WEBSITE OF  
TECHNOLOGY DEVELOPMENT BOARD**

**TENDER NOTICE**

Sealed bids in two parts namely (i) Technical and (ii) Financial are invited from website developers (including individuals, partnership firms etc.) for updation of Technology Development Board's website and its accounts on facebook, twitter and other social network platforms. Scope of work includes updation for two years. The creation and hosting of website has been done by CDAC; and is hosted on the NIC server.

- 2. The details of work are as follows: Updation of TDB website, facebook, twitter and other accounts on social network platforms.** It is proposed to update the official website of TDB and also to maintain regular update of its facebook, twitter and other accounts on social network platforms. The domain name is [www.tdb.gov.in](http://www.tdb.gov.in). The updating will include, notifications, circulars etc. in respect of Technology Development Board, and shall have information about, officer's details, RTI section, picture gallery, column for departmental officers and other important information. The website shall also have dynamic features viz. trade notices, photographs, annual reports and shall conform to the cyber security and others specifications notified for Government website by the Ministry of Information and Technology and other nodal agencies.

**i. Updation and maintenance**

The vendor (either a company/firm/entity/individual/partnership concern) has to update the website/ facebook/twitter and any other account on social platforms as per the inputs to be given by the department for the next two years from the date of receipt of work order.

3. 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**

- i. Company/ Firm/ Entity/ Partnership concern/ Individual's profile alongwith details of past projects, if any. Awareness of safety/cyber security guidelines prescribed for Government websites by Ministry of Information and Technology and other Nodal agencies is a requirement.
- ii. 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.
- iii. Details of proficiency in the specified work and details of prior work experience, if any.

## **FINANCIAL BID**

**The Financial Bid should be submitted in the following format:**

Quote for the cost of, updation and maintenance of the official website of the Technology Development Board and other related works.

<b>S.No.</b>	<b>Updation and Maintenance Cost for 2 years as mentioned in the scope of work</b>	<b>Basic Cost</b>	<b>Taxes</b>	<b>Total Cost</b>
1	Annual Updation and maintenance cost separately for 2 years as mentioned in the scope of work	Year I- Year II- Total-		
<b>Total</b>				

**Signature:**

**Name of the authorized signatory:**

**Designation:**

**Office seal:**


**4.** The details of the eligibility criteria, specification, scope of work, terms and 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.

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

- |  |   |
|--|---|
| (a) Last date and time of receipt of bids: | 8.02.2016 upto 1100 Hrs   |
| (b) Opening of Technical bids:             | 9.02.2016 at 1400 Hrs   |
| (c) Opening of financial bids:             | 9.02.2016 at 1430 Hrs   |
| (d) Place of receiving the bids:           | Technology Development Board,<br>Vishwakarma Bhawan,<br>Wing A, Shaheed Jeet Singh Marg,<br>Delhi-16. |

6. 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

### **TENDER NOTICE NO. 01/2016 -17 DATED: 07.01.2016**

#### **1. Eligibility/Qualification Criteria:**

- (a)** Entries are invited from individuals/ entities/ registered companies/partnership concerns/ firms. Bidder shall have to provide services required at New Delhi and shall have office or presence at 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 and content management tools.
- (d)** Domain knowledge of the industries/ sector is preferable.
- (e)** All bidders must enclose copy of PAN card and one more Government issued Identity Card (to serve as proof of address) along with the tender document

#### **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 the bidders will be opened on pre -scheduled date, time and venue. If the Bid opening could not held on the pre -scheduled date, time and venue then all bidders/applicants will be informed individually about the rescheduled date and 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 1100 hrs on 8.02.2016. 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.
- (e)** All relevant rules and regulation of Government of India will be final and applicable and binding on all bidders.
- (f)** 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 the Vendor. Credentials, if any, may also be appended to the 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 & updation of website (payable after successful and satisfactory completion of the work on six monthly basis).
- (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, Partner or Director of the firm or 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 what so ever.

#### **4. Prices**

Price 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 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 & 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 2,000/- (Rupees Two Thousand only) in the name of “Technology Development Board” along with the bids.

#### **7. Opening of Bids:**

- (a)** TDB will open the Technical Bids 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. Maintenance and Updation of Website:**

The maintenance and regular updation of the 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 the scope of this work:

- (a)** The Vendor must have prior expertise in updation of website contents, uploading on website, development of home page etc. and expertise in generation of online modules, reports etc. They shall have well qualified person/ persons with proficiency in development of website including new home page etc.
- (b)** The updation shall be done from the premises of TDB/ vendor or from other location convenient to

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

**9. Brief details of the work is as below:**

1. The website of the Office of Technology Development Board shall be maintained and updated and made compliant GIGW (Government of India Government Website) guidelines. The GIGW guidelines are available at <http://guidelines.gov.in>.
  2. Static information updation:
    - (a) Minor updation would be done by departmental Officers with the help of the vendor/ AMC holder through a Control Panel Access. A user friendly control panel may be provided to departmental officers for this purpose.
    - (b) AMC holder/ vendor would be responsible for major updation such as adding a new webpage, adding a new link, re -designing on existing pages, public notices, tenders; facility notices, meeting notices/minutes etc. and same should be done with the prior approval of Departmental Officers. AMC holder/ vendor would also provide for a search operation for notices, communication etc.
  3. Maintenance of static pages of information
  4. Checking of 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. Updating of Facebook and Twitter accounts and any other such account of TDB
  10. Re-design of Home-Page (as and when required)
  11. Uploading of the English/ Hindi contents on the website.
- 10.** Data base Administration (Oracle and Java based application & other software based application if required).
- 11.** Any other related work, if required. (During the AMC period, if scope of work is diversified then the AMC holder/ vendor shall have to provide the engineer with requisite caliber to this office and no additional amount will be paid).
- 12. Payment:**The maintenance cost shall be paid half yearly (after completion of 6 month period) on raising the bill by the vendor during each of the 2 years.

**13. Penalty Clause:**

- (a)** The updation required to be made on the basis of data provided by this office shall be done within 4 hours failing which a penalty @ 5% of the contract value shall be levied for each such lapse.
- (b)** The design and other formats of the website approved by this office shall not be changed/modified without prior permission failing which penalty @ 5% 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.