

TENDER DOCUMENT

FOR

**Empanelment of Agencies for Design, Development and
Maintenance of Websites for Departments & Undertakings of
Government of Manipur**

Department of Information Technology
Government of Manipur
<http://ditmanipur.gov.in>; dit-mn@nic.in

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BID SUBMISSION DETAILS

1	Date of Pre-Bid Meeting	27th September, 2017 at 11.00 AM
2	Last date of submitting tender document	10th October, 2017 at 2:00 PM
3	Date of opening of Technical Bid	10th October, 2017 at 3:30 PM
4	Date of Presentation	16th October, 2017 at 11:00 AM
4	Date of opening of financial Bid	16th October, 2017 at 2:00 PM
5	Place of opening of Bids	Department of Information Technology Government of Manipur 4th Floor, Western block New Secretariat, Imphal

SECTION 1
INSTRUCTIONS TO BIDDERS

1. DEFINITIONS –

"Applicable Law" means all relevant laws in force and effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgment, decrees, injunctions, Writs or orders of court, as may be in force and effect during the subsistence of this Tender Document.

"Bid Document" shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.

"Contract" shall mean the agreement to be entered into between DIT, Government of Manipur and the successful Bidder.

"Evaluation Committee" shall mean the committee constituted by DIT, Government of Manipur to evaluate the bid documents.

"Project" shall mean empanelment for Designing, Development and Maintenance of Government Websites.

DIT: DIT means Department of Information Technology, Government of Manipur

2. INVITATION FOR BID

Invitation for bids

DIT, Government of Manipur vide Order No. 6/39/2013-DIT dated 9th July, 2013 had empanelled 7 Agencies for Design, Development and Maintenance of Websites of Departments & Undertakings of the Government of Manipur and continued to extend the empanelment from time to time. The validity for the existing empanelment of the Agencies is upto 31st October, 2017. With the proposed new empanelment of the Agencies, the previous empanelment order will cease to exist. All the Agencies including the previous empanelled Agencies will have to participate in the new empanelment for Design, Development and Maintenance of Websites of Departments & Undertakings of the Government of Manipur.

3. DUE DILIGENCE

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. DIT shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

4. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid and DIT shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

5. CLARIFICATION OF BIDDING DOCUMENTS

DIT shall make best efforts to respond to any request for clarification of the Tender Document. Such response / clarification are to be made in writing. DIT shall not be responsible for any delay including but not limited to any postal delays.

6. AMENDMENT OF TENDER DOCUMENT

At any time before the deadline for submission of bids, DIT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and / or supplementing the same. All changes shall be posted on Official website of <http://manipurtenders.gov.in>, <http://manipur.gov.in> and <http://ditmanipur.gov.in> and prospective Bidders are required to go through the same before submission of bid. All such amendments shall be binding on them without any further act or deed on DIT's part. In the event of any amendment, DIT reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time to take the amendment into account while preparing their bids.

7. LANGUAGE OF BID

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Tender Document and / or the bidding process exchanged by the Bidder and DIT shall be written in English language only.

8. GENERAL INSTRUCTIONS

- 8.1 The Bidders are requested to read the tender document thoroughly.
- 8.2 Bidder is one who has responded to the Bid for empanelment for designing, development and maintenance of websites of Government of Manipur. The Bidder shall duly fill in all the information specified in the pre-qualification criteria specified. In the event of any additional information required by the DIT other than that specified in the pre-qualification criteria, the Bidder shall duly submit such information to DIT within the prescribed time. The Bidder shall submit the Tender Document duly signed on each page as a part of the bid. It shall be expressly agreed herein by the bidder that he has read and understood the complete Tender Document and other documents / requirements and shall comply with the same except what is stated in specified Deviation / Non-Compliance statement format.
- 8.3 DIT shall reserve the right to verify the operation and performance of Project by the Bidder and the Bidder shall permit DIT to do so. The DIT will evaluate the information submitted by the Bidder with regard to Bidder's capacity. **The Bidder cannot subcontract the work at any stage without prior written approval from the DIT.**
- 8.4 Bids received with incomplete information / documents shall be rejected. Bids not adhering to Terms, Conditions, Specifications and other details as given in this document may be summarily rejected.
- 8.5 All deviations from the Terms, Conditions and other details of Tender Document should be separately and clearly submitted.
- 8.6 This tender document is not transferable.
- 8.7 Modification or Withdrawal of Offers is not permissible after its submission. To assist in the scrutiny, evaluation and comparison of offers, DIT may, at its discretion, ask some or all Bidders for clarification of their offer.
- 8.8 The request for such clarifications and the response will necessarily be in writing.
- 8.9 Preliminary Scrutiny: DIT will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been

furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. DIT may, at its discretion, waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all Bidders and DIT reserves the right for such waivers.

- 8.10 Award Criteria: Technical Offers in Envelope 1 will be evaluated first to check whether all required information and documents as specified in the Tender Document are submitted and to ascertain whether the Bidder meets all Qualifying Criteria. The Bidders whose Technical Offers are found to be in accordance with the specifications mentioned in the tender document would be short-listed and only their Commercial Bids in Envelope 2 would be opened.
- 8.11 The Bidder should abide by the terms and conditions specified in the tender document. If Bidders submit conditional offers, they shall be liable for outright rejection. The DIT shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
- 8.12 The DIT reserves the right to make any changes in the terms and conditions of the tender. The DIT will not be obliged to meet and have discussions with any of the Bidders and or to listen to any representations. The offers containing erasures or alterations will not be considered. Technical details must be completely filled in. Correct technical information of the service being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable. DIT may treat offers not adhering to these guidelines as unacceptable.
- 8.13 Bidders are allowed to submit bids in consortium as specified in qualification criteria. Bidders are not allowed to subcontract in any manner without written approval from DIT. The contract period for development of website shall be for a period of 2 months from the date of issuing of work order.

9. QUALIFICATION CRITERIA OF THE BIDDER

- 9.1 The bidder should have minimum Annual Turn-over of Rs. 10 lakhs. (Rs. Twenty lakhs) in any two of the past three financial years (2014-2015, 2015-2016, 2016-2017)
- 9.2 Bidder can be a proprietary or Partnership Firm or Pvt. Ltd. or limited company.
- 9.3 Bidder should have the experience of minimum 5 (five) years in the line of Designing, Development and Maintenance of websites.
- 9.4 The bidder should have at least developed & maintained 5 websites during the last two years. Supporting documents for fulfilling the qualification criteria will have to be submitted in technical envelope No.1.
- 9.5 The bidder should not currently have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance.

10. EVALUATION OF BIDS

- 10.1 The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, DIT shall determine whether each bid is (a) complete (b) is accompanied by the required information and documents and (c) is substantially responsive to the requirements set forth in the tender document. A substantially responsive Bid is one, which conforms to the requirements, terms, conditions and specifications of the Tender without any deviation. DIT's evaluation in this regard shall be final and binding on all Bidders.
- 10.2 Based on the results of the Technical evaluation and Technical presentation, DIT shall then proceed to open and evaluate the Commercial Bid of those Bidders who qualify in the Technical evaluation. The Commercial evaluation will take into account the information supplied by the

Bidders in the Commercial Bid, and the same shall be evaluated in accordance with the evaluation criteria specified in the tender document.

10.3 DIT may at its sole discretion, waive any minor informality or non-conformity or irregularity in a Bid Document, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder

10.4 Secretary (IT), Government of Manipur will constitute the Tender Evaluation Committee. This committee will evaluate the Bid Documents submitted by the Bidders.

10.5 The Tender Evaluation Committee may choose to conduct technical negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.

10.6 Any effort by a Bidder to influence the Tender Evaluation Committee's processing of Bids or award decisions may result in the rejection of the Bid.

11. PRICE FOR EMPANELMENT

Commercial Bid for the website with the lowest price will be the price for the empanelment for design, development and maintenance of website.

12. UNDERTAKING

An undertaking from the Bidder stating compliance with all the conditions of the Contract and Technical Specifications of the Bid Document will be required since no deviation will be acceptable to DIT.

13. BID PRICES

- a) The price i.e. offer must be made by the intending bidder covering all important points mentioned in the bid format enclosed in this bid document. The financial offer may be submitted keeping in view the terms and conditions of this bid document and site conditions.
- b) The bidder shall include payment of all dues such as taxes, other statutory dues & including GST, not specifically mentioned in the specification but essential for successful completion of work. The bidder shall not be eligible for any extra charges in respect of such payments. Extra charges if any shall be paid by the bidder only.
- c) All liabilities, whatsoever, on account of copy rights or any other reason, if any, shall be borne by the bidder.
- d) Any royalties or patents or the charges for the use of content, images, softwares etc. thereof that might involve in the contract shall not be paid by DIT. The bidder only shall pay for such claims without putting any financial burden on DIT

14. PERIOD OF VALIDITY OF BIDS

14.1 Validity Period

Bids shall remain valid for 60 days after the date of bid opening prescribed by DIT, DIT holds the right to reject a bid valid for a period shorter than 60 days as non-responsive, without any correspondence.

14.2 Extension of Period of Validity

In exceptional circumstances, DIT may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional.

A Bidder granted extension of validity will not be permitted to modify his technical or commercial bid.

SECTION -2 TERMS AND CONDITIONS AND SCOPE OF WORK

2.1 DESIGN, DEVELOPMENT AND MAINTENANCE OF WEBSITE:

a) SITE STRUCTURE:

General:

The website will be run on Internet Explorer, Netscape7, Firefox, Opera, Safari and Chrome. The website will be in the English language.

Content Distribution and interactivity:

Content on Homepage will be distributed as to grasp the visitor's attention, encourage the exploration of website, and allow easy access to the most important information on the website. The main menu of the website will contain according to the guidelines of Government of India. Sub-menu of website will be presented in dropdown menu fashion and the website should be accessible to the person with disabilities. The search module should be available to all the pages of the website. Sorting option should be available to all the modules that are available with list of information based upon the date and the name of the Department.

b) OTHER SERVICES:

Update and maintenance of website:

Successful bidder will update the website as and when asked by the respective Department/ Agency. Successful bidder will update/maintain the respective website for a minimum period of 3 years.

Search Engine Optimization

Listing to Google, yahoo and MSN search engines. Successful bidder has to make sure that it has been well optimized to get higher rankings.

Copyright and Trademarks:

Successful bidder will hand over all the software and graphics to the concerned Department/Agency for the purpose of copyright and intellectual ownership. On the bottom of every page, a copyright information should be clearly displayed.

C) TECHNICAL SPECIFICATIONS:

Browser Compatibility

Website should be compatible to all browsers like Internet Explorer, Firefox, Opera, Safari and Chrome.

Design:

Bidder should use CSS based design approach. Clear and appropriate graphics, W3C compatible coding style while designing the web pages. The website should be designed with responsive web design.

d) OTHER TERMS AND CONDITIONS:

Contract time period:

The contract period for site Design & Development will be 3 months from the date of contract. Contract period for update and maintenance will be three year.

The bidder is not authorised to terminate the agreement before its maturity.

Payment terms:

On successful hosting of the website at the Manipur SDC after the Security Audit by one of the empaneled agencies of Cert-In or STQC, 100% will be released to the concerned Agency.

2.2 FORCE MAJEURE

- a) If at any time during continuance of this contract, the performance in whole or in part in any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, acts of civil commotion, strikes, lockouts, sabotages, fire, flood, explosions, epidemics, quarantine restrictions (hereinafter referred to as eventualities) then, the notice of the happening of any such eventuality shall be given by the Bidder to the DIT within 2 (two) days from the date of occurrence. Neither party shall by reasons of such eventuality, be entitled to terminate this contract, nor shall have any claim for damages, compensations against the other in respect of such non-performance or delay in performance, and deliveries under this contract. Normal working shall be resumed as soon as such eventuality has come to an end or ceased to exist.
- b) Provided that if the performance in whole or in part by the bidder or any obligation under this contract is prevented or delayed by reasons of and such eventuality for a period exceeding 30 (thirty) days, then the DIT may terminate this contract by giving notice in writing.

2.3 RESOLUTION OF DISPUTES

The dispute resolution mechanism shall be as follows:

- a) In case of dispute between DIT and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with the Arbitration and Conciliation Act, 1996.
- b) If such dispute arises then either party may forthwith give notice in writing of such dispute to the other party and shall be referred to the adjudication of an arbitrator in accordance with the Arbitration and Conciliation Act, 1996.
- c) Secretary (IT), Government of Manipur will appoint the designated officer mutually agreed between the parties to work as an arbitrator.
- d) The decision of the arbitrator shall be final and binding upon both the parties, i.e. DIT and the successful bidder.
- e) All unresolved disputed matters will have the jurisdiction of Imphal, so far as legal and court matters are concerned.

2.4 AWARD OF CONTRACT

DIT has the right to accept any Bid and to reject any Bid or all Bids Notwithstanding anything stated herein, DIT reserves the right to accept full or part of the Bid or reject any Bid, and to cancel / annul the bidding process and reject all Bids at any time before the award of the Contract.

2.5 NOTIFICATION OF AWARD

Notification to Bidder

The Bidder whose Bid has been accepted for empanelment shall be notified of the award by the DIT prior to the expiration of the period of validity of the proposal. The Bidder shall acknowledge in writing, the receipt of the Approval Letter and shall send his acceptance to enter into the Contract within 15 (fifteen) days from the receipt of the Approval Letter.

2.6 SIGNING OF AGREEMENT

Pursuant to the Bidder acknowledging the Approval Letter, the Bidder and DIT shall promptly and in no event later than 15 days from the date of acknowledgement of Approval Letter, sign the Contract. DIT shall have the right and authority to negotiate certain terms with the successful Bidder before signing of the Contract. The signing of the Contract shall amount to award of the Contract and the Bidder shall initiate the execution of the work as specified in the Contract.

2.7 EXPENSES FOR THE CONTRACT

All incidental expenses of the execution of the Contract / agreement shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the DIT

2.8 FAILURE TO ABIDE BY THE CONTRACT

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of DIT

2.9 TERMINATION OF CONTRACT

Termination for Default

DIT may, without prejudice, to any other remedy for breach of Contract, by prior written notice of default sent to the Bidder, terminate the Contract in whole without assigning any reason if-

- The qualified Bidder fails to perform any other obligation(s) under the Contract.
- If the Bidder is in material breach of the representations and warranties contained in this Contract

2.10 GOVERNING LAW

The laws of Republic of India shall govern the Tender Document and the Contract.

SECTION - 3 SUBMISSION OF BID PROPOSAL

Bid should be submitted in two envelopes -
Envelope 1 (Marked "TECHNICAL BID") and envelope 2 (marked "COMMERCIAL BID").
Envelope 1 and 2 should be inserted in a third envelope marked "BID FOR THE EMPANELMENT DESIGN, DEVELOPMENT & MAINTENANCE OF WEBSITES"

3.1 CONTENTS OF TECHNICAL ENVELOPE 1 (TECHNICAL BID)

- 3.1.1 Bid Application format on the letter head (as per Section 4A)
- 3.1.2 Checklist of Submissions attached as Annexure-I
- 3.1.3 Letter of Undertaking regarding acceptance of all terms and conditions of the Tender
- 3.1.4 Audited Balance Sheets / CA Certificate in support of financial criteria
- 3.1.5 Copy of the experience statement supported by documents establishing clearly 5 year experience in designing and development and maintenance of websites.
- 3.1.6 Details of manpower available on payroll to execute the project as per format enclosed in Technical Bid
- 3.1.7 Declaration by the Bidder certifying compliance to the requirements of the Tender

3.2 CONTENTS OF THE COMMERCIAL ENVELOPE II (COMMERCIAL BID)

Price bid as per format in Section 4B.

3.3 AUTHENTICATION OF BID

The original and all copies of the Bid Document shall be a computer printout and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. Document shall support the letter of authorization. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made.

3.4 VALIDATION OF INTERLINEATIONS IN BID

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

3.5 SEALING AND MARKING OF BIDS

Enclosing of Bid

The copies of the Technical Bid shall be placed in lacquer sealed envelope 1 clearly marking each "**Technical Bid**" The Commercial Bid shall be placed in separate lacquer sealed envelope 2 clearly marking it as "**Commercial Bid. Do not open with Technical Bid**". The two envelopes shall then be placed in third envelope, which shall also be appropriately lacquer sealed and marked as "**Bid for empanelment for design, development and maintenance of websites**".

3.6 RESPONSIBILITY OF BIDDER

If the outer envelope is not sealed, DIT will assume no responsibility for the Bid's misplacement or premature opening.

3.7 REJECTION OF BID

The Bid Document shall be submitted in the form of printed document. Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

3.8 LATE BIDS

Any bid received by DIT after the deadline for submission of bids prescribed by DIT will be summarily rejected and returned unopened to the Bidder.

DIT shall not be responsible for any postal delay or non-receipt / non delivery of the documents. No further correspondence on this subject will be entertained.

3.9 OPENING OF TECHNICAL BIDS

Opening of Bids

DIT will open all Technical Bids (except those received late)

3.10 BIDS NOT CONSIDERED FOR EVALUATION

Bids those are rejected during the bid opening process shall not be considered for further evaluation, irrespective of the circumstances.

3.11 OPENING OF COMMERCIAL BIDS

Opening of Bids

Commercial Bids will be opened and compared after the technical evaluation has been completed for those Bidders whose Technical Bids are found to qualify in accordance to the given criteria.

The evaluation of the technical bids will be on the basis of the following criterion:

- 1. The technical proposal will be evaluated on the basis of the strengths, experience so far, etc. The total marks allotted for this is 40.**
- 2. Vendors will be asked to make a presentation before a Technical Evaluation Committee chaired by the Secretary-IT on :**
 - a. Strategy, Methodology & features**
 - b. Sample of Home Page and second level pages**
 - c. Quality of the content.**
 - d. Security measures of the Website**

The marks allotted for this activity is 60.

***Score chart of the Technical Proposal and Technical Presentation is enclosed at Annexure-II and Annexure-III respectively.**

- 3. Commercial Bids will be opened for only those firms who score a minimum of 70 marks out of the 100 marks allotted for the technical proposal and presentation.**

3.12 COMPLETENESS OF BIDS

DIT will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document.

3.13 RECTIFICATION OF ERRORS

Arithmetical errors will be rectified on the following basis: -

If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, his bid will be rejected.

3.14 REJECTION OF BID

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by DIT and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the Bidder.

SECTION – 4

FORMAT OF TECHNICAL & FINANCIAL BIDS

A) TECHNICAL BID (To be submitted on the letter head of Bidder)

TECHNICAL BID

BIDDER PARTICULARS

- a) Name of the Agency:
- b) Incorporated as _____ in year _____ at _____
(State Registered Firm, Co-operative Societies or Partnership Firm or any other)
- c) Whether any Legal/Arbitration proceedings have been instituted against the Agency or the Agency has lodged any claims in connection with the jobs carried out by them. If yes, please give details:
- d) Registered Office Address :
Name of the top executive :
Designation :
Telephone Numbers :
Fax Numbers :
E-mail :
Mobile No.
Company Website
- e) Established in the year :
- f) Service Tax No. :
- g) PAN :
- h) Whether the agency complies with the requirement of Registration under the Contract Labour (Regulation & Abolition) Act, 1970 Yes/No

Specify Annual turnover of the company. Also mention the turn over from the web design, development and maintenance of websites (Any two Year)

Year	(Rs) (Total Turnover of Company)	(Rs) (Total Turnover Web Services)
2012-2013		
2014-2015		
2016-2017		

Date:
Place:

Yours faithfully,
(Signature of the Authorised Signatory)
(Name and designation of the Authorised Signatory)
Name and seal of Bidder/Lead Firm

TECHNICAL BID

INFRASTRUCTURE DETAILS

1. Name of the Agency with Address :
2. Details of Hardware (Give number of operational items)
 - a) PCs:
 - b) Servers:
 - c) Printers:
 - d) Scanners:
 - e) Other items:
3. Details of Software tools (Give name of the software with version):
 - a) Front End Designing
 - b) Software Engineering
 - c) Development
 - d) Database
 - e) Project Management
 - f) Testing / QA
4. Details of Manpower: (Specify details of professionals working on the tender subject justifying agency's capability in varied platforms)

S.N.	Name	Role	Educational Qualifications	Experience (in Years)	Date of Joining the bidder	Area of Expertise	Projects handled(#)
1							
2							
....							
19							
20							

Role: Project Manager, Analyst, Coder, Developer, Designer, Creative Artist, Communicator,
Quality Assurance, Testing etc.

Area of Expertise: JAVA, .NET, PHP, SQL Server etc.

Date:
Place:

Yours faithfully,
(Signature of the Authorised Signatory)
(Name and designation of the Authorised Signatory)
Name and seal of Bidder/Lead Firm

TECHNICAL BID

BIDDER'S EXPERIENCE

1. Details of 5 jobs of website designed, developed, hosting and maintained. Please use separate sheet for each job.

Job No: (1/2/3...)

Name & Address of the Client	
Type of Client (Government / Semi-Government / Private)	
Period of project a. Scheduled Date of commencement b. Scheduled Date of Completion c. Actual Date of Commencement d. Actual Date of Completion	
Title of the Project Specify the name of website	
Tools & Technology used	
Manpower deployed (in terms of man months) a. Project Manager b. Analyst / Coder / Developer c. QA & Testing d. Technical writer e. Designers/Creative Artists f. Any other	
Total Number of Professional man months of services provided	
Project cost (in Indian Rs.)	
Details of Software used, Technology used	
Specify any special features of the project, which the Bidder may like to highlight	
Attach copy of letter from the Client for satisfactory completion of the project	
Whether the website is being maintained by the agency after its successful implementation. If so, give the date from which being maintained.	

Name, Title & Address of the Client's person who can be contacted	
Compliance with W3C's Web Content Accessibility Guidelines (WCAG) or similar standards/guidelines including accessibility of disabled person guideline. If yes, give details.	

Date:
Place:

Yours faithfully,
(Signature of the Authorised Signatory)
(Name and designation of the Authorised Signatory)
Name and seal of Bidder/Lead Firm

The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet is to be enclosed if the space provided is not sufficient for the data to be provided. List of enclosures should be attached with the bid form.

B) FINANCIAL BID

**(To be submitted on the letterhead of bidder)
Format of the financial Bid in Commercial envelope 2**

To,
The Additional Director (IT),
Department of Information Technology
4th Floor, Western Block,
New Secretariat, Imphal – 795001

Subject: Financial Bid for Design, Development & Maintenance of websites Government of Manipur

Sir,

With reference to tender document for Design, Development, Maintenance of websites of Departments & Agencies of Government of Manipur, we submit our commercial bid as under:

Code	Description	Cost in INR
	i) Design, development & implementation of dynamic website (standard of 30 pages for a minimum period of 3 years). The website has to comply with the Guidelines of Indian Government Websites issued by NIC which also includes standards of World Wide Web Consortium (refer to http://www.w3.org/TR/wcag2ict/). The web pages have to admit media (audio and video) uploads. Mobile interfaces will be integrated as and when required. The website should be accessible to the person with disabilities. The website should be a responsive website. (Cost in words)	
	ii) 3 Years maintenance cost	
	iii) Security Audit of the website by Cert-in empanelled Agency	
	Total Quoted Cost (i)+(ii)+(iii) (in Words) (inclusive of taxes applicable)	
Note: The website has to have an in-built permission based Content Management System so that content revisions and upgrades can easily be done from the back-end.		

- I/we hereby submit our financial bid of Rs. ----- for design, development and maintenance of website of Departments & Agencies of Government of Manipur.
- Offer price is inclusive of all not specifically mentioned in the specification but essential for successful running of the website.

4. I / We agree to keep this offer valid for 60 days from the Bid Due date (last date of submission of Bid) specified in the bid document. We shall also be agreeable to extent the validity of the bid, if so desired by the DIT.
5. I / We agree and undertake to abide by all the terms and conditions of the bid document. In witness thereof, I / We submit this Bid under and in accordance with the terms of the bid document.

Date: _____
Place: _____

Yours faithfully,
(Signature of the Authorised Signatory)
(Name and designation of the Authorised Signatory)
Name and seal of Bidder/Lead Firm

GOVERNMENT OF MANIPUR
DEPARTMENT OF INFORMATION TECHNOLOGY

Format for the submission of the checklist

1. **Tender document should be duly signed on each page as a part of the bid.** []
2. **The offers containing erasures or alterations will not be considered (unless if the person signing the bid have authenticated the same with signature)** []
3. **The bidders should have minimum Annual Turn-Over of Rs. 10 lakhs in any 2 year of the past three financial year.(2014-2015, 2015-2016,2016-2017)** []
4. **Bidder should have the experience of minimum five years' experience in line of Designing, Developing and Maintenance of Website** []
5. **The bidder should have at least developed and maintained 5 websites during the last two year. (Supporting documents should be submitted in the technical envelope)** []
6. **An undertaking from the bidders stating compliance with all the condition of the contract and technical specifications of the bidding document.** []
7. **Checklist of submission should be part of the technical envelope.** []
8. **Audited balance Sheets/CA certificate in support of financial criteria.** []
9. **Bid Application format on the letter head (as per Section 4a)** []
10. **Declaration by the bidder certifying compliance to the requirements of the Tender** []
11. **The original and all copies of the bid document shall be computer print Out.** []
12. **Technical bid should be submitted on letter head of the bidder** []

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DEPARTMENT OF INFORMATION TECHNOLOGY
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EMAIL: dit-mn@nic.in

Score chart for the evaluation of Technical Proposal

Parameters	Marks	
	Marks Allocated	Marks Obtained
Expertise in web designing and development (A-20 mark)		
Design and Development of more than 25 websites	20	
Design and Development of 16-25 websites	15	
Design and Development of 11-15 websites	10	
Design and Development of 5-10 websites	5	
Experience of the company (B-10 mark)		
Experience of the Agency (Max 10 years and one mark will be allotted for each year of experience)	10	
Staff strength (C-10 mark)		
Technical manpower (a) 5-10 Technical Manpower - 3 mark (b) More than 10 Technical Manpower – 5 mark)	5	
Web developer (a) with more than 5 years of experience - 2 mark (b) 1-4 years of experience -1 mark	2	
Certified Security Analyst	2	
Experience UX designer	1	
Total Marks (A)+(B)+(C)	40	

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Score chart for evaluation of Technical Presentation

Parameters	Marks	
	Marks Allocated	Marks Obtained
Strategy, Methodology and features		
Methodology for design and development strategy	5	
Responsive design and Additional features for disabled person beyond those prescribed by Gol	5	
(A) Total	10	
Sample of Home Page and second level pages		
Simplicity of Design and its aesthetic	10	
Arrangement of Content	2.5	
Ease of Navigation	2.5	
(B) Total	15	
Quality of the content		
Visual Identity, Page Layout, Graphic Buttons & Icons, Colour, Images, Audio/ Video/ Animation, Navigation , Site Search	2.5	
Ease of updating	2.5	
Expansive of the content (Primary, Secondary and Tertiary content)	2.5	
Management and retrieval of items from archive	2.5	
Content Management System (Open Source preferable)	2.5	
Interlink with the Social Media platform	2.5	
(C) Total	15	
Security Measures for the Website		
Overall security approach	10	
Authentication using Encryption measures	5	
Implementation of security self-assessment process	5	
(D) Total	20	
Total Marks (A)+(B)+(C)+(D)	60	