

D-29018/01/2008-09 C&I
Government of India
Planning Commission

Yojana Bhavan Sansad Marg,
New Delhi-1.18th March 2009

LIMITED TENDER NOTICE

Planning Commission invites sealed quotations for maintenance and updation of its website on comprehensive maintenance contract basis. Short listed firms having technical competence in website related activities may obtain prescribed form and terms and conditions (Annexure I, II and III) from Soochna Dwar, GF 6B, Yojana Bhavan, New Delhi-110 001 on any working day between 11.00AM to 4.00PM. Quotation in a sealed cover superscribed as "Comprehensive contract for Maintenance and Updation of Planning Commission Website" (accompanied by a Demand Draft of Rs.25000/- as earnest money drawn in favour of Pay & Accounts Officer, Planning Commission) should reach the Director (C&I), Soochna Dwar, Room No. GF-6B, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-110 001, latest by 3.00 PM on 30th March 2009. The tenders will be opened same day at 3.30pm in Room No.302.

(S.K. Mondal)
Director (C&I)
Tel No: 23042301

M/s _____

Instructions to Applicants

1. Preparation of Proposal

Information complete in all respect, should be provided in the form specified in Tender document. While submitting the quotation the applicant shall ensure the following:

- (a) All fields are mandatory in the Annexure II of tender document.
- (b) The services for maintenance and updation include Planning Commission website with RTI website, EAC to PM website and Secondary Agriculture website beside facilitating officer-in-charge in day to day work.
- (C) Terms and Conditions (Annexure III) for AMC may be read properly before filling-up the Annexure II.

2. Submission of Proposals

- i. The proposals will be sealed in a envelope and addressed to Director (C&I), Communication and Information Division, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-110001. Envelope should be superscribed with “COMPREHENSIVE CONTRACT FOR MAINTENANCE AND UPDATION OF PLANNING COMMISSION WEBSITE”.
- ii. Planning Commission assumes no responsibility for the misplacement or premature opening of the contents of the tenders submitted in case the envelope is not sealed and marked as instructed above.
- iii. The quotation must be prepared in indelible ink and must be signed by the Applicant or the Authorised Representative of firm. All pages of the original quotation must be numbered and initialled by the authorised signatory.
- iv. The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such corrections must be initialled by the authorised signatory.
- v. The complete Proposal must be delivered on or before the specified time on the Due Date.
- vi. The Proposal shall be made in the specified proforma. Any attachment to such forms must be provided on separate sheets of

paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed document.

- vii. Proposals submitted by fax or telegram or e-mail will not be accepted. Planning Commission reserves the right to reject any Proposal that is not submitted according to instructions stipulated in the tender format.
- viii. The rates should be quoted in Indian rupees and shall be firm throughout the period of AMC. The rates quoted should exclude taxes.
- x. Quotations are invited for the Planning Commission website AMC are valid upto two years. Rates will not be enhanced during this period of AMC.

3. Evaluation process

- i. Planning Commission would open the proposal same day at 3.30 pm. The quotation will be opened in presence of the representatives of the participating firms who wish to be present and Selection Committee.
- ii. The bids of the applicants will be ranked L-1, L-2,.... on the basis on the rates quoted by them in Annexure II.
- iii. Selection Committee will evaluates the bids on the basis of the past experience and performance of participating firms and would award the contract to the most appropriate firm. Only lowest rate (L-1) may not be considered as eligibility for award of contract.
- iv. Decision of the Selection Committee will be final and binding on all the participating firms.

INFORMATION TO BE GIVEN IN THE FORMAT

1. Name of the Company
2. Address
3. PAN No.
4. Brief Company Profile

5. Present client details (with name and address) along with terms of service contract, if any.

6. Indicate experience in the field of work related to web casting, maintenance and updation work, etc.

7. Annual service charge for AMC as per terms & conditions. (Excluding Taxes)

8. Details of Earnest Money (Rs.25,000/-) deposited (Draft details)

Comprehensive Contract for Maintenance and Updation of the
Planning Commission Website.

**Annual Maintenance Contract
Terms and Conditions**

1. The AMC Contract for maintenance and updation of **Planning Commission website including RTI, Economic Advisory Council (EAC) to PM and Secondary Agriculture Website** covers all aspects of designing, uploading of fresh data, re-arranging old data and continuous maintenance of these websites on day to day basis.
2. The work also involves assisting the Officer-in-charge of the Planning Commission Website, in his work of responding to all public queries vis-à-vis the websites and an information contain therein through e-mails and feedback forms, along with maintenance and updation of Planning Commission with RTI, EAC and Secondary Agriculture related data on its websites or any other relevant work as assigned by the officer-in-charge from time to time.
3. The firm will provide four professionals wherein three of them should be well-trained web-designers with minimum qualifications of BCA or equivalent with least 3 years of experiences and equipped to handle applications like Dreamweaver, FrontPage, Adobe Photoshop, Adobe InDesign, CorelDraw, Flash and MS office etc. and one of them should be a Programmer with competence for handling web-application/web-database developing skills with least 4 years of experience. All these professionals should also be well conversant with handling/developing webpages in HTML/XML, DHTML, CSS/XSL, JavaScript, PHP/JSP/ASP.net with Database (MySQL/MSSQL) connectivity and familiar with latest web technologies. They will also have to familiarise themselves with the Planning Commission functions so as to assist the officer-in-charge and facilitate in the day to day maintenance of the Planning Commission website.
4. The firm deputing professionals/personnel deputed at the Planning Commission should submit two vouching certificates with regard to the character of the persons deployed.
5. The firm will place full time services of these persons who shall be stationed at Planning Commission during office hours on all working days, and in case of emergency, on holidays, as and when required by the C&I Division, Planning Commission.
6. The Planning Commission will provide the office space and equipment for work on the maintenance of the websites including hardwares like computers, printers, scanners and CD writer. The Planning Commission will also provide, through the officer-in-charge, all the inputs for uploading and redesigning of

- these websites. The work of designing, uploading and maintenance of these websites will have to be done within the specified office space provided by the Planning Commission and under no circumstances any information, inputs, software or hardware can be taken out of the Planning Commission premises.
7. The firm shall be able to provide services of additional work force, if so required by the planning commission, for a similar job and for a specified period as desired by the planning commission on proportionate pro-rata basis.
 8. The firm and/or the Web-designers/Programmers placed by it at the disposal of the Planning Commission will be working directly under the officer-in-charge of the Planning Commission website. These website professionals cannot be replaced/changed frequently without prior permission of the Officer-in-charge Planning Commission Website. As the Planning Commission is solely responsible for all information uploaded on its website, these professionals will strictly follow the instructions given to them from time to time by the officer-in-charge in this regard. Penalty of Rs.600/- per day will be imposed, in case of absence from duty without intimation/prior permission. Deliberate negligence of the task assigned, misuse and/or abuse of information or causing damage to the machinery/equipment of the Planning Commission may lead to the cancellation of contract.
 9. The contract will be for a period of two years subject to the satisfactory performance by the firm and the review of its work on a quarterly basis.
 10. Planning Commission reserves the right to terminate/cancel the contract at any point of time without assigning any reasons to the firm. The decision of Planning Commission is binding on the contractual firm and no court shall take cognisance of any dispute. Throughout the conduct of the contract, the planning commission has the right to continuously monitor the performance of the contractor/firm.
 11. The contractor/firm will be responsible for the security of data.
 12. The firm will deposit Rs.25,000/- through fixed deposit hypothecated to Planning Commission as Security, which will be refunded after satisfactory completion of the contract.
 13. Planning Commission will make no advance payment. The Payment would be released on quarterly basis, after successful completion of each quarter subject to production of service satisfaction certificate by user. In case Planning Commission terminates/extends the contract, the payment will be made on pro-rata basis.
 14. If any dispute arises between Planning Commission and the firm with reference to the terms of the Service Contract/continuation/discontinuation of the contract, Planning Commission is free to take decision and the decision of the Planning Commission would be binding on the firm.
 15. The contract shall be effective from the date of formal acceptance of the terms and conditions by the firm and deposit of security money.

16. Correction or overwriting in the tender documents is not permissible. Every sheet of the Tender document and the tender documents should be signed and stamped by authorised signatory of the firm.
17. The competent authority in Planning Commission shall have the right to reject all or any of the offers without assigning reason. Only lowest rate may not be considered as eligibility for award of the contract.
18. No quotation shall be considered without the earnest money deposit. The earnest money shall be refunded only after the finalization of the contract and no interest will be paid on earnest money.
19. Rates once finalized will not be enhanced during the period of the contract.
20. The contract may be considered for extension by mutual agreement and for such further period as may be agreed upon.

(Signature of the tenderer with
seal of acceptance of the
terms and conditions)