

Tender No. 22-272/2012-NFDMC

**LIMITED TENDER DOCUMENT
FOR REDISGNING AND MAINTENANCE OF
FSI's WEBSITE
And
CREATION OF ADDITIONAL
FEATURES**

Closing date & Time of receipt of Tender: 25/03/2014, 3:00 PM

Opening of Tender: 25/03/2014, 3:30 PM

**FOREST SURVEY OF INDIA
MINISTRY OF ENVIRONMENT & FORESTS
KAULAGARH ROAD, DEHRADUN.**

LIMITED TENDER NOTICE

FOREST SURVEY OF INDIA, KAULAGARH ROAD, DEHRADUN

Forest Survey of India (FSI) invites sealed tender for Redesigning and Maintenance of FSI's Website and creation of additional features on it. Please visit the website www.fsi.nic.in for further details. Last date for submission of tender is at 1500 hrs.

Joint Director (NFDMC)
Phone No. 0135-2755037, 2757158

LIMITED TENDER NOTICE

FOREST SURVEY OF INDIA, KAULAGARH ROAD, DEHRADUN

FSI invites sealed tender for redesigning and Maintenance of FSI's Website and creation of additional features on it. Please visit the website www.fsi.nic.in for further details. The tender document can be downloaded from the website or can be personally obtained from the Office Superintendent (NFDMC), FSI, Kaulagarh Road, Dehradun on payment of Rs. 100/-. For the forms downloaded from the website, the tenderer shall have to deposit Rs. 100/- through a separate Demand Draft along with the Demand Draft for EMD. The complete tenders along with EMD amounting to Rs. 5,000/- (Rupees five thousand only) payable to the "Assistant Director (Accounts), Forest Survey of India, Dehradun must accompany the tender bid along with Income Tax clearance certificate etc. to reach this office on or before 25/03/2014 (1500 hours). Technical bids shall be opened on the same day at 1530 hours. The tenderers or their representative shall be allowed to remain present on the said due date. The Director General, Forest Survey of India reserves the right to accept/reject any or all tenders without assigning any reason.

Joint Director (NFDMC)

Limited Tender for Creation and Maintenance of Web Site

1. Designation and address of the officer to whom the tender is to be submitted The Director General,
Forest Survey of India, Dehradun.

2. Last date & time of receiving the tender. 25/03/2014 3.00 PM

3. Date & time of opening of tender. 25/03/2014 3.30 PM

4. Detailed description of equipment to be supplied. Redesigning & Maintenance of Website and creation of additional features on it.

5. The tenderer may please note that tender once submitted will not be altered in any case and should not have scope of ambiguity, cutting or over writing. In case it happens so the same should be authenticated with signature of the tenderer.

7. TENDERING SYSTEM:

The tender will be submitted in one part only, but will contain the technical part, which will explain as to how the Website will be developed with complete methodology to be adopted in the process.

Alongwith the technical part the tender should be accompanied with financial part, which will have the rates of job to be carried, service tax if applicable, VAT if applicable etc.

These two parts of bids shall be placed in one envelope. The envelop should be sealed and envelop shall only indicate the last date & time of receiving the tender prominently along with the address of Purchaser/indentor.

THE DIRECTOR GENERAL
FOREST SURVEY OF INDIA, DEHRADUN-248195 (UTTARAKHAND)

8. EVALUATION OF TENDER:

Tenders will be evaluated in two stages i.e. Technical & Financial. Technical evaluation will be done by committee in which presentations from the qualified tenderers will be invited. Technical evaluation will be done based on credentials and presentation of the company. Financial bids will be opened only for those who found qualified by the technical committee.

9. VALIDITY OF TENDER:

The tender must remain valid for 120 days (4 months) from the date of opening of tenders.

10. OPENING OF TENDER:

The representative of the bidders may attend the opening of tenders if they so desire along with letter of authority from the respective bidders.

11. TECHNICAL SPECIFICATION:

Eligibility Criteria

- (i) The vendor company should have office at Dehradun.
- (ii) The company should have 05 years experience in doing similar kind of work for any Central or State Government/Public Sector Organizations.
- (iii) The company should have an average turnover of Rs 50.00 Lacs in the last 3 financial year.(Enclosed the copy of Profit & Loss Account / balance Sheet & ITR).
- (iv) The company should depute an IT Engineer for support who will FSI office at least once a week.
- (v) The company should also enclose copy of Service Tax Registration

12. SCOPE OF WORK:-

- Re Design and Development of website of FSI with all the information about the FSI and their Departments. (CMS Based) **(Both in English & Hindi Language)** & compliance as per Government rules given in the document "Guidelines for Indian Government Websites (GIGW)" in <http://web.guidelines.gov.in> and also as per web standards in bilingual (English & Hindi).
- The website will be hosted on NIC Server.
- **Development of various Dynamic Modules in the website like**
 - Online Database Management System For Enquiries
 - Online Notice Board
 - News & Events Management
 - Online Vacancy Posting & Online Application
 - FSI Picture / Video Gallery & Virtual Museum Tour
 - FSI Calendar Management
 - Online Document & File Sharing
 - FSI's Publication Management
 - Online IT Complaint Booking System

 - Site Search
 - Management of Conference / Seminar / Workshop / Training / etc

- Mass Mailing System
- **The additional features to be created on the website will include the following:**
 - Develop registration module
 - Online registration form
 - Administration panel to view/print registration information with search facility
 - Administrator can export registration information to MS Excel.
 - Develop Content Management System (CMS) for loading of fire points data
 - Administration panel to manage fire point data.
 - Facility to import fire points data through excel file.
 - Facility to download data in MS Excel file.
 - SMS alert system
 - Automatic SMS should be send to registered user, for respective state and district fire point alerts
- Content Management System for Loading of Fire Points Data Files (KML) of every State and facility of mass mailing of data thereof to registered user
- SMS Alert System with automatic SMS (1 Lac SMS pack) to Registered Users for respective State and District Fire Points.
- Development of Information Management / Dissemination Area in the website with the facility of uploading the documents / Circulars online which are to be accessed by every department and divisions at remote areas.
- Software for downloading and uploading of complete Tender Documents online
- Any correction suggested by CERT-IN empanelled agency after the Security Audit of the website without any extra cost.
- Completion time within one month from the date of order.

Forwarding Letter

(To be filled in by tendering party)

From _____

To,
The Director General,
Forest Survey of India
Kaulagarh Road, P.O.IPE
Dehradun - 248 195. (Uttarakhand)

Sub : Limited Tender for Redesigning and Maintenance of Website.

Ref : Your Tender notice dated

Sir,

We are submitting herewith our tender for the Maintenance of Website (www.fsi.nic.in) and creation of additional features on it as specified in the tender notice and as laid down in tender documents.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are enclosing herewith Earnest Money Deposit in the form of Bank Draft No. _____ dated _____ for Rs. _____ (in words) Rupees _____ drawn in favour of Assistant Director (Accounts), Forest Survey of India, Dehradun for above mentioned supplies.

We are enclosing as annexure the following documents in fulfillment of the conditions laid down in the tender document.

Stamp & Signatures of the Authorized Signatory

(Write "Yes " or " No" in boxes)

Annexure

- | | | |
|----|---|--------------------------|
| 1. | Service Tax & Company Registration Certificate; | <input type="checkbox"/> |
| 2. | Copy of ITR for the Last 3 years | <input type="checkbox"/> |
| 3. | List of Assignments of Similar nature of work at Dehradun and other prestigious institute in the country by your company; | <input type="checkbox"/> |
| 4. | Company profile & Team List | <input type="checkbox"/> |
| 5. | Copy of work orders of various organizations Showing experience of the organization. | <input type="checkbox"/> |

All pages of the Tender Document along with the Copy of "Terms & Conditions and additional pages (specify number) contained herewith have been duly signed.

Yours faithfully

Stamp & Signatures of the Authorized Signatory

Name _____

Complete Address _____

Telephone and FAX Nos.

(H.Q.s / Dehradun): _____

Detailed Terms & Conditions Governing the Tender

1. Please do not tear off any leaf of this tender Booklet.
2. Please read these terms & conditions carefully. Failure to do so, and mistakes in filling in the tender form may lead to disqualification of the tender party.
3. Please sign all the pages of these terms & conditions, so also all other pages of the Tender Document.
4. Cost of preparation of tender shall have to be borne by the Tendering Party.
5. The tender document should be superscribed with "Tender Number, section for which quoted and due date of submission.

Opening of tenders:

- i. Technical bids shall be opened in the office of the Director General, Forest Survey of India, Kaulagarh Road, Dehradun. as per the following schedule;
- ii. Technical bids shall be opened in presence of representatives of the tendering parties, who wish to remain present.
- iii. Tenders shall be read out one by one. Polite queries can be reread on request. Parties are however requested to desist from making comments.
- iv. Technical bids will be evaluated for qualifications for opening the Commercial Bids. Only those 'Commercial Bids' will be opened whose Technical Bids are qualified fulfilling all the technical specifications of the hardware mentioned in the tender document

The short list:

- i. A short list of two or three is expected to be ready by a week time from the date of opening of "Commercial Bid". EMD of other tenderers shall be returned once this list is ready.
- ii. The acceptance of an offer in whole or in part shall be communicated to the successful tenderer in due course and in writing.
- iii. The shortlisted parties may be asked to give a presentation on their offered product. In such case they should send their senior representative to answer the queries.
- iv. Short listing of a tenderer does not confer any rights on any tenderer, it only means that the offer made is under consideration.

Technical Bid evaluation criteria:

- i. The bids must conform to the technical specifications. Non conformance of these minimum specifications will lead to rejection of the officers.

- ii. If a particular specified information is not explicitly stated, the same characteristic/feature/item could be treated as not available/offered and further evaluation will be carried.
- iii. All Bidders shall submit their technical and commercial bids separately. Commercial bids of only those vendors will be opened whose technical bids are qualified.

General conditions:

- i. The Director General, Forest Survey of India, Dehradun reserves the right without assigning any reason thereof to,
 - Accept or reject a whole or any part of an offer
 - Reject any or all offers partly or wholly
 - Cancel or withdraw the tender notice
 - Reject or accept any tender or part thereof
 - Accept or reject any deviations from these conditions
- ii. The payment will be made only after the successful on completion of the work.
- iii. The supplier will submit proof of competence by giving details of all such tasks under taken by him during the last three years and the current ones along with certificates of the same along with income tax clearance certificate. Any information suppressed by the tenderer will be treated as disqualification at any stage resulting in the forfeiture of security deposit.

NB. The Director General, Forest Survey of India, Dehradun is not bound to accept the lowest tender or lowest part of any tender.

Disputes:

- i. All queries and disputes arising of this contract shall be referred to the Sole Arbitrator appointed by the Director General, Forest Survey of India whose decision shall be final and binding under the contract and no objection shall be taken by the contractor on the ground that Director General, FSI, and the Arbitrator are an employee of the Govt. The Arbitrator shall be in accordance with the Indian Arbitration Act 1940 and the Arbitrator shall be at liberty to extend the time of arbitration with the consent of the Govt. and the supplier
- ii. The Courts at Dehradun shall have jurisdiction to try all suits and proceedings related to this contract.

Acceptance:

Signing of the tender form and the Detailed Terms & Conditions shall be deemed as the final acceptance of these terms and conditions.

**JOINT DIRECTOR (NFDMC)
FOREST SURVEY OF INDIA,
DEHRADUN**

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS

I/We have read and fully understood the Terms & Conditions as laid down above in respect of tender for website.

I/We agree to abide by the same.

I/We have signed all the pages of the Tender Document Booklet as laid down.

Signatures of the Authorised Signatory

Name.....

Complete Address
.....

Date :

Telephone no.s (H.Q.s/Dehradun)

Financial Bid

S. No.	Particulars	Qty	Rate (Rs.)	Amount (Rs.)
1.	Re Design and Development of website of FSI with all the information about the FSI and their Departments. (CMS Based) (Both in English & Hindi Language) & compliance as per Government rules given in the document "Guidelines for Indian Government Websites (GIGW)" in http://web.guidelines.gov.in and also as per web standards in bilingual (English & Hindi). Including Any correction suggested by CERT-IN empanelled agency after the Security Audit of the website without any extra cost.	1		
2.	<p>Development of various Dynamic Modules in the website like</p> <ul style="list-style-type: none"> • Online Database Management System For Enquiries • Online Notice Board • News & Events Management • Online Vacancy Posting & Online Application • FSI Picture / Video Gallery • FSI Calendar Management • Online IT Complaint Booking System • Site Search • Management of Conference / Seminar / Workshop / Training / etc • Mass Mailing System 	1		
3.	<p>Development of Additional Features for Fire Point Module</p> <ul style="list-style-type: none"> • Develop registration module • Online registration form • Administration panel to view/print registration information with search facility • Develop Content Management System (CMS) for loading of fire points data • Administration panel to manage fire point data. • Facility to import fire points data through excel file. • Facility to download data in MS Excel file. • Content Management System for Loading of Fire Points Data Files (KML Files of every State and facility of mass mailing of data thereof to registered user • Development of Information Management / Dissemination Area in the website with the facility of uploading the documents / Circulars online 	1		

	<p>which are to be accessed by every department and divisions at remote areas.</p> <ul style="list-style-type: none"> • Software for downloading and uploading of complete Tender Documents online 			
4	SMS Alert System with automatic SMS (1 Lac SMS pack) to Registered Users for respective State and District Fire Points.	1 Lac		
5	AMC of Website with timely updations as and when required including deputation of IT Engineer for visit to FSI once a week.	12 Months		
6.	Taxes (if Any)			
7.	Grand Total (Rs.)			