

Tender No. 22-272/2012-NFDMC

**LIMITED TENDER DOCUMENT
FOR MAINTENANCE OF FSI's WEBSITE**

Closing date & Time of receipt of Tender: 25/11/2016,3:30 PM

Opening of Tender: 25/11/2016,4:00 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 Maintenance of FSI's Website **for a period of 6 Months**. Please visit the website www.fsi.nic.in for further details. Last date for submission of tender is at 25/11/2016,3:30 PM.

Sr.Deputy. Director (P&A)
Phone No. 0135-2755037,
2757158

LIMITED TENDER NOTICE

FOREST SURVEY OF INDIA, KAULAGARH ROAD, DEHRADUN

FSI invites sealed tender for Maintenance of FSI's Website for a period of 6 Months. 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. The complete tenders must accompany the tender bid along with Income Tax clearance certificate etc. to reach this office on or before 25/11/2016,3:30 PM. Technical bids shall be opened on the same day at 1600 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.

Sr.Deputy. Director (P&A)
FOREST SURVEY OF INDIA,
DEHRADUN

Limited Tender for Maintenance of FSI Web Site for a period of 6 Months

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. 25/11/2016 3.30 PM

3. Date & time of opening of tender. 25/11/2016 4.00 PM

4. Detailed description Maintenance of Website

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 maintained with complete methodology to be adopted in the process.

Along with 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.

Sr.Deputy. Director (P&A)
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 90 days (3 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 also enclose copy of Service Tax Registration

12. SCOPE OF WORK: -

Maintenance of website of FSI for a period of 6 Months 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).

FSI website which includes hyperlinks of different applications of FSI like DSS portal, E-green watch etc and a service of SMS Alerts system with automatic SMS (50 thousand pack) to registered Users for respective states and District Fire Points.

The website is hosted on NIC Server.

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 Maintenance of FSI's Website for a period of 6 Months.

Ref: Your Tender notice dated

Sir,

We are submitting herewith our tender for the Maintenance of FSI's Website (www.fsi.nic.in) for a period of 6 Months 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 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;
2. Copy of ITR for the Last 3 years
3. List of Assignments of Similar nature of work at Dehradun and other prestigious institute in the country by your company;
4. Company profile & Team List
5. Copy of work orders of various organizations Showing experience of the organization.

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 partly.
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".
- 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. Nonconformance 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.

**Sr.Deputy. Director (P&A)
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 Authorized Signatory

Name.....

..

Complete Address

.....

.....

Date :

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