

INVITATION OF EXPRESSION

DESIGNING, DEVELOPMENT AND MAINTENANCE OF WEBSITES FOR BACHPAN BACHAO ANDOLAN (BBA)

Important Dates Part A

Item	Date
Publishing Of Tender	30th August 2019
Meeting for Pre Bid	3rd September 2019
Bid Submission Last Date	10th September 2019
Financial Opening Of the proposal	To be communicated later
Technical Presentation	To be communicated later
Contact Information	Udit Bali udit@satyarthi.org

Proposals are invited from agencies/companies (legal entities as per law of the land) having expertise in designing, development and maintenance of websites and web related software design, development and uploading as per the guidelines of Govt. of India/Government of Delhi and other law enforcement agencies with cyber security and other features.

1. Instructions to Proposers/Bidders

- a) Creation/designing a dynamic website with International standards and as per specification mentioned in this tender.
- b) Compliance of GOI guidelines: The vendor has to complete the formalities for compliance of Government guidelines and security audit.
- c) Hosting of website in complete secured server with minimal downtime.
- d) Maintenance of website: The vendor has to deploy sufficient technical, graphics, language experts to maintain and update the website. The website needs to be updated in order to accommodate any future changes and requirements like integration of cataloging software with website; integration of mobile application with website content etc.
- e) Transfer and editing of existing content to new website.
- f) The system should be developed based on Open Standard to facilitate Backend integration with various applications created by the organization from time to time and support for the same. Updating the pages like circulars, events, photo gallery, video gallery, etc should be done by the vendor periodically as required by Council.

2. Features of Website

- a) Interactive multimedia oriented web page designs.
- b) WordPress CMS
- c) Multiple banner of inner page.
- d) Design of the website as per the government rules and W3C guidelines.
- e) Compatible to the browser like Chrome, Mozilla Firefox, Internet Explorer, Mac Os, etc and mobile operating system like android, windows, ios etc
- f) Should support responsive page design compatible to multiple size screens (computer, tablet, mobile phones and any other device)
- g) Should support encryption.
- h) Social Media & email integration and interactivity.
- i) Should support payment gateway, SMS gateway etc.
- j) Automated customized reply systems to emails, sms, etc.
- k) Interactive features
- l) Training to the organization officials for content placement.
- m) Admin section and integrated modules must be protected by a username and password.

3. General Guidelines

- a. The Vendor has to share source code of product with BBA and source code ownership will belong to and BBA
- b. All material/ product and related codes will always be property of the organization and vendor should not claim any rights over the same in the future.
- c. All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone.
- d. Vendor should provide the user manual and brand guidelines for the development and maintenance of the website and also give orientation to the organization's communication team.

Part B –Communication of Tender Documents for submission

- 1 The sealed tenders are to be submitted in prescribed format on your business letterhead duly stamped and signed by authorized signatory with date on each page.
- 2 Each proposer/bidder shall submit the offer in two separate sealed envelopes i.e. for Technical and Financial Bid.
- 3 The organization shall not be responsible for any postal delays whatsoever and tenders received after the stipulated time/ date are liable to be rejected.
- 4 Incomplete Tender shall be rejected out-rightly. No alterations, amendments or modifications shall be made by the Bidder in the Tender Document if any such alterations are made or any special conditions attached, the bid is liable to be rejected without making reference to the Bidder.
- 5 The Technical Bid shall be opened in BBA Head office, J - 105, Kalkaji, New Delhi 110019 in the presence of those tenderer(s) or authorized representative(s) who wish to be present and no separate communication will be sent in this regard.
- 6 Prices quoted in the bid shall expressly be inclusive of all statutory taxes, fees, cesses, duties, levies, charges, surcharges and any other statutory and non-statutory components etc. (Net Price to the organization). No component of cost / tax shall be paid by the organization unless the same is included specifically in the Tender.
- 7 Penalty for the late delivery and late implementation, than the stipulated date and time would be levied at the rate of half percent per week to be calculated on work order. In case of delay beyond fifteen days from the stipulated period, organization may, at its discretion, cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.
- 8 While the Part “A” describes Scope of Work desired by the organization, vendors are otherwise welcome to quote superior specifications, if they so desire, which may be considered at the sole discretion of the organization.

Part C

1. Pre-Qualification Criteria: The Bidder shall fulfill all of the following eligibility criteria

S · N o	Pre-Qualification Criteria	Supporting Document
1	The bidder must be a company registered in India under the companies Act, 1956	Certification Of Incorporation
2	Bidder should have executed at least 3 end-to end website development Projects implemented	Completion certificate, Work Order and Client Reference for Verification
3	Bidder should have minimum 10 full time employees working on Software Development & IT services	Self-Attested Certificate (signed by Company Secretary/ HR Department)

Part D: Technical Evaluation

Technical Evaluation Committee (TEC) will evaluate both technical & commercial bids. Bidders who have qualified Pre-Qualification Eligibility Criteria of this RFP document shall be evaluated and scored by the Technical Evaluation Committee on the basis of technical evaluation criteria mentioned in the table below, assessing each bidder's ability to satisfy the requirements set forth in this document. The minimum marks for qualifying through the technical evaluation rounds are 60 out of 100.

Technical Evaluation Stage 1

S · N o	Parameters	Mar ks	Required Documents
1	Company Competence 1. Company's Turnover 2. No. of completed projects 3. Certificates for Web Development	30	Audited Financial Statement/Auditor Certificate to be submitted.
2	Number of full time employees working on Software Development & IT services (Refer table below for detailed point system) 1. 2-4 (3 Marks) 2. 5-7 (7 Marks) 3. 8-10(10 Marks)	10	Self-Attested Certificate
3	Domain Experience 1. 1-2 LOR -7 Marks 2. 2-7 LOR -15 Marks 3. 8 -10 LOR -20 Marks	20	Proof of experience in the form of client citations/work orders to be submitted.

Technical Evaluation Stage 2

S · N o	Parameters	Max Marks	Required Documentation
1	Technical Presentation	40	Overall understanding of the Project, Quality of Work plan presented, Assessment of the obstacles in implementing the

			project and possible remedies to the identified Obstacles & Presence of Team leader and Members for Presentation.
	Total Marks	40	

Note:

- a) The documents required as proof for technical marking must be submitted as client citations or work orders or letter of declaration signed by the client.
- b) Bidder should give presentation with respect to above technical evaluation criteria after opening of the Technical Bid.
- c) The tender evaluation committee reserves the right to visit bidder's office where the team is stationed.

Financial Evaluation Criteria

The financial bids of all the technically qualified bidders will be opened and the tender will be awarded to the bidder quoting the Least Cost (L1). If the number of the proposals qualified are less than three, then the proposal that have received top three ranks, would be considered for opening the financial bids.

Part E: Payment Terms

Payment will be made in the following stages.

- 1 50% of the contract value (plus taxes thereof, less deduction if any) would be released on successful development, implementation, deployment & Go live of websites on all platforms as per scope of work and acceptance by the organization.
- 2 20% of the contract value (plus taxes thereof, less deduction if any) on successful stabilization of both the websites, successful deployment/testing to users etc., completion of scope of works and acceptance of all works by the organization or within 2 months after deployment & Go-live, whichever is later.
- 3 30% of the contract value (plus taxes thereof, less deductions if any) would be released on completion of 6 months from the date of award and successful resolution of all issues upto satisfaction of the organization.

Warranty

1. The Standard Warranty for supplied websites shall include free maintenance of upto Six months from the date of Implementation. The defects, if any shall be attended to within 1 (One) working hour and must be resolved within a maximum 6 (Six) working hours.

Delivery Period

1. The Delivery, installation & implementation shall be completed within 60 Days on placement of the work order. Any delay by the vendor in the delivery of items shall render the Vendor liable for penalty at specified rate in this document.

Formats

- 1 Technical Bid
- 2 Financial Bid
- 3 Client Reference Form