

GOVERNMENT OF TRIPURA
TRIBAL WELFARE DEPARTMENT
P.N COMPLEX, GURKHABASTI, AGARTALA

F.NO.14-336 (2)/TW/STIPEND/OTFS/2020-21/ 6706


Date: 22/06/2021

EXPRESSION OF INTEREST

Tribal Welfare Department, Government of Tripura, on behalf of the Governor of Tripura, invites Expression of Interest from the reputed Web Designing Firm/ Agency of the State of Tripura for Designing & Developing, Hosting and Maintenance of Educational Application Web Portal for Directorate of Tribal Welfare, Govt. of Tripura.

Name of Work	Tender Fee (Rs)	Contract Period	Start date of Submission of Tender	Last Date of Submission of Tender	Place of Tender Submission
Designing & Development, Hosting and Maintenance of Educational Application Web portal	2,000	90 days	24 th June 2021	30 th June 2021	Stipend section of Directorate of Tribal Welfare. P.N complex, Gurkhabasti, Agartala

Interested Bidders shall participate in bidding only in **Physical mode** and for details terms and conditions may visit department website <https://twd.tripura.gov.in>. Postal/ Electronic delivery of Bids is **NOT PERMISSIBLE**.


(L.T Darlong)
Additional Secretary & Director,
Tribal Welfare Department
Government of Tripura

GOVERNMENT OF TRIPURA
TRIBAL WELFARE DEPARTMENT
(P.N Complex, Gurkhabasti, Agartala-799006)

F.No.14-336(2)/TW/STIPEND/ OTFS/2020-21 / 6705

Dated, 22 June, 2021

EXPRESSION OF INTEREST

Tribal Welfare Department, Government of Tripura, on behalf of the Governor of Tripura, invites Expression of Interest (EOI) from the reputed Web Designing Firm/ Agency of the State of Tripura for Designing & Developing, Hosting and Maintenance of Educational Application Web Portal for Directorate of Tribal Welfare, Govt. of Tripura.

Important Dates & Information

1.	Start Date of Submission of EOI	24.06.2021
2	Last Date Tender and Time of Receipt	14.00 hours of 30.06.2021
3	Date and Time of Opening of Tender	11.00 hrs of 01.07.2021
4	Place of Opening of Tender	Directorate of Tribal Welfare, Govt. of Tripura, P.N Complex, Agartala -799006

1. Scope/ Item of Work :

The main purpose of this work is aimed at obtaining application(s) from ST candidate(s) for Tribal Welfare Department's Scholarship Schemes, through the following processes:

- i. Designing and Development of a specific Website.
- ii. Hosting of the Website.
- iii. Updating and Maintenance of the Website on Annual Contract Basis.

2. Website/Web portal Characteristics:

- Website/Web portal should be accessible to all irrespective of technology, platforms, devices or disability of any kind.
- Website/Web portal will have the Web Address/URL (Uniform Resource Locator) or Domain Name as "twscholarship.com".

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- The Web Portal will be for obtaining application from ST candidates for Tribal Welfare Department's Scholarship Schemes. The Homepage of the Website/Web portal must have the *Title page, Lineage of the Department, National Emblem, Indian Identity*.
- The subsequent web pages will have *registration/ login option* and the final page will *have student information and uploading options* where candidates shall fill the required information and also upload required documents.
- The Home page shall also contain administrative link for operating and monitoring the application system.
- The application system shall also generate *Acknowledgement Page* to every finally submitted applicant.

Rest everything will be as per Website Security Guidelines issued by NIC-CERT. For guideline details, check <https://nic-cert.nic.in/pdf/Website%20Security%20Guidelines.pdf>.

3. Eligibility Criteria:-

- i. The Firm/Agency must be a Registered Company under The Companies Act 2013.
- ii. The Firm/Agency has to compulsorily follow the "*Website Security Guidelines*" issued by NIC-Computer Emergency Response Team (CERT) for website development, hosting, administration and management.
- iii. The Firm/Agency must have work experience in developing Educational program for Govt. agency/agencies.
- iv. In addition to point (iv), the agency or firm must have at least 25 nos. work experience in Designing & Development, Hosting and Maintenance of Application Web portal mainly related to educational activities (even with private organization).

4. The terms and conditions of the EOI are as follows:-

- The Design & Development of the Website/Web portal should be completed within a period of **15 days** from the date of placing the work order.
- The penalty clause will be effective, if the work is not completed within stipulated time period. A penalty at the *rate (per day) of 1.00% of the total project cost* of the will be levied if

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it is delayed by more than the stipulated time. The penalty will be doubled, if it is delayed by 30 days or more. For delays beyond 30 days from the stipulated time, tender may also be liable to be cancelled.

- The eligibility criteria shall be considered as **Technical Bid**.
- In addition to technical bid participating shall also submit quotation for the same project, which shall be considered as **Financial Bid**.
- Only on satisfaction of the technical bid (eligibility), the Financial Bid of the participating agencies **will be compared**.
- The **Lowest bidder** in the Financial Bid shall be awarded the contract.
- On **Final approval** by the competent authority of the EoI inviting agency (Tribal Welfare Department, Govt. of Tripura), a **MoU** (Memorandum of Understanding) shall be signed between the EoI inviting agency and the selected bidder.

5. Award of Contract and notification and signing of Agreement:

The Directorate of Tribal Welfare, Govt. of Tripura will notify the successful bidder in writing. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.

6. Tender Fee:

The participating bidder has to pay an amount of **Rs. 2,000** (Two thousand rupees) only as Tender fee through Demand draft (DD) to be drawn in favour of '**The Director, Tribal Welfare**' from any recognized scheduled bank. This tender fee is **NON-REFUNDABLE**.

7. Sealed tender under Two-Bid system (Technical and financial Bids):-

The tenders/bids must be deposited in the tender box of Directorate of Tribal Welfare, Govt. of Tripura not later than **14.00 hours of 30.06.2021**. The tender will be opened at **11.00 hrs of 01.07.2021** in the presence of the bidders/bidders' representatives, who choose to attend.

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8. Sealing and Marking of Bids:-

- The copies of the Technical Bid should be placed in sealed **Envelope 1** clearly marking “**Technical Bid**” on top most right hand side of the envelope along with tender No. and Date.
- The Technical Bid should be placed in separate sealed **Envelope 2** clearly marking “**Financial Bid – do not open with Technical Bid**”. In the Financial Bid, all the Bidders must quote the project amount/cost separately for each item of work viz.
 - 1.) *Designing and Development of the Website,*
 - 2.) *Hosting of the Website,*
 - 3.) *Updating and Maintenance of the Website on Annual Contract Basis.*

Both the Envelopes should be placed in the 3rd Envelope (Big Envelope), which shall also appropriately sealed and marked at the mid of the cover envelope as below:

BID FOR DESIGNING, DEVELOPMENT, HOSTING AND MAINTENANCE OF EDUCATIONAL APPLICATION WEB PORTAL FOR DIRECTORATE OF TRIBAL WELFARE	
EoI Invitation No.: F.No.14-336(2)/TW/Stipend/ OTFS/2020-21/XXXX	Date:
Name of Bidder Representative: _____	
Bidder Firm/ Agency: _____	
Contact No. (Mobile/ Landline) _____	
Email Address: _____	

The Bid completed in all respect should be deposited in the box placed at the Stipend Section of the Directorate of Tribal Welfare, Govt. of Tripura in physical only. No Courier/ Speed Post/ Registered Post, electronic mail or other means shall be entertained.

Note: The bids received after 14.00 hours of 30.06.2021-by any source of communications will not be accepted. The competent authority of Directorate of Tribal Welfare reserves the right to reject any or all the tenders received without assigning any reason thereof.

9. Dispute Resolution & Arbitration:

In case of any dispute as regards the interpretation of this empanelment, the same shall be mutually discussed and settled among the parties themselves and incase the same is not settled, the matter shall

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be referred to the State Govt for adjudication and whose decision shall be final and binding upon the parties. All terms and conditions of this EOI shall be governed by the laws of the country and to the extent laws, rules and regulations of the Government of Tripura shall prevail and shall be subject to the legal jurisdiction of the courts at Agartala.

10. Documents to be submitted:

1. Technical Bid:

Sl.	Particulars	Document to be submitted
1	Bidder Information	As per Annexure- I
2	Company Registration	Photocopy of Company Registration.
3	PAN CARD	Photocopy of Company PAN Card.
4	Execution of Website Security Guidelines	Undertaking from Head of the Firm/ Agency. As per Annexure-II
5	Work Experience with Govt. Agency	List of Organization and Photocopy of Agreement.
6	Work Experience in Designing & Developing, Hosting and Maintenance of Web Portal for Educational Programmes	List of Organization and Photocopy of Agreements.
7	Declaration	As per Annexure- III
8	Tender Fee submission	Demand draft No. amounting to Rs.2,000

2. Financial Bid: (To be submitted on the letterhead of the Bidder)

Dear Sir/Madam,

With reference to "Tender No.F.No.14-336(2)/TW/Stipend/ OTFS/2020-21/XXX-dated....," we submit our technical bid as under:-

Sl.	Particulars	Price (in Rupees)
1	Designing and Development of the Website	
2	Hosting of the Website	
3	Updating and Maintenance of the Website	
Total Project cost including all taxes		

Handwritten signature and date: 22/6/21

1. I / We hereby submit that the aforesaid offer price is inclusive of all taxes etc, not specifically mentioned in the specification, but essential for successful development, hosting and maintenance of the website.
2. I / We agree to keep this offer valid for 90 (Ninety) days from the Bid due date (last date of submission of Bid) specified in the bid document. We shall also be agreeable to extend the validity of the bid, if so desired by the Directorate of Tribal Welfare.
3. 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.

(Signature and Seal of the authorized Signatory)
(Name and Designation of the Authorized signatory)

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BIDDER'S INFORMATION SHEET

1	Name of the Firm/Agency:	
2	Full Location of the Firm/ Agency:	
3	Telephone no:	
	E-mail address :	
4	Company PAN No.:	
5	<u>Particulars of Registration with Government Body (Company Registration)</u> Organization/Place of registration: Registration No. :	
6	<u>Contact Person:</u> Name: Mobile No:	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature and Seal of the authorized Signatory)
(Name and Designation of the Authorized signatory)

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DECLARATION

I/ We declare that I/ We have examined the Execution of Website Security Guidelines and accordingly agree to abide by the said Guidelines and accept the same for tender/ bid filing.

(Signature and Seal of the authorized Signatory)
(Name and Designation of the Authorized signatory)

DECLARATION

I/ We declare that I/ We have examined the terms and conditions mentioned in the Bid document and accordingly agree and accept the same for tender/bid filing.

(Signature and Seal of the authorized Signatory)
(Name and Designation of the Authorized signatory)

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