

## Notice Inviting Tenders

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. of India, is inviting proposals from agencies/companies having expertise in design, development, hosting and maintenance of website and web related software design, development and uploading as per the guidelines of govt. of India with cyber security features.

Tender Notice No.	HEPC/VI/Admin/Website Revamp/2018-19
Name of work	Design & Development and maintenance of website
Completion Period	Two Months
Earnest Money	10% of the project cost value
Last Date / time of receipt of Tenders	13.02.2019 / 3.00 pm
Date & Time of opening of Technical Bid	13.02.2019 / 4.00 pm

### 1. INSTRUCTIONS TO TENDERERS

1. Creation of a dynamic website with International standards and as per specification mentioned in this tender
2. Compliance of GOI guidelines: The vendor has to complete the formalities for compliance of Government guidelines, security audit
3. Hosting of website in complete secured sever with minimal downtime
4. 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
5. Transfer and editing of existing content to new website.
6. The system should be developed based on Open Standard to facilitate Backend integration with various applications created by HEPC from time to time and support for the same.
7. 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**

1. Interactive multimedia oriented web page design.
2. Multiple banner of inner page.
3. Design of the website as per the government rules and W3C guideline.
4. Compatible to the browser like Chrome, Mozilla Firefox, Internet Explorer, Mac Os, etc and mobile operating system like android, windows, etc
5. Should support responsive page design compatible to multiple size screens (computer, tablet, mobiles and any other)
6. Should support encryption.
7. Social Media & email integration and interactivity.
8. Should support payment gateway, SMS gateway etc
9. Automated customized reply systems to emails, sms, etc.
10. Interactive features
11. Training to HEPC officials for content placement.
12. Admin section and integrated modules must be protected by username and password

## **3. General Guidelines**

1. The Vendor has to share source code of product with HEPC and source code ownership belongs to HEPC
2. All material/ product and related codes will be property of HEPC and vendor should not claim any rights over the same in future. .
3. All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone.
4. Vendor should provide the user manual for the product.

## **4. Project Schedule**

Activity	Time frame
Basic template design and approval	7 days
Development of all WebPages	15 days
Prototype Acceptance of website	21 days
Content conversion from live website	30 days
Integration of email and other social media	35 days
Content approval & UAT by HEPC	45 days
Go Live of the website	60 days

## 5. Bid Selection Criteria

<b>Technical Proposal</b>		<b>70 points</b>
Following evaluation Criteria will be used to evaluate the technical proposals		
<b>1</b>	<b>Average Annual Turnover for last three years</b>	
a.	Less than Rs. 25 lakhs	10 Points
b.	Rs. 25 lakhs – 50 lakhs	15 points
c.	Rs. 50 lakhs – 1 Crore	30 points
<b>2.</b>	<b>No of website designed and developed in last 3 years</b>	
a.	1-3 Websites	05 points
b.	4-6 Websites	10 points
c.	More than 6 websites	20 points
<b>3.</b>	<b>No of portal designed and developed in last 3 years</b>	
a.	1-3 Portal	05 points
b.	4-6 Portal	10 points
c.	More than 6 Portal	20 points

Only vendors / firms who qualify technically by scoring minimum of 40 marks and whose offer fully meets the requirement in development of complete website designing with all integration and launching of website would be invited for financial bid opening.

<b>Financial Proposal</b>		<b>30 Points</b>
S.No	Component	
1	Cost of complete website designing with all email integration, social media integration and launching of website	10 points
2	Warranty Period	5 Points
3	AMC	10 points
4	Additional work beyond the scope	5 Points

Tenderers will be ranked accordingly to their Composite Scores and will be listed in the order of merit as H1, H2 and H3 and so on. The top scorer H 1 would be eligible for award of work.

### Procedure to submit bid

1. The vendor has to prepare two separate covers viz. one containing technical bid (Appendix – I) and the other containing financial bid(Appendix – II & III).. The bids should be as per the prescribed form and duly signed and along with requisite documents.
2. The technical bid should be put in a sealed envelope with superscription “Technical bid” for Design, Development and maintenance of website and financial bid in a sealed envelope with superscription “Financial bid” for Design, Development and maintenance of website. Both technical and financial bid have to be put inside a main envelope and sealed with superscription “Bid for Design & Development of website”.
3. The vendor should send the filled in application in sealed cover as instructed above and the proposal should reach the following address before 3 pm on 13.02.2019

The Executive Director  
Handloom Export Promotion Council

(Ministry of Textiles, Govt. of India)  
34, Cathedral Garden Road,  
Nungambakkam,  
Chennai –600034.  
Ph:+91-44-28278879  
Fax : +91-44-28271761  
E-mail: admin@hepcindia.com

4. The technical bid will be opened at 4 pm on 13.02.2019 in the presence of those bidders who may wish to be present.
5. Financial bid will be opened only of those bidders whose technical bid meets the eligible qualification criteria.
6. Financial bids of bidders who do not meet the eligible qualification criteria will be returned unopened.

**6. General Conditions:**

1. Successful bidders will have to provide performance bank guarantee (10% of approved project cost) within 5 working days from any Nationalised/Scheduled Bank along with their acceptance letter.
2. List of firms with whom similar nature of work has been done should be provided.
3. Bids received on E-mail will be rejected.
4. Payment Terms  
25% on completion of prototype acceptance of website  
25% on Go live of the website  
Balance 50% on successful and error free working website
5. Conditional bid will not be accepted
6. HEPC reserves the right to seek clarification from any/all bidders and also the right to reject any or all bids without assigning any reason.
7. HEPC reserves the right to split the job work to two or more parties without assigning any reasons.
8. In case of any dispute, the decision of HEPC will be treated as final.
9. All disputes are subject of Chennai jurisdiction.

## HANDLOOM EXPORT PROMOTION COUNCIL

TECHNICAL BID

1. Name of the Agency:

2. Address:

3. Name of the authorised person

4. Telephone No:

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Residence: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Documents to be enclosed:

S.No	Prequalification criteria	Documents required
1	The agency should be registered under companies act or any other appropriate act.	copy of incorporation certificate under Companies act or any other appropriate act
2	Agency should have turnover of at-least Rs. 25 lakhs each in the past 3 years	1. copy of the latest 3 years balance sheet duly certified by the Chartered Accountant 2. Income Tax return of the latest year filed: (2017-18).
3	The agency should have relevant experience in creating and developing website. List of firms whom similar nature of work has been done should be provided	Copy of work order awarded by clients with photos

6. Any other Please specify :

Date:

Signature:

Place:

Company seal:

## HANDLOOM EXPORT PROMOTION COUNCIL

FINANCIAL BID

1. Name of the Agency:

2. Address:

3. Name of the authorised signatory:

4. Telephone No:

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Residence: \_\_\_\_\_ Fax: \_\_\_\_\_

1. Cost :

S.No	Particulars	Cost (in Rupees).
1	Cost of complete website designing with all email integration, social media integration and launching of website	To be quoted in INR including all taxes
2	Warranty Period	Warranty Period should be mentioned
3	AMC (including regular updations)	Price should be quoted for per annum in INR including all taxes
4	Additional work beyond the scope	Additional work that may occur in regard with website may be specified in detail with cost (May be indicated separately)

(Total amount for S.No 1 &amp; 3 in words Rupees \_\_\_\_\_ only )

(Total amount for S.No 4 in words Rupees \_\_\_\_\_ only )

**Note:** The above rates are inclusive of all applicable taxes.

**Payment Terms**

1. 25% on completion of prototype acceptance of website
2. 25% on Go live of the website
3. Balance 50% on successful and error free working website

I/We agree to all the terms and conditions specified in the notice inviting bid No. HEPC/VI/Admin/Website Revamp/2018-19 dated 05.02.2019

Date:

Signature:

Place:

Company seal: