



OFFICE OF THE COMMISSIONER,
GOODS & SERVICE TAX, VADODARA-II.
GST Bhavan, Subhanpura, Vadodara 390023.

F. No. C.Ex/Comp-II/03/Website/2014-15

Dated:- 21.07.2017

TENDER NOTICE

Sealed Tenders are invited from reputed Website Developers for Designing, Maintenance and Updating of the official bilingual Website (English & Hindi) for the office of the Commissioner, Goods & Service Tax Commissionerate, Vadodara-II in sealed envelope by the Commissioner, Goods & Service Tax, Vadodara-II.

2. The prescribed tender documents with the Terms and Conditions can be obtained from the office of the Superintendent (System), Ground Floor, GST Bhavan, Vadodara-II Commissionerate, Subhanpura, Vadodara 390023 between 11:00 to 17:00 Hrs. on any working day or can be downloaded from the official website www.excisevadodara2.nic.in or www.cbec.gov.in.

3. The details of work are as follows:

a. Design: The design of the webpages should be elegant, user-friendly, clean and professional, however it should be ensured that the website should be optimized for load time, response time, navigation and search. It should strictly comply to all guidelines issued for Government Websites [refer <http://web.guidelines.gov.in/>]. Website's navigation scheme and features should allow users to find and access information effectively and efficiently. Website should have least webpage opening time. The website should be optimized for load time, response time, navigation and search. The optimization should cover all the areas like HT HTML, CSS, GRAPHICS, PDF and would he involved smaller page size and faster downloads. All items should be appropriately aligned on the pages and layout should be consistent on all the related pages. Website must automatically adjusts the page size to monitor resolution settings.

b. Compatibility: The site design must be responsive. Cross OS compatible up to the most recent browser / OS versions. Support for three platforms: Desktop, Tablet or Notebook and Mobile form factors will be required. Website should be accessible through all major browsers (eg. IE, Mozilla Firefox, Google Chrome, Microsoft Edge, etc.)

c. Website with backend data management through integration of CMS platform (Content Management System). The website will be based on a Web Content Management System. Facility to update content by multiple users from anywhere through browser based administrative module allowing non-technical users to create and edit content

- d. Bilingual Feature (English & Hindi):** It is expected that the basic site will be in English and Hindi (No Google translation to be used) and to ensure that Hindi content in website must be universally accepted by using Unicode compliant font.
- e. Separation of Design and Content** – content to be stored in the database and designed to be controlled by the use of cascading style sheet (CSS). Separate CSS for use with Internet Browsers and Mobile Browsers
- f. Admin Access:** Admin section must be protected by username and password and using salted MD5 encryption. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through ^{[[[}SEP]email.
- g. Dynamic News/Events/Notification Management System:** Facility to manage Departmental News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news via a strong search engine, Facility to manage news/event write-up/contents by multiple users from anywhere through browser based administrative module
- h. Dynamic Photo Gallery System:** Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.
- i. Social Media Management** - Integration with Facebook and Twitter feeder on Home page
- j. Website should be easy to Navigate** - Layout development for Home Page & Layout development for Inner Pages.
- GST and other Menu Items as per the current website
 - Officers Portfolio with individual pop-up for each one
 - Jurisdiction
 - Useful Links
 - Citizen Charter
 - News & Announcement Management
 - Trade Notice & Circular Management
 - Tender Management
 - Media Management – Photo
 - RTI Act
 - Vigilance
 - Feedback [Assessee should be able to send message to a designated Email with acknowledgement to the Assessee]
 - GST Seva
 - E-Helpline [Assessee should be able to send message to a designated Email with acknowledgement to the Assessee]
 - Sevottam
- h.** The Sections like ‘what new’, ‘latest updates’, ‘Tender’, etc. must be dynamic
- i. Search Engine optimization**
- j. Training:** Web Administrator training should be undertaken for Website Administrator onsite at GST Vadodara-II office, including update of the static website in Part-I, and dynamic website in Part-II.

k. User login: Other than Admin login, there has to be provisions for user login to be allowed to officers of the Commissionerate to Access library, orders, instructions, personal records.

l. Cert-in Security Audit: The website has to be designed to make it compliant with NIC regulations on security [refer <https://security.nic.in>] and to make it compliant with Guidelines for Indian Government Website (GIGW), [refer <http://web.guidelines.gov.in>]. The entire site with all the content and folders as such has to be developed. It will be the sole responsibility of the vendor to ensure that the website is secure and free of vulnerability along with the certification from the empaneled certified auditors [refer http://www.cert-in.org.in/PDF/Empanel_org.pdf]. As this website is to be launched in two parts it will be required to be audited twice, both will be in the scope of this bid amount.

m. Maintenance of the Website and De-bugging: Vendor has to do the maintenance of the Website for a period of one year from the date of Commissioning of the website, which will include content updating, de-bugging of the website on their own as well as when reported.

n. Two Part Bid: The Website is to be launched in two parts, the quote should also be made for the two parts separately:

Part-I Static Website: having all above details without the dynamic features, which has to be launched within 15 days from approved design or a maximum of 30 days from approval of bid, whichever is earlier [in case a different time frame is necessary the vendor needs to specify in the tender]. The sections of the website proposed to be included in the part should be detailed along with the part quote. The payment for this part will be released on launch of this part of the website.

Part-II Dynamic Website: The dynamic website, along the same design of Part-I with necessary modification to make it dynamic and should include user login for officers, with content access, such as access to library, orders, instructions, personal records, which has to be commissioned and launched within 30 days from approval of design and content or latest by 31.03.2018, whichever is earlier.

4. TERMS AND CONDITIONS

i. Eligibility / Qualification Criteria:

(a) The Vendor shall have to provide services required at Vadodara and should have office presence at Vadodara.

(b) The Vendor shall have minimum of 3 years' experience, preferably in website creation/ development, maintenance & other related matters as given below:

i) Developed at least five portal of similar nature, with static content and database driven dynamic content/ interactive content.

ii) Support team should be proficient in html, JSP, PDF, RDBMS FLASH, Applets, servlets, XML and content management tools.

iii) Domain knowledge of the Industries sector is preferable.

iv) The Vendor should include his biodata with the bid. The Biodata should detail the websites designed and launched by the vendor in the last 3 years, with its

URL.

- (c) The vendor should sufficient documents regarding execution of Government work order, specifically maintenance/ creation of websites in different modes.
- (d) All Vendors should enclose GST registration certificate along with the quotation.

ii. a) This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.

b) All relevant rules and regulations of Government of India will be final and applicable & binding on all applicants.

iii. Prices:

Total price offered would be excluding of all taxes. The purchaser shall not pay any additional Charges except approved bid value. In case, some additional software is needed to get the work done, the same shall be provided by the successful tenderer free of charge.

iv. Taxes and Duties:

The successful tenderer shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the Goods & services to the Purchaser. No tax or duty will be payable by the purchaser.

v. **Draft designs:** Soft copies of three draft designs for the website [based on content of www.excisevadodara2.nic.in, <http://ccovadodarazone.gov.in>, www.excisevadodara1.nic.in] should be provided in a CD/DVD disc, along with the bid.

5. Maintenance & Updating of Website:

The Development, Maintenance and regular updating of the all associated activities linked with the work related to contents of the website:

a) The AMC holder must have expertise in updating of website contents, uploading on website, development of home page etc and expertise in generation of on line modules reports etc. They should have well qualified persons with experience in development of website including new home page etc.


b) The updating will be done from the premises of the purchaser or from other location convenient to the purchaser. The vendor will be responsible for any loss or damage caused to any of the machines owing to the negligence on their part.

6. Penalty for Delay in Commissioning and launching: They will be charged a 2% of the approved tender amount for each day of delay from the agreed period [15 days from approved design or a maximum of 30 days from approval of bid, whichever is earlier for Part I,, and 30 days from approval of design or latest by 31.03.2018, whichever is earlier for Part-II], at the discretion of the purchaser.

7. The interested vendors who comply with the technical conditions and also willing to comply with the other terms and conditions as mentioned herein should submit separate sealed Technical and Financial bids kept in a single sealed envelope and super-scribed with “TENDER FOR DESIGNING, MAINTENANCE AND UPDATING OF THE OFFICIAL BILINGUAL WEBSITE (English & Hindi)”, addressed to the Additional Commissioner, Goods and Service Tax, Vadodara-II, complete in all respect and should reach latest by **16:00 hrs.** on or before **31.07.2017** in the office of the Assistant Commissioner(System), Central

Excise, Customs and Service Tax, Division-V, Room No. 318, 3rd Floor, GST Bhavan, Subhanpura, Vadodara 390023 and the tenders will be opened on 31.07.2017 at 17:00 hrs. Bidders who wish to be present at the time of opening of the Tenders may present themselves or authorize their representatives with an authority letter for the said purpose.

8. This Commissionerate reserves the right to select and reject any or all the tenders received without assigning any reason whatsoever.



(Manisha Saxena)
Additional Commissioner(P&V)
Goods and Service Tax,
Commissionerate Vadodara-II

Attached Annexure 'A' Technical bid Document, and Annexure 'B' Financial Bid Document

ANNEXURE – A

TECHNICAL BID DOCUMENT

- 1) Name of the Organization/firm:
- 2) Name of the proprietor/partners with Telephone No:
- 3) Address of the Proprietor/partners:
- 4) GST Registration No. [provide copy of registration certificate:
- 5) Name of Public sector/Govt. Organizations/Corporates to whom similar services have been provided during last 2 years [please attach the job order/service certificate and provide URL of the website]
- 6) Income Tax Permanent Account Number [copy of proof be attached].:
- 7) Soft copies of three draft designs for the website [based on content of www.excisevadodara2.nic.in, <http://ccovadodarazone.gov.in>, www.excisevadodara1.nic.in] should be provided in a CD/DVD disc.
- 8) Any other information the tenderer may like to furnish:

DECLARATION:

I hereby state that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case my deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have dealing with the department in future.

[Signature to tendered or authorized signatory with date & seal]

ANNEXURE – B

[To be provided separately for Part-I & Part-II]

**Details of work specified in the tender should also be provided separately for Part-I & Part
–II of the website**

FINANCIAL BID DOCUMENT

1. Name of the Organization/firm:
2. Name of the proprietor/partners with Telephone No:
3. Address of the Proprietor/partners:
4. Rate of contract (In Rs.):

Sr. No.	Name of the work	Price quoted (Amount in Rs.)		
		Basic Price	Taxes	Total
1	Cost of Design, Development and initial implementation as mentioned in scope of work			
2	Cost per Input Form			
3	Cost per Output report			
4	Any other cost/like Security Audit etc.			
5	Maintenance Cost for one year as mentioned in scope of work			
	GRAND TOTAL COST + AMC			

Important Note:

1. Please read carefully "'Terms & Conditions' before filling this from.
2. GST Commissionerate, Vadodara-II reserves the right to accept or reject any application for Financial Bid for above work without assigning any reason whatsoever.

Declaration :

I hereby state that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have dealing with the department in future.

[Signature of tenderer or authorized signatory with date & seal]