

GOVERNMENT OF GUJARAT

TENDER FOR EMPANELMENT OF WEB DEVELOPERS

Tender No: SW15112014059

**Bid Processing Fees: Rs.5,000/-
Earnest Money Deposit: Rs. 2,00,000/-**



Gujarat Informatics Ltd
Block no. 1, 8th floor, Udyog Bhavan,
Sector-11, Gandhianagar-382010, Gujarat
Ph No. 23259237, 23259240
Fax: 23238925
www.gujaratinformatics.com

Date of Pre-Bid Meeting: 28th November, 2014 at 1500 hrs
Last date of Submission of Bid: 8th December, 2014 upto 1500 hrs.
Opening of Technical Bid: 8th December, 2014 at 1600 hrs.

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SECTION I: INVITATION FOR BIDS (IFB)

Pre-qualification Bidding For Empanelment of Web Developers for Government of Gujarat

On behalf of Department of Science & Technology (DST), GIL invites Tender for **Empanelment of Web Developers for Government of Gujarat** through open bidding process.

1. Please note that this bid document is not for actual award of contract / work order but to Empanelment of Web Developers for Government of Gujarat.
3. Process for actual award of contract will follow the conditions as per subsequent Government Resolutions to be issued by DST after empanelment of Web developers.
4. The bidders may download the tender document from website of Gujarat Informatics Limited (www.gujaratinformatics.com) as well as from <https://gil.nprocure.com>

Sr. No.	Particulars	Remarks
1	Last date and time of submission Online bid	8th December, 2014 upto 1500 hrs.
2	Last date and time of submission of DDs of EMD & Bid processing fee (Physically in GIL)	8th December, 2014 upto 1500 hrs.
3	Last date of submission of pre-bid queries (by email on vipulp@gujarat.gov.in)	21st November, 2014 upto 1500 hrs
3	Date and time of Pre-bid Meeting	28th November, 2014 at 1500 hrs
4	Time and date of opening of bids	8th December, 2014 at 1600 hrs.
5	Place of opening of tender	Gujarat Informatics Ltd, Block no. 1, 8th floor, Udyog Bhavan, Sector-11, Gandhinagar.
6	Address for Communication	Dr. Neeta Shah, Director (e-Governance) Gujarat Informatics Ltd, Block no. 1, 8th floor, Udyog Bhavan, Sector-11, Gandhinagar.

All bids must be submitted online on <https://gil.nprocure.com> website.

1. Pre-qualification bids will be opened in the presence of Bidders' or their representatives who choose to attend on the specified date and time.

2. In the event of the date specified for receipt and opening of bid being declared as a holiday for GIL/GoG (Government of Gujarat) the due date for submission of bids and opening of bids will be the following working day at the appointed times.
3. DST/GIL reserves the right to reject any bid without assigning any reason.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

A. INTRODUCTION

1 Scope of work:

- Currently, all Government of Gujarat Departments are following GR no. WEB-2006-1178-IT dated 19th September, 2007 for development & Maintenance of website issued by DST wherein six web developers were empanelled for development & Maintenance of GoG websites.
- Now, State Government has decided to repeal above said GR no. WEB-2006-1178-IT dated 19th September, 2007 and state government is now pleased to empanel fresh web developers through this bidding process.
- On behalf of Department of Science & Technology, GIL invites bids from competent and professional Website Development/ Web based application development firms, who meet the minimum evaluation criteria as specified in this bid document for entering into an empanelment for development & Maintenance of GoG websites for a period of **three years**.
- As and when there is need for development of new website/ revamping of existing website/ maintenance of existing website of any Government of Gujarat Department to be outsourced, it will be directly processed through a limited inquiry to the empanelled web developers with due procedure of selection of web developer.
- The actual scope of work of the website to be developed will be provided at the time of selection process of web developer for the website of the respective GoG department. However, the essential features of the GoG website is as under:
 - Compliance with Guidelines for Indian Government websites & Government of Gujarat
 - W3C's WCAG minimum 2.0 Compliance
 - Designing of home page and the inner pages with accessible Website Structure
 - Bilingual Contents of the Website to be maintained by Comprehensive Content Management System

- Incorporation of Security features as per the guidelines of empanelment by cert-in and free from OWASP Top 10 vulnerabilities
- Meta data creation
- Use of graphics / pictures / animation in a manner that the page should be loaded within least possible time
- All the website should be compatible to smartphone devices and should have responsive GUI. The website should adapt to lower resolution such that smartphone users can seamlessly browse the site based on smartphone user experience and browsing behavior. It is imperative that the website is evolved to cater to various form factors like smart phones, tablets, desktops and any other handheld devices. Along with this it needs to be ensured that a right approach is adopted.
- All the websites should be compatible with Mobile. The mobile website should meet the following criteria:
 - Mobile version should deliver information contextual to the mobile users
 - The mobile version must adapt to various resolution including landscape and portrait website
 - Mobile website must work on all mobile based browsers such as Opera and Chrome etc.
 - Mobile website loading and viewing should be quick by using latest compression system from time to time during contract period.
 - The information on the mobile version should also be managed by content management system - CMS

2 Eligibility criteria:

#	Pre-qualification Criteria	Documents to be attached
1	Bidder should be engaged in website development & IT related business since last three years as on 31.03.2014	Work Orders / Client Certificates confirming year and area of activity.
2	Bidder must have turnover of at least Rs. 1 Crore in each of the last three financial years as on 31st March, 2014 in the business of software/website/web portal development & IT related services.	1. Provisional / Audited Balance Sheet & Profit/Loss Account of last 3 Financial Years. 2. CA certificate mentioning turnover of software/website/web portal development & related services.
3	Bidder should have demonstrable expertise and experience in developing Static, & Dynamic website. The bidder shall have the experience of website development and related services of at least 5 websites of minimum order value Rs. 5 lacs each.	Details of such projects undertaken along with clients work order / completion certificate.
4	The bidder shall have the experience of website development and related services of at least 3 websites compliant with W3C minimum WCAG 2.0.	Certificates of W3C minimum WCAG 1.0 compliant by the authorized agency
5	Bidder should have ISO 9001:2008 Certification for software/application/website development and CMMi level 3 certification preferable.	Certificates
6	Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the state of Gujarat at the time of bidding.	Certificate/affidavit mentioning that the Bidder is not blacklisted by Government of Gujarat or any of the PSUs in the state of Gujarat due to engagement in any corrupt & fraudulent practices. Self-Declaration Form must be submitted – Annexure IV
7	Bidder must have at least 10 web developers and 5 Web Designers on its payroll for past one year	HR. Certificate to be attached
8	Bidder must have a valid Service Tax Registration/ VAT registration in India.	Proof of a valid Service Tax Registration in India.

9	Bidder should have its presence in Gujarat. If the Bidder is not having any office in Gujarat, then bidder should submit a letter of undertaking to open the office in Gujarat within 45 days from the date of issue of notification of empanelment of web developers.	The copy of Property tax bill/Electricity Bill/ Telephone Bill/G.S.T.-C.S.T. Registration/Lease agreement should be submitted as proof or Undertaking Letter.
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The bids will be evaluated for the above eligibility criteria of the bidders. The technical evaluation will be done who comply with the eligibility criteria. The evaluation criteria are mentioned in Section III.

B. THE BIDDING DOCUMENTS

3 Contents of Bidding Documents

- 3.1 The services required, bidding procedure and contract terms are prescribed in the bidding documents.
- 3.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents in format or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

4 Cost of Bidding

- 4.1 The Bidder shall bear all the costs associated with the preparation and submission of its bid, and DST/GIL will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

5 Clarification of all queries and doubts, Pre-Bid Conference/Clarification of Bidding Documents

- 5.1 A prospective Bidder requiring any clarification of the bidding documents may seek clarification of his query on the date indicated on first page of this document. DST/GIL will respond to any request for the clarification of any bidding documents, which it receives during the meeting on the date mentioned on the page no. 3 of this document.

6 Amendment of Bidding Documents

- 6.1 At any time prior to the deadline for submission of bids, DST/GIL may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
- 6.2 In order to allow prospective bidders reasonable time to consider the amendments while preparing their bids, DST/GIL at its discretion, may extend the deadline for the submission of bids.

C. PREPARATION OF BIDS

7 Language of Bid

7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and DST/GIL shall be in English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of the relevant document in English language and in such a case, for purpose of interpretation of the Bid, the translation shall govern.

8 Bid Form

8.1 The Bidder shall complete the pre-qualification bid furnished with this document giving details as per the format given on the website <https://gil.nprocure.com>

9 Bid Security (It's compliance would be verified at the time of actual opening of the Technical Bid)

9.1 The bidder shall furnish as security in the form of a Demand Draft of amount **Rs. 2 lacs** favoring **Gujarat Informatics Ltd payable at Gandhinagar**.

9.2 This amount will ordinarily remain with GIL till the subsequent government resolution for empanelment of web developers will be valid.

9.3 The bid security shall be in Indian Rupees only and shall be in the form of a Demand Draft drawn in favor of **Gujarat Informatics Ltd**.

9.4 Any bid without EMD will be rejected by DST/GIL as non-responsive.

9.5 The bid security shall be forfeited:

9.5.1 If a Bidder withdraws his bid during the period of Bid validity specified by the Bidder on the Bid Form;

10 Period of Validity Bids

10.1 Bids shall be valid for **180 days** after the date of bid opening prescribed by DST/GIL. A Bid valid for a shorter period shall be rejected by DST/GIL as non-responsive.

10.2 In exceptional circumstances, DST/GIL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security period provided under ITB Clause 10 shall also be suitably extended. A Bidder may refuse the request without forfeiting his bid security. A Bidder granting the request will not be permitted to modify his bid.

11 Content of Envelop

11.1 Envelope for the EMD and Bid Processing Fee.

11.2 Envelope shall be marked as **Envelope for "EMD & Bid Processing Fee" for the tender for pre-qualification for empanelment of web developers**.

D. SUBMISSION OF BIDS

12 Sealing and Marking of Bids

- 12.1 All bids must be submitted online through <https://gil.nprocure.com> as per the formats mentioned in the same using digital signature.
- 12.2 Telex, cable, e-mailed or facsimile bids will be rejected.

13 Deadline for Submission of Bids

- 13.1 Bids must be submitted online through <https://gil.nprocure.com> not later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared as a holiday for DST/GIL, the bids will be received up to the appointed time on the next working day.
- 13.2 GIL may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of GIL and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

14 Late Bids

- 14.1 Any bid received by DST/GIL after the deadline for submission of bids prescribed by GIL, pursuant to ITB Clause 14, will be rejected.

15 Modification and Withdrawal of Bids

- 15.1 The Bidder may modify or withdraw his bid before the last date of submission of bids through the e-Tendering website <https://gil.nprocure.com>.
- 15.2 No bid may be modified after the deadline for submission of the bids.

E. BID OPENING AND EVALUATION OF BIDS

16 Opening of Bids by DST/GIL

16.1 DST/GIL will open all bids, in the presence of Bidder or his representative who choose to attend, at the following address:

Gujarat Informatics Ltd.
Block -1, 8th Floor,
Udyog Bhavan, Gandhinagar.

The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday, the Bid shall be opened at the appointed time and location on the next working day.

16.2 **Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances.**

17 Clarification of Bids

17.1 During evaluation of bids, DST/GIL may, at its discretion, ask the Bidder for clarification of its bid. The request for a clarification and the response shall be in writing.

18 Preliminary Examination

18.1 DST / GIL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

18.2 DST/GIL may waive any minor formality or non-conformity in a bid that does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

18.3 Conditional bids are liable to be rejected.

19 Evaluation and comparison of Bids

19.1 GIL/DST will evaluate the pre-qualification bid based on the documents submitted by the bidders.

19.2 As a next step, the detailed evaluation will be done as per the evaluation criteria given in Section III.

19.3 The bidders who get **70% or more** in the evaluation will be empanelled.

20 Contacting the DST/GIL

20.1 Subject to ITB Clause 20, no Bidder shall contact DST/GIL on any matter relating to its bid, from the time of the bid opening to the time of issuance of Government Resolution for empanelment. If he wishes to bring additional information to the notice of GIL/ DST, he should do so in writing. DST / GIL reserve its right as to whether such additional information should be considered or otherwise.

20.2 Any effort by a Bidder to influence DST/GIL in its decision on bid evaluation, may result in disqualification of the Bidder's bid and also forfeiture of his bid security amount.

21 Corrupt or Fraudulent Practices.

21.1 DST requires that the bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, DST defines for the purposes of this provision, the terms set forth as follows:

21.1.1 "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the DST/GIL official in the procurement process or in contract execution; and

21.1.2 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of DST/GIL, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive DST/GIL of the benefits of the free and open competition;

21.2 DST shall reject a proposal for empanelment if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices and same shall be conveyed to GIL or black listed by any of the Department of Government of Gujarat in competing for the contract in question.

21.3 DST shall declare a firm ineligible, and black listed either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract. The same shall be conveyed to GIL.

22 Interpretation of the clauses in the Tender Document

22.1 In case of any ambiguity in the interpretation of any of the clauses in Bid Document, the GIL/DST's interpretation of the clauses shall be final and binding on all parties.

22.2 However, in case of doubt as to the interpretation of the bid, the bidder may make a written request prior to the date of clarifications and doubts conference to:

Director (e-Governance)
Block no. 1, 8th floor,
Udhyog Bhavan,
Gujarat Informatics Ltd
Gandhinagar.

DST/GIL may issue clarifications to all the bidders as an addendum. Such an addendum shall form a part of the bid document.

23 During the evaluation bids, in case of any confusion, non-synchronization or anomaly between RFP clauses and attached formats/document, clauses of RFP shall prevail.

SECTION III: EVALUATION CRITERIA

Three websites proposed in eligibility criteria no. 4 will be evaluated as per the evaluation criteria mentioned as under.

Technical Evaluation based on Past work	Score=4	Score=3	Score=2	Score=1
Cross Browser, OS and screen resolution compatibility (max. 4 marks)	The site is equally effective with the browsers — IE, chrome and Mozilla Firefox — on OS - the Macintosh, Windows XP and Linux for screen resolutions such as- 800*600, 1024*768 and 1366*768.	The site is cross browser and screen resolution compatible though doesn't work with at max 1 OS.	The site doesn't work with at max 1 browser or 1 popular OS or 1 of the popular screen resolutions used.	The site doesn't work with at least 1 browser, 1 popular OS and 1 of the popular screen resolutions used.
Layout (max. 4 marks)	The Web site has an exceptionally attractive and usable layout. It is easy to locate all important elements. White space, graphic elements and/or alignment are used effectively to organize material.	The Web pages have an attractive and usable layout. It is easy to locate all important elements.	The Web pages have a usable layout, but may appear busy or boring. It is easy to locate most of the important elements.	The Web pages are cluttered looking or confusing. It is often difficult to locate important elements.
Navigation (max. 4 marks)	Links for navigation are clearly labeled, consistently placed, allow the reader to easily move from a page to related pages (forward and back), and take the reader where s/he expects to go. A user does not become lost.	Links for navigation are clearly labeled, allow the reader to easily move from a page to related pages (forward and back), and internal links take the reader where s/he expects to go. A user rarely becomes lost.	Links for navigation take the reader where s/he expects to go, but some needed links seem to be missing. A user sometimes gets lost.	Some links do not take the reader to the sites described. A user typically feels lost.
Graphics (max. 4 marks)	Graphics are related to the theme/purpose of the site, are thoughtfully cropped, are of high quality and enhance reader interest or understanding	Graphics are related to the theme/purpose of the site, are of good quality and enhance reader interest or understanding	Graphics are related to the theme/purpose of the site, and are of good quality.	Graphics seem randomly chosen, are of low quality, OR distract the reader.
Search Engine Optimization (SEO) (max. 4 marks)	The websites are highly optimized for search engines. Alt tags, headings tags, metadata, sitemaps etc. are properly defined.	The websites are suitably optimized for search engines	The websites are optimized for search engines but needs improvement.	No/Less search engine optimization done
Speed of Web Pages Loading (max. 4 marks)	Pages load very fast <2 sec/100Kb	Pages load fast <4 sec/100Kb	Few pages takes time to load <8 sec/100Kb	Page load slowly >8 sec/100Kb
WCAG guideline adherence	Compliant to WCAG 2.0	Compliant to WCAG 1.0	Partially compliant to WCAG 1.0	WCAG guideline not followed (<20% compliant to WCAG 1.0)

(max. 4 marks)				
Max. Total Score	84			
Cut Off Score	70% i.e. 59 score			

SECTION IV: SELF-DECLARATION FORM

The

-----,

Sir/Madam,

Having examined the Bidding Documents including Bid No.: ----- the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for -----

We undertake, if our bid is accepted, to provide services as mentioned in the tender, in accordance with the terms and conditions in the Tender document.

If our bid is accepted we will obtain the guarantee of a bank for a sum equivalent to 10% of the Contract value, in the form prescribed by the purchaser.

We agree to abide by this bid for a period of 180 days after the date fixed for opening of Price Bid section under the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that in competing for (and if the award is made to us, in executing the above contract), we will strictly observe the laws against fraud and corruption in force in Gujarat namely Prevention of Corruption Act 1988.

We understand that you are not bound to accept the lowest or any bid you may receive.

We have not been under a declaration of ineligibility for corrupt and fraudulent practices, and / or black-listed or debarred by any Govt. Department/it's PSU in Gujarat Government in the past 5 years, ending on 31st December 2013. We have not imposed any condition in conflict with the tender condition if it is found it should be treated as withdrawn.

We have not been convicted for any criminal cases(s) by any Govt. Department/it's PSU in Gujarat regarding any supply and contracts with our firm/company.

We have not breached/violated any contractual conditions so far to any Govt. Department/ it's PSU in Gujarat.

In case any of the above statements made by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD and / or PBG and / or cancel the award of contract.

Dated this _____ day of _____ 2014

Signature: _____

(in the Capacity of) : _____

Duly authorized to sign bid for and on behalf of

Note: This form should be signed by authorized signatory of bidder/ lead bidder in case of consortium.