Work order/Ref no **DD.MM.YYYY**

To,
M/s Levithan Technologies Private Limited
Office No 205, Second Floor,
SSR Corporate Park, 13/6 Mathura Road,
Sector 27B, Faridabad, Haryana - 121003
Ph : +91-9718047400
Contact Person : Sh. Varun Bansal
E-mail : varun.bansal[at]levithan.tech

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Sub: Work Order to Conduct GIGW 3.0 Compliance Audit and Standardization Testing and Quality Certification (STQC) Certification Coordination for website _____(Office name)Government of Gujarat under (Gem Bid no : GEM/2025/B/6541194 dated 11.08.2025).

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Ref. GIL floated Gem Bid no : GEM/2025/B/6541194 dated 11.08.2025

Hello,

With reference to above-mentioned subject, we/Department name is pleased to place the work order for Conduct GIGW 3.0 Compliance Audit and Standardization Testing and Quality Certification (STQC) Certification Coordination for website _____(Office name)Government of Gujarat under (Gem Bid no : GEM/2025/B/6541194 dated 11.08.2025):

S.n	**Particulars**	**Rate with GST**
1	Security audit of GIGW 3.0 Compliance Audit and STQC Certification for website _____URL and _____(Office/Department name)	Rs. 91700/-
Total		Rs. 91700/-

Scope of work .:

1.GIGW 3.0 Compliance Audit

The agency will conduct a thorough website-_____ websites, covering all key aspects defined under GIGW 3.0. The audit shall include evaluation against parameters such as:

- User-centric design and layout
- Accessibility compliance (WCAG 2.1 AA)

- Responsiveness across devices (mobile-first)
- Metadata and SEO standards
- Legal and statutory disclosures (RTI, Privacy Policy, Terms & Conditions)
- Multi-language support (primarily Gujarati and English)
- Security controls and safe-to-host prerequisites
- Technical architecture and content structuring
- Integration capabilities
- Other parameters of GIGW 3.0 Guideline

A detailed audit report with specific findings, non-compliance areas, screenshots, and recommendations will be submitted for each website.

2.Gap Reporting and Technical Consultation

Post-audit, the agency must submit a gap analysis report for every website and conduct a consultation session with respective department nodal officers and their development agencies. The purpose is to guide them on how to address the identified non-compliances efficiently and align with the GIGW 3.0 standards.

3.Re-Audit and Validation

Once the website development agency has implemented the suggested fixes, the agency must conduct a re-audit to validate compliance. If all gaps are addressed satisfactorily, a GIGW compliance confirmation report shall be prepared.

4.Coordination with STQC for Certification

The agency shall act as the coordinating entity between the DST, Government of Gujarat and the Standardization Testing and Quality Certification (STQC) Directorate, MeitY. Activities will include:

- Preparing documentation required by STQC (including website quality manual, audit reports, and compliance matrices)
- Facilitating communication between departments and STQC officials
- Ensuring that prerequisites
- Supporting the online application process for STQC Certification
- Assisting departments during STQC inspection/audit, and providing necessary technical clarifications

To secure **Certified Quality Website (CQW)** status from STQC for each compliant website.

5.Project Time line

Each audit cycle (from initial audit to STQC certification) must follow the indicative timeline:

Activity	Maximum Duration
Initial Audit & Report Submission	07 working days from site assignment
Gap Reporting & Consultation	Within 05 working days of audit report
Re-audit After Fixes	Within 05 working days of request
STQC Facilitation & Submission	Within 05 working days after re-audit
Certification Follow-up	Continuous until CQW is received

6.Service Level Agreements (SLAs)

The following SLAs shall be binding on the selected agency for each audit cycle:

Milestone	Timeline	Penalty for Delay
Initial Compliance Audit Report	Within 07 working days	INR 500/day/site for each day of delay
Gap Reporting and Department Consultation	Within 05 working days of initial audit	INR 500/day/site for each day of delay
Re-audit after Fix Implementation	Within 05 working days of intimation	INR 1,000/day/site for each day of delay
Submission of STQC Readiness Documents	Within 05 working days post re-audit	INR 500/day/site
STQC Certification Coordination Follow-up	Continuous	Warning notice after 15 days of inaction
Quarterly Compliance Reporting (all sites audited)	Within 07 working days of quarter end	INR 2,000/report

Note:

- Timeline delays attributable to departments or development agencies will not attract penalties. However, failure to escalate such delays within 3 working days will be considered negligence.

The total penalty imposed shall not exceed 10% of the total value of the quarterly invoice. The Tendering Authority reserves the right to recover the penalty amount from the

Performance Bank Guarantee (PBG) submitted by the selected agency, wherever applicable

Note: You may email on gm-sd-gil@gujarat.gov.in in case of any clarification required in the said work order

7. **Payment_TErms**
    a. **No Advance Payment**: No advance payment will be made to the selected bidder.
    b. **Payment Terms:**

GIGW Compliance Audit Work of the Websites of _____:

- 20% of the total cost will be released after the completion of the first round of GIGW compliance audits and the submission of the reports for websites.
- 30% of the total cost will be released upon the successful completion of all GIGW compliance audit activities and the issuance of clearance certificates for websites to go for STQC audit and certification.
- 50% of total cost will be released upon the successful STQC audit and certification issuance by STQC.
- **Note:** The total cost refers to the cost calculated based on the number of websites undertaken for GIGW compliance audit during the period, multiplied by the component cost of the GIGW compliance audit (as specified in the bid).
- **Intermediate Iterations (Re-Audits)**: The agency will conduct re-audits during the resolution phase of identified gaps. No separate payment will be made for these intermediate iterations; the payments will follow the phased structure outlined above.

8.Other terms and condition are inline with the tender terms and conditions.

Thanking you,

Org/Department Name

Name
Designation

Enclosed: NDA form
CC to:

Managing Direcor, Gujarat Informatics Limited, Block no-2, 2nd floor, Karmayogi Bhavan, Sector-10, Gandhinagar, Gujarat, IndiaPincode: 382010

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

THIS CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (the "Agreement") made this___day of_,_____(the "Effective Date") by and between__a _____corporation, and_____a_____corporation, (collectively, the "Parties" and each individually a "Party").

The Parties are exploring the possibility of engaging in one or more mutually beneficial business relationships (collectively, the "Business Relationship"). The Parties recognize that in the course of their discussions to further the Business Relationship, it will be necessary for each Party to disclose to the other certain Confidential Information (as defined below). Each Party desires to set forth the terms that apply to such Confidential Information.

NOW, THEREFORE, for and in consideration of the foregoing, of the promises and covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are · hereby acknowledged, the Parties do hereby agree as follows:

1. The Parties shall (i) use reasonable efforts to maintain the confidentiality of the information and materials, whether oral, written or in any form whatsoever, of the other that may be reasonably understood, from legends, the nature of such information itself and/or the circumstances of such information's disclosure, to be confidential and/or proprietary thereto or to third parties to which either of them owes a duty of nondisclosure (collectively, "Confidential Information"); (ii) take reasonable action in connection therewith, including without limitation at least the action that each takes to protect the confidentiality of its comparable proprietary assets; (iii) to the extent within their respective possession and/or control, upon termination of this Agreement for any reason, immediately return to the provider thereof all Confidential Information not licensed or authorized to be used or enjoyed after termination or expiration hereof, and (iv) with respect to any person to which disclosure is contemplated, require such person to execute an agreement providing for the treatment of Confidential Information set forth in clauses (i) through (iii). The foregoing shall not require separate written agreements with employees and agents already subject to written agreements substantially conforming to the requirements of this Section nor with legal counsel, certified public accountants, or other professional advisers under a professional obligation to maintain the confidences of clients.

2. Notwithstanding the foregoing, the obligation of a person to protect the confidentiality of any information or materials shall terminate as to any information or materials which: (i) are, or become, public knowledge through no act or failure to act of such person; (ii) are publicly disclosed by the proprietor thereof; (iii) are lawfully obtained without obligations of confidentiality by such person from a third party after reasonable inquiry regarding the authority of such third party to possess and divulge the same; (iv) are independently developed by such person from

sources or through persons that such person can demonstrate had no access to Confidential Information; or (v) are lawfully known by such person at the time of disclosure other than by reason of discussions with or disclosures by the Parties.

3. All Confidential Information delivered pursuant to this Agreement shall be and remain the property of the disclosing Party, and any documents containing or reflecting the Confidential Information, and all copies thereof, shall be promptly returned fo the disclosing Party upon written request, or destroyed at the disclosing Party's option. Nothing herein shall be construed as granting or conferring any rights by license or otherwise, express or implied, regarding any idea made, conceived or acquired prior to or after the Effective Date, nor as granting any right with respect to the use or marketing of any product or service. The Parties shall use the Confidential Information only for the Business Relationship.
The obligations of the Parties under this Agreement shall continue and survive the completion or abandonment of the Business Relationship and shall remain binding for the contract period from the Effective Date.

4. As a violation by either Party of this Agreement could cause irreparable injury to the other Party and as there is no adequate remedy at law for such violation, the non-breaching Party may, in addition to any other remedies available to it at law or in equity, enjoin the breaching Party in a court of equity for violating or threatening to violate this Agreement. In the event either Party is required to enforce this Agreement through legal action, then it will be entitled to recover from the other Party all costs incurred thereby, including without limitation, reasonable attorney's fees.

5. Neither Party makes any representation or warranty with respect to any Confidential Information disclosed by it, nor shall either Party or any of their respective representatives have any liability here under with respect to the accuracy or completeness of any Confidential Information or the use thereof.

6. Any provision of this Agreement held or determined by a court (or other legal authority) of competent jurisdiction to be illegal, invalid, or unenforceable in any jurisdiction shall be deemed separate, distinct and independent, and shall be ineffective to the extent of such holding or determination without (i) invalidating the remaining provisions of this Agreement in that jurisdiction or (ii) affecting the legality, validity or enforceability of such provision in any other jurisdiction.

7. Any notice required or permitted to be given here under shall be (a) in writing,
(b) effective on the first business day following the date of receipt, and (c) delivered by one of the following means: (i) by personal delivery; (ii) by prepaid, overnight package delivery or courier service; or (iii) by the United States Postal Service, first class, certified mail, return receipt requested, postage prepaid. All notices given under this Agreement shall be addressed to the addresses stated at the outset of this Agreement, or to new or additional addresses as the Parties may be advised in writing.

8. This Agreement is to be governed by and construed in accordance with the laws
of the state of Neither Party shall be deemed to waive any of its rights, powers or remedies here under unless such waiver is in writing and signed by said Party. This

Agreement is binding upon and inure to the benefit of the Parties and their successor and assigns.

9. This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter hereof and is intended as the Parties' final expression and complete and exclusive statement of the terms thereof, superseding all prior or contemporaneous agreements, representations, promises and understandings, whether written or oral for the said subject matter. Neither Party is to be bound by any pre-printed terms appearing in the other Party's form documents, tariffs, purchase orders, quotations, acknowledgments, invoices, or other instruments. This Agreement may be amended or modified only by an instrument in writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized officers on the day and year first above written.

By: **By**:

Name: **Name:**

Title: **Title**