Subject: Notice for Inviting Tenders (NIT) for Re-designing, Development and Maintenance of Web Portal of Department of Biotechnology, GoI, New Delhi

Department of Biotechnology (hereinafter referred to as DBT) invites bids from experienced, eligible and interested parties on the subject matter. Complete details of the NIT, viz. Scope of Work, formats for submission of the bids, Terms and Conditions etc. are as per Tender Document attached.

2. Technical Bids and Financial Bids, as per the instructions contained in the Tender Document have to be submitted separately in sealed covers.

3. Key Dates and information pertaining to this NIT as are under:

| Name, Designation and address of the authority to whom the bids have to be submitted | Sh. C. P. Goyal, Joint Secretary(Admin), 7th Floor, Block-2, CGO Complex, New Delhi. |
| Mode for sending the bids | Speed post/courier/by hand |
| Venue, date and Time of the Pre-bid Meeting | Room No. 503, 5th Floor, Block-3, CGO Complex, New Delhi 20-08-2018 at 3.00 PM |
| Closing date & time for submission of bids | 27-08-2018 at 11.00 AM |
| Venue, date & time for opening of Technical Bids | Room No. 503, 5th Floor, Block-3, CGO Complex, New Delhi 27-08-2018 at 3.00 PM |
| Date of publication of names of technically qualified Bidders after examination of Technical Bids | After 3 working days from the date of opening of the technical bid through DBT web-portal. |
| Opening of Financial Bids | Venue, date & time will be intimated to the concerned bidders through e-mail. |
| Amount of Earnest Money Deposit | Rupees Sixty Thousand Only. |
| Bid Validity Period | 120 days from the date of opening of the Technical Bids |

4. This Notice Inviting Tender shall also form part of Tender Document and shall be returned duly signed along with the Tender Document while submission of bids.
1. **Scope of Work**: Details of Scope of Work, Deliverables and Timelines are as per Annexure I to this Tender Document.

2. **Submission of Tenders**: Two bid (Technical & Financial) system.
   (i) Technical and Financial bids should be submitted in separate sealed covers put in a main cover.
   (ii) First cover containing the Technical Bid should be superscribed as "Technical Bid for DBT Web-portal Designing" and the second cover containing Financial Bid should be superscribed as "Financial Bid for DBT Web-portal Designing". The main cover containing Technical and Financial Bids should be superscribed as "Bids for the DBT Web-portal Designing". All the three covers should be sealed.
   (iii) **Technical Bid** should be submitted in the prescribed format as per Annexure II containing Earnest Money Deposit as prescribed and information/documents as mentioned in Para 4 of this Tender Document duly completed in all respects, signed and stamped at all pages but without indicating the rates quoted.
   (iv) **Financial Bid** containing price bid should be submitted in the prescribed format as per Annexure III. Further information relating to submission of Financial Bids may be referred to in Para (9) of this Tender Document.
   (v) Bids should be sent through Speed Post, courier or by hand so as to reach the Authority on or before the closing date & time as prescribed (please refer to ‘Key dates and Information’ given in the Tender Notice).
   (vi) Tenders received after prescribed closing time shall not be accepted under any circumstances.
   (vii) Bids received in the format prescribed in this tender document shall only be considered. Bidders have to furnish the Technical and Financial Bids only in the prescribed forms as per Annexure II and Annexure III respectively. Bids not received in prescribed format shall be rejected and no correspondence in this regard will be entertained.

3. **Earnest Money Deposit**
   (i) An amount of Rs 60,000/- (Rupees Sixty Thousands only) shall be submitted by way of Demand Draft/Pay Order/Bankers Cheque drawn from any commercial bank in favour of DDO, Department of Biotechnology, New Delhi along with the Technical Bid.
   (ii) Bids received without EMD shall be summarily rejected.
EMD of tendering firms who submit the sealed tender but withdraw the same before expiry of the tender validity date shall be forfeited.

EMD of the successful tenderer shall be released only after submission of Performance Security of specific amount prescribed in this Tender Document.

EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department.

No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.

EMD will be returned to unsuccessful tenderers immediately after the completion of the tendering process.

Exemption from submitting EMD: Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) will be exempt from submission of the EMD. However the MSE bidder has to enclose the documentary proof of its SME status.

4. Details to be furnished in the Technical Bid

(i) This Notice Inviting Tender and the Tender Document shall be duly signed and stamped will be submitted with technical bid.

(ii) Agency/bidders should enclose brief organizational profile including background and experience of the firm.

(iii) The Bidders should have office in Delhi-NCR. Address, Telephone number of the office alongwith proof of the office at Delhi-NCR should be attached.

(iv) Agency/bidders should have at least 5 years’ experience in the field of the subject matter of this Tender Notice and should have provided/have been providing services in the field to Govt. Departments/organizations/ PSUs/ State Govt. / Quasi Govt. organizations etc. Documentary proof in this regard should be attached.

(v) The bidders should have completed at least 3 contracts similar to the subject matter of this Tender Notice during the period of last 5 years with the Govt. Departments/organizations/ PSUs/ State Govt. / Quasi Govt. organizations etc. Copies of work orders with certificate of satisfactory completion of such contracts shall be attached.

(vi) The Bidder should have technical support office & web development office and in-house web server facility for temporary hosting of web-portal. Temporary hosting of web-portal on third party server is not permitted/allowed. Details & proof of service facilities for Technical Support on services, maintenance and availability of server components and manpower are to be attached. Declaration by the bidder should be submitted.

(vii) The Bidder's average annual turnover should not be below Rs. 50.00 lakh for the last three years. Tenderer should enclose the Audited Balance Sheet for the last three years (2014-15, 2015-16, 2016-17).

(viii) The firm should be registered under the Goods and Services Tax Rules. The Tenderer should submit a copy of registration certificate to this effect.

(ix) The firm should be income tax assessee for last five years. Copies of Income tax returns for last 3 years and PAN/TAN Card should be enclosed.

(x) The bids should be accompanied by Earnest Money Deposit (EMD) of the value and in the form as specified in para 3 of this Tender Document.

(xi) The bidder should have CMMI Maturity level 3 or higher and preferably Capability Approval as per requirements by STQC, MEITY, Govt. of India. The bidder shall be having the complete knowledge of Guidelines for Indian Government Websites (GIGW).

(xii) All documents/proof should be attached as per Annexure-II sequence.
5. **Validity of bids**: Bids should be kept valid for acceptance by DBT for a period of 120 days after the tender opening date.

6. **Pre-bid meeting with the prospective bidders.**
Pre-Bid meeting will be held on prescribed date and time as per details given in the Tender Notice. The tenderers shall visit DBT, New Delhi before submission of their bids and shall get familiarized with the scope of work and other terms & conditions of the tender during the pre-bid meeting.

7. **Date & Time of receipt and opening of bids**: Closing date & time for receipt of bids and opening of technical bids has been specified in the Tender Notice. Bidders shall note that if the date of tender opening given in the Tender Notice is declared a closed holiday by the Central Government, the tenders shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DBT will stand automatically extended up to same hours of the next working day.

8. **Evaluation and comparison of proposals**
The technical bids will be evaluated on the basis of its responsiveness to the requirements to be fulfilled at the technical stage. In the Second Stage, the financial bid of all bidders, who have attained minimum score of 50 in the technical evaluation, will be opened and compared. The contract will be awarded to the bidder offering the lowest total bid amount (L-1 rates).

8.1 **Criteria for Technical Evaluation**
Technical Bids will be evaluated as per the criteria detailed below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Criterion</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Background/profile and registration of organization</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Proven practical experience with all stages of developing Web-portal. Technical skills, with previous experience of web-portal maintenance, management, editing, and/or development. (on the basis of No. of major assignments with value of Rs. 12 Lakhs &amp; above)</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Past experience of handling similar assignments with major Govt. of India related organization. (on the basis of experience in years for these major assignments)</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>Qualifications (education, general qualifications, publications, articles, previous experience within or outside the company) of proposed staff</td>
<td>20</td>
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<tr>
<td>5</td>
<td>Turn over for last three years</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL Score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

9. **Financial Bids**
(i) All the bids which qualify in the technical evaluation stage will only be considered for opening of their financial bids.
(ii) Venue, date and time for opening of the financial bids will be informed to the selected bidders by e-mail to the concerned person authorized by the firm.
(iii) Financial bids will be opened in the presence of technically qualified bidders who wish to present on the occasion.
(iv) The financial bid must be submitted as per the format given at **Annexure III**.
(v) The rates quoted should be inclusive of GST. The rate at which the GST has been included should be clearly mentioned in the bid. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.
(v) Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.

(vi) QCBS- Quality and Cost Based Selection method will be used for selection of bidder out of the technically qualified bidders.

(viii) In case two firms offer the same lowest net bundled prices, then only the past experience for similar kind of work by the firms shall be considered for evaluation purpose. The decision of the Department shall be final and binding.

10. **Performance Security:**
   a) Successful bidder shall be required to furnish a Performance Security for an amount equivalent to 10% of the total contract value in the form of Bank Guarantee from any Commercial Indian Bank with a validity of the whole contract period and 45 days beyond the date of completion of the contract period.
   b) Performance Security has to be submitted within 7 days working from the date of issue of the work order/award of the contract.
   c) Non-submission of Performance Security Deposit in the prescribed form or in timely manner shall lead to suspension of the contract and forfeiture of the amount of EMD of the bidder.
   d) Performance Security of the firm will be forfeited in the events as mentioned under General Terms and Conditions in this Tender Document.

11. **Award of contract:**
   (i) The contract will be awarded to the tenderer who quotes lowest rates in the financial bid.
   (ii) The tenderer whose rate is accepted shall be notified for award of the contract prior to expiration of the tender validity period.
   (iii) The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded.
   (iv) DBT reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without assigning any reason. Further, DBT reserve the right to make partial changes within the general scope of the contract prior to award of contract after pre-bid meeting particularly related to payment terms, performance security and any technical issue arising out of the discussions during pre-bid meeting and same will be intimated through DBT web portal (dbtindia.nic.in)

12. **Contract period**
   (i) The total period of the contract will be one year from the date of commencement of contract for Web-portal maintenance, fine tuning & Cloud Management and three months for re-designing and go live by hosting at NIC Cloud. However, contractor has to comply with the times schedule given for deliverables and complete the work relating to designing, development and commissioning of the new web-portal within a period of three (3) Months.
   (ii) The contract period shall be extendable for a suitable period with no extra cost if the work assigned is not completed within the time limit prescribed and in the manner as specified subject to imposition of Penalty Clause at Point No. 16 or depending upon the satisfactory performance/services of the firm and compliance of terms & conditions stipulated in the tender document.
13. Payment Terms
   (i) No advance payment will be made.
   (ii) 5% of the contract amount pertaining to Re-designing and development of the web-portal will be made to the contractor after successful hosting at Temporary server and After getting 1st level security audit report from the CERT.in empaneled security Auditor.
   (iii) 25% of the contract amount pertaining to Re-designing and development of the web-portal will be made to the contractor after successful hosting at NIC Cloud & making live the new redesigned web-portal in a satisfactory manner as per the scope of work within the specified time period.
   (iv) 15% (quarterly) of the contract amount pertaining to the salary of two onsite support manpower will be released after successful completion of every three months. The vendor should submit the invoice for two onsite support manpower charges to DBT after every three months of successful delivery of the services. The vendor should submit the same after the issuance of User Acceptance Report by DBT.
   (v) The payment of the remaining 10% of contract amount will only be made after completion of all obligations specified in this Tender Document and to the full satisfaction of this Department. The decision of Secretary, DBT in this regard shall be final.
   (vi) Tax Deduction at Source (TDS): TDS shall be deducted from each bill/invoice (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.
   (vii) The documents required for processing of payments are:-
       a) Invoice.
       b) Certificate of completed work, for which the invoice has been raised, from the authority designated to oversee the progress/execution of the contract.

14. Applicable law:
The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Delhi only and will be settled accordingly.

15. Disputes & Arbitration
   (i) All disputes arising out of execution of the contract shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
   (ii) Sole Arbitrator shall be appointed by Secretary, DBT, New Delhi within 30 days of notice regarding appointment of Arbitrator.
   (iii) The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.
   (iv) Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

16. Liquidated Damages / Penalty Clause
In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover liquidated damages including administrative expenses which shall be a sum equivalent to 01% of the total contract amount per week for unfinished work and the total damages so claimed shall not exceed 10% of the total contract amount. In case any of the onsite manpower resource remains absent, a penalty of Rs. 4000/- (Rupees Four Thousand only) per day per manpower resource will be imposed.
17. **GENERAL TERMS AND CONDITIONS:**

a) Any conditional offers made by the tenderer or any alternations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender documents will be summarily rejected.

b) Bids submitted by fax/email or after the due date and time will not be accepted.

c) While submitting the tender for this work the tenderers shall be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Notice, shall be got clarified in the **pre-bid meeting**. Requests for postponing the tender opening date for the same shall not be accepted.

d) The bidder should be a company registered under the Indian Companies Act 1956/2013 or firm. Joint Ventures & Consortiums are not allowed to participate in the bid.

e) Tenderer shall treat the tender specifications and contents thereof as confidential.

f) The rates should be quoted inclusive of the cost of Services, Manpower cost, Transportation, maintenance for a minimum period of 1 year, Printing of Questionnaires and report generation and also inclusive of charges of GST/VAT and other taxes/charges as applicable.

g) The Agency/Firm shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by DBT and DBT will, in no case be responsible or liable for those costs regardless of the conduct or outcome of the Tendering process.

h) Agency/Firm shall attend the Pre-Bid Meeting as per schedule through its authorised representative at its own cost.

i) The Contractor and his staff must abide by various rules, regulations and instructions of Department of Biotechnology as prevalent/issued from time to time.

j) The contract once awarded can be terminated by either party after giving two months’ notice to the other party. Nevertheless, Department of Biotechnology would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not found up to the standard, or in case there is any violation of the terms and conditions of the contract or DBT/GOI rules & regulations, or if there is any incident of indiscipline on the part of the Contractor or his staff. The decision of Secretary DBT in this regard would be final and binding on the Contractor.

k) If the service of the agency continuously remains deficient, the Performance Security of the agency would be forfeited.

l) Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

m) Frequent changes of contract employees shall not be preferred but any changes shall be done with prior notice and to the satisfaction of DBT.

n) DBT reserves the right to reject any or all tenders and to cancel the process at any time prior to award of contract without assigning any reason.
o) The contractor shall not divulge any information that is made known to him or he may come across during execution of the contract to any person not authorized to receive such information.

p) All information, document, photos and data coming in the possession of firm as a result of the execution of the job shall all at time remain the property of DBT. The firm shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the DBT. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.

q) The firm has to complete the job assigned within the joint agreement time and if the job is not completed within the stipulated time, a penalty @ 10% of the cost of the uncompleted job for each day of delay will be imposed on the firm.

r) The DBT will have no liability regarding transportation, boarding and lodging of firm and their staff.

s) The agency/Firm shall make payment of Manpower deployed at DBT site for updation, maintenance & fine tuning of DBT web-portal on monthly basis.

t) Suitable space with Furniture/PC/Internet Connection will be provided by DBT to the two onsite support staff for updation, maintenance and cloud management activities only. All design & development work shall be carried out by the agency at their own site.

u) The support manpower deployed at DBT site will be the sole liability of the contractor and any issues regarding the same will be the sole responsibility of contractor only.

v) Working hours and days will be as per the norms followed at DBT.

w) Tenderer shall provide the backup of support manpower in case of non-availability of the any of the resource manpower deployed at DBT. Penalty will be imposed for any absence of any resource manpower as per Penalty clause at Point No. 16.

x) Under no circumstances the firm shall appoint any 3rd party or sub-lease/sub-let the contract.

y) The rate quoted shall remain firm during the period of contract.

z) The firm shall host a server at their end for the entire assignment.

aa) The Tenderer shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel deployed onsite at DBT. DBT shall have no liability in this regard.
Scope of Work, Deliverables and Timelines

a) The agency to study existing DBT web-portal (dbtindia.nic.in) and subsequently prepare System Requirement Specification (SRS) and layout for finalization of DBT web-portal with dynamic components. The web-portal to be designed and developed shall be compliant with the “Guidelines for the Indian Government Websites (GIGW)”.

b) The agency has to temporarily host the re-designed web-portal at their location/server.

c) The agency has to get Security audit of web-portal site by Government approved CERT-in empanelled agency.

d) The agency to get the web-portal finally hosted at existing NIC Cloud after completing all related formalities i.e replacing the existing contents with new contents and go live.

e) SSL certification also to be implemented for high security of web-portal (with https: security).

f) The Agency has to complete the above noted works from Clouse (a) to (e) with the period of three months from the date of allotment of work.

g) The agency has to provide services of minimum two qualified & experienced professionals for day to day activities related to updating the web-portal, maintenance, fine tuning (including further design & development) and NIC Cloud management for a period of one year from the date of allotment of work. These two professionals shall be having qualification of B.Tech.(CS/IT) /MCA with min. 60% marks from recognised university and with minimum 3 years’ experience for the following activities:-

(i) Web developer having knowledge & experience of latest web technologies.
(ii) Cloud Management Support.

h) The agency has to immediately take over the above work (as in sub-para (g) above) from the existing agency for the existing DBT web-portal from the date of allotment of work.

i) The agency has to provide one price inclusive of all taxes and others for developing and manpower support for one year and other details.

j) The following is an indicative list of deliverables and milestones for the agency, assuming that the engagement starts at Time T - (Date of Allotment of Work):-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activities/Job</th>
<th>%age payment</th>
<th>Time Period</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>SRS and Design/layout finalization</td>
<td>-</td>
<td>T+20 days</td>
</tr>
<tr>
<td>2</td>
<td>Complete development of Web-portal as per approved SRS, hosting at Agency’s server and after getting 1st level security audit report from CERT.in empanelled security auditor.</td>
<td>5%</td>
<td>T+60 days</td>
</tr>
<tr>
<td>3</td>
<td>New re-designed web-portal go live by hosting at NIC Cloud after getting Security Audit certificate.</td>
<td>25%</td>
<td>T+90 days</td>
</tr>
<tr>
<td>4</td>
<td>Providing of two qualified &amp; experienced manpower for onsite updation &amp; maintenance and cloud management at DBT site inclusive of travelling and other expenses.</td>
<td>15% Quarterly (Total 60%)</td>
<td>T+1 year</td>
</tr>
<tr>
<td>5</td>
<td>Balance after successful completion of one years’ contract period.</td>
<td>10%</td>
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</table>
**Final Deliverables/Scope of Work**

a. Development and implementation of the online web strategy with major upgrades in the design and content of the current web-portal.

b. Providing of manpower – two qualified & experienced professionals for updating, maintenance and fine tuning of DBT web-portal and uploading the contents on daily basis.

c. Web-portal will be designed in both languages i.e. Hindi and English including accessibility features as per Govt. of India guidelines.

d. New web-portal will be hosted and maintained on the NIC cloud after security audit.

e. Editing and proof reading of the web-portal content.

f. Development of new content for the web-portal and frequent updates on the web-portal with creative contents. Uploading of news, events, schemes and achievements related information, images & videos on daily basis in coordination with DBT's Communication & Media cell.

g. Assist the Communication & Media cell in updating of facebook/Twitter and social media activities of the Department.

h. Assist the Department/Project Divisions during the Mega Events/ Seminars/ Conferences etc. outside the DBT premises as and when required.

i. Prompt and Proper Maintenance, updation & fine tuning of web-portal.

j. Good number of Biotechnology related news will be uploaded every day as well as feature-stories projecting current research and developments in the different fields of Biotechnology on regular basis. National and international journals will be referred by the project staff to identify news and feature story ideas.

k. Design and creative inputs in the presentations being made by the DBT.

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Technical Bid Form

Technical bid containing the information/documents as specified in para 4 of this tender Document and other details should be submitted properly page numbered as the format given below:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Organizational profile including background and experience of the firm. Describe organization knowledge about web-portal development application. (Human Resource skill set and profiles)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Copy of the Registration Certificate of the company and Articles of Association</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Brief profile and experience of the key personnel available with firm particularly of those who would to be involved in the management of this programme.</td>
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</tr>
<tr>
<td>4.</td>
<td>Proof of having office in Delhi-NCR. Address, email and Telephone number of the office and details of infrastructure / server available may be indicated.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Name, Designation and contact details Mobile/ telephone no. and email of the authorized contact person in connection with this Tender Notice</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Details of having 5 years’ experience in Web-portal development, maintenance, management, editing etc. in Govt. Departments/organizations/ PSUs/ State Govt. / Quasi Govt. organizations etc. (please attach proof/copy of work orders).</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Copies of Satisfactory Performance Certificates of having completed at least 3 contracts similar to the subject matter of this Tender Notice during the period of last 5 years in Govt. Departments/organizations/ PSUs/ State Govt. / Quasi Govt. organizations etc.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>The Bidder’s average annual turnover should not be below Rs. 50.00 lakh for the last three years. Copies of Audited Balance Sheet for the last three years (2014-15, 2015-16, 2016-17) be attached.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Copy of GST Registration certificate.</td>
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<tr>
<td>10.</td>
<td>Copies of Income tax returns files for last 3 years and copies of PAN/TAN Card should be enclosed.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Details of EMD enclosed.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Copy to this Notice Inviting Tender and Tender Document duly signed and stamped</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Proof in regard to Para 4(xi) of Tender Document</td>
<td></td>
</tr>
</tbody>
</table>

Declaration:

This is to certify that I/We before signing this Technical Bid Document have read and fully understood all the terms and conditions contained in the Tender Document and undertake myself/ourselves to strictly abide by them.

Signature of the Authorised signatory with name, designation, seal and date
Annexure III

**Format for Financial Bid for Web-portal Re-design, Development & Maintenance**
(To be submitted in a separate sealed envelope)

Please provide detail financial implication to the organization with break up. All prices/rates quoted must comply to the Scope of Work and other terms and conditions specified in this Tender Document.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Items of work</th>
<th>Bid Amount (in Rs)</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Web-portal re-design charges and temporary hosting, Security Audit and go live with all-inclusive charges.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Support Service / Updating, Fine Tuning and Maintenance Charges inclusive of Manpower charges for one year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>GST (pl. specify rate of GST)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Total Bid amount**

Total Bid amount(in words) ___________________________________________________________

**Declaration:**
This is to certify that I/We before signing this Financial Bid have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firm with name, designation, seal and date**

**Authorized Signatory**