



For Designing, Development and Maintenance of Website for IGPB.

Request For Proposal (RFP)

FOR

**Designing, Development and
Maintenance of Website
for Indian Grape Processing Board (IGPB), Pune.**

Released By



**INDIAN GRAPE PROCESSING BOARD,
(MINISTRY OF FOOD PROCESSING INDUSTRIES)
GOVERNMENT OF INDIA
1ST FLOOR, KUBERA CHAMBERS,
SHIVAJINAGAR, PUNE – 411005**

June, 2010



For Designing, Development and Maintenance of Website for IGPB.

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For Designing, Development and Maintenance of Website for IGPB.

Tender Notice for Designing, Development and Maintenance of Website

Date: 24/06/2010

Subject : **RFP for Designing, Development and Maintenance of Website For Indian Grape Processing Board, Pune**

The Indian Grape Processing Board (IGPB) under Ministry of Food Processing Industries, Government of India is registered at Pune, Maharashtra under Societies Registration Act, 1860. The Board, initially facilitated by the Government and managed/ driven by the industry, is expected to boost growth of the sector, benefiting both the producers and the processors.

IGPB intends to develop its website and host on National Informatics Centre (NIC) server. For designing, development and maintenance of its website, proposals are invited from established IT and Web designing agencies who have successfully undertaken similar projects and would be able to meet the requirements as per the scope of work.

The detailed RFP document indicating the scope of work, qualifying requirements, bidding forms and procedure for submission of proposal for RFP can be obtained till **26th July, 2010** by 2.00 P.M. from office of **MITCON Consultancy Services Ltd, 1st Floor, Kubera Chambers, Shivajinagar, Pune** on payment of Rs. 5000/- by DD/ Pay Order payable at **Pune** in favour of **“Indian Grape Processing Board”**. or can be download from the website WWW.mitconindia.com or www.mofpi.nic.in

The Technical Evaluation Committee (TEC) will shortlist the bidders on the basis of evaluation criteria mentioned in RFP and call them for presentation before the TEC. IGPB reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Sd/-
Chief Executive Officer
Indian Grape Processing Board



SECTION 1

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION –

Annual grape production in the country is estimated to be 1.6 million metric tonnes and area under cultivation about 60 thousand hectares. Of the total grapes produced in the country around 1.2% is processed into wine. The Indian wine market is growing rapidly @ 25-30% per annum for the last five years and wine is gradually becoming a part of urban life style as an alternative to hard liquor. Of late, India has started exporting Indian wine to major countries like, France, Italy, Germany, USA, UK, Singapore, Belgium, etc. The export of wine is expected to grow @ 9% per annum and by the year 2010 the export figure is expected to touch 1.13 million litres. The percentage of imported wine to the total wine consumption in the country is also gradually decreasing. Current world production is about 26,090 million litres and there is a *huge* opportunity for breaking into the world market with high quality wines.

Since grape processing facilities in India are inadequate and underdeveloped, grape growing farmers do not get remunerative prices for their produce. On the other hand, developed countries, where price realization is higher, are demanding strict adherence to quality parameters including pesticide/ insecticide residue levels in grapes and its products exported to them. Therefore, farmers and processors need to be properly guided in quality standards, brand promotion, food safety issues, etc. It is also desirable to develop a national strategic plan for wine industry which will provide for appropriate policies, programmes, development of technologies, highly skilled manpower and suitable viticulture practices that are environmentally sound, socially responsible and economically viable.

Keeping this in view, it was felt that there is a need to establish a national level organization to address the issues related to the development and promotion of this sector. The Union Cabinet in its meeting held on 2nd January 2009 gave its approval for the establishment of the Indian Grape Processing Board under Ministry of Food Processing Industries (MOFPI), Government of India at Pune, Maharashtra which is close to the principal grape growing/processing areas in the country. The Indian Grape Processing Board (IGPB) is registered under Societies Registration Act, 1860. The Board, initially facilitated by the Government and managed/ driven by the industry, is expected to boost growth of the sector, benefiting both the producers and the processors.



2. DEFINITIONS -

“Applicable Law” means all relevant laws in force and effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgment, decrees, injunctions, Writs or orders of court, as may be in force and effect during the subsistence of this Tender Document.

“Bid Document” shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.

“Contract” shall mean the agreement to be entered into between IGPB and the successful Bidder.

“Evaluation Committee” shall mean the committee constituted by IGPB

“Force Majeure Event” shall have the meaning set out in clause 2.2

“Project” shall mean Designing, Development and Maintenance of Website for IGPB.

MOFPI: Ministry of Food Processing Industries, Government of India.

IGPB: IGPB means Indian Grape Processing Board registered under Societies Registration Act, 1860.

MITCON: MITCON Consultancy Services Ltd., Pune, Consultant appointed by IGPB.

3. DISCLAIMER

The information contained in this bid document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of IGPB or any of their employees or Consultants, MITCON Consultancy Services Ltd., (hereinafter referred as “MITCON”) is provided to Investors/Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided.

By acceptance of this tender document, the recipient further agrees that this tender document may not be distributed, reproduced or used for any other purpose than the evaluation of Designing, Development and Maintenance of Website. The recipient agrees that it will cause its directors, Partners, officers, employees and representatives and any other parties who provide



services to the recipient to use the tender document for the purposes in the manner stated above.

IGPB or the Consultant MITCON do not makes any representation or warranty expressed or implied, as to the accuracy, authenticity, timeliness and/or completeness of the information contained in this tender document. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender document. The IGPB and the Consultants MITCON also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this tender document. IGPB or the consultant MITCON may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender document. The issue of this tender document does not imply that IGPB is bound to select a Bidder and IGPB reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

4. INTERPRETATION:

In this Tender Document, unless the context otherwise requires,

- (a) For the purpose of this Tender Document, where the context so admits,
 - (i) the singular shall be deemed to include the plural and vice-versa and
 - (ii) masculine gender shall be deemed to include the feminine gender and vice-versa.
- (b) References to a “*person*” if any shall, where the context so admits, include references to natural persons, partnership firms, companies, bodies corporate and associations, whether incorporated or not or any other organization or entity including any governmental or political subdivision, ministry, department or agency thereof;
- (c) References to Clauses, Recitals or Schedules are references to clauses and recitals of and schedules to the Contract and the Tender Document. The Schedules, annexure and addendums shall form an integral part of this Contract.
- (d) Any reference herein to a statutory provision shall include such provision, as is in force for the time being and as from time to time, amended or re-enacted in so far as such amendment or re-enactment is capable of applying to any transactions covered by this Contract.



Any references to an enactment include references to any subordinate legislation made under that enactment and any amendment to, or replacement of, that enactment or subordinate legislation. Any references to a rule or procedure include references to any amendment or replacement of that rule or procedure.

- (e) The headings and sub-headings are inserted for convenience only and shall not affect the construction and interpretation of this Tender Document. References to the word “include” and “including” shall be construed without limitation. Any reference to day shall mean a reference to a calendar day including Saturday and Sunday.

5. INVITATION FOR BIDS

Invitation for bids

This “invitation for bids” is for Designing, Development and Maintenance of Website for IGPB.

6. DUE DILIGENCE

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder’s risk and may result in rejection of the bid. IGPB shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

7. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid and IGPB shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8. CLARIFICATION OF BIDDING DOCUMENTS

IGPB shall make best efforts to respond to any request for clarification of the Tender Document, such request to be made in writing. Such response / clarification shall to the extent possible be made in writing. IGPB or MITCON shall not be responsible for any delay including but not limited to any postal delays.



9. AMENDMENT OF TENDER DOCUMENT

At any time before the deadline for submission of bids, IGPB may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and / or supplementing the same.

All changes shall be posted on website www.mitconindia.com & www.mofpi.nic.in and prospective Bidders are required to go through the same before submission of bid. All such amendments shall be binding on them without any further act or deed on IGPB's part.

In the event of any amendment, IGPB reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.

10. LANGUAGE OF BID

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Tender Document and / or the bidding process exchanged by the Bidder and IGPB shall be written in English language only.

11. GENERAL INSTRUCTIONS

11.1 The Bidders are requested to read the tender document thoroughly.

11.2 Bidder is one who has responded to the Bid for designing, development and maintenance of website of IGPB. The Bidder shall duly fill in all the information specified in the pre-qualification criteria specified.

In the event of any additional information required by the IGPB other than that specified in the pre-qualification criteria, the Bidder to the IGPB shall duly submit such information in the prescribed time.

The Bidder shall submit the Tender Document duly signed on each page as a part of the bid. It shall be expressly agreed herein by the bidder that he has read and understood the complete Tender Document and other documents / requirements and shall comply with the same except what is stated in specified Deviation / Non-Compliance statement format.



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- 11.3 IGPB shall reserve the right to verify the operation and performance of Project by the Bidder and the Bidder shall permit IGPB to do so. The IGPB will evaluate the information submitted by the Bidder with regard to Bidder's capacity. **The Bidder cannot subcontract the work at any stage without prior written approval from the IGPB.**
- 11.4 Bids received with incomplete information / documents shall be rejected. Bids not adhering to Terms, Conditions, Specifications and other details as given in this document may be summarily rejected.
- 11.5 All deviations from the Terms, Conditions and other details of Tender Document should be separately and clearly submitted.
- 11.6 This tender document is not transferable.
- 11.7 Modification or Withdrawal of Offers is not permissible after its submission. If the offer is withdrawn before the validity period, the EMD will stand forfeited.

To assist in the scrutiny, evaluation and comparison of offers, IGPB may, at its discretion, ask some or all Bidders for clarification of their offer.
- 11.8 The request for such clarifications and the response will necessarily be in writing.
- 11.9 Preliminary Scrutiny: IGPB will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. IGPB may, at its discretion, waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all Bidders and IGPB reserves the right for such waivers.
- 11.10 **Award Criteria:** Technical Offers in Envelope 1 will be evaluated first to check whether all required information and documents as specified in the Tender Document are submitted and to ascertain whether the Bidder meets all Qualifying Criteria.

The Bidders who's Technical Offers are found to be in accordance with the specifications mentioned in the tender document would be short-listed and will be called for technical presentation. The bidders who score more than 65% in technical evaluation, only their Commercial Bids in Envelope 2 would be opened.



- 11.11 The Bidder should abide by the terms and conditions specified in the tender document. If Bidders submit conditional offers, they shall be liable for outright rejection.

The IGPB shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.

The IGPB reserves the right to make any changes in the terms and conditions of the tender. The IGPB will not be obliged to meet and have discussions with any of the Bidders and or to listen to any representations.

The offers containing erasures or alterations will not be considered.

Technical details must be completely filled in. Correct technical information of the service being offered must be filled in. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure / manual” is not acceptable. IGPB may treat offers not adhering to these guidelines as unacceptable.

Bidders are not allowed to subcontract in any manner without written approval from IGPB.

The contract period for development and launch of website shall be for a period of four months from the date of issuing of work order.

12. QUALIFICATION CRITERIA OF THE BIDDER

- 12.1 The bidder should have minimum Annual Turn-over of Rs. 50 lacs. (Rs. fifty lacs only) with profit in any two of the past three financial years (2006-2007, 2007-2008, 2008-2009). CA certificate in support to be enclosed in technical bid.
- 12.2 Bidder can be a proprietary or Partnership Firm or Pvt. Ltd. or limited company. (Deed of constitution/ registration certificate to be enclosed in technical bid)



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- 12.3 Bidder should have the experience of minimum three years in the line of Designing, Development and maintenance of website. (CA Certificate in support to be enclosed in technical bid indicating experience more than three years in similar line)
- 12.4 The bidder should have at least developed 10 websites and maintained at least 3 websites during last three years. (Separate list of websites developed and maintained to be submitted in technical bid along with details of client and URLs).

Supporting documents for fulfilling the qualification criteria will have to be submitted in technical envelope No.1.

13. PROCESSING FEE & EARNEST MONEY DEPOSIT (EMD)

- 13.1 Bidders are required to submit Rs. 5000/- (Rs. five thousand) towards processing fee in the form of DD of Nationalised or Scheduled Bank/Bank Pay Order drawn in favour of " **Indian Grape Processing Board.**" payable at Pune & Rs. 20,000/- (Rs. twenty thousand) as EMD for the bids in form of Demand Draft of Nationalized or Scheduled Bank / Pay Order drawn in favour of '**Indian Grape Processing Board**' payable at Pune.
- 13.2 The processing fee is non refundable.
- 13.3 Processing Fee & EMD Demand Drafts / Pay Orders should be part of Envelope 1.
- 13.4 The EMD is non-interest bearing and is refundable to unsuccessful bidders after signing of the Contract by the successful bidder.
- 13.5 The successful Bidders EMD will be discharged upon expiry of "Offer Validity Period" mentioned in Instruction to Bidder. EMD of unsuccessful bidders shall be refunded after one month of finalization of Tender.
- 13.6 The EMD will be forfeited;
 - If a bidder withdraws his bid during the period of validity.
 - Or in case of a successful bidder, if the bidder fails: -
 - (a) To sign the contract in accordance with terms and conditions.



14. OVERALL EVALUATION METHODOLOGY

14.1 IGPB shall evaluate and compare the bids determined to be substantially responsive. Any effort made by the Bidder to influence the IGPB in the evaluation / contract award decision, may result in the rejection of the Bidder’s bid. It is IGPB’s intent to select the Bid that is most advantageous to IGPB and each Bid will be evaluated using the criteria and process outlined below.

14.2 The Technical and Commercial evaluation of Bids shall be carried out by the IGPB. Only those Commercial Bids who qualify in the technical evaluation shall be considered.

15. EVALUATION OF BIDS

15.1 The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, IGPB shall determine whether each bid is

- (a) complete
- (b) is accompanied by the required information and documents and
- (c) is substantially responsive to the requirements set forth in the tender document.

A substantially responsive Bid is one, which conforms to the requirements, terms, conditions and specifications of the Tender without any deviation. IGPB’s evaluation in this regard shall be final and binding on all Bidders.

15.2 The qualified short listed bidders would be required to make presentations to a technical committee. The technical presentation will broadly cover the following criteria for evaluation: -

Evaluation Criteria

Sr. No.	Particular	Marks
A	General Parameters	(30 marks)
1	Profile of existing key personnel/team members	(10 mark)
2	Additional services other than mentioned in scope of work	(10 mark)
3	Experience for development of website for Govt./semi Govt. organisations or Hosting on NIC server	(10 mark)



B	Parameters for existing Design and Development projects	(30 marks)
1	Overall design, look and feel, page layouts, navigations, user friendliness, browser compatibility, database design, content management tools, administrative tools.	(30 marks)
C	Parameters for proposed Design and Development project	(40 marks)
1	Proposed methodology and technology, technology platform, maintenance and support methodology	(20 marks)
2	Prototype development: Overall design, look and feel, page layouts, navigations, user friendliness, browser compatibility, etc.	(20 marks)

Technical presentations scoring not less than 65 % of the total points will only be considered for financial evaluation.

If deemed necessary, IGPB in its sole discretion to make required variations in the cut off points for technical evaluation including criteria for technical evaluation.

Based on the results of the Technical evaluation, IGPB shall then proceed to open and evaluate the Financial Bid of those Bidders who qualify in the Technical evaluation. The financial evaluation will take into account the information supplied by the Bidders in the Commercial Bid, and the same shall be evaluated in accordance with the evaluation criteria specified in the tender document.

15.3 The score of technical and financial evaluation have weightage in proportion of 70:30 to select successful bidder.

IGPB may at its sole discretion, waive any minor informality or nonconformity or irregularity in a Bid Document, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

15.4 Tender Evaluation Committee
The Vice Chairman, IGPB will constitute the Tender Evaluation Committee. This committee will evaluate the Bid Documents submitted by the Bidders.



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15.5 The Tender Evaluation Committee may choose to conduct technical negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.

15.6 Any effort by a Bidder to influence the Tender Evaluation Committee's processing of Bids or award decisions may result in the rejection of the Bid.

16. UNDERTAKING

An undertaking from the Bidder stating the compliance with all the conditions of the Contract and Technical Specifications of the Bidding Document will be required since no deviation will be acceptable to IGPB.

17. BID PRICES

- a) The price i.e. offer must be made by the intending bidder covering all important points mentioned in the bid format enclosed in this bid document. The financial offer may be submitted keeping in view the terms and conditions of this bid document and site conditions.
- b) The bidder shall include payment of all dues such as taxes & other statutory dues, not specifically mentioned in the specification but essential for successful completion of work. The bidder shall not be eligible for any extra charges in respect of such payments. Though not mentioned in the bid document. Extra charges if any, shall be paid by the bidder only.
- c) All liabilities, whatsoever, on account of copy rights or any other reason, if any, shall be borne by the bidder.
- d) Any royalties or patents or the charges for the use of content, images, software's etc. thereof that might involve in the contract shall not be paid by IGPB. The bidder only shall pay for such claims without putting any financial burden on IGPB.



18. PERIOD OF VALIDITY OF BIDS

18.1 Validity Period

Bids shall remain valid for 180 (One hundred eighty) days after the date of bid opening prescribed by IGPB, IGPB holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

18.2 Extension of Period of Validity

In exceptional circumstances, IGPB may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the EMD.

A Bidder granting extension of validity will not be permitted to modify his technical or commercial bid.



SECTION -2

TERMS AND CONDITIONS AND SCOPE OF WORK

2.1 DESIGNING, DEVELOPMENT AND MAINTENANCE OF WEBSITE:

Indian Grape Processing Board is working towards the design, development and maintenance of website.

2.1.1 Major business Objective

- To display full range of IGPB activities and functions
- To promote IGPB in terms of brand and style
- To coordinate and interact with IGPB members
- To present history of Indian Wine Industry, advocacy of Indian wine in international market, educate stakeholders of wine industry etc.
- To publish articles, events and news related to wine industry

2.1.2. Technology Objectives of the Website Development

- To Design and Develop Website
- To built a website, with a dynamic content management system
- To present an appealing and optimized website
- To Establish the Intranet within the organization for smooth functionality of the business flow

2.1.3 The Targeted Audience

- External stakeholders like – National / International Organizations, Wine Industry**
- Internal Stakeholders like – IGPB Head Office, Regional Offices and it's employees**

2.1.4. Technology Platform / Development Environment

Operating System	Windows/ Linux*
Database	MS-Access/ MSSQL/Oracle*
Application Development Platform	ASP.Net Framework 2.0/3.5 ver , PHP or any Open Source Software*
Designing Tools	Flash
Scripting Language	HTML, Javascript or any other open source*
Browser	Brower Independent Development or Cross Browser compatibility



Language of the Site / Content	English, The portal should be designed in multilingual contents in Unicode format. The static content and database driven content can also be displayed in multiple languages. To start with the site can be created in English and in phase-II (after completion and hosting the English version website) using Hindi, Marathi & Kannada.
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* - The Development Platform selected for the Development should be compatible and supported by the NIC Hosting Platform and capable of getting the Website certified / audited by NIC Before Hosting.

2.1.5. Development Cycle (Process Building Blocks)

- Requirement Finalization and sign off of SRS Document
- Approval of Prototype Development
- GAP analysis
- Development
- Getting Site Audited by concern authority before hosting
- UAT - User Acceptance Test
- Hosting of the Website on NIC Server
- Launching of the Portal

2.1.6. Services to be Provided by the Bidder

- Design, Development and Maintenance of website
- Registration of Website in Required domain approved by IGPB
- Designing of Database for requirement of website
- Assist for Hosting of Website on NIC Server
- Develop a Payment Gateway with Concern Service Provider for Payments of charges / fees for online registration, newsletters, licenses, product approval etc. The successful bidder will provide all required services to acquire the payment gateway by the IGPB. The integration of the same in to the website is performed by successful bidder. The selected bidder will provide the best payment gateway for the website and customize it as per needs of IGPB's business. Successful bidder will provide the payment gateway, which accepts all major cards. Successful bidder will assist IGPB to acquire licensing of payment gate way and the cost of the same will be borne by IGPB.



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- Bulk Email Facility to extract email address from website to build email database and send notification mails of events/meets for internal/external business workflow.
- Update and Maintenance of the Website for 1 year
- Procurement of third party Software, tool required for the Development Environment of the Website on the name of IGPB. (If Required)
- Provide Technical Resource for maintenance of the Website (If Required)
- Interface to be provided for integration of other software systems or legacy systems or Back office systems.

2.1.7 Time Frame of the Project

The Project Development of Website to be Completed within 4 months from the Date of Award of the Work Order.

2.1.8 Website Audit/ Compliance and Approval / Security Features

- Bidder would have to get the website audited from CERT-IN, Department of Information Technology, Ministry of Communication and Information Technology, Government of India or from the authorized Auditing agency empanelled by NIC.
- The website duly audited by the empanelled firms of CERT-IN /NIC would be offered for hosting.
- Bidder should design the Website with advanced technological features to protect the site from attacks by hackers, virus etc.
- All data exchanges should be using SSL to offer a Safe and secure Web site experience.
- Support/provide gateways for integration with internal services and in house applications in a safe and secure manner.
- Bidder should use CSS based design approach, Clear and appropriate graphics, W3C compatible coding style while designing the web pages.
- Any charges or fees required to get Website audited, certified from third party or agency should be paid by the bidder.



2.1.9 Design and Content Management

- Graphic Design of website should be Professional , Corporate look with International standards and should load quickly
- The Design should support the Dynamic Generation of Links on the page
- The Design should support the Dynamic Menu and Sub Menus which can be easily administrated through Admin.
- The Content Management should be able to create and upload the pages daily/weekly/ or on frequent basis with appropriate Business flow required for authenticate Publications of content on site.
- The Log and Audit trail should be maintained for Content Management
- The Design should support the single sign On, (Connect Once-Access everywhere)
- User administration services should be an integral part of the Enterprise Content Management facility inbuilt with the site.
- Design and Content Management should support Extensive Web Site Analytics and Statistics to be provided. Traffic reports, visitor analysis, duration analysis, content wise analysis, top landing pages and top exit pages, other statistical reports should be provided as per requirement of IGPB.
- Design and Development should support resizing the text without use of assistive technology.
- Website Design should provide up to date site Map that is linked to home page as well as to all important entry pages of the Website
- All types of content should be delivered through the Website. The Indicative content types may be HTML documents, word Documents, PDF documents, Images, Photographs, Multi media files, audio/ video files etc.
- The Content Management Infrastructure should give the flexibility to modify the design when major event has to be publicized.



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- There will be promotional areas on the homepage, which will accentuate the IGPB's business, and user visitors to explore the inner pages of site.
- Bidder will have to submit ten design options to finalize the site colour schemes, Layout , images, promotional areas etc by IGPB.
- The Details of content Management , Design, dynamic menus, Links etc will be finalized by IGPB during SRS Sign off Phase.

Website elements and Sitemap (The sitemap and elements given below are indicative and will be finalize during the SRS Phase of the project by IGPB.

Broadly scope of work would also include providing the following information on the website, in static as well as database formats, so that this website can be used as a ready-reckoner for wine industry in India:

1. The Production of wine Grapes in India

- Grape Growing areas (States, Districts & Sub-districts, list & maps)
- Annual acreage & harvesting Seasons
- Production Trends
- Problems faced
- Pre-harvest & Post-harvest advisories for Farmers
- Instructions for farmers for Grape Pre-Processing
- Trends in supplying to Wineries
- Assistance to new areas for Grape growing
- Government Schemes to Grape farmers
- Contact details and activities of other useful Organizations
- This section shall use maps, text, videos, presentations, statistics, etc.,

2. Grape Processors in India

- List of registered Grape Processors (Wineries in India)
- Common facilities for wineries (private and government owned – pack houses, Cold storage, etc.,)
- Quality standards in India
- How to set-up a new winery
- Licensing
- Procurement of grapes
- Standards (HACCP, BSI.,)
- Exporting from India
- Machinery
- Packaging



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- Government Schemes to Grape Processors
- Contact details and activities of other useful Organizations

3. Exporting from India

- Major Markets
- Annual Imports and their sourcing countries
- Present exports from India
- Import Regulations & Procedures
- Distribution Channels
- Packaging and Transportation Requirements
- Tariffs
- Non-tariff barriers
- Quality Standards
- Sanitary & Phyto-sanitary restriction
- Risks and Trading environment
- Government of India regulations
- Government Schemes to promotion of exports
- Contact details and activities of other useful Organizations

4. Trade Facilitation

- Trade Enquiries (Buy-Sell Leads)
- FAQs
- Discussion Forums
- Industry Contacts
- Importers Directory

5. Multilingual contents:

The website should be designed in multilingual contents in Unicode format. The static content and database driven content can also be displayed in multiple languages. To start with the site can be created in English and in phase-II (after completion and hosting the English version website) using Hindi, Marathi & Kannada.



Website Elements and site structure:

Sr. No.	Main Menu	Sub Menu
1	Home Page	Content of Home Page: Login/logout to members, New User Sign up link, History of IGPB, Brief of Indian Wine, Images/ banners / Logo of IGPB, space for advertisement/ banner, Notice board, Main Menu, links to Benefits to Members, career with IGPB, services and products, FAQ, copyright policy etc. Each of these services being a subpage. All promotional areas that IGPB requires could be placed here, search option within site.
2	About US	IGPB Objectives, IGPB Functions, Structure and People (Board Members), About Indian Wine Industry
3	Markets	Market Programmes, Export Licence, Procedure for Export, Export Destinations etc.
4	Members area	Articles, Statistics of wine industry, Registration of Members, Profile of each Member, Area of specialization and experience, Chat space to communicate with online members, members should be able post to comments on articles, Downloads, discussion forums, subscription of other paid services etc. (Note: Members area is accessible only after login to site) Separate login for administrator to view online visitors, number of hits to website, control of email accounts, repeat and unique visitors, navigation paths, visitor's countries, etc.
5	News	As per details provided by IGPB
6	Events	As per details provided by IGPB
7	Contact Us	As per details provided by IGPB
8	Related links	As per details provided by IGPB

2.1.10 Other Functionality and features of Website

- The Design, Development, Database design should make the portal with corporate look, User friendly, Easy to access or navigate, and should attract the visitors.
- It Should be possible to upload the links to other website



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- The Page download response should be quick and fast
- There should be provision of good Search Engine ,Discussion Forum , Real time Chat with required security features within the organization at different locations or within the registered members of the Website
- The access to paid Articles, to post comments on articles, Downloads, discussion forums, subscription to other paid services etc. would be restricted to paid members/ Registered members of the board.
- There should be online facility to become members of board. After validation of members details administrator shall give the login name and password to the member.
- The Transactions from the Website should be certified and secured.
- The Necessary set up , Licenses required for the Security set up should be mentioned in the document.
- The MIS report - Drill down reports and Matrix reports and Other required Reports to be developed based through the Website
- The Provision of providing Facility of Report Builder should be possible which will be finalise at SRS phase of the Project.

Deliverables :

Bidder has to handover the Source Code , Patches & Releases (If any) , Application Software, All content used in the Designing of the Website, along with Technical Documents, user Manual, functional Manual, installation guide and any other if required for creation of development environment and hosting, launching of the site to IGPB for the purpose of copyright and intellectual properties.

Training and Maintenance Support:

Bidder will provide training at IGPB premises to 5 staff people without any extra cost.



Hardware Requirement and Minimum configuration:

Bidder should provide the Requirement of Minimum Hardware Configuration, third party software, tools, Required for the Website hosting if in case IGPB finalizes to host the Website on it's own.

Copyright and Trademarks:

Successful bidder will handover the all the software and graphics to IGPB for the purpose of copyright and intellectual ownership. On the bottom of every page a link navigating to information page regarding copyright.

2.1.11 OTHER TERMS AND CONDITIONS:

- **Guarantee/ Warranty**

All programming as delivered carries a one year warranty.

- **Contract time period:**

The contract period for site Designing, Development will be 4 Months from the date of contract, which will be extended by written approval from IGPB if required Contract period for update and maintenance will be one year from the date of acceptance & hosting of website.

The bidder is not authorised to terminate the agreement before its maturity.

- **Payment terms:**

Payment terms will be finalized with successful bidder. Bidders should consider all the costs required for successful running of website and specifically not mentioned in document. (e.g: service providers for web hosting, online payment acceptance through credit cards, search engine optimization, etc.). IGPB will not be liable to pay any extra cost other than mentioned in offer of bidder.

2.2 FORCE MAJEURE

- a) If at any time during continuance of this contract, the performance in whole or in part in any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, acts of civil commotion, strikes, lockouts, sabotages, fire, flood, explosions, epidemics, quarantine restrictions (hereinafter



referred to as eventualities) then, the notice of the happening of any such eventuality shall be given by the Bidder to the IGPB within 2 (two) days from the date of occurrence. Neither party shall by reasons of such eventuality, be entitled to terminate this contract, nor shall have any claim for damages, compensations against the other in respect of such nonperformance or delay in performance, and deliveries under this contract. Normal working shall be resumed as soon as such eventuality has come to an end or ceased to exist. b) Provided that if the performance in whole or in part by the bidder or any obligation under this contract is prevented or delayed by reasons of and such eventuality for a period exceeding 30 (thirty) days, then the IGPB may terminate this contract by giving notice in writing.

2.3 RESOLUTION OF DISPUTES

The dispute resolution mechanism shall be as follows:

- a) In case of dispute between IGPB and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996.
- b) If such dispute arises then either party may forthwith give to the notice in writing of such dispute to other party and shall be referred to the adjudication of an arbitrator in accordance with Indian Arbitration and Conciliation Act 1996.
- c) The chief Executive Officer of IGPB will appoint the designated officer mutually agreed between the parties will work as an arbitrator.
- d) The decision of the arbitrator shall be final and binding upon both the parties, i.e. IGPB and the successful bidder.
- e) All unresolved disputed matters will have the jurisdiction of Pune, so far as legal and court matters are concerned.

2.4 AWARD OF CONTRACT

IGPB's right to accept any Bid and to reject any Bid or all Bids Notwithstanding anything stated herein, IGPB reserves the right to accept full or part of the Bid or reject any Bid, and to cancel / annul the bidding process and reject all Bids at any time before the award of the Contract.



2.5 NOTIFICATION OF AWARD

Notification to Bidder

The Bidder whose Bid has been accepted shall be notified of the award by the IGPB prior to the expiration of the period of validity of the proposal, by registered letter or by fax. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within 15 (fifteen) days from the receipt of the Letter of Acceptance.

2.6 SIGNING OF AGREEMENT

Pursuant to the Bidder acknowledging the Letter of Acceptance, the Bidder and IGPB shall promptly and in no event later than 15 days from the date of acknowledgement of the Letter of Acceptance, sign the Contract. IGPB shall have the right and authority to negotiate certain terms with the successful Bidder before signing of the Contract. The signing of the Contract shall amount to award of the Contract and the Bidder shall initiate the execution of the work as specified in the Contract.

2.7 EXPENSES FOR THE CONTRACT

All incidental expenses of the execution of the Contract/ agreement shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the IGPB.

2.8 FAILURE TO ABIDE BY THE CONTRACT

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of IGPB with such penalties as specified in the Bid Document and the Contract.

2.9 TERMINATION OF CONTRACT

Termination for Default IGPB may, without prejudice, to any other remedy for breach of Contract, by prior written notice of default sent to the Bidder, terminate the Contract in whole without assigning any reason if

- The qualified Bidder fails to perform any other obligation(s) under the Contract.
- If the Bidder is in material breach of the representations and warranties contained in this Contract.



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2.10 GOVERNING LAW

The laws of Republic of India shall govern the Tender Document and the Contract.



SECTION - 3

SUBMISSION OF BIDS

Bid should be submitted in two envelopes -envelop 1 (Technical envelope) and envelope 2 (Commercial envelope). envelope 1 and 2 should be inserted in third envelope.

3.1 CONTENTS OF TECHNICAL ENVELOPE 1 (TECHNICAL BID)

- 3.1.1 Bid Application format on the letter head (as per annexure -1 of Section 4)
- 3.1.2 Checklist of Submissions
- 3.1.3 Letter of Undertaking regarding acceptance of terms and conditions.
- 3.1.4 Power of Attorney for the Proposal Signatory
- 3.1.5 Document of Constitution of the firm/company.
- 3.1.6 Audited Balance Sheets / CA Certificate in support of turnover criteria.
- 3.1.7 Copy of the experience statement supported by documents establishing clearly three years experience in designing and development and maintenance of website –
- 3.1.8 List of websites clearly mentioning websites developed in last three years with their URL and client details.
- 3.1.9 List of websites clearly mentioning websites maintained in last three years with their URL and client details.
- 3.1.10 In case form is downloaded from website, processing Fee of Rs.5000/- (DD in the name of “Indian Grape Processing Board” payable at Pune.
- 3.1.11 DD of EMD of Rs. 20000/- (Rs. fifty thousand) drawn in the name of “ Indian Grape Processing Board” payable at Pune. (Please refer para 13.1 of section1 of the tender document.)
- 3.1.12 Tender Document purchase receipt, if it is purchased from MITCON Consultancy Services Ltd.
- 3.1.13 Details of manpower available on payroll to execute the project.



For Designing, Development and Maintenance of Website for IGPB.

3.1.14 Details of minimum hardware configuration, third party software, operating system environment etc. of proposed technical platform.

3.2 CONTENTS OF THE COMMERCIAL ENVELOPE II (COMMERCIAL BID)

Price bid as per format in Section 4B.

3.3 AUTHENTICATION OF BID

The original and all copies of the Bid Document shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made.

3.4 VALIDATION OF INTERLINEATIONS IN BID

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

3.5 SEALING AND MARKING OF BIDS

Enclosing of Bid

The copies of the Technical Bid shall be placed in lacquer sealed envelope 1 clearly marking each "**Technical Bid**". The Commercial Bid shall be placed in separate lacquer sealed envelope 2 clearly marking it as "**Commercial Bid Do not open with Technical Bid**". The two envelopes shall then be placed in third envelope, which shall also be appropriately lacquer sealed and marked as '**Bid for designing, development and maintenance of IGPB's website**'.

3.6 ADDRESS FOR SUBMISSION OF BIDS

Last date of submission of bid **is 26th July, 2010 upto 2.00 p.m.**

Bids complete in all respect shall be delivered to –

Managing Director
MITCON Consultancy Services Ltd.
1st floor, Kubera Chambers,
Shivaji Nagar, Pune – 411 005,
Ph. 020-25533309



In addition to the above, the inner envelopes shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

3.7 RESPONSIBILITY OF BIDDER

If the outer envelope is not sealed and marked as required, IGPB will assume no responsibility for the Bid's misplacement or premature opening.

3.8 REJECTION OF BID

The Bid Document shall be submitted in the form of printed document. Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

3.9 LATE BIDS

Any bid received by IGPB after the deadline for submission of bids prescribed by IGPB, will be summarily rejected and returned unopened to the Bidder. IGPB shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

3.10 OPENING OF TECHNICAL BIDS

Opening of Bids

IGPB will open all Technical Bids **on 26th July, 2010 at 4:00 pm** in office of MITCON consultancy services ltd, 1st Floor, Kubera Chambers, Shivajinagar, Pune.

Date of Technical presentation will be conveyed to the eligible bidders through email, fax or telephone.

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening/presentation being declared a holiday for IGPB the Bids shall be opened at the appointed time and location on the next working day.

3.11 ANNOUNCEMENT OF BIDS

The Bidder's names, Bid modifications or withdrawals and the presence or absence of requisite bid security and such other details will be announced at the opening. No bid shall be rejected at bid opening, except for late bids.



3.12 BIDS NOT CONSIDERED FOR EVALUATION

Bids those are rejected during the bid evaluation process shall not be considered for further evaluation, irrespective of the circumstances.

3.13 OPENING OF COMMERCIAL BIDS

Opening of Bids

Commercial Bids will be opened and compared after the technical evaluation. The commercial bids will be opened only of those bidders, who will score above 65% in technical evaluation.

The name of Bidder, bid prices, total amount of each Bid, etc. shall be announced by the IGPB at the Commercial Bid opening. The IGPB will prepare minutes of the Commercial Bid Opening.

The date, time and venue of opening of commercial bid will be advised to the short listed bidders separately.

3.14 CLARIFICATION OF BIDS

To assist in the evaluation, comparison and an examination of bids, IGPB may, at its sole discretion, ask the Bidder for a clarification of its bid including breakup of rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, IGPB reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.

3.15 COMPLETENESS OF BIDS

IGPB will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document.

3.16 RECTIFICATION OF ERRORS

Arithmetical errors will be rectified on the following basis: -

If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, his bid will be rejected and his EMD may be forfeited.



3.17 REJECTION OF BID

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by IGPB and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the Bidder.

3.18 PRE BID MEETING:

Pre-bid Meeting will be held to satisfy the queries raised by the bidder. Every effort will be made to satisfy the queries raised by the bidder.

IGPB endeavour to respond to the questions raised or clarifications sought by the Bidders. However, IGPB reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring IGPB to respond to any question or to provide any clarification.

IGPB may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. Verbal clarifications and information given by IGPB or its employees or representatives shall not in any way or manner be binding on IGPB.

Date/Time/Place of Pre-Bid Meeting

Date : 16th July, 2010 at 3.00 p.m.

Place : MITCON Consultancy Services,
1st Floor, Kubera Chambers, Shivajinagar, Pune.

It is optional for the bidder to attend the Pre-Bid Meeting.

The designated Contact person for any clarification:

IGPB

Mr. Randhir Patel
Under Secretary, Government of India
Ministry of Food Processing Industries
Room No. 103, Panchsheel Bhawan,
August Kranti Marg,
New Delhi-110 049
Ph: 011-26492078
Email: randhir.patel@nic.in



For Designing, Development and Maintenance of Website for IGPB.

MITCON

Mr. Milind Shinde,
Project Consultant,
MITCON Consultancy Services Ltd.,
Kubera Chambers, Shivaji Nagar,
Pune 411 005
Phone : 020- 66289132
Email: milind@mitconindia.com



SECTION - 4

FORMAT OF TECHNICAL & FINANCIAL BIDS

Annexure-1 for technical bid

A) TECHNICAL BID (To be submitted on the letter head of Bidder)

TENDER PROFORMA PROFORMA TO BE FILLED IN BY THE TENDERER ON THEIR LETTER HEAD			
<u>1</u>	<u>Name of the Work</u>	:	<u>To Design, Develop and Maintenance of website for IGPB.</u>
<u>2</u>	<u>Name and Address</u>	:	<u>Indian Grape Processing Board, 1st floor, Kubera Chambers, Shivajinagar, Pune-411 005</u>
<u>3</u>	<u>Name and Address of Bidder</u>	:	
<u>3.1</u>	<u>CST No.</u>	:	
<u>3.2</u>	<u>MST No.</u>	:	
<u>3.3</u>	<u>Central Excise Regn. No.</u>	:	
<u>3.4</u>	<u>Registered Address</u>	:	
<u>3.5</u>	<u>Phone No. with STD Code</u>	:	
<u>3.6</u>	<u>Fax No.</u>	:	
<u>3.7</u>	<u>Address for all communications during the execution of project</u>	:	



3.8	<u>Name of Contact Person(s) with contact numbers</u>	:	
4	<u>Experience in the line of design and development of website /portal (it should be supported by necessary documentary evidence) The details should be provided as per the terms stipulated for technical qualification in bid document.</u>	:	
		:	
5	<u>Specifications and scope of work</u>	:	<u>As per terms mentioned in the Bid documents.</u>
5.1	<u>Any special technical certifications</u>		
5.2	<u>Financial Separate sheet is to be enclosed indicating Turnover, Profitability, for last three years, The data should be supported by audited / CA certified financial statements with related schedules.</u>		



I /We declare that I/We have examined the terms and conditions mentioned in the Bid document and accordingly agree and accept the same for tender/bid filing.

Seal of the firm/company
Authorized

Signature of the
Representative of Bidder/

Tenderer

Date:

The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet is to be enclosed if the space provided is not sufficient for the data to be provided. List of enclosures should be attached with the bid form.

B) Compliance Matrix

1. About Company

Description	Details (PL attach additional documents where relevant)
1. General Company Profile	
Name of the Bidder	
(a) Year of establishment	
(b) Constitution	
(c) Addresses of corporate office/ other offices in major cities in India	
(d) Core business	
(e) Other businesses	
(f) Total number of core technical staff	
2. Web services	
a. Year of starting web services	
b. Core competence in: - web services	



<ul style="list-style-type: none"> - web hosting and maintenance - database/content management - web designing - web applications - Number of staff that specializes in web services 	
<p>c. Specify Methodology & Profile of team identified for managing IGBP web site/portal development</p>	
<p>d. Details of sites developed and managed currently:</p> <ul style="list-style-type: none"> - Names and contact details of companies whose sites are being currently managed - Their URLs - Volume of data - Frequency of update - Details of file/data transfer - Number of hits (per day) - Whether site supports the multilingual option 	
<p>e. Have your company worked with Govt. / Semi Govt. Organizations? If yes then mention minimum 3 website details of sites managed currently:</p> <ul style="list-style-type: none"> - Names and contact details - Their URLs - Volume of data - Frequency of update - Details of file/data transfer - Number of hits (per day) 	



-Whether site/s is/are also in Hindi	
f. Have your company successfully executed any similar work order of Rs. 10 Lacs or more? If yes then mention - Names and contact details - Type of work done - Execution Duration - Man Power Allocated	
3. Technical Details (To. be filled in case your development environment needs any third party software or tool/ licenses)	
4. Other Details if any	



Annexure-2

Format of Financial Bid

**(To be submitted on the letterhead of bidder)
Format of the financial Bid in Commercial envelope 2**

To,

The CEO,
Indian Grape Processing Board,
1st Floor, Kubera Chambers,
Shivajinagar,
Pune-411 005.

Subject: Financial Bid for Design, Development, maintenance and other related activities of IGPB website

Madam,

With reference to tender document for Design, Development, maintenance and other related activities of IGPB website, we submit our commercial bid as under

PHASE-1 (DEVELOPMENT OF WEBSITE IN ENGLISH LANGUAGE ONLY)

FORMAT FOR COMMERCIAL BID Bill Of Material				
Sr. No	Description	Price Per Unit	Number of Units Quoted	Total Amount Quoted
A. One Time Design and Development Charges				
1	Sample Home Page Layout / Templates		10	
2	Home Page designing with 100% screen Resolution includes dynamic database linking		1	
3	Inner and static page charges		30	
4	Menu structure charges		3	
5	Flash Animation (Full Page)		5	
6	Flash Animation (Banner Page)		20	
7	HTTPS Certificate initial 1 year		1	
8	Internal Website Search (Indexing Based)		1	
9	W3C Compliance of all Web Pages.		1	
10	Database table design and development of Dynamic ASPX / JSP pages as per scope of work		Lumsum	
11	SEO Charges (Onetime)		1	



For Designing, Development and Maintenance of Website for IGPB.

B. Other Charges for the next 1 Years				
12	Website Management and Enhancement AMC charges for a year		1 Year	
13	HTTPS Recurring charges quote per year		1 Year	
14	W3C Compliance (Recurring charges annually)		1 Year	
15	If any Subscription Charges for third party software			
16	SEO Charges (Recurring)		1 Year	
17	SPAM Filtering Solution with approx 30 Email Box		1 year	
Total Onetime Design & Development Charges (As under A)				
Total Onetime and Annual Recurring Charges (As under B)				
Total Charges (SUM of A + B)				
Details of Taxes Mention Tax Type and Applicable Charges				
				Total



PHASE-2 (DEVELOPMENT OF WEBSITE IN HINDI, MARATHI AND KANNADA)

The website should be designed in multilingual contents in Unicode format. The static content and database driven content can also be displayed in multiple languages using Hindi, Marathi & Kannada.

FORMAT FOR COMMERCIAL BID Bill Of Material				
Sr. No	Description	Price Per Unit	Number of Units Quoted	Total Amount Quoted
Phase-1 (Development of website in English Language only)				
A. One Time Design and Development Charges				
1	Sample Home Page Layout / Templates		10	
2	Home Page designing with 100% screen Resolution includes dynamic database linking		1	
3	Inner and static page charges		100	
4	Menu structure charges		3	
5	Flash Animation (Full Page)		5	
6	Flash Animation (Banner Page)		20	
7	HTTPS Certificate initial 1 year		1	
8	Internal Website Search (Indexing Based)		1	
9	W3C Compliance of all Web Pages.		1	
10	Database table design and development of Dynamic ASPX / JSP pages as per scope of work		Lumsum	
11	SEO Charges (Onetime)		1	

B. Other Charges for the next 1 Years				
12	Website Management and Enhancement AMC charges for a year		1 Year	
13	HTTPS Recurring charges quote per year		1 Year	
14	W3C Compliance (Recurring charges annually)		1 Year	
15	If any Subscription Charges for third party software			
16	SEO Charges (Recurring)		1 Year	
17	SPAM Filtering Solution with approx 30 Email Box		1 year	
Total Onetime Design & Development Charges (As under A)				
Total Onetime and Annual Recurring Charges (As under B)				
Total Charges (SUM of A + B)				
Details of Taxes Mention Tax Type and Applicable Charges				
Total				



For Designing, Development and Maintenance of Website for IGPB.

Note: This cost is inclusive of travel, loading, boarding, out of pocket expenses etc.

- 4.1 I/we hereby submit our financial bid of Rs. ----- for phas-1 and Rs.----- for phase-2 to design, develop and maintain IGPB's website and provide other related services.
- 4.2 Offer price is inclusive of all not specifically mentioned in the specification but essential for successful running of the website.
- 4.3 I / We agree to keep this offer valid for 180 (One hundred and eighty) days from the Bid Due date (last date of submission of Bid) specified in the bid document. We shall also be agreeable to extent the validity of the bid, if so desired by the IGPB.
- 4.4 I / We agree and undertake to abide by all the terms and conditions of the bid document. In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document.

Yours faithfully,

Date :

(Signature of the Authorised Signatory)

Place :

(Name and designation of the Authorised Signatory)

Name and seal of Bidder/Lead Firm