Letter Ref no:166/HPGVSS/22 Dated: 20/08/2022

**Request for Quotation cum Techno-Financial Proposal for Development of Website**

Hanuman Prasad Gramin Vikas Seva Samiti (HPGVSS) invites quotation for Development of Website of Kudhani Agro Producer Cluster/ Khudhani Producer Company Limited (Sponsored by Ministry of MSME under the SFURTI Scheme) from reputed firms. In this regards, **sealed quotation cum techno- financial proposal are invited from registered, bonafide, experienced and resourceful**.

**TERMS AND CONDITIONS**

1. **Services Required**

You are required to render your services for providing dynamic and responsive website development using LAMP technology1 with inbuilt CMS system, E Commerce and payment gateway. The same should be compliant as per guideline for Indian Government website test, implement, operate and maintenance of Website, designing of the system requirement document along with Hanuman Prasad Gramin Vikas Seva Samiti (Implementing Agency), NH Consulting Pvt. Ltd (Technical Agency) of the cluster and Indian Institute of Entrepreneurship (Nodal Agency).

The desired deliverables are as stated below:

1. Content development including requirement of disclosure of various information of a SPV. The supplied information should be edited to publish attractively and effectively in the website.
2. Registration of Domain name.
3. Designing of Logo.
4. Search Engine Optimisation (SEO) management (onsite/offsite).
5. Content optimization/Website maintenance.
6. Content and graphic design.
7. Photo and video gallery.
8. E-Commerce Facility for product.
9. Bar coding for all products, QR Coding System, Payments, E-bills, Vouchers, Reports may be included.
10. Facility for online application for recruitment.
11. Secure Socket Layer (SSL) Certificate.
12. Payment Gateway.
13. Inventory Control.
14. Order Placement, Order History, Order Tracking, Viewership/visitor counter may be included.
15. Feed Back & Review.
16. Number of pages.
17. Search bar
18. Filter and Sorting facility.
19. Server Space: 10 GB (Should be treated as tentatively, it will be based on final content of the website)
20. **After Support and Maintenance Services**
21. The Firm must provide 07 (Seven) days training to cluster officials for undertaking minor changes, Uploading the photos, information and videos, etc. A refresher training without any further cost may also be conducted as per the requirement of HPGVSS.
22. The Firm has to provide the source code to the Hanuman Prasad Gramin Vikas Seva Samiti (Implementing Agency) and NH Consulting Pvt. Ltd (Technical Agency) of the cluster at the time of the training
23. Online Training Videos – An online repository of training videos for the purposes of fully training new staff members or retraining existing staff members.
24. An upfront payment should be made by the vendor for acquiring web hosting/ database space for a period of 3 years. In other words, there should be no renewal fee on account of acquiring web hosting and database space should be borne by the HPGVSS for this duration. The Vendor has to provide the Bills/Invoice of Purchase to HPGVSS along with passwords etc. for future renewal etc.
25. The firm must submit an undertaking that after warranty, the firm will give support for maintenance for 3 (three) years without any additional charge. However, the basis of support will be decided on mutually agreed terms and condition.
26. **Timelines**

Development of Website should be completed within 2 months of issuance of work order. However, the firm should share the detailed timelines (preferably a Gant Chart) for undertaking above mentioned deliverables and training and maintenance.

1. **Deadline and Address for Correspondence**

The Techno-Financial Proposal should be sent by 31/08/2022, at the following email address: hpgvss.bih@gmail.com

1. **Quotation amount and Payment Terms and completion certificate**

Submitted quotation should be all-inclusive cost deliverables from point 1 to 19 of Para (I) and Para (II) of T&C of After Support Services.

Claims of the vendor will be settled under the following **payment terms.**

* 1st Instalment of 40% after developing the website (inclusive of all mentioned deliverables)
* 2nd Instalment of 40% after providing the 07 days training to the cluster officials.
* Remaining 20% will only be released after the firm has provided 6 months of maintenance after development of website and necessary training.

**Completion certificate** will be given after completion of 6 months of maintenance period, on due satisfaction of all the involved agencies (IA/TA/NA)

**Note:** After successful design and development, the source code along with module base documentation, Installation and maintenance manual and content should be transferred to the HPGVSS.

1. **Eligibility Criteria/ Mandatory Documents to be submitted**
2. Though anyone can apply but an agency/individual having its office at Bihar with minimum 5 years of experience will be preferred.
3. The firm must submit minimum 03(three) nos. of work order /completion certificate of similar nature and also at least three running website sample along with URL.
4. The firm must submit photocopy of trade license, PAN card, GST Certificate and P&L and Balance sheet for past 3 years.
5. **Components of Techno- Financial Proposal**
6. **Cover Letter:** Add a Cover letter on the company’s/firm’s letter head on the techno- financial proposal.
7. **Brief Organisational/ Firm/ Company Profile**: This profile can include the following Organization name, Registration status, Organization age, Type of the organization (Private, Public, NGO, faith-based, network, etc.), Scope of work, Specialty area, Experience in proposed Sector Partners (if any) and Link to more information
8. **Services and After Support Services proposed to be provided (in adherence to the above mentioned deliverables):** Although the organisation has some specific requirements (as mentioned in para I), it is also interested in your ideas for the approach of designing the website. We encourage respondents to consider and propose alternative solutions and recommendations. We are particularly interested in specific web functionality that your company may have already developed and deployed for other customers.
9. **Timelines:** Refer to para III.
10. **Professional Fees:** Refer to para V. Quotations must be expressed in Indian National Rupees (INR) and all-inclusive of any associated costs, including taxes and other fees. Applicants may put forward different options at different price points, and prices should reflect the services offered. All services must be clearly labelled and aggregated in the total price.
11. All the required documents, as per para IV in accordance with the Checklist mentioned in the pages following the terms and conditions.
12. **Selection**

It is anticipated that successful offers will only be selected solely on the basis of this call for quotations cum techno-financial proposal. Further, the shortlisted candidates may be required to give an online presentation.

However, the selection committee comprising of HPGVSS (implementing agency), NH Consulting (Technical Agency) and Indian Institute of Entrepreneurship (Nodal Agency) will reserve the right to conduct negotiations and request clarifications prior to awarding a contract. The award will be made to the applicant whose offer follows the RFQ instructions, meets the requirements, expertise and responsiveness to the proposal specifications.

1. **Penalty**

Any delay over 2 months may lead to a penalty of Rs. 1,000/- (Rupees One Thousand only) per day of delay to a maximum of 10% of the value of contract.

1. **Questions and Clarifications**

All questions and clarifications regarding the requested proposal must be submitted in writing at hpgvss@yahoo.com , no later than 6:00 PM IST, on 25/08/2022,Thursday.

**CHECK LIST TO PROVIDE BY INTERESTED PARTIES**

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| **Sl** | **Particulars** | **Provided YES/NO** | **Enclosure No** | **Remarks** |
| 1 | Copy of Trade License/ Shop License/Certificate of Incorporation/Partnership Deed/Other Registration Certificate |   |   |  |
| 2 | Copy of PAN Card |   |   |  |
| 3 | Copy of GST Registration (Active) |   |   |  |
| 4 | Copy of ITR Return A.Y 2020-21, F.Y 2019-20 |   |   |  |
| 5 | Copy of ITR Return A.Y 2021-22, F.Y 2020-21 |   |   |  |
| 6 | Copy of ITR Return A.Y 2022-23, F.Y 2021-22 |   |   |  |
| 7 | Copy of Balance Sheet F.Y 2019-20 |   |   |  |
| 8 | Copy of Balance Sheet F.Y 2020-21 |   |   |  |
| 9 | Copy of Balance Sheet F.Y 2021-22 |   |   |  |
| 10 | Copy of Profit & Loss Account F.Y 2019-20 |   |   |  |
| 11 | Copy of Profit & Loss Account F.Y 2020-21 |   |   |  |
| 12 | Copy of Profit & Loss Account F.Y 2021-22 |   |   |  |
| 13 | Copy of 03(three) nos. of work of Similar Nature with domain name/at least three running website sample along with URL |   |   |  |
| 14 | Copy of 03(three) nos. of Completion Certificate of Similar Nature |   |   |  |
| 15 | Annual Turnover Certificate of Last 3 Financial Years duly Certified by the Chartered Accountant with UDIN Number of Client |   |   |  |
| 16 | Undertaking on letterhead of the firm/company duly seal and signed to provide Free support for maintenance for 3 (three) years. |   |   |  |
| 17 | Undertaking on letterhead of the firm/company duly seal and signed to provide 7 days Free of Cost training at the Khudani Agro Cluster. |   |   |  |
| 18 | Details of Nodal Person along with Address, Contact Number, Alternate Number, Email to be provided by the firm/company. |   |   |  |
| 19  | Self-Declaration of No Blacklisting, No FIR, No Litigation on Stamp Paper duly Notarised. |   |   |  |

**SELF DECLARATION/ UNDERTAKING REGARDING COMMUNICATION**

To, Date

The Secretary,

Hanuman Prasad Gramin Vikas Seva Samiti

At+P.o - Sakri Saraiya, Block- Kudhani,

District Muzaffarpur, Bihar-844127

**Dear Sir/Madam**

In response to the Quotation Document No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to be mentioned by IA) required to render your services for providing dynamic and responsive website development using LAMP technology with inbuilt CMS system, E Commerce and payment gateway along with all the deliverables mentioned in para (I) and (II) of Terms and conditions of the RFQ, I/We hereby declare/mention details of communication as Under:

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| --- | --- |
| Name of Firm/Company |   |
| Registered Address |   |
| Number of Employees in the firm/company etc. |   |
| Full Name of Nodal officer |   |
| Contact Number of Nodal Officer |   |
| Alternate Number of Nodal Officer |   |
| Official Email Id for all Communication/Correspondence regarding Tender |   |
| Official Postal Address for Correspondence (With Pin Code) |   |
| Official Website (If Available) |   |
| Other Details |   |

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare that the above mentioned address is true and correct to the best of my knowledge. I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that any change in Email Id, Address, Contact Number etc. will be immediately informed to The Secretary,Hanuman Prasad Gramin Vikas Seva Samiti**,** At+P.o - Sakri Saraiya, Block- Kudhani, District Muzaffarpur, Bihar-844127

Thanking you,

Yours faithfully,

Signature of Authorized Signatory and Seal of the Company/Firm