

**Expression of Interest (EOI) Design, Development
and
Maintenance of New Website (English & Hindi)
for
All India Institute of Medical Sciences, Raipur**

**Please send/submit separate Annexure-1 (Technical Bid)
and
Annexure-2 (Financial Bid) in separate envelop along with relevant document.**

Sl. No.	DME Stage	Start Date & Time
1.	NIT No.	AIIMS-RPR/Store/Tender/EOI_New_Website/2016/01
2.	NIT issue date	04-08-2016
3.	Pre-bid Meeting	19-08-2016 at 03:00 pm Venue: Committee Hall, 1st floor, Medical College Building, AIIMS Raipur, Tatibandh, Raipur-492099
4.	Last Date of submission	01-09-2016 up to 3.00PM
5.	Date & Time of Opening	01-09-2016 at 3.30PM
6.	Cost of the Document	₹ 1,140/- (Inclusive VAT) (non-refundable) AIIMS, Raipur, (C.G.)
7.	EMD Amount	₹ 10,000/- (Ten Thousand Rupees only)



**All India Institute of Medical Sciences, Raipur
Tatibandh, G.E. Road, Raipur - 492099 (Chhattisgarh)**

Tele: 0771- 2971307, email: store@aiimsraipur.edu.in

Website: www.aiimsraipur.edu.in

Expression of interest (Eoi)
Design, Development and Maintenance of a New Website
Terms & Condition of the Tender

AIIMS, Raipur wishes to invites Expression of Interest (Eoi) to Design, Development and maintenance of a new website (in English & Hindi) for the institute. It is required to submit detail proposal for the above assignment, as per the brief contained in the terms of reference (ToR).

Please send/submit only Annexure-1 (Technical Bid) and Annexure-2 (Financial Bid) in two different envelops along with relevant documents & EOI document fee of ₹1,140/- (Non-refundable).

Your offer comprising of creative, technical proposal and financial proposal, in **separate sealed Envelopes**, should reach the following address before **01-09-2016, at 3.00PM**.

**Store Office,
Gate No. 5, College Building, Second Floor,
All India Institute of Medical Sciences, Raipur
Tatibandh, G.E. Road, Raipur-492099 (Chhattisgarh)**

1. Eligibility Criteria:

The agency/firm/company should have a turnover of more than ₹3.5 lakhs. Copies of Company/firm/ agency balance sheet should submit, certified by the Chartered Accountant.

For website development

- i) The agency/firm/company should have minimum of 3 years of experience of web site development.
- ii) The agency/firm should have experience of working on cross platforms and must have experience of developing and designing website for at least 2 government clients having turnover more than ₹3.5 lakhs during last 3 years. Completion certificate/purchasers contact details to be submitted as proof.

2. Competencies:

- a) Past experience in creating and maintaining very professionally and exceptionally creative websites.
- b) Excellent I.T. skills and project management skills
- c) Strong editorial team with communications skills to write clearly and compellingly in Hindi.
- d) Ability to juggle priorities and deadlines and perform well under pressure;
- e) Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- f) Awareness on the latest smart technologies for website development.
- g) Ability to regularly maintain, update the developed website.

3. Earnest Money Deposit (EMD)

The EMD is refundable amount of ₹10,000/- (Rs. Ten Thousand Only) in form of DD/BG/FDR from any Schedule Bank, payable at Raipur in favour of AIIMS Raipur. The soft copy of EOI documents may be downloaded from the website: www.aiimsraipur.edu.in without the tender cost & EMD, tender would be summarily rejected.

The EMD of the unsuccessful bidder would be returned within one month of publication of short listing of bidder after Technical Evaluation. In case of shortlisted bidders, the EMD will retain till the evaluation process is complete.

4. Final Deliverables:

- a) Development and implementation of the online web strategy with major upgrades in the design and content of the current website.
- b) New website hosted and maintained on the new server and space will be provided by AIIMS, Raipur.
- c) Editing and proof reading of the website content.
- d) Development of new content for the website (an indicative list given below).
- e) Frequent updates on the website.
- f) Prompt and Proper Maintenance of website.

5. Essential knowledge and experience:

- a) Good information technology skills, with previous experience of website maintenance, management, editing, and/or development.
- b) Expertise with HTML and content-management systems and latest trends and technology in website content and social media.
- c) Strong analytical and research skills, including the ability to analyze audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites.
- d) Knowledge of the mandate and work of a government department website would be desirable.

6. Criteria for evaluation

This evaluation process consists of 2 stages. Only those companies/firms/agency, that have passed the first technical evaluation stage, will be considered for Technical evaluation. During this stage participants' technical proposals are examined against the following evaluation criteria:

No.	Evaluation Criterion	Max. Marks
1	Background and registration of organization	10

2	Proven practical experience with all stages of developing Website, technology skills, with previous experience of website maintenance, management, editing, and/or development.	30
3.	Past experience of handling similar assignments.	25
4.	Qualifications (education, general qualifications, publications, articles, previous experience within or outside the company) of proposed staff	20
5.	Turn over for the past three years	10
6	For Documents compliance	05
TOTAL		100

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference. The Technical proposal will be opened only for submissions that passed the minimum technical score of 50 of the obtainable score points in the evaluation. In the 2nd Stage, the successful bidder(s) financial proposal being opened and compared. The contract will be awarded to the organization offering the securable score using a cumulative analysis.

7. Award criteria, award of contract:

The procuring entity AIIMS, Raipur 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 there by incurring any liability to the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization’s action. The award of the contract to the qualified Organization whose proposal after being evaluated is considered to be the most suitable as par marks acquired to the needs of the organization and activity concerned.

8. Payment Terms:

- a) 100% of the work order value for new website will be released after the successful completion of the work & commissioning of website to the satisfaction of the concerned department.
- b) For updating & maintenance (AMC) of website the payment would be quarterly basis.

9. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to Sole Arbitrator will be appointed by the Director, AIIMS Raipur. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to

act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.

10. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations hereunder shall be deemed to be located at Raipur, Chhattisgarh and Court within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

11. Terms of Reference:

- a) The firm must be registered bodies with Govt. of India/State.
- b) Rate should be quote inclusive of the cost of Services, Manpower cost, transportation, maintenance for a minimum period of 3 years, Printing of Questionnaires and report generation and also inclusive of charges of VAT and other taxes as applicable.
- c) All information, document, photos and data coming in the passion of firm, as a result of the execution of the job shall all at time remain the property of AIIMS, Raipur.
- d) 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 AIIMS, Raipur. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- e) 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 will be imposed on the firm.
- f) The AIIMS, Raipur will have no liability regarding transportation, boarding and loading of firm and their staff.
- g) Under no circumstances the firm shall not appoint any sub contractor or sub lease the contract. If violated the conditions, the firm will be terminated.
- h) The, rate quoted once will be remain firm for that particular dealing. Any Conditions of the firm sent along with proposal if any, shall not binding on us.
- i) TDS as applicable on date will be deducted from firm actual bill submitted for payment.
- j) The price accepted by the committee is final and no deviation from it will be accepted in this regard.
- k) The selected service provider/publishers will have to complete the job as per term and conditions specified above.
- l) The procuring entity reserves the right to accept or reject any or all EoIs without assigning any reason thereof.
- m) Conditional offer/ EoI submitted by fax/email or after the due date and time will be rejected.
- n) For any query please mail to: store@aiimsraipur.edu.in.

Annexure - 1

Technical Bid for Website Development

Sl. No.	Particulars	Documents to be attached Wherever applicable.		
		Yes	No	Page no.
1.	Name, Address, email and telephone number of the Agency / firm / company.			
2.	Name, Designation and telephone no. of the authorized person.			
3.	Permanent Account Number			
4.	Copy of Agency / firm / company registration certificate with Government.			
5.	Please enclose the list of permanent professional and no. of year of association with organization.			
6.	Tender Documents with seal & Sign by the bidder with acceptance of term & conditions of tender.			
7.	Detail of experience in developing website, technology skills and maintenance for the past five years (please attach proof)			
8.	Detail of similar assignment (Please attach copy with sanction letter/ work order)			
9.	Describe organization knowledge about website development application (Human Resource skill set and profiles)			
10.	Last three years Tax Return (Please attach copy)			
11.	Last three years Profit & Loss and Balance Sheet with duly certified by CA			
12.	Proposed Work Plan and Approach			
13.	Service Tax Registration			

Declaration:

This is to certify that I/We before signing this job assignment 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 officer with name, designation, seal and date

Annexure - 2
FINANCIAL BID

(Submitted on Own letter head)

Please provide detail financial implication to the organization with break up.
(All prices/rates quoted must comply with the terms and conditions)

S. No.	Item Description	Price (in INR)	Taxes (if applicable)VAT/ Service Tax/etc. (in INR)	Total Price (Including all taxes) (in INR)
1	New Website (in English & Hindi)			
2	Design, Development and Maintenance (AMC for 3 years)			
	Grand Total			

PRICE SCHEDULE FOR ANNUAL MAINTENANCE CONTRACT (A.M.C.)
(RATES SHOULD BE QUOTED IN INDIAN RUPEES ONLY)

For First Year	For Second Year	For Third Year
(1)	(2)	(3)

Place :

Date :

Declaration:

This is to certify that I/We before signing this job assignment 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