

CENTRAL POLLUTION CONTROL BOARD

MINISTRY OF ENVIRONMENT & FORESTS

Address: Parivesh Bhawan, East Arjun Nagar, Delhi-110032

**NOTICE FOR INVITING TENDER FOR RE-DESIGNING AND
UPGRADATION OF WEBSITE OF CPCB, DELHI**

CPCB invites sealed tenders for “REDESIGNING and UPGRADATION OF WEBSITE OF CPCB”. For details please visit <http://cpcb.nic.in/Tenders.php> or <http://eprocure.gov.in>

(Dr. A.B.Akolkar)
Member Secretary

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PROJECT: REDESIGNING AND UPGRADATION OF WEBSITE OF CPCB

TERMS OF REFERENCE

1.0 Tender Description

a.) Background:

Central Pollution Control Board (CPCB) is a statutory organization constituted under the Water (Prevention & Control of Pollution) Act, 1974. Subsequently, CPCB was entrusted with functions under the Air (Prevention & Control of Pollution) Act, 1981. It also provides technical services to the Ministry of Environment and Forests for implementation of the provisions of the Environment (Protection) Act, 1986. Besides many functions for prevention & control of pollution, CPCB is required to disseminate information in respect of matters relating to pollution and its prevention and control.

With regard to dissemination of information, CPCB publishes various technical reports and statistical data on various aspects of environment. In addition, it also maintains a website (<http://www.cpcb.nic.in>), which contains relevant information including nation-wide data on ambient air & water quality, technical reports & news letters brought out by CPCB, ambient air & water quality as well as industry specific emission & effluent discharge standards, etc. CPCB, now, plans to up grade its website keeping pace with the latest requirement of public and to meet the guidelines of Government of India (GoI).

b.) Key Dates and Events:

1. Downloading of Tender document from 10.10.2014 to 03.11.2014 up to 5 PM.
2. Submission of Tender document from 10.10.2014 to 03.11.2014 up to 5 PM.
3. Interested applicants are requested to submit the Bids as per schedule above.
4. Interested applicants may visit this site <http://www.cpcb.nic.in> to get the feel & look of existing Website.
5. Opening of Tender document on 07.11.2014
6. Tender document can be downloaded from website: <http://cpcb.nic.in/Tenders.php> or <http://eprocure.gov.in>
7. Further details can be obtained from the I.T. DIVISION, CPCB, PARIVESH BHAWAN, CBD-CUM-OFFICE COMPLEX, EAST ARJUN NAGAR, DELHI – 110032, PHONE# (011)22308902, 43102299

2.0 Work Description:

CPCB desire to redesign its official website <http://www.cpcb.nic.in> with the following broad features/technologies:

- a) Bilingual Website (Hindi & English).
- b) Confirming to Guidelines for Indian Government Websites (GOIGW).
- c) Standard Testing Quality Certification (STQC) Quality Compliance Certificate.
- d) Cyber Security audited by CERT- in Empanelled Auditor & clearance from NIC.
- e) In built Content Management Solution (CMS) in PHP or JSP Technology.
- f) Content Management Solution (CMS) should also accept Hindi Font information for uploading the documents in Hindi.
- g) Archives of existing website should be carried forward into the new website. Regarding Hindi pages, the contents of the pages not available in hindi in CPCB, translation of those pages into hindi language will be responsibility of the developer.

- h) Software development on MySQL / Postgres
- i) Hosting Technology :
 - 1) MySQL Database.
 - 2) Red Hat Linux operating System
 - 3) Language PHP or JSP

Broad Scope of Work is as per Annexure IV

3.0 Eligibility Criteria:

1. The firm/agency should have annual turnover of Rs.40.0 Lacs or more towards website designing and web development including CMS Technology either in F.Y 2012-13 or in F.Y. 2013-14.
2. The firm/agency should have a minimum three years of experience in website design & development.
3. The firm/agency should be registered for payment of service tax.
4. The firm/agency should be registered for payment of Income Tax.
5. The firm/agency should have proven good track record of providing service of similar nature in Govt./PSU (Good conduct certificate from Govt./PSU as proof where the service is being provided, and an affidavit stating that no court criminal case is pending against firm/any of Directors of the company and has never been blacklisted or debarred by any Govt. organization or public sector undertaking)
6. The firm/agency should have their office located in Delhi/NCR Region.

4.0 Terms & Conditions:

4.1 General Conditions:

- i. No bid will be accepted after closing date. Any extension shall be informed through website <http://cpcb.nic.in/Tenders.php>.
- ii. This call of tenders does not bind the Central Board to place order. The tenders submitted in response to this invitation can be rejected without assigning any reason.
- iii. The Board at its discretion may extend the last date of submission of tender and opening of tenders.
- iv. The final authority for acceptance of a tender will rest with the Chairman, Central Pollution Control Board who does not bind himself to accept the lowest tender and is vested with the authority to reject any or all of the tenders received without assigning any reason.

4.2 Evaluation Process:

- i. Receiving of Technical & Financial Proposal
- ii. Opening of Technical Bids
- iii. Checking the eligibility of technical bids as per eligibility criteria (clause no. 3).
- iv. Inviting eligible bidder for technical presentation.
- v. Evaluation of technical presentation as per the laid scoring matrix (Annexure V)
- vi. Opening of financial bids of the technically qualified bidders.
- vii. Award of Work

4.3 Earnest Money Deposit:

- a) The tenderer shall deposit a sum of ₹ 50,000 (Rupees Fifty thousand only) as Bid Security (Earnest Money) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form in favour of Central Pollution Control Board, Delhi and forward the same along with Technical Bid. The vendor on whom the work order is placed will have to submit 10% of actual value of the contract value towards bid security by way of Bank Guarantee.
- b) The Earnest Money Deposit (EMD), without any interest accrued will be refunded in any of following eventual situations:-**
 - 1) In case of those bidder who fail to qualify the eligibility criteria, or whose Technical Bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of Computer Core Committee recommendations.
 - 2) In the case those Bidders who are not selected the Earnest Money Deposit (EMD) will be refunded without any interest accrued with in one month of the acceptance of Computer Core Committee recommendations.
 - 3) In case of Bidder whose tender is accepted for awarding work, EMD will be refunded on receipt of Security Deposit.

b) Forfeiture of the Earnest Money Deposit/Security Deposit

The Earnest Money Deposit can be forfeited if any Bidder

- 1) Withdraw its Bid during the period of Bid validity.
- 2) Does not accept the correction of errors.
- 3) Fails to sign the contract within the stipulated time.
- 4) Supplies false information in the bid.
- 5) Deviates condition of the tender document

4.4 Validity of Offer:

The offer of contract should be valid up to 3 months from the date of opening the financial bids by the Computer Core Committee. The validity time may be extended by another one month with the approval of the Computer Core Committee in case the work cannot be commenced immediately under the project.

4.5 Cancellation of Tender:

The Chairman, CPCB reserves the right to accept or reject any Bid and to annul the process and reject all Bids at any time without assigning any reason or incurring any liability of the firms.

4.6 Training:

Vendor will provide training in the use /maintenance of website. All technical aspects of web site maintenance including requirements for hosting, registrations submission to search engine, website source code and technical document associated with the web site development, administration and use will be provided to the CPCB Team for a period of at least one month. Vendor will provide technical support solely for the CPCB team to become trained in the organization and complete administration of the CPCB web site. The training will also be extended to other personnel of CPCB associated or responsible for the management of web site.

4.7 Warranty, Operation and Maintenance:

The website will be under Warranty period for three years after one year free maintenance support from the date of hosting. The successful vendor shall give an undertaking for running the website for the warranty period of four years including one year free maintenance period. During the warranty period, the developer has to develop minimum 5-10 CMS models and 10 new static web pages every year in addition to regular operation and maintenance of website.

4.8 Time Frame:

The total period for work completion is four months from the date of award of the work.

4.9 Penalty

If the project is delayed beyond the specified time limit for the reasons the firm is responsible, deduction from the payments to the firm shall be made @ ₹ 5,000/- per week for the period of delay beyond the scheduled completion date. If the delay is beyond 6 weeks, then the penalty will be doubled and CPCB may cancel the award of work and initiate the process for black listing the firm.

4.10 Execution of Contract Agreement:

The bidder will execute an agreement on acceptance of the contract, incorporating the terms of engagement based upon the terms specified in the tender document as per format approved by the CPCB.

4.11 Award of Contract:

CPCB will award the work contract to the lowest bidder. The vendor should undertake to execute an agreement with CPCB as per format to be specified by CPCB. However, CPCB reserves the right to shortlist the bidders based on technical evaluation.

4.12 Completion of the Contract:

The Contract will be deemed to be completed on successful installation, completion of training of the CPCB's Technical Team and handing over of the source code along with design and technical details including documentation which should be provided to the CPCB after Training and during acceptance Testing.

4.12 Deliverables:

- i. Inception report giving detailed work plan : Within one week from award of work
- ii. Draft Homepages for approval : Within two weeks from award of work
- iii. Installation of draft website on CPCB Network : Within eight weeks from approval of Homepage
- iv. Installation of developed website on NIC staging Server : Within two weeks from receiving suggestions from CPCB
- v. Hosting of final website on NIC production sever after getting Cyber Security Clearance from CERT in Empanelled Security Auditor and Quality Compliance Certificate from Standard Testing Quality Certification (STQC) : Within four weeks after incorporating suggestions/ modification provided by CPCB at staging server

4.14 Mode of Payment:

- (i) 30% of the contract value : after installation of draft website on CPCB Network
- (ii) 30% of the contract value : Hosting of website on NIC Production server
- (iii) 10% of contract value : after one year free updation & maintenance.
- (iv) 10% of contract value : after two years free updation & maintenance.
- (v) 10% of contract value : after three year free updation & maintenance.
- (vi) 10% of contract value : after four year free updation & maintenance.

4.15 Taxes / Levies / Duties:

The quoted prices should be exclusive of all taxes, duties and other government charges for the design, installation and operation. The bids should mention the present rates of taxes, levies etc. separately.

4.16 Power Point Presentation:

The short listed bidders will be required to make a power point presentation before committee constituted for this showing details of work plan.

5.0 Bidding Process:

Submission of the Bid

1. The Tender forms can be downloaded from the website <http://cpcb.nic.in/Tenders.php> or <http://eprocure.gov.in> containing all terms and conditions.
2. Before submitting the tender the bidders are advised to read the tender document carefully apprise themselves thoroughly of the scope of work, terms and conditions and other requirements.
3. In case of any doubt the bidder can contact I/c IT Division, CPCB, Delhi.
4. This Tender is based upon **two bid system: The Technical Bid and the Financial Bid**. The Tender form duly filled in including technical bid (Annexure-I) and financial bid (Annexure-II) should be put in separate envelopes super scribed clearly as “Technical Bid” and the “Financial Bid”
5. All the entries in the Technical Bid form (Annexure-I) and Financial Bid (Annexure II) should be made clearly.
6. Financial bids of only those bidders will be considered who will be found technically qualified by the committee.
7. All the supporting enclosures are to be provided as part of Technical bid and should be self-attested by the bidder or the person authorized on his behalf.
8. The supporting documents and the envelopes having technical and financial bids separately should be kept in one sealed envelope to be submitted at Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Shahadra, Delhi-110032
9. The envelop should be superscribed as “Tender for Redesigning and Upgradation of Website of CPCB”
10. The Technical bid should be accompanied by an Earnest Money Deposit of Rs. 50,000/- in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the commercial banks in favour of Central Pollution Control Board, Delhi with a validity period of 3 months.
11. The tender received without EMD will be rejected summarily.

6.0 Check List:

There is a check list provided as (**Annexure III**). Before submitting the tender the bidder should verify all the entries in the check list and tick the appropriate boxes marked in the check list before the respective entries.

Tender application without complete documents/information shall not be considered and will be rejected summarily. If at any time of the period of contract, it comes to the notice of Member Secretary, Central Pollution Control Board that the contractor has misled CPCB by any way of giving incorrect/false information, which has been material in the award of contract, the contract shall be liable for termination besides other legal action which may be initiated against contractor under the relevant laws.

Technical Bid

1. Name of the Firm/agency :
2. Name of the representative authorized by the company/ firm/ agency to sign the tender :
3. Registration details of Firm/agency :
- 3.1 Number :
- 3.2 Where registered :
4. Address of the Firm/agency :
:
:
5. Telephone (Office) :
Mobile :
6. e-mail :
7. Service Tax Regn. No. :
(attach photocopy)
8. PAN :
(attach photocopy)
9. Earnest Money : Amount.....
: DD/FDR/BG/Banker's Cheque No.....
: Dated
: Name of the Bank

10. Experience details of Government Offices / Public Sector Undertaking, where services have been/ are being provided (attach a separate sheet if required) :

S.No.	Name of Organization	From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

11. Details of Certificates received from the Govt./ Public Sector Undertaking (PSU) where the services are provided.

- i. Name of the officer : _____
- ii. Designation : _____
- iii. Telephone No. : _____
- iv. E. mail : _____
- v. Office address : _____

12. Proposed Team :-

- i. Name of the officer(s) : _____
- ii. Designation : _____
- iii. Qualification : _____
- iv. Experience : _____

13. Annual Turnover : _____

14. Enclosures:

- I. As identity proof of person signing the tender document - Self attested photocopy of Pass Port/ Driving License/ Voter Identity card
- II. As address proof of person signing the tender document- Self attested Photocopy of Pass Port / Electric Bill / Telephone Bill / Ration Card.
- III. Self attested copy of registration of the company / firm/agency
- IV. Self attested copy of proof of annual turnover
- V. Self attested copy of proof of experience of the company / firm/agency
- VI. Self attested copy of registration for payment of service tax
- VII. Self attested copy of PAN Card for payment of income tax
- VIII. Copy of authorization to sign tender document
- IX. Income tax return of the last three years.
- X. Certificate of good conduct of any Govt. firm/agency
- XI. Affidavit stating that no court criminal case is pending against firm/any of the Directors of the Company and has never been blacklisted or debarred by any other Govt. organization or PSU

Signature of Tenderer

Dated : _____

Financial Bid

S. No.	Particular	Rate	
		Figures	Words
1.	Redesign & Development of Website		
2.	Cyber Security Audit		
3.	Standard Testing Quality Certification (STQC)		
4.	Total (1+2+3)		
5.	Taxes and Charges (break-up)		
Grand Total (4+5)			

Annexure III

Enclosure

Have you attached all the self-attested following enclosures as supporting documents

Please tick (√) appropriate answer (yes / no)

- | | |
|---|----------|
| (i) DD/FDR/Banker's Cheque or BG of Rs. 50,000/- as EMD | : Yes/No |
| (ii) As identity proof of person signing the tender document - | : Yes/No |
| a. Self attested photocopy of Pass Port/ Driving License/Voter Identity card | |
| (iii) As address proof of person signing the tender | : Yes/No |
| (iv) document- Self attested Photocopy of Pass Port / Electric Bill / Telephone Bill / Ration Card. | |
| (v) Self attested copy of registration of the company / firm/agency | : Yes/No |
| (vi) Self attested copy of proof of annual turnover | : Yes/No |
| (vii) Self attested copy of proof of experience of the company firm/agency | : Yes/No |
| (viii) Self attested copy of registration for payment of service tax | : Yes/No |
| (ix) Self attested copy of PAN Card for payment of income tax | : Yes/No |
| (x) Copy of authorization if any to sign tender the document | : Yes/No |
| (xi) Income tax return of the last three years. | : Yes/No |
| (xii) Certificate of good conduct of any Govt. firm/agency | : Yes/No |
| (xiii) Affidavit stating that no court criminal case is pending against firm/ any of the Directors of the Company and has never been blacklisted or debarred by any other Govt. organization or PSU | : Yes/No |

Others

- | | |
|---|----------|
| i) Have you signed and stamped all the pages of the tender documents | : Yes/No |
| ii) Have you mentioned the rates in figures as well as in words | : Yes/No |
| iii) Have you signed correction/ over writing. | : Yes/No |
| (iv) Have you read and agreed with all terms and conditions stipulated in the tender document | : Yes/No |

Indicated Broad Scope of Work

CMS Details:

- (A) Structure of Content Management System(CMS)/Work flow of the CMS :
 - (i) Super Administrator
 - (ii) Regional Administrator
 - (iii) Section within Region
 - (iv) Content Creator for a section
 - (v) Content Approver for a section
 - (vi) Query Response for a Region

- (B) User Management
 - (i) CMS Users (site managers)
 - (ii) General Users (site visitors)

- (C) Content Restriction for restricted users (some specific reports should be accessible to the restricted site users only)

- (D) Performance Monitoring : Graphical as well as tabular through Admin modules accessible to super Administrator as the case may be

- (E) Home Page lay out configurable
 - (i) Home Page Header Image – settable through Super Administrator
 - (ii) Thumbnail Image of each section – settable through Super Administrator
 - (iii) Column swap
 - (iv) Home page menu should be of n-level with text colour, background colour, font etc. configurable
 - (v) Archive policy with expiry date (non mandatory) for each item in each language to be implemented
 - (vi) Back-up of items (published and archived) in a Industry DMS Standard Formats (such as Dublin Core structure with XML files) directly searched CMS Database for restoration at later stage (Text as well as associated Files PDF,JPG, etc.) in case of disaster or hacking or archival purpose through Super Administrator
 - (vii) Hindi Font
 - (viii) Static Content on the Home Page – Editable through Super Administrator for each language

Technical eligibility and selection criteria

Sl. No.	Criteria	Parameter	Marks	Max. Marks	Score (Total 80)
1.	Specific Work Experience It should have been awarded and successfully completed 5 similar types of Projects during last three years;	5 no. of websites	10	20	
		5-7 no. website	15		
		>7 no. website	20		
2.	Overall Response Understanding of scope, objectives and completeness of response; Overall concord between CPCB requirement and the proposal	Understanding the work/ scope proposed	10	20	
		Clear targets with time	10		
3.	Turnover Bidder should have annual turnover of INR 40 Lacs or more towards website designing including CMS Technology either in 2012-2013 or 2013-2014	Min. 40 lacs	10	20	
		40 lacs - 1 crore	15		
		> 1 Core	20		
4.	Proposed Team Team Leader and Team Relevant experience, qualifications, Skills & responsibilities.	Non technical with 2 years exp.	10	20	
		Technical with 2 years exp.	15		
		Technical with >2 years exp	20		
Sub Total (1)					

Technical Presentation

S No.	Parameter	Max. Marks	Score (Total 20)
Name of the Company			
•	Understanding the task & approach	5	
•	Methodology	5	
•	Experience of the Key personnel would be involved in the project	5	
•	Time management for completion of project	5	
Sub total (2)			
Total (1+2)			