

M/s Aura Softech Private Limited
F-349/4, MB Road, Lado Sarai ,
New Delhi - 110030,

Dear Sir,

Sub. : On-site Comprehensive Annual Maintenance Contract for maintenance & regular updating of good governance Website hosted on www.tequipgoodgovernance.in.com for NPIU Project office, EdCIL House, 4th Floor, 18A, Sector 16A, Noida.

#

SCOPE OF WORK: The tasks to be performed during annual maintenance contract:

1. Regular updating of website as per the requirement.
2. Addition/deletion of text (Latest News Section).
3. Editing text, spelling errors etc.
4. Addition hyperlinks of linking pages within and outside the website.
5. Editing placement of objects in Watch/Listen section.
6. Adding Pdfs, word, documents, audio, videos, other resources (in the main text as well as features).
7. Adding new videos and audio materials.
8. Change of pages formats (Such as creating the features section on every page).
9. Addition/Deletion of pages under the main top menu bar.
10. Modification/updation in the homepage.
11. Regular backup of the website in the maintenance period.
12. Provide the details of website statistics (Hints count and concerned summary) as per the requirement.
13. Change the structure of the Home page as per the requirement.

Contd. 2/-

14. The timeframe within which the vendor will be expected to carry out the changes requested by the NPIU/World Bank. Each request will be marked Urgent, Important or Routine by the NPIU/World Bank and the vendor will be expected to respond accordingly.

S.No.	Timeline	Level of request
1	Within 1 day of sending the email	Urgent
2	Within 3 days of sending the email	Important
3	Within 5 days of sending the email	Routine

#

15. The good governance Website should be available 24* 7.
16. The website is developed in.NET platform.
17. The website URL is www.Tequipgoodgovernance.in.com

2. GENERAL INSTRUCTIONS

(i) Tenders from only those firms will be entertained which have submitted the bids within stipulated time in the tender and have Service Tax number, VAT No., PAN No. and supporting documents to establish that the firm is having adequate experience in maintenance & updation of Website.

(ii) Profile of the company in brief including its turnover, technical capability, quality control division, list of support, service centres and documentary proof that the bidder is in the same business for the last 3 years.

(iii) The bidder should submit experience certificate of carrying out maintenance & updation of Website in Govt./Govt. undertaking/Autonomous/ public/private enterprises. Attested photocopies of documents are to be attached

(iv) EdCIL reserves the right to accept or reject any or all the tenders in part or in full without assigning any reasons.

(v) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

(vi) At any time, prior to the date of submission of the tender, EdCIL may, for any reasons modify bid document by amendments.

(vii) EdCIL, at its discretion, extend the deadline for submission of tender.

(viii) EdCIL reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor.

Contd. 3/-

(x) In case of any dispute regarding rejection of quantity of material, the decision of the competent authority shall be final and binding upon the supplier.

(xi) Conditional tenders are liable to be summarily rejected.

(xii) The work/supply in full or part shall not be subcontracted to other agency. If such a violation comes to the notice of EdCIL, EdCIL shall be free to forfeit the entire amount of earnest money/performance guarantee deposited by the firm.

4. EARNEST MONDY DEPOSIT (EMD)

(i) The bidder(s) should furnish Earnest Money Deposit (EMD) by way of Demand Draft (DD)/Banker's Cheque for Rs. 15000/- (Fifteen Thousand Only) drawn on any Scheduled Bank favouring 'EdCIL (India) Limited' payable at 'New Delhi'. The EMD should be valid for 90 days. The Tenders received without EMD will be summarily rejected.

(ii) The firms registered with DGS&D/National Small Industries Corporation (NSIC) for these items are exempted from depositing EMD. However, they have to enclose valid registration certificate (s) with their tender in a sealed envelope superscripted "EARNEST MONDY DEPOSIT (EMD)".

(iii) In case of successful bidder(s), the EMD may be adjusted towards the performance security deposit to be payable on request. In the case of unsuccessful bidder(s), the EMD will be refunded/returned within three months.

(iv) The amount remitted towards EMD is liable to be forfeited if the bidder retrieves from the offer after submission of the tender or after the acceptance of offer by EdCIL or fails to sign the contract or to remit the security deposit.

(v) No interest will be payable by EdCIL on the bid & performance security deposited/remitted.

5. PERIOD OF VALIDITY OF TENDERS

The tender shall remain valid for 90 days from the date of opening as prescribed by EdCIL. A tender valid for a shorter period shall be rejected by EdCIL being nonresponsive.

Contd. 4/-

6. SUBMISSION OF TENDER

i) The tender document can be obtained on written request from the Assistant Manager (Admin), EdCIL (India) Limited, Plot-18A, Sector 16A, Noida-201301; Telephone No. 0120-2512001 to 06. Alternatively, tender document can be downloaded from our website (www.edcilindia.co.in).

ii) The tender dully filled in as per Annexure-I should reach in a sealed cover superscribed as "**Quotation for AMC of Maintenance & Regular Updation of Good Governance Website**" addressed to the **Assistant Manager (Admin.), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida** so as to reach not later than **1500 Hrs. on 17/02/2015**. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/ tender in the tender box available at the reception. The quotation/ tender received after the due date will not be entertained

7. OPENING OF THE TENDER

(i) Sealed tender received up to **15.00 hours on 17/02/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The bids will be opened up on the same day i.e on **17/02/2015 at 15.30 hrs** before the evaluation committee and the bidders in the office premises at **EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301**.

9. PAYMENT TERMS

No advance payment will be made. The payment shall be made on half yearly basis, on production of bills.

10. TERMINATION FOR INSOLVENCY

EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, If the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.

11. FORCE MAJEURE

(i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

(ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

12. ARBITRATION

In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairperson & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement.

Yours faithfully

(Sushant Dey)
Asst. Manager (Admin.)

Annexure-I

Price Bid

S.No.	Particulars	Cost with Tax (Rs.)	Cost without Tax (Rs.)
1	Charges for regular backup & updating of website		
2	Charges for Addition/deletion of text		
3	Charges for Editing text, spelling errors		
4	Charges for addition hyperlinks of linking pages within & outside the website		
5	Charges for editing placement of objects in Watch/Listen section		
7	Charges for adding new videos and audio materials		
8	Charges for change of pages formats		
9	Charges for addition/deletion of pages under the main top menu bar		
10	Charges for modification/updation in the homepage		
11	Charges for provide the details of website statistics		
12	Charges for structure of the Home Page as per requirement		
13	Charges for the timeframe within which the vendor will be expected to carry out the changes requested by the NPIU/World Bank. Each request will be marked Urgent, Important or Routine by the NPIU/World Bank and the vendor will be expected to respond accordingly. -Within 1 day of sending the email- Urgent - Within 3 days of sending the email- Important - Within 5 days of sending the email- Routine		

Total cost in Rs. (words) without tax : _____