

आयुक्त का कार्यालय, केन्द्रीय वस्तु एवं सेवा कर,
OFFICE OF THE COMMISSIONER,
CENTRAL GST COMMISSIONERATE - RAJKOT
 "केन्द्रीय वस्तु एवं सेवा कर भवन", रेसकोर्स रिंग रोड, राजकोट
CENTRAL GST BHAVAN, RACE COURSE RING ROAD, RAJKOT
 Ph. No.0281- 2447789 FAX - 0281-
 2443313 Email: systems.cgstrjt@gov.in

Date: 10.03.2021

**NOTICE INVITING E-TENDER/QUOTATIONS FOR AMC OF DEPARTMENTAL
 WEBSITE OF CGST RAJKOT**

1. The Office of the Commissioner of Central GST & Central Excise, Rajkot under Department of Revenue, Ministry of Finance, Government of India intends to take services from firms/agencies having experience of developing and maintaining websites for maintenance and overall management of its official website (<https://cgstrajkot.gov.in>) as per guidelines and regulations issued by NIC (National Informatics Center) from time to time. Accordingly, E-Tenders are invited under two bid system (Technical and Financial) from Reputed Parties/Firms/Service Providers /Organizations providing such services and presently handling similar nature of work for any other Government Department/PSU in Gujarat.
2. Tender Critical Date Sheet:

| | |
|--------------------------------|---------------------|
| Tender Publishing Date | 10.03.2021 |
| Bid Submission Start Date | 10.03.2021 |
| Bid Submission End Date & Time | 30.03.2021 06:00 PM |
| Bid Opening Date & Time | 30.03.2021 11:00 AM |

3. Interested Bidders providing such services may submit their bids online at CPPP website i.e. "<https://eprocure.gov.in/eprocure/app>" in prescribed proforma i.e. Annexure – I (tender-form for Qualifying bid) and Annexure – II (tender-form for the Financial bid) with digital signature on or before bid submission closing date & time.

A. Scope of Service:

The scope of work includes regular maintenance and periodic updation of official website of Central GST & Central Excise, Rajkot Commissionerate i.e. <https://cgstrajkot.gov.in> for 01 year from 01.04.2021 to 31.03.2022. Details of the scope of work are as follows:

| Sr. No. | Nature of work |
|---------|--|
| 01. | Updating contents of existing pages as and when required/directed. |
| 02. | Designing of new pages as per the requirements, e.g. development of new module |

| | |
|-----|--|
| | for online booking facility of the guest house accommodation of Central GST Commissionerate, Rajkot. |
| 03. | Uploading of images on demand basis. |
| 04. | Technical Support for the Auditing of website. |
| 05. | Coordination with the NIC for the server related problems/issues. |
| 06. | Debugging and trouble-shooting the website for errors and security issues and fixing them. |
| 07. | Periodic updation of website to prevent illegal access by hackers and attacks from malwares etc. |
| 08. | Checking the website for dead links. |
| 09. | Identifying non-operative functions of the website and making them operative. |
| 10. | Correction of contents both in Hindi & English. |

Any other type of work related to the said website as instructed by the competent authority from time to time should also be adhered to.

B. Timeline for Updation:

The following time lines should strictly be adhered to, based on the nature of work.

| Sr. No. | Nature of work | Time Limit |
|---------|----------------|------------------|
| 01. | Most Urgent | Same day |
| 02. | Urgent | Within two days |
| 03. | Normal | Within five days |
| 04. | Other | Based on work |

Further, the Vendor must provide onsite assistance of a well-versed representative as and when required/directed.

C. Important Guidelines:

- The vendor has to share source code of the product with Central GST, Rajkot office time to time.
- All materials/products and related codes would be property of Central GST Office, Rajkot (Government of India) and vendor would have no claim over the same in future.
- All contents should be stored and kept confidential and vendor should not reuse/replicate/transfer the same to anyone else.
- The vendor should provide all admin/user manuals to this office.
- The vendor should also provide support for all future upgrades /initiatives of Central GST, Rajkot related to website.

D. TENDER PROCESS:

- a. E-Tenders may be submitted online at "https://eprocure.gov.in/eprocure/app" in prescribed proforma i.e. Annexure – I and Annexure – II with digital signature

on or before bid submission closing date & time.

- b. Bid documents may be scanned with 100 dpi in black and white option which helps in reducing size of the scanned documents.
- c. Not more than one tender shall be submitted by a bidder having business relationship. Under no circumstances shall father and his son (s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition shall render the tenders of both parties liable to rejection.
- d. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website "<https://eprocure.gov.in/eprocure/app>", shall not tamper /modify the tender from including downloaded price bid template in any manner. In case same is found to be tampered/modified in any manner, tender will be completely rejected and tender is liable to be banned.
- e. Interested bidders are advised to visit CPPP website "<http://eprocure.gov.in/eprocure/app>" regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.
- f. Bids will be opened as per date / time mentioned in Tender Critical Date sheet.
- g. Work order will be given to the bidder who quotes the lowest price.
- h. Late submission of tenders shall not be accepted in any case.
- i. The Technical Bid and Financial Bid complete in all respect shall only be taken into consideration. Incomplete bid documents shall be rejected without assigning any reason.
- j. The bidder shall abide by the Terms & Conditions as specified in this Notice.
- k. Performance Guarantee: The successful bidder has to submit 5% of the contract value as performance guarantee deposit in the form of Bank Guarantee from a Nationalized Bank / Demand Draft/ Banker's cheque from a scheduled bank drawn in favour of "The Commissioner of Central GST, Rajkot" before the contract is awarded.
- l. The Additional Commissioner, CGST, Rajkot Commissionerate, reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

For any query or any information, the same may be obtained from Superintendent (Systems), Room No. 521, 5th Floor, "Central GST Bhavan", Race Course Ring Road, Rajkot – 360001.

This is issued with the approval of the Commissioner, Central GST & Central Excise, Rajkot.

Signed by Kirti Gupta

Date: 10-03-2021 18:06:36

Reason: Approved

(Kirti Gupta)

Deputy Commissioner

(Systems)

Copy to:

1. The Administrative Officer (ADM), Central GST, HQ., Rajkot for information.
2. The webmaster, CBIC Website for publication of the notice on tender section of CBIC Website.
3. Commissionerate Website, for publication of the notice on tender section.
4. Notice Board.

TECHNICAL BID
Qualifying criteria for Tender

| Sr. No. | Description | Details to be filled by Tenderer |
|---------|---|----------------------------------|
| 01. | Name of the Party/Bidder/Tenderer | |
| 02. | Address (with Telephone No. /Fax No. / Email ID) | |
| 03. | Name & Address of the proprietor / partners/Directors (With mobile No.) | |
| 04. | Name of contact person(s) (with mobile No.) | |
| 05. | Registration of Company/Firm/Proprietorship | |
| 06. | Permanent Account No. (PAN No.) & GSTIN | |
| 07. | Experience in maintenance / development of website service to Government Department/PSUs, copies of contract papers / letters to be attached. | |

FINANCIAL BID**PROFORMA FOR QUOTING RATES****(To be submitted in a separate sealed envelope super scribing "Financial Bid")**

01. Name of the organization / firm :

02. Address :
(With Telephone No. / Fax No. / Email ID)03. Name & Address of the proprietor
/ partners/Directors (With mobile No.) :

| Sr. No. | Name of the work | Total Price offered without taxes | Taxes (if any) | Total amount |
|------------|---|---|-------------------|--------------|
| 1 | Maintenance of Website (https://cgstrajkot.gov.in) | | | |