

GOVERNMENT OF ODISHA



H & UD DEPARTMENT SUNDARGARH MUNICIPALITY SUNDARGARH

DESIGN AND DEVELOPMENT OF WEBSITE, SUNDARGARH MUNICIPALITY.

PERIOD OF SALE OF BID DOCUMENTS :- From dt.31.08.2024 to dt.10 .09.2024

LAST DATE OF RECEIVED BID DOCUMENTS:- Dt.11.09.2024 upto 1.30 PM

DATE & TIME OF OPENING THE BID DOCUMENTS :- Dt.11.09.2024, 4.30 PM

COST OF TENDER PAPER :- ₹ 2,000.00

COST OF EMD :- ₹ 10,000.00

Name of the Bidder

MR No

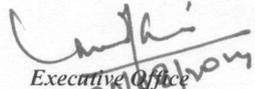
/Dt


EXECUTIVE OFFICER
SUNDARGARH MUNICIPALITY
SUNDARGARH, ODISHA.

OFFICE OF THE SUNDARGARH MUNICIPALITY, SUNDARGARH
EXPRESSION OF INTEREST (EoI)

Notice No. 3319 Dt 30/08/2024

Executive Officer, Sundargarh municipality Sundargarh invites bid double cover sealed Expression of Interest (EoI) in offline mode from intrested/ intending eligible agency/ firm for "Design and Development of Website, Sundargarh municipality." DTCN alongwith terms & conditions can be obtained in the office of the Sundargarh municipality, Sundargarh during office hours on payment of ₹2,000.00 (Rupees:- Two thousand) only (not refundable) from dt.31.08.2024 to dt.10.09.2024. The quotation also available in the Sundargarh district portal i.e.sundargarh.odisha.gov.in. EoI without payment of paper cost and EMD in original shall not be accepted in any case and will be rejected summarily. The agency/ firm must be accompanied with (i) Cost of tender paper and (ii) EMD in original, photo copy of valid (iii) GSTIN (iv) Complete Organisation details, Authenticated proof of the Organisation (v) No Relation certificate (Appendix-A) (vi) Litigation certificate (Appendix-B). The sealed EoI and other documents will be received **offline on or before dt.11.09.2024 upto 1.30 PM and will be opened on the same day at 4.30 PM** in presence of the bidder or their authorized representatives. The authority reserves the right to accept or cancel any or all EoI without assigning any reason thereof.


Executive Officer
Sundargarh Municipality
30/08/2024

Memo 3320 Dt 30/08/2024

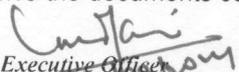
Copy to ADM, Sundargarh / SE, R&B, Division, Sundargarh for information and necessary action. They are requested to display (EoI) on the office notice board for wide publication.

Copy to Municipality Office notice board for wide Publication.


Executive Officer
Sundargarh Municipality
30/08/2024

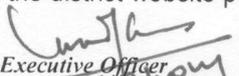
Memo No. 3321 / Date 30/08/2024

Copy to Accountant/ Cashier for information. Cashier is directed to receive the documents cost and issue documents to bidder.


Executive Officer
Sundargarh Municipality
30/08/2024

Memo No 3322 /dt 30/08/2024

Copy to DeGM, Collectorate, Sundargarh with a request to publish the EoI in the district website portal.


Executive Officer
Sundargarh Municipality
30/08/2024

Memo No 3323 /dt 30/08/2024

Copy to The Director, I & PR Department, Government of Odisha, Bhubaneswar with a request to publish the "Expression of Interest" in an Odia daily for one day before dt.31.08.2024 for wide publication


Executive Officer
Sundargarh Municipality
30/08/2024

CHECK LIST TO BE FILLED UP BY THE BIDDER

Sl.No	Particulars	Reference as per DTCN	Whether furnished	Reference to Page No.
1	Cost of Bid in original			
2	Cost of EMD in original			
3	Valid Registration Certificate/ MSME			
4	Upto date GSTIN			
5	No Relationship Certificate			
6	Information regarding current litigation, debarring expelling of the tender or abandonment of the work by the tenderer			
7	Affidavit (work wise)			
8	Works Experience Certificate			
9	List of works in hand			
10	filled up and signed with seal copy of schedule quotation/ Eol call notice			
11	Other, If any			

TERMS AND CONDITIONS

- 1 **Offline** bid documents consisting of technical bid & price bid shall be provided within a single envelope (Cover-C) technical bid (Cover-A) and price bid (Cover-B) separately superscripted with name of work, Expression of interest call notice no & date.(Cover-A) Technical bid, Cover (B) Price Bid and Cover (C)
Submission of bids will be through the offline mode to the given address of authority.
The financial bid (Cover-B) will only be opened of these bidders who will qualify the technical bid.
- 2 The details of bid documents specification, schedule and set of terms & conditions is available in the municipality office, Sundargarh in person on payment of **₹2,000.00** (Rupees:- Two thousand) Only towards cost of Eol documents in shape of Cash/ DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Sundargarh municipality payable at Sundargarh. The Expression of Interest (Eol) will be available in the Sundargarh district portal i.e. Sundargarh.odisha.gov.in. Eol without payment of paper cost shall not be accepted in any case and will be rejected summarily.The cost of quotation/ Eol paper is not refundable.
- 3 The bidder must be accompanied by EMD/ bid security in original amount of **₹10,000.00** (Rupees:- Ten thousand) Only in shape of Cash/ DD/ Banker cheque/ National savings certificate/ Post office savings Bank account/ Post office Time Deposit/ Kissan Vikas Patra / Deposit Receipt of Schedule Bank drawn on any Nationalized Bank in favour of Executive Officer, Sundargarh municipality payable at Sundargarh.
Expression of Interest without EMD in original shall not be accepted.
EMD & ISD Exempted for local MSME of Odisha is certified by DIC.
- 4 The sale of Expression of Interest (Eol) documents start from **dt.31.08.2024 to dt.10.09.2024**.
Request for Expression of Interest (Eol) documents through post will not be entertained.
- 5 The completed & sealed Expression of Interest (Eol) paper document shall be sent on or before **Dt.11.09.2024 upto 1.30 PM** to the Executive Officer, Sundargarh municipality through registered/ Speed post or in person only. The envelope containing the quotation/Eol documents should be superscripted with "Design and Development of Website, Sundargarh Municipality." with Eol call notice no & date.
- 6 The Expression of Interest (Eol)/ bid documents will be opened in the presence of tender committee of Sundargarh municipality on **dt.11.09.2024 at 4.30 PM** in the chamber of Executive Officer, Sundargarh municipality, Sundargarh in the presence of the bidders or their authorized representatives who wish to attend.
If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received/ opened in the next working day at the same time & venue.
The financial bid will only be opened of these bidders who will qualify the technical bid.
- 7 No bids will be received after scheduled date and time. The officer inviting the bid shall not be responsible for any postal delay and/ or non-receipt due to any frivolous reasons.
- 8 Bidder should submit (i) Technical bid is to contain of cost of bid document and EMD in original, self attested copies of valid registration/ MSME certificate, up-to-date GSTIN, No Relationship Certificate, litigation certificate, filled up and signed with seal of schedule appended to the Eol call notice and documents required as per DTCN.
(ii) Financial/ Price bid/ BoQ is to contain the price bid duly filled and signed by the bidder.
- 9 The Quotationer should quote single rate for each item according to required specification wherever mentioned. More than one rate for a particular item will be summarily rejected.
- 10 **The bidder shall quote their rate including "Design and Development of Website for Sundargarh Municipality." etc as per description in BoQ/ specification.**
- 11 The rate shall be quoted inclusive of all taxes and duties if any. GST will be mentioned separately.
- 12 Any correction or overwriting in the offer should be attested by the quotationer.
- 13 The rate should be mentioned in both figures and words.
- 14 The rate will be valid for one calendar year.
- 15 The bidder shall submit the quotation/ expression of interest schedule duly signed by him with seal.
- 16 The design of the website will be inspected by the Executive Officer/ MIS/ DEO of Sundargarh municipality/ or any competent authority authorised by municipality.
- 17 All documents required for development of Website will be collected from this office personally
- 18 Any material/ parts found defective are to be replaced immediately free of cost.

- 19 The quotationer/ bidder shall not sublet, transfer or assign any part of the full work of this award without prior written permission from the Executive Office, Sundargarh municipality.
- 20 All bids received will remain valid for a period of 90 days. The deadline date for submission of bids and validity of bids can also be extended, if agreed to by the bidder and the Department.
- 21 The EMD shall be forfeited on the following grounds :
 - i If the bidder withdraws the bid after bid opening during the period of bid validity.
 - ii If the Bidder does not accept the correction of the bid price.
 - iii In the case of a successful bidder fails to sign the agreement/ contract or furnish the required ISD and performance security within the specified time limit .
 - iv In case the statements, documents and certificates submitted during submmision of bid by the bidder is found false/ fabricated/ bogus,
 - v If the successful bidder fails to execution of work within the period mentioned in the work order.
 - vi If the bidder does not repair/ replace any defects in the product/ work within fifteen days of being informed about the
- 22 Quotation/ Expression of Interest (Eoi) shall not be considered through Power of Attorney
- 23 Award of contract will be issued by post/ hand/ email.
- 24 Any dispute arises between bidder & office, the decision of the Council will be final and binding to both parties.
- 25 The authority reserves the right to reject any or all the tenders without assigning any reason thereof.


Executive Officer
Sundargarh municipality
S.D.S.

BoQ for the Work:- " Design and Development of Website, Sundargarh municipality."

Sl No	Description	Qty.	Unit	Rate	Amount
1	2	3	4	5	6
1	The following features shall be provided in the Website	1 Nos	Each		
	1. Home Page				
	2. About Us (About Sundargarh Municipality , Vision & Mission)				
	3. Services provided by the Municipality to the Citizen				
	4. Governing Council				
	5. Staff Postion				
	6. Account Reports				
	7. Tender				
	8. Budget				
	9. Audit Report				
	10. RTI				
	11. Photo Gallery				
	12. Other Activities				
	13. Notice Board (Download necessary notices & documents)				
	14. Contact Us				
	15. News & Events				
	16. Useful Links				
	17. Election Reports				
	18. Location Map				
	19. Intigration Social Link				
	20. Programms (MUKTA, PMAY, DAY-NULM etc)				
	For Dynamic Pages the following features shall be provided				
	1. Login Page				
	2. Dashboard Page				
	3. Add Notice				
	4. View Notice (Add,edit,delete)				
	5. Add Tender				
	6. View Tender (Add,edit,delete)				
	7. Add Photogallery (Add,edit,delete)				
	8. Add Staff				
	9. View Staff (Add,edit,delete)				
3	Scope of Work				
	i) Creation of Dynamic Website with International Standards				
	ii) Publish Notice, Tenders, Act, Rules , Guidelines, advisory etc for easy accessibility				
	iii) Display Activities of the Organization in the Photo & Video Gallery				
	iv) Display Organizational Structures with organization profile, schemes etc				
	v) Invite online forms for different booking of Municipal assets like Kalyan mandap, parks, halls, Vehicles etc				
	vi) Provides links of Existing Govt portals providing Citizen Services				
	Vii) Compliance of Government guidelines. The vendor has to complete the formalities for compliance of Government guidelines & web and applicatiobn security etc				
	Viii) Transfer & editing of existing content to new website				
	ix) Translation of content and editing the same				
	x) The system should be developed based on Open Stanadard to facilitate backend integration with various applications created by Sundargarh Municipality from time to time and support for the same				

4	Repair and Maintenance cost per Year (Upto 5 Years)	5	Yearly		
5					Total
6					Add GST 18%
7					Grand Total

(Rupees:-) only

[Signature]
 Executive Officer
 Sundargarh Municipality
[Date]

NO RELATIONSHIP CERTIFICATE

I/ We hereby certify that I/ we am/are related/ not related to any officer of the Sundargarh Municipality in the rank of Asst. Engineer or above I/ we am/are aware that if facts to be proved false my/ our contract will be rescinded with forfeiture of EMD and ISD and I/ We shall be liable to make good loss or damage resulting from such cancellation.

Full Name of the Tenderer

1. Address for correspondence-

Village. Post
Dist PIN _ _ _ _ _
Phone No: _ _ _ _ _ Alternative phone No _ _ _ _ _

2. Permanent Native address-

Village. Post
Dist PIN _ _ _ _ _

Signature of Bidder

INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF TENDERED OR ABANDONMENT OF WORK BY THE TENDERER

- 1 Is the tenderer currently involving in any litigation relating to the works. If yes, give details: Yes / No
- 2 Has the tenderer or any of its constituent partners been debarred/ expelled by any agency in India during the last 5 years. Yes / No
- 3 Has the tenderer or any of its constituent partner's failed to perform on any contract work in Sundargarh Municipality If yes, give details: Yes / No

Note: If any information in this Appendix is found to be incorrect or concealed, qualification application will be summarily be rejected.

Signature of Bidder

LETTER FOR SUBMISSION OF PROPOSAL

[To be filled in by the Bidder]

Note: (1) Additional conditions appended to the EoI will make the tender liable for rejection.

(2) Non-submission of EMD in proper shape and other required documents as detailed hereinafter shall make the tender liable for rejection.

To

**The Executive Officer,
Sundargarh Municipality.**

Sub: EoI for the Work **Design and Development of Website, Sundargarh Municipality**

Dear Sir,

With reference to the above, we are to inform you that in response to your above referred NIT, we have downloaded the Detailed Tender Call Notice (DTCN) and that after having thoroughly examined the same, we hereby tender for the work to execute the work within the stipulated time and in conformity with the relevant clauses of the DTCN along with all related statutory rules and regulations for the amounts as quoted in the accompanying price bid.

2) I/We have studied, acquainted and satisfied ourselves with the site/ area and its working conditions for the successful and timely completion of the work.

3) I/We are submitting herewith Bar Chart to complete the work in time.

4) Our offer is unconditional and is in conformity with the requirements of the DTCN. We understand that any additional condition put by us in the tender/ EoI shall make our tender liable for rejection.

5) I/We understood that you are not bound to assign any reason in case of rejection of our tender.

6) I/We agree to keep our offer open for a minimum of 90 (ninty) days from the date of opening of the price bid. Further extension of validity will be our prerogative.

Should this tender be accepted, we hereby agree to abide by and fulfill all the terms and provisions of this Detailed Tender Call Notice (DTCN).

Thanking

Yours faithfully,

Signature of the Bidder

DECLARATION BY THE TENDERER

1. I have visited the site/ area and have fully been acquainted myself with the local situation regarding materials, labour and the factors pertaining to the work before submitting the tender.
2. I have carefully studied the conditions of the contract, specification and other documents of this work and I agree to execute the same accordingly.
3. I solemnly pledge that I shall be sincere in discharging my duties as responsible bidder and complete the work within the prescribed time limit. I shall submit detailed construction/ erection programme with target dates for various items and stages of work keeping in view the time limit and shall accordingly arrange for necessary labours, materials, and equipments etc., punctually. In case there are deviations from the construction programme, I shall abide by the decision of the Engineer-in-charge for revision of the programme and shall arrange for labour, materials, equipments etc.
4. I shall follow all rules and regulations of the state in force with regard to engagement of labour for the work.
5. The documents furnished with the tender are correct to the best of my knowledge and belief and if any information found to be incorrect in future, the Department has the liberty to take any action as deemed fit.

Signature of the Bidder