



GOVERNMENT OF ASSAM

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ANCILLARY BLOCK, JANATA BHAWAN, DISPUR, GUWAHATI-781006

Phone: 0361-2237221 (O), Fax- 0361- 2237010; E-mail: asdmaghy@gmail.com

No:- ASDMA.67/2011/221

Dated:-26.07.2018

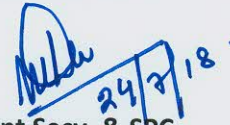
NOTICE INVITING TENDER FOR ENGAGEMENT OF REGISTERED FIRM/AGENCY FOR CONVERSION OF OFFICIAL WEBSITE OF ASSAM STATE DISASTER MANAGEMENT AUTHORITY IN TO BI-LINGUAL/MULTI-LINGUAL I.E. ENGLISH, HINDI & ASSAMESE INCLUDING THE SLIDERS /PORTLETS/IMAGES IN THE SLIDERS AND PORTLETS.

Sealed tender affixing Court Fee Stamp of Rs 8.25 only are invited by ASDMA, Assam, from reputed and registered Firms/Agency for Conversion of Official Website Of Assam State Disaster Management Authority (www.asdma.gov.in) in to Bi-Lingual i.e. English, Hindi & Assamese including the Sliders /Portlets/Images in the Sliders And Portlets. The details of bid document may be obtained from official website of ASDMA i.e. www.asdma.gov.in . The details of Tender are stated below:-

Date of issuing Tender:	26-07-2018.
Last Date and Time of receipt of Tender :	01-08-2018 up to 4:00 PM.
Date and Time of opening Bid	02-08-2018 at 3.00 PM
Place of opening Tender :	Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.

Address for Communication: The Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.

Tender received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.



Joint Secy. & SPC

Assam State Disaster Management Authority

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Sealed tender affixing Court Fee Stamp of Rs 8.25 only are invited by ASDMA, Assam, from reputed and registered Firms/Agencies on Conversion Of Official Website Of ASDMA in to Bi-Lingual for Assam State Disaster Management Authority (ASDMA). Interested parties are requested to submit their tender along with the specified documents which will be received till 01-08-2018 up to 4:00 PM. The tender may be sent by hand in sealed cover addressed to "The Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006". Tender received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

1. LAST DATE FOR RECEIPT OF TENDERS.

Sealed Tenders in two separate covers {Technical Bid (Cover "A") and Price Bid (Cover "B")} under Single Envelop will be received till **01-08-2018** up to **4.00 PM** by the **Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.**

2. TECHNICAL BID- COVER "A"

The bidder should furnish the following in a separate cover hereinafter called "**Cover A**". **Court Fee Stamp of Rs 8.25 must be affixed.**

Sl. No.	Eligibility Criteria
A	The Legal status, place of registration and principal place of business of the company or firm. Self-attested Copy of the Certificate of registration/Incorporation.
B	Details of experience and past performance of the bidder on Design, Development and maintenance of Web services including implementation of multi lingual features in State Govt. during the last two (2) years. Signed photocopy of supply order of at least two years should be furnished.
C	Bidder should have Average Annual Turnover of 5.00 Lakhs during the last three completed financial years i.e. 2017-2018, 2016-17, 2015-16. Photocopy of Audit reports or Annual Turnover Statement certified by CA should be attached. Annexure-II.
D	The Bidder should submit GST Registration Certificate (as applicable) and PAN Card.
E	Undertaking as per Annexure-I duly filled in and signed.
F	Detailed Work plan for implementation of Bi-lingual features for Official website of ASDMA. The bidder should complete the project/implementation of the bi-lingual feature within 10 days from the date of issue of the Award of Contract.

3. PRICE BID - COVER "B"

Cover "B" shall contain the Price Bid of the bidder.

(i) Signature and Seal on each page

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3. PRICE BID - COVER "B"

Cover "B" shall contain the Price Bid of the bidder.

(i) Signature and Seal on each page

Each page of the price bid should be duly signed by the bidder affixing the office seal.

(ii) Rates quoted

The bidder shall submit the Price Bid (Cover – B) in the format at **Annexure-III**. The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.

The bidder shall put the duly signed **Annexure-III** in a sealed cover super scribed as “PRICE BID COVER “B” and addressed to the Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006..

4. COVER FOR TECHNICAL BID & PRICE BID

The two separately sealed covers Technical Bid (Cover “A”) and Price Bid (Cover “B”)} shall be placed together inside a Single Cover which shall be sealed and super scribed as **NOTICE INVITING TENDER FOR ENGAGEMENT OF REGISTERED FIRM/AGENCY FOR CONVERSION OF OFFICIAL WEBSITE OF ASSAM STATE DISASTER MANAGEMENT AUTHORITY IN TO BI-LINGUAL i.e. ENGLISH, HINDI & ASSAMESE INCLUDING THE SLIDERS /PORTLETS/IMAGES IN THE SLIDERS AND PORTLETS.** and addressed to the Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006.**OPENING OF COVER “A” AND COVER “B” OF TENDER**

(a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - Cover “A”.

(b) Only those bidders whose Technical Bids are found acceptable after evaluation will be invited to be present at the date and time of opening of Price Bid - Cover “B”. The price bids of bidders not found technically qualified will not be opened.

5. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of 30 days after date of submission; Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period.

6. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be till completion of project from the date of issuing order and the successful bidder will be bound to implement the bi-lingual without any changes. ASDMA reserves the right to place Add on/Repeat order for additional services upto 100% of the original order value at the same rate and terms & conditions of the purchase order within 1 year from the date of issue of purchase order.

7. ACCEPTANCE OF TENDER

(i) Tender Evaluation

Tenders will be evaluated with reference to various criteria of technical bid and thereafter on the basis of the price per unit (landed price per unit) for determining the L1 (Lowest) for each item. Conditional discounts shall not be taken into account for price comparison.

(ii) Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all services or for any one or more of the services tendered at any point of time without assigning any reason.

(iii) Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

8. NON ASSIGNMENT OR SUB- LETTING

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

9. COMMUNICATION

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business.

10. Payment Terms:- The Payment shall be made 100% payment within 30 days after supply of the goods in good condition and upon receipt of Invoice along with delivery challan duly signed & stamped by ASDMA from the Bidder.

11. SUB-LETTING

The Bidder cannot assign or transfer and sub-contract its interest/ obligations under the contract without prior written permission of the Purchaser.

12. ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Janata Bhawan, Dispur-781006 or to the sole arbitration of some person nominated by him. The award of the arbitrator shall be final, conclusive and binding on all parties.

UNDERTAKING:

To
The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Janata Bhawan, Dispur-781006.

Tender No. _____
For _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of Service on Bi-Lingual feature of the official website of ASDMA from the date of award of Order to us.
2. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at this moment.
5. We hereby declare that, our Firm has not been debarred by any PSU/Govt. Dept. in doing business with them.

SIGNATURE:

NAME & DESIGNATION:

DATE:

NAME & ADDRESS OF THE FIRM:

Annexure-II

ANNUAL TURNOVER STATEMENT OF THE BIDDER (To be submitted with Audit Report of last three Financial Years)

The Annual Turnover of M/s _____ for the past three years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakh
1.	2015-16	
2.	2016-17	
3.	2017-18	
	Total	- Rs. _____ Lakhs

Seal & Signature of Chartered
Accountant/Auditor
Date:

COVER 'B' – PRICED BID

Tender No. _____

Rate inclusive of supply, transportation and other charges.

Sl. No.	Item	Total Cost Per Unit (In Rs)
1	Bi-Lingual feature of Official website of ASDMA.	
	Total	
	Taxes & other Charges.	
	Grand Total.	

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM: