

**REQUEST FOR PROPOSAL  
(E-Tender)  
for  
Design, Development, Hosting and Maintenance of website  
For Dr. Babasaheb Ambedkar Research & Training Institute  
(BARTI)**



**Dr. Babasaheb Ambedkar Research and Training Institute (BARTI)**  
An Autonomous Institute of Govt. of Maharashtra in the Department of  
Social Justice & Special Assistance  
28, Queens Garden, Near Old Circuit House, Pune - 411 001  
<http://barti.maharashtra.gov.in>

**E-Tender No:** BARTI/Website/04/2016-17

**Date of Release:** 8<sup>th</sup> August 2016

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## Glossary

Terms	Definitions
<b>API</b>	Application Peripheral Interface
<b>BoM</b>	Bill of Material
<b>CCA</b>	Controller of Certifying Authorities
<b>CMS</b>	Content Management System
<b>DIT</b>	Department of Information Technology
<b>DSC</b>	Digital Signature Certificate
<b>EMD</b>	Earnest Money Deposit
<b>GCC</b>	General Condition of Contract
<b>GIS</b>	Geographic Information System
<b>GoM</b>	Government of Maharashtra
<b>IE</b>	Internet Explorer
<b>IPR</b>	Intellectual Property Rights
<b>IT</b>	Information Technology
<b>MAF</b>	Manufacturer Authorization Form
<b>MIS</b>	Management Information System
<b>NDA</b>	Non-Disclosure Agreement
<b>NIC</b>	National Informatics Centre
<b>OEM</b>	Original Equipment Manufacturer
<b>OS</b>	Operating System
<b>OWASP</b>	Open Web Application Security Project
<b>PBG</b>	Performance Bank Guarantee
<b>RFP</b>	Request for Proposal
<b>Samtadoot</b>	Samtadoots ( <i>Ambassadors for social equity</i> ) have been appointed by BARTI at a taluka level. Their primary objectives are to create consciousness, responsiveness and effective implementation of The Prevention of Atrocities Act, 1989, to eradicate basically the caste bias system and the discrimination which follows it, to uproot the fundamental principles which creates casteism and also to ascertain social equity and fraternity.
<b>SLA</b>	Service Level Agreement
<b>SSL</b>	Secure Socket Layer
<b>UAT</b>	User Acceptance Testing
<b>UI</b>	User Interface
<b>WYSWYG</b>	What You See Is What You Get

## Disclaimer

1. Dr. Babasaheb Ambedkar Research and Training Institute (BARTI), Pune has issued this Request for Proposal (hereinafter referred to as "RFP") for Design, Development, Hosting and Maintenance of BARTI website on terms and conditions as set out in this RFP document, including but not limited to the Technical Specifications set out in different parts of this RFP document.
2. This RFP has been prepared with an intention to invite prospective Applicants/Bidders and to assist them in making their decision of whether or not to submit a proposal. It is hereby clarified that this RFP is not an agreement and the purpose of this RFP is to provide the bidder(s) with information to assist them in the formulation of their proposals. This RFP document does not purport to contain all the information bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for BARTI to consider the investment objectives, financial situation and particular needs of each bidder.
3. BARTI has taken due care in preparation of information contained herein. However this information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not solely rely on the information contained in this RFP in submitting their Proposal. This RFP includes statements, which reflect various assumptions and assessments arrived at by BARTI in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.
4. This RFP is not an agreement by and between BARTI and the prospective bidders or any other person. The information contained in this RFP is provided on the basis that it is non-binding on BARTI, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. BARTI makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the RFP document. Each Bidder is advised to consider the RFP document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in the RFP document before bidding. Bidders are encouraged to take professional help of experts on financial, legal, technical, taxation, and any other matters / sectors appearing in the document or specified work. Bidders are also requested to go through the RFP document in detail and bring to notice of BARTI any kind of error, misprint, inaccuracies, or omission in the document. BARTI reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. BARTI also reserves the right to decline to discuss the Project further with any party submitting a proposal.
5. No reimbursement of cost of any type will be paid to persons, entities, or consortiums submitting a Proposal. The Bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by BARTI or any other costs incurred in connection with or relating to its Bid.

6. This issue of this RFP does not imply that BARTI is bound to select and pre-qualify Bids for Bid Stage or to appoint the selected Bidder or Concessionaire, as the case may be, for the project and BARTI reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.
7. BARTI may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.
8. BARTI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statement contained in this RFP.
9. Interested parties, after careful review of all the clauses of this 'Request for Proposal', are encouraged to send their suggestions in writing to BARTI. Such suggestions, after review by BARTI, may be incorporated into this 'Request for Proposal' as a corrigendum which shall be uploaded onto the e-tendering website and BARTI website:

<https://mahatenders.gov.in>  
<https://barti.maharashtra.gov.in>



**डॉ. बाबासाहेब आंबेडकर संशोधन  
व प्रशिक्षण संस्था (बार्टी), पुणे**

(सामाजिक न्याय व विशेष सहाय्य विभागांतर्गत महाराष्ट्र शासनाची स्वायत्त संस्था)

२८, क्वीन्स गार्डन, जुन्या सर्कीट हाऊसजवळ, पुणे - ४११ ००१.

Email: dg@barti.in

Website: <https://barti.maharashtra.gov.in>



**REQUEST FOR PROPOSAL (RFP)**

**REQUEST FOR PROPOSAL (RFP) FOR Design, Development,  
Hosting and Maintenance of website**

Director General, Dr. Babasaheb Ambedkar Research and Training Institute (BARTI), an Autonomous Institute of Social Justice Department, Govt. of Maharashtra, invites proposals from reputed and experienced Agencies / Firms in the competitive bidding process (Three Bid System) for Design, Development, Hosting and Maintenance of website.

For the detailed Tender document, Interested bidders should visit website <https://maharashtra.etenders.in> / <https://swd.maharashtra.etenders.in>. The advertisement is also available on BARTI website [www.barti.maharashtra.gov.in](http://www.barti.maharashtra.gov.in) > Notice Board > "eTender Document for BARTI Website" for information only.

Tender submission will be online and the last date of bid submission is 1<sup>st</sup> September 2016 (15.00 hrs)

**Date:** 08/08/2016

**Director General**

**Dr Babasaheb Ambedkar Research &  
Training Institute (BARTI), Pune**



**डॉ. बाबासाहेब आंबेडकर संशोधन  
व प्रशिक्षण संस्था (बार्टी), पुणे**

(सामाजिक न्याय व विशेष सहाय्य विभागांतर्गत महाराष्ट्र शासनाची स्वायत्त संस्था)  
२८, क्वीन्स गार्डन, जुन्या सर्कीट हाऊसजवळ, पुणे - ४११ ००१.  
Email: dg@barti.in Website: https://barti.maharashtra.gov.in



**E-Tender No:** BARTI/Website/04/2016-17

**Dated:** 08/08/2016

**REQUEST FOR PROPOSAL (RFP)**

**For**

**Design, Development, Hosting and Maintenance of website for Dr. Babasaheb Ambedkar  
Research & Training Institute (BARTI)**

Dr. Babasaheb Ambedkar Research & Training Institute (BARTI) invites online proposals in three Bid system (Pre-Qualification, Technical Proposal, & Financial Proposal) for Design, Development, Hosting and Maintenance of BARTI website. Interested Agencies / Firms and having adequate experience can submit their Proposals online on website <https://maharashtra.etenders.in> / <https://swd.maharashtra.etenders.in>

Name of the Service	Estimated Cost	Tender Fee	Earnest Money
Design, Development, Hosting and Maintenance of Website for Dr. Babasaheb Ambedkar Research & Training Institute (BARTI) for a period of three years.	Rs. 12.00 lakh	Rs.3,000/-	Rs. 50,000/-

- Joint Venture / Consortium is not permitted.
- The Bid documents are available on website <https://maharashtra.etenders.in>, <https://swd.maharashtra.etenders.in>
- The interested bidders will have to register and enroll on website <https://maharashtra.etenders.in> / <https://swd.maharashtra.etenders.in> to participate in the bid process
- In case of any difficulties to enroll or to obtain digital certificate, bidders should contact Sify Technologies Ltd., Nextenders (India) Pvt. Ltd. on **020-30187500 / 25315555**, E- mail:- [support.gom@nextenders.com](mailto:support.gom@nextenders.com)
- The interested bidders will have to submit all the required documents by online submission.
- The **tender fee** is required to be deposited online through Credit Card/ Debit Card / Net Banking
- The **EMD** is required to be deposited online through Credit Card/ Debit Card / Net Banking / NEFT.
- The bidder has to pay a fee of **Rs 1063 /-** towards e-tender handling, to the Nextender Agency.
- Right to reject any or all the Bids is reserved by The Director General, Dr Babasaheb Ambedkar Research & Training Institute (BARTI), Pune.

**For Director General, BARTI**

# **Section-1: Invitation for Proposal**

## **1 Invitation for Proposal**

BARTI hereby invites Proposals for Design, Development, Hosting and Maintenance and Hosting of their Website. Bidder/s are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete bidding document is available on the website of Govt. of Maharashtra on <https://maharashtra.etenders.in>, <https://swd.maharashtra.etenders.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids.

- 1 A three envelope selection procedure shall be adopted.
- 2 Tender document fees, and Earnest Money Deposit (EMD) is required to be deposited online through Credit / Debit Card / Net Banking / RTGS/NEFT.
- 3 BARTI will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal, pay online EMD, Tender fee well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

## **Section-2: Key Events & Dates**

## 2 Key Events and Dates

SN	SWD Stage	Vendor Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release Tender	-	08-08-2016 12:00	09-08-2016 17:00	-
2	-	Tender Download	09-08-2016 17:01	20-08-2016 23:00	Commercial Envelop C1, Technical Envelop T1
3	-	Bid Preparation	09-08-2016 17:01	29-08-2016 23:00	Commercial Envelop C1, Technical Envelop T1
4	Last Date for sending Pre Bid Queries	Bid Preparation	13-08-2016 17:01		
5	Pre Bid Meeting	Bid Preparation	18-08-2016 15:00		
6	Publishing response of Pre-Bid queries / Issue of Corrigendum	On or before 19-08-2016			
7	Close for Technical Bid	-	29-08-2016 23:01	30-08-2016 17:00	Technical Envelop T1
8	Close for Price Bid	-	29-08-2016 23:01	30-08-2016 17:00	Commercial Envelop C1
9	-	Bid Submission	30-08-2016 17:01	01-09-2016 15:00	Commercial Envelop C1, Technical Envelop T1
10	Technical Bid Opening		01-09-2016 15:01	02-09-2016 17:00	Technical Envelop T1
11	Price Bid Opening	-	07-09-2016 11.10	07-09-2016 17:00	Commercial Envelop C1

## 2.1 Other Important Information Related to Bid

SN	Item	Description
1.	<b>Earnest Money Deposit (EMD) – Online</b>	Rs. 50,000 (Rs. Fifty Thousand only)
2.	<b>Tender Fee</b>	Rs 3000 (Rs. Three thousand only)
3.	<b>Bid Validity Period</b>	(180) One-hundred-and-eighty days from the date of submission of Financial Bid
4.	<b>Last date for furnishing Performance Security to BARTI (By successful bidder)</b>	Within fourteen (14) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier or as intimated in the work order issued by BARTI
5.	<b>Performance Security value (Performance Bank Guarantee)</b>	10% of contract value
6.	<b>Performance Bank Guarantee (PBG) validity period</b>	PBG should be valid till for 180 days from the end of three year Maintenance Contract period
7.	<b>Last date for signing contract</b>	As intimated in work order of BARTI
<p><b>Contact Person:</b>  <b>Shri Prashant Buddhiwant,</b>  <b>Project Manager, IT</b>  <b>BARTI, Pune</b>  <b>E-mail ID: pm1.it@barti.in / etender@barti.in</b></p>		

## **Section 3: Instructions to Bidders**

### 3 Instructions to Bidders

#### 3.1 Introduction of BARTI

Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune is an autonomous institute of the Department of Social Justice and Special Assistance, Govt. of Maharashtra. This institute was established in the year 1978 under the name “Dr. Babasaheb Ambedkar Samata Vichar Peeth” and subsequently became autonomous under its present name in the year 2008. This Institute is committed to the cause of Equity and social Justice through scientific research, evaluation of schemes meant for socially disadvantaged sections, policy advocacy, training, skill development etc.

The proposed website should serve as a platform to provide awareness and information to the citizens and beneficiaries on various projects undertaken by BARTI for the welfare of SC community. This website would also be extensively for mobilization of beneficiaries for various schemes envisaged by BARTI.

#### 3.2 Purpose

The purpose of this Request for Proposal (RFP) is to acquire the services of a reputed IT firm/ agency to **Design, Develop, Host, and Maintain** the BARTI website for a period of **Three (3) years**, commencing from the date when the system goes “live” or when the acceptance is accorded as per the Acceptance Criteria, whichever is later. This document provides information to enable the bidders to understand the broad requirements to submit their "Bids". The detailed scope of work is provided in **Section 4** of this RFP document.

#### 3.3 Bid Process

The Bidder has to submit a bid online in Three envelope systems, one containing Pre-Qualification Criteria, Second containing Technical Proposal and Third Financial proposal (Commercial Bid) for “Design, Development, Maintenance and Hosting of their Website.

#### 3.4 Cost of RFP

The qualified bidders are requested to deposit the Tender fee of Rs. 3,000 online through Credit Card / Debit Card / Internet. The computer generated receipt of the same shall be uploaded during the online submission of bid document. Tender fee is non-refundable.

#### 3.5 RFP Handling Fee:

The bidder has to pay a fee of Rs 1063 /- towards e-tender handling, to the Nextender Agency.

#### 3.6 Earnest Money Deposit:

The Earnest Money Deposit (EMD) of Rs. 50,000 /- is required to be deposited online through Credit / Debit Card / Net Banking / NEFT. Proof of the same should be attached with the Technical Proposal. Realization of NEFT / RTGS payment takes 2 to 24 hours, so it is advised to make sure that NEFT / RTGS payment activity should be completed well before time.

#### 3.7 Transfer of RFP

The RFP Document is not transferable to any other bidder. The bidder who purchases the document and submits shall be the same.

### 3.8 Consortium and Joint Ventures

Bids of joint venture / consortium / subcontracting will not accepted.

### 3.9 Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document will be at the Bidder's risk and may result in rejection of its Proposal.

### 3.10 Place of opening of RFP

The RFP will be opened online in the Office of Dr. Babasaheb Ambedkar Research and Training Institute (BARTI), 28, Queens Garden, Camp, Pune - 411 001

### 3.11 Proposal Preparation Costs

- a) The bidder shall submit the bid at its cost and, BARTI shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over BARTI and BARTI shall be at liberty to cancel any or all bids without giving any reason thereof.
- b) All materials submitted by the bidder shall be the absolute property of BARTI and no copyright /patent etc. shall be entertained by BARTI.

### 3.12 Bidder Inquiries

Bidder shall send in their queries by email to [pm1.it@barti.in](mailto:pm1.it@barti.in) and [etender@barti.in](mailto:etender@barti.in) within the stipulated date in the format provided in **Section 6.4**. The response to the queries will be published on the website of Government of Maharashtra - <https://maharashtra.etenders.in>, <https://swd.maharashtra.etenders.in> and also on BARTI website [barti.maharashtra.gov.in](http://barti.maharashtra.gov.in). > **Notice Board**. No telephonic queries will be entertained. This response of BARTI shall become integral part of RFP document.

### 3.13 Amendment of RFP Document

- a) If BARTI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.
- b) All the amendments made in the document would be published on the website of Government of Maharashtra - <https://maharashtra.etenders.in>, <https://swd.maharashtra.etenders.in> and also on BARTI website [www.barti.maharashtra.gov.in](http://www.barti.maharashtra.gov.in) and shall be part of RFP.
- c) The bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this RFP document. The BARTI also reserves the rights to amend the dates mentioned in this RFP for successful bid process.

### 3.14 BARTI's right to terminate the process

BARTI may terminate the RFP process at any time and without assigning any reason and tender fees paid will not be refunded. BARTI shall not be held responsible for any cost incurred by the bidder in bid preparation. BARTI reserves the right to amend/edit/add delete any clause

of this Bid Document. However this will be informed to all and will become part of the bid.

### 3.15 Earnest Money Deposit (EMD)

The qualified bidders are requested to deposit the EMD of Rs. 50,000 through Credit Card / Debit card / RTGS / NEFT/ Internet banking. The computer generated receipt of the same shall be attached with the technical proposal.

- a) The EMD shall be denominated in Indian Rupees only.
- b) No interest will be payable to the bidder on the amount of the EMD.
- c) Bids submitted without adequate EMD will be liable for rejection.
- d) Unsuccessful bidder's EMD shall be returned.
- e) EMD of Successful bidder will be returned after the award of contract and submission of the performance bank guarantee within specified time and in accordance with the format given in the RFP.
- f) EMD shall be non-transferable.
- g) The EMD may be forfeited:
  - i. If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
  - ii. If successful bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.
  - iii. If during the bid process, a bidder indulges in deliberate act that would jeopardise or unnecessarily delay the process of bid evaluation and finalisation. The decision of the BARTI regarding forfeiture of the Bid Security shall be final and binding upon bidders.

### 3.16 Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English/Marathi, translation of the same in English language is to be duly attested by the bidder and submitted.

### 3.17 Patent Claim

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof, the bidder shall expeditiously extinguish such claim. If the bidder fails to comply and BARTI is required to pay compensation to a third party resulting from such infringement, the Bidder shall be responsible for such compensation, including all expenses, court costs and lawyer fees. BARTI shall give notice to the successful bidder of any such claim and recover it from the bidder if required.

### 3.18 Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.

### 3.19 Submission of Bids

The bids shall be submitted by the Bidder which shall comprise of the following three envelopes. Three envelope/ cover system shall be followed for the bid –

- A. Prequalification Criteria
- B. Technical Proposal (including relevant credentials)
- C. Financial Proposal

The Bid shall include the following documents: -

SN	Documents Type	Document Format
<b>Tender Fee &amp; EMD Details- Envelope –A</b>		
1.	Tender Fee	Computer generated copy of Deposit Receipt
2.	EMD	Computer generated copy of Deposit Receipt
3.	Pre-qualification	Refer Section 6.1 As per the format mentioned against the respective eligibility criteria clause
<b>Technical Proposal Documents- Envelope –B</b>		
4.	Technical Proposal	Refer Section 6.2 As per the format mentioned.
<b>Financial Bid – Envelope –C</b>		
5.	Financial Bid	Refer Section 6.3

### 3.20 Disqualification

The bidder should ensure that all the required documents, as mentioned in this RFP/ bidding document, are submitted along with the bid and in the prescribed format only. Non submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid proposal submitted by the bidder.

The Proposal is liable to be disqualified in the following cases or in case the Bidder fails to meet the bidding requirements as indicated in this RFP:

- a) Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.
- b) During validity of the Proposal, or its extended period, if any, the Bidder increases his quoted prices.
- c) Proposal is received incomplete.
- d) Proposal is received after due date and time.
- e) Proposal is not accompanied by all the requisite documents.
- f) Proposal is not accompanied by the EMD.
- g) If the Bidder provides quotation only for a part of the Project.
- h) Information submitted in Technical Proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage)
- i) Financial Proposal is enclosed within the Technical Proposal.
- j) Bidder tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- k) In case any one Bidder submits multiple Proposals or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified, unless additional Proposals/Bidders are withdrawn upon notice immediately.
- l) Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a Contract within 15 Days of the date of issue of Letter of Intent or within such extended period, as may be specified by the BARTI.
- m) The validity of the bids submitted before deadline shall be till 180 days from the date of opening of the Financial Bid.

- n) While evaluating the Proposals, if it comes to the BARTI knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the RFPs floated by the BARTI.
- o) If the Bid Security, Pre-qualification Proposal, Technical Proposal contain any information on price, pricing policy, pricing mechanism or any information indicative of the Financial aspects of the Bid
- p) Bidder doesn't agree to the Terms and Conditions

### 3.21 Bid Opening

- a) **Envelope A** containing Pre-Qualification shall be opened initially in the presence of bidders and it is as per the criteria then **Envelope B** of the qualified bidders only shall be opened.
- b) **Envelope B** containing the Technical Proposal shall be opened in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the RFP.
- c) **Envelope C** containing the Financial Proposal will remain unopened and will be held in custody of BARTI until the time of opening of the Financial Proposals.
- d) At the end of the evaluation of the Technical Proposals, BARTI shall invite bidders who have qualified for the opening of the Financial Proposals. The date, time, and location of the opening of Financial Proposals will be informed by BARTI separately and individually to the qualified bidders.

### 3.22 Pre-Qualification Criteria

The bidder shall fulfill all of the following eligibility criteria independently on date of submission of bid. The bidder shall substantiate with adequate supporting documents to ensure compliance to pre-qualification criteria as mentioned below.

SN	Criteria	Supporting Documents
1.	The bidder should be a Company / Firm registered under the relevant statute with their registered office in India.	Registration certificate of the Firm along with the relevant documents or the Certificate of Incorporation issued by Registrar of Companies.
2.	The Bidder should have been in operation for at least three (3) years from date of issue of this document.	Copy of Certificate of Incorporation
3.	The Bidder must have an average annual turnover of more than INR 20 lakhs in last three (3) financial years.	Certificate from CA stating turnover of last 3 financial years. Audited balance Sheet and Profit & Loss statement of last 3 years.
4.	The Bidder must have their support center located in Pune.	Self-declaration by an authorized signatory to be submitted
5.	The Bidder should have designed, developed, hosted and maintained at least 3 live websites or portals in last 3 years out of which at least 1 website should be for a minimum value of INR 2 lakhs.	Attested Copy of Work Order and Work Completion Certificates (please note work orders of dead websites won't be acceptable)
6.	The bidder should not currently have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance.	Self-declaration by an authorized signatory to be submitted

### 3.23 Evaluation Process

#### **Bid Evaluation Committee**

- a) The Bid Evaluation Committee constituted by the BARTI shall evaluate the bids.
- b) The Bid Evaluation Committee shall evaluate the Pre-Qualification (Envelope A), Technical bid (Envelope B) and Financial bids (Envelope C) and submit its recommendation to Competent Authority whose decision shall be final and binding upon the bidders.

#### **Process of Evaluation**

- a) Bidders shall be evaluated as per the Envelope 'A', Pre-qualification criteria mentioned at **Section 3.18**
- b) The bidders who fulfil all the Pre-qualification criteria will qualify for further Technical Evaluation (Envelope B)
- c) The Bid Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.

#### **Evaluation – Technical Proposal (Envelope B)**

The evaluation of the Technical Proposals will be carried out in the following manner:

- a) The Bidders' technical solution will be evaluated as per the requirements and evaluation criteria as spelt out in the RFP. The Bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed Project citations and completion certificates, client contact information for verification, profiles of Project resources and all others) as required for technical evaluation.
- b) Proposal Presentations: The Bid Evaluation and Technical Committee may invite each qualified Bidder to make a presentation to BARTI as per their discretion. The schedule for presentation will be informed to the qualified bidders by email.
- c) At any time during the Bid evaluation process, the Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- d) The Committee reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the Technical evaluation process.
- e) The technical scores of the Bidders will be announced prior to the opening of the Financial Proposals.
- f) Each Proposal which qualifies in Envelope A shall be scrutinized further with Envelope B and evaluated accordingly as per the following process and granted a score.

### 3.24 Technical Evaluation Criteria

SN	Criteria	Description	Points
<b>Turnover</b>			
1	<b>Annual Turnover- Bidder</b> <i>(Audited Annual Statements to be enclosed)</i>	Average annual turnover of Bidder for the period of last three financial years <= 50 lakh : 6 >50 lakh <= 1 Crore : 8 marks >1 Crore : 10 marks	10
<b>Development &amp; Hosting Experience</b>			
2	<b>Number of websites designed and developed in last 3 years. (The website should be accessible and in use)</b> <i>(Relevant work order/client certificate to be enclosed)</i>	<= 7 Websites : 5 marks >7 <= 12 Websites : 8 marks >12 websites : 10 marks	10
3	<b>Number of websites hosted and maintained in last 3 years (The website should be accessible and in use)</b> <i>(Relevant work order/client certificate to be enclosed)</i>	< 7 websites/ portals : 5 marks >7 <= 12 websites/ portals : 8 marks >12 websites : 10 marks	10
4	<b>Number of websites designed/ developed/ hosted and maintained in last 3 years for Government/PSU</b> <i>(Relevant work order/client certificate to be enclosed)</i>	<=3 websites/portals : 5 marks >3 <= 5 websites/portals : 8 marks >5 websites/portals : 10 marks	10
<b>Quality of Resources to be Deployed</b>			

SN	Criteria	Description	Points
5	<p><b>Quality of Resources proposed</b> (Detailed CV's highlighting experience)</p> <p><i>Also note that</i></p>	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> <li>• Project Manager having PM experience in Government/PSU domain &gt; 5 yrs : 3 marks</li> <li>• Project Manager having PM experience in Government/PSU domain &gt; 7 yrs : 5 marks</li> <li>• Project Manager having PM experience in Government/PSU domain &gt; 10 yrs : 8 marks</li> </ul> <p><u>Web Designer</u></p> <ul style="list-style-type: none"> <li>• Web Designer having designing experience &gt; 2 yrs : 2 marks</li> <li>• Web Designer having designing experience &gt; 5 yrs: 4 marks</li> <li>• Web Designer having designing experience &gt; 7 yrs: 6 marks</li> </ul> <p><u>Content Writer</u></p> <ul style="list-style-type: none"> <li>• Content Writer having experience in Marathi and English &gt; 1 yrs: 2 marks</li> <li>• Content Writer having experience in Marathi and English &gt; 2 yrs: 4 marks</li> <li>• Content Writer having experience in Marathi and English &gt; 5 yrs: 6 marks</li> </ul>	20
<b>Proposed Solution</b>			

SN	Criteria	Description	Points
6	<b>Proposed Solution for website</b>	Proposed Framework/Solution Architecture for website development: <ul style="list-style-type: none"> <li>• Why this platform/framework is best for BARTI: 4 marks</li> <li>• Scalability: 1 mark</li> <li>• Maintenance: 1 mark</li> <li>• Security: 1 mark</li> <li>• Editing Capabilities: 1 mark</li> <li>• Image Management: 1 mark</li> <li>• WYSWYG editor: 1 mark</li> </ul>	10
7		<b>Working prototype of 2 pages</b> ( Homepage + internal page )  Responsiveness: Desktop : 1 mark Mobile: 1 mark Tablet: 1 mark  Cross browser compatibility: IE: 1 mark Firefox: 1 mark Chrome: 1 mark Safari: 1 mark  UI: Home page: 2 marks Internal page: 1 mark	10
8		<b>Working sample page of any one department</b>  Content: 6 marks UI: 4 marks	10
9		<b>Proposed solution for Hosting</b>	Hosting Solution proposed (Details should be provided on how it meets the requirement)

SN	Criteria	Description	Points
10	<b>Functionality/Integration Compliance:</b>	<ul style="list-style-type: none"> <li>• GIS for Training Center locations</li> <li>• Integration with Skill Development MIS</li> <li>• Integration with Samtadoot Mobile App</li> </ul>	5
<b>Grand Total</b>			<b>100</b>
	<ul style="list-style-type: none"> <li>• <i>Years of experience would be counted from date of issue of this document</i></li> <li>• <i>The Bidder has to ensure the availability of these proposed resources for this project after awarding the contract. Replacement will be allowed by BARTI only in case the resource has quit the organization or under extraordinary circumstances after approval from BARTI.</i></li> </ul>		

#### Technical Score: (X)

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows.

['Technical' Score of Bidder for the Project (X)]	= 100 x	$\frac{\text{[Marks secured by the respective Bidder]}}{\text{Highest Marks received by the Bidder}}$
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The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

### 3.25 Financial Evaluation Criteria

#### Evaluation- Financial

#### Financial Score: (Y)

The bidders shall submit their quote as per the format provided in **Section 6.3.1 (B)**. The Financial proposals shall be evaluated on the basis of total cost submitted on the basis of Scope of Work provided in **Section 4**.

The financial offers of the qualified bidders shall be tabulated for this project and the bidder with lowest financial offer will be given a financial score of 100.

In cases of discrepancy between the prices quoted in words and in figures, higher of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

The financial scores of other bidders for the project shall be computed as follows:

[The 'financial score' of Bidder for the project(Y)]	= 100 X	$\frac{\text{[Lowest Offer quoted by the bidder for the project (Rs.)]}}{\text{[Offer quoted by Respective Bidder for the project (Rs.)]}}$
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The marks secured as above shall be the Financial Score of the bidder for the project (Y).

### Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (70% of X)	Weighted Financial Score (30% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

BARTI shall award the contract to the eligible bidder who has the highest composite score.

#### 3.26 Award Criteria

Prior to expiry of the validity period, BARTI will notify in writing that the successful bidder's proposal has been accepted. Upon the successful bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful bidder is unable to furnish the Performance Bank Guarantee and execute contract within 21 days, BARTI shall forfeit the Earnest Money deposit and shall invite the bidder ranked second in the financial bid subject to the condition that the second rank bidder shall match the price quoted by the earlier successful bidder.

#### 3.27 Signing of Contract

Once BARTI notifies the successful bidder that its proposal has been accepted, BARTI shall enter into a separate Agreement, incorporating the conditions of the RFP and its amendments and any special conditions during negotiations between the BARTI and the successful bidder.

## **Section-4: Scope of Work**

## 4 Scope of Work

The indicative scope of work includes the following:

1. Design and Development
  - a) Design and Construction of a creative, interactive and professional website that appeals to the identified audiences and meet the objectives outlined
  - b) Work closely with BARTI at each stage of the design to identify user needs and corresponding user interface requirements and functionalities etc.
  - c) Select a platform that allows easy integration of multimedia products (video/video streaming, podcasts, video, RSS, webcasts, audio) and user-friendly administrator interface.
  - d) Select a platform that allows users to search content of the website easily and quickly without the need for extremely high speed devices (desktop, laptop and mobile) and high speed internet access.
  - e) Create wireframes, storyboards and prototypes to propose options for implementation. Provide at least three (3) template designs for review in order to select a concept. Concepts should reflect the BARTI's colours, nature and purpose.
  - f) Submit the final concept to BARTI for review prior to 'going live.'
  - g) Keep a full backup of the website through the duration of the project.
2. Content Management
  - a) Onsite content management of BARTI website for first three (3) months from Go Live.
  - b) A user-friendly content management system that will allow staff with minimal technical expertise to update pages.
  - c) There should be a facility for specifying a validity period for dynamic content, articles, and document. An item, on expiry of its validity period should be automatically archived and appropriate links for accessing archived contents must be provided.
3. Security Audit
  - a) Testing as per Security Audit Norms by DIT.
  - b) The website needs to be Security Audited by the Cert-In empanelled Security Auditors. The bidder will bear the cost of security certification.
  - c) Security Audit Certificate to be mandated along with Hash5 code. Source code along with Hash5 code of the website to be submitted by Developer. Documentation of Source Code along with Administration/User Manuals needs to be submitted.
4. Deployment/Hosting
  - a) Deployment of Developed website at State Data Centre or any other Data Centre designated by BARTI.
5. Training
  - a) Structured training plan specific to website support staff.
  - b) Training of appointed BARTI staff to conduct regular uploads and postings of content to the new website. The site must include a technology solution that allows staff to easily and cost effectively update content and modify site design after the initial launch
  - c) Training of appointed BARTI staff on how to conduct basic maintenance updates to the site architecture and design.
6. Maintenance and Support Services
  - a) Onsite content management of BARTI website for first three (3) months from Go Live.
  - b) Creation of online forms – Ability to create online registration and information gathering forms with appropriate field level validations, provision to upload documents, provide automatic acknowledgements through SMS and email.

- c) Provide a detailed description of the standard support and maintenance required for three (3) years

#### 7. Integration

- a) GIS for Training Center locations – Designated training centres approved by BARTI who are conducting various training programs across Maharashtra to be made visible on the map as per their address and location.
- b) Integration with Skill Development MIS – Skill Development MIS has been created for the Skill Development Department of BARTI and a dashboard/summary of the reports generated in excel (eg: Address and Location of Training Centres, Number of candidates Enrolled, Trained, Assessed and Placed, etc.) to be displayed on the proposed website
- c) Integration with Samtadoot Mobile App – Activates tracked through Samtadoot Mobile Android app can be uploaded on the proposed website. (eg: activities planned, conducted by Samtadoot, visits by Samtadoot may be showcased on the website)
- d) Connectivity to social media sites of BARTI
- e) Linkage to other government websites as per GIGW
- f) BARTI is planning to catalogue and digitize all writings, speeches and related material of Dr Babasaheb Ambedkar and make them accessible to citizens. The proposed website should be able to link or redirect to the search and query page for access to the database.
- g) Bidder to create a page on Dr Babasaheb Ambedkar, which would include his writings, speeches, videos, audios, documentaries, books etc. The content for the page would be provided by BARTI. The content would be in a digitized form, bidder to integrate the details in the website

#### 8. Other

- a) Design and create videos (animated or otherwise) for select departments of BARTI to showcase the various initiatives and achievements of the department
- b) Have a separate page to showcase the evolution of BARTI and trace the important milestones and highlights
- c) Create a separate page for Success Stories. Design and create video testimonials of beneficiaries of BARTI programs
- d) Research Department page on the proposed website intends be a comprehensive source of information for the SC community.
- e) Create a separate page on events and trainings of BARTI
- f) Create a separate page for Outreach wherein the concerned target audience of BARTI can connect with the various departments of BARTI
- g) Ensure compatibility to SMS and Payment Gateway.
- h) Ensure compatibility to Email Gateway
- i) Any other requirement as requested by Director General, BARTI for the smoothly completion of Development, Deployment, Implementation of BARTI Website.
- j) Supportive to all handheld Devices.

Data for all these intended activities in the Scope of Work will be provided by the concerned department. The Bidder needs to ensure that this data is represented and showcased in a neat and presentable manner on the proposed website.

BARTI reserves the right to amend/ add/ delete/ edit any of the mentioned items of the scope of work at the cost of the bidder which shall be binding on the bidder.

#### 4.1 Responsibilities of the Bidder

Following would be the responsibilities of the Bidder:

- a) Preparation of Software Requirement Specification (SRS) after analysis of the user requirements by way of interactions with the user as well by studying existing system.
- b) Preparation of System Design Documents covering inputs/ outputs screens and database design etc.
- c) Design and build security aspects as part of the system design, development and implementation of the complete system including web services and central database, closed loop facilitation and transaction and service desk.
- d) Delivering and managing patch management, quick response system for wellbeing and healthy operation of the web based system during the warranty and through the subsequent maintenance contracts (if any).
- e) Building a frame work for evaluating and eliminating risks as may be defined and encountered during the project and later at the time of implementation and subsequent operations.
- f) System construction i.e. programming/development and testing including Pilot Data entry should be Parallel.
- g) Preparation of user manual covering operating instructions for use of software at BARTI End-users levels. Maintenance of Software for the warranty period.
- h) Arrangement of technical staff to manage the website for maintenance of database, and other support activities.
- i) Thorough testing of software and removal of bugs.
- j) Designing and supporting the Disaster recovery and business continuity plan for BARTI to ensure accepted restoration and restart of the operation with least or no impact.
- k) Organizing training to staff on usage of the system.
- l) Working closely with BARTI appointed program manager for any changes.
- m) Provide implementation support for all modules.
- n) Regular monitoring of the system by Bidders Project Manager.
- o) Ensure timely completion of the project and execution of the project as per work plan.
- p) Ensure complete knowledge transfer of the system to the BARTI representatives at the end of each module.
- q) Migration of data & data cleaning from legacy system to new system.

#### **Pre Bid Activities**

The prospective vendors are advised to go through the existing BARTI website which can be accessed at [www.barti.maharashtra.gov.in](http://www.barti.maharashtra.gov.in) in order to have an idea about the magnitude and diversity of information that will have to be collected and hosted on the website. The existing content and feature of the BARTI website will be migrated to the new redesigned website that will be hosted at a State Data Center or any other data center designated by BARTI. The vendors need to verify the availability of infrastructure at BARTI. The vendor is also advised to propose the functionalities that he would be able to provide in the website, apart from those which are specifically mentioned below. Any proposed functionality which BARTI finds useful will help them score in the technical bid.

#### **Requirement Study**

The vendor will be expected to do a requirement study for the website, which when agreed upon by BARTI, will form part of the Agreement to be signed with BARTI. The desired

navigation structure, general functionalities and reference points for the design will be discussed with the successful Bidder prior to start of work. In this context, BARTI will also be open to design & development suggestions from the successful Bidder.

### **Information Collection and Content Creation**

The vendor will have to depute persons for collection of information and pictures from the different departments and sections at BARTI initially, apart from those that are available on the existing website. Once the website is commissioned, update of the information will be the responsibility of the departments/units.

This information will have to be documented in a proper readable manner which can be uploaded on respective pages after approval from BARTI. The content may be available in either of the languages (English or Marathi) and the Content Writer and/or Translator will have to translate the content into other language.

### **Compatibility**

The site design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for three platforms: Desktop/Tablet or Notebook and Mobile form factors will be required.

#### **4.2 General Expectation regarding Technology**

The proposed software should be developed using robust and industry approved Windows platform technologies. In general, BARTI expects the use of following Windows Operating System Based Platforms:

- a) Operating System: Any Operating System compatible as according the website development environment.
- b) Application Server: Windows Based
- c) Development platform: As according the website development environment
- d) Database: My SQL or as according the website development environment
- e) Windows Based Web GIS
- f) Google Map API
- g) Object Relational Mapping: Hibernate
- h) Frameworks: As according the website development environment
- i) Compatible for Integration with SMS & Payment Gateway
- j) Web Browser: W3C (World Wide Web Compatible).
- k) Location Based Hit Counter
- l) Web Statistical Report.
- m) Photo Gallery (Support to all formats)
- n) Video Gallery

#### **4.3 General Requirements for the website**

##### **Pre-Development Phase**

1. Detailed CV of the developer needs to be shared by the bidder company prior to starting the development of the website.
2. BARTI will clearly define the milestone for making payments to the software developer.
3. Development environment to be provisioned by the Bidder/Developer.
4. Representatives of software developers working on the project must sign the Non-Disclosure Agreement (NDA) with project owner of viz. BARTI.

5. Use of Standard Components such as Payment Gateway, SMS Gateway, Email, etc. would be provided by bidder.
6. Updated SSL Certificate Year by Year upto 3 Years from Go Live to be provided by Bidder. The full charges of SSL is beard by Bidder.

### **Development Phase**

1. Website needs to be Bilingual i.e. Marathi and English. By default, the webpage should open in Marathi language.
2. Website should run independent of IP Address. i.e. IP Addresses should be not be hard coded in the source code/configuration.
3. Website should be IPv6 compliant.
4. Website should be able to open in all six ways. For example,
  - <https://www.barti.maharashtra.gov.in>
  - <http://www.barti.maharashtra.gov.in>
  - [www.barti.maharashtra.gov.in](http://www.barti.maharashtra.gov.in)
  - [https:// barti.maharashtra.gov.in](https://barti.maharashtra.gov.in)
  - [http:// barti.maharashtra.gov.in](http://barti.maharashtra.gov.in)
  - [barti.maharashtra.gov.in](http://barti.maharashtra.gov.in)
5. Website should be running on SSL i.e. http request should automatically get redirected to https
6. Website should be compatible to run on multi server environment for load sharing
7. Website should be compatible for accessibility from any device, any Operating System and any browser.
8. Platform used for Website such as OS, DB, Java, etc. software should be N-1 where N is the latest version prevailing.
9. CAPTCHA should be present for web pages with form field such as feedback form, registration form etc. If any charges to be paid for CAPTCHA then the charges to be beard by bidder
10. Logging to be enabled for Web Server / DB Server.
11. Password should not be hardcoded in any website configuration files or stored in plain text.
12. Website should be in compliance with:
  - eGovernance Standards of Government of India :
  - Technical Standards for Interoperability Framework for e-Governance (IFEG) in India Version 1.0
  - MDDS- Demographic Standards
  - Character Encoding
  - Font Standard
  - eGov.BIDS
  - eSAFE-ISF01, eSAFE Framework (and associated documents)
  - Guidelines for Usage of Digital Signatures in e-Governance
  - FMG
  - Policy on Open Standards for e-Governance
13. Framework for Mobile Governance
14. Governance policies of Government of Maharashtra
15. Guidelines of Indian Government Website (GIGW)
16. WCAG 2.0
  - W3C

- Other e-Governance standards of Government of India (egovstandards.gov.in)

### Post Development Phase

1. Level 0 check to be complied by the developer for GIGW compliance and address Top-10 vulnerabilities as per OWASP.
2. Security Audit: It is the responsibility of the selected bidder to get the Security audit, Application Audit & Vulnerability Audit of the website done with a Cert-In empanelled security auditor. The selected bidder would be required to share the complete details of the audits with the along with copies of all communication and bug reports / removal, written or otherwise.
3. Security Audit Certificate to be mandated along with Hash5 code. Source code along with Hash5 code of the website to be submitted by Developer. Documentation of Source Code along with Administration/User Manuals needs to be submitted.
4. BARTI would also facilitate the checks for GIGW compliance and Accessibility of the website.
5. The project will be treated as “complete” only if:
  - UAT is completed
  - Handover to the Department is completed
  - Final Source code along with Security Audit Certificate (with Hash5) of the project along with detailed documentation and IPR is being transferred to BARTI for State Software Repository.

#### 4.4 Timelines

*T = Date of Award of contract*

SN	Milestone	Timelines T = Date of work order
1	Basic template design and approval	T+ 15 days
2	Final website design and approval	T+ 30 days
3	Design & Development	T+ 45 days
4	UAT Website - Standard Features	T+ 55 days
5	Go-Live Website - Standard Features	T+ 60 days
6	UAT Website - Advanced Features	T+ 75 days
7	Security Audit, Training	T+ 80 days
8	Go-Live Website/Portal- Advanced Features	T+ 90 days
9	Maintenance	Post Go-Live for a period of 3 years

*Note: The content creation is recommended to be a concurrent process.*

*Standard Features - Standard Features which includes but not limited to Sections like Homepage, About Us, Project report, Gallery, news, notices, reports etc and Basic functionalities like feedback forms, online forms, mail/SMS gateway integration etc.*

*Advanced Features which includes but not limited to Integration with citizen services like Samtadoot App, Skill Development MIS, GIS integration with Training Centers, etc.*

#### 4.5 Payment Terms

- a) 6% of the fees to be paid after Final website design and approval
- b) 30% of the fees to be paid on Go-Live Website - Standard Features and successful performance of website as directed by BARTI.
- c) 10% of the fees to be paid on successful Security Audit
- d) 30% of the fees to be paid on Go-Live Website - Advanced Features and successful performance of website as directed by BARTI.
- e) 24% of the fees to be paid for 3 years Maintenance in 12 equal quarterly instalments (would start from the start of the first month of Go-Live certificate)

#### 4.6 Service Level Agreement (SLAs)

This SLA provides for minimum level of services required as per contractual obligations based on performance indicators and measurements thereof. The Service Provider shall ensure provisioning of all required services while monitoring the performance of the same to effectively comply with the performance levels.

- a) Delivery of the Services shall be made by the bidder in accordance with the time schedule specified by the BARTI in **Section 4.4**
- b) If any time during performance of the Contract, the bidder should encounter conditions impeding timely performance of Services, the bidder shall promptly notify the BARTI in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the bidder's notice, the BARTI shall evaluate the situation and may, at its discretion, extend the bidder's time for performance with or without a penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.
- c) Except as provided above, a delay by the bid bidder in the performance of its delivery obligations shall render the bidder liable to the imposition of a penalty as below.
- d) Any delay in delivery of services will result in the bidder liable for damages @0.5% of the contract value per day to the maximum 10% of the total contract value.
- e) Any delay in providing requisite manpower for the project will result in the bidder liable for damages @0.5% of the contract value per day to the maximum 10% of the total contract value.

#### 4.7 Deliverables

- a) System Requirement Specification
- b) Development of prototypes - Based on the approved solution architecture bidder would demonstrate the application prototype for approval
- c) Solution development – upon approval of the prototypes
- d) Project Plan
- e) Source code, Database scripts, Project status reports and code review Checklists
- f) All releases to be accompanied by their corresponding test report, including Test plan, test cases test results and known defect list
- g) Documentation- SRS, HLD, LLD, Data Dictionary, DFD, Test Plan, Test cases, Test results Project Schedule, Training Manuals, user guide, Configuration Guide, Installation guide, Admin Manual ,Work Flow.

- h) Code
- i) Acceptance – UAT would be conducted by BARTI and provide acceptance based on agreed acceptance criteria(environment shall be provided by the bidder)
- j) Beta testing at BARTI site and UAT test cases with issue analysis report
- k) Project hand-over and sign-off
- l) Risk and security management
- m) Backup and restoration policies and procedures
- n) Business continuity plan and DR mechanism
- o) Migration of data & data cleaning from legacy system to new system

#### 4.8 Database

- a) The databases should be handed over fully optimized for the final expected load of data and transactions. Database backup and restoration procedures should be built into the database design. Data archival routines should be built into the database design.
- b) The Bidder shall be responsible for creation of Masters and shall be responsible for its security, risk and integrity.
- c) The Bidder shall be responsible for creation and maintenance of test data and generation of test reports for approval of client.
- d) The end-users will have functional domain knowledge of the applications, acquaintance with Keyboard/Mouse. The Bidder shall be responsible for providing adequate training in the use of Application software so that they are able to store/retrieve data/information independently.
- e) Implementation will be considered as completed when data of at least 30 working days is captured in live environment and on demonstration of one complete cycle of generation of reports on live data.
- f) Bidder will be required to migrate the data from Legacy system to new system including necessary data cleaning for consistency

#### 4.9 Security & Other Requirements

- a) As per guidelines of DIT, all interoperability Framework (on technical standards, right from conceptualization to design stage) should adhere to the framework document and other e-Governance standards published by GOI and as available in <http://egovstandards.gov.in>.
- b) The platform and applications has to be chosen in a way to facilitate future migration to government domain. System shall be developed in a manner that is resistant to hacking and other potential security vulnerabilities. The Respondent shall describe their process for ensuring security vulnerabilities do not exist in the application, including their process for scanning for Vulnerabilities. And also will need to adhere to NIC security protocols and pass the NIC security scans before the software will be accepted.

#### 4.10 Documentation & Training

The nature of documentation for the BARTI end user must be simple, easy to read & understand. Training methodology will be an interactive workshop. The success of the training will be determined by the ability of the participants to clearly understand how to use the system with minimal help.

#### 4.11 External Integration

Sufficient provisions have to be made for integration of SMS email and Payment gateway.

#### 4.12 Acceptance Testing and Certification

At the end of the System Acceptance period, BARTI will acknowledge complete system acceptance in writing to the successful bidder upon completion of the following:

- All required activities as defined in the bid document including all changes agreed by BARTI and delivered by the Successful bidder and accepted by BARTI.
- All required documentation as defined in this bid document including all changes agreed by BARTI and delivered by the Successful bidder and accepted by BARTI.
- All required training as defined in this bid document and delivered by the Successful bidder and accepted by BARTI.
- All identified shortcomings/defects in the systems have been addressed to BARTI's complete satisfaction.

The bidder must agree to above criteria for complete system acceptance and further agrees that:

- It will provide without additional charge to BARTI and in a timely manner, all additional services and products not identified and accounted within the proposal as may be necessary to correct all problems which are preventing acceptance.
- In order to accept the system, BARTI must be satisfied that all of the work has been completed and delivered to BARTI's complete satisfaction and that all aspects of the system perform acceptably. The functional/logical acceptance of the system will only be certified when the proposed system is installed and configured according to the design and that all the detailed procedures of operating them have been carried out by the Bidder in the presence of BARTI staff.

## **Section-5: General Conditions of Contract**

## 5 General Conditions of Contract

### 5.1 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the India.

### 5.2 Settlement of Disputes

- a) Performance of the contract is governed by the terms and conditions of the contract, in case disputes arise between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GCC 5.2 (b) shall become applicable.
- b) For all disputes arising out of this contract between the Institutions and BARTI, will be within the jurisdiction of the courts in Pune city.

### 5.3 Failure to abide by the Agreement:

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the BARTI with such penalties as specified in the Bidding document and the Agreement.

### 5.4 Taxes and Duties

The successful bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed. The bidder shall be entirely responsible for all taxes, stamp duties, license fees etc. excluding service tax which shall be paid by BARTI as applicable separately.

### 5.5 Performance Bank Guarantee

- a) The successful bidder shall at his own expense, deposit with BARTI, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalised bank acceptable to BARTI, payable on demand (In Mumbai), for the due performance and fulfilment of the contract by the successful bidder.
- b) This Performance Bank Guarantee will be for an amount equivalent to 10 percent of complete contract value for 3 years. All charges whatsoever such as premium, commission, etc., with respect to the Performance Bank Guarantee shall be borne by the successful bidder.
- c) PBG should be valid till for 180 days from the end of three year Maintenance Contract period
- d) The Performance Bank Guarantee may be discharged/returned by BARTI upon being satisfied that there has been due performance of the obligations of the successful bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
- e) BARTI shall also be entitled to make recoveries from the Bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

### 5.6 Confidential Information

BARTI and the successful bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

BARTI shall not use such documents, data, and other information received from the successful bidder for any purposes unrelated to the Contract. Similarly, the successful bidder shall not use such documents, data, and other information received from BARTI for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

### 5.7 Change in Laws and Regulations

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the successful Bidder has thereby been affected in the performance of any of its obligations under the Contract.

### 5.8 Force Majeure

The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful bidder. Such events may include, but not be limited to, acts of BARTI in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful Bidder shall promptly notify BARTI in writing of such condition and the cause thereof. Unless otherwise directed by BARTI in writing, the successful Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### 5.9 Extension of Time

If at any time during performance of the Contract, the successful bidder encounter conditions impeding timely delivery of completion of Related Services, the successful bidder shall promptly notify BARTI in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the successful bidder's notice, BARTI shall evaluate the situation and may at its discretion extend the successful bidder's time for performance in writing.

Delay by the successful Bidder in the performance of its Delivery and Completion obligations shall render the Bidder liable for disqualification for any further bids in BARTI, unless an extension of time is agreed mutually.

## 5.10 Termination

### 5.10.1 Termination by BARTI

- a) BARTI may, without prejudice to any other remedy for breach of Contract, terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (k) of this GCC Clause 5.11.1. In such an occurrence, BARTI shall give a not less than 30 days' written notice of termination to the successful bidder, and sixty (60) days' in the case of the event referred to in (j).
- b) If the successful bidder does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as BARTI may have subsequently approved in writing.
- c) If the successful bidder becomes (insolvent or goes into liquidation, or receivership whether compulsory or voluntary).
- d) If the successful bidder, in the judgment of BARTI has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- e) If the successful bidder submits to the BARTI a false statement which has a material effect on the rights, obligations or interests of BARTI.
- f) If the successful bidder places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to BARTI.
- g) If the successful bidder fails to provide the quality services as envisaged under this Contract, BARTI may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. BARTI may decide to give one chance to the successful Bidder to improve the quality of the services.
- h) If the successful bidder fails to comply with any final decision reached as a result of arbitration proceedings.
- i) If, as the result of Force Majeure, the successful bidder is unable to perform a material portion of the Services for a period of not less than 60 days
- j) If BARTI, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- k) In the event BARTI terminates the Contract in whole or in part, pursuant to point (a) to (h) of GCC Clause 5.11.1, BARTI may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the successful bidder shall be liable to BARTI for any additional costs for such similar services. However, the successful bidder shall continue performance of the Contract to the extent not terminated.

### 5.10.2 Termination by Bidder

The successful bidder may terminate this Contract, by not less than 30 days' written notice to BARTI, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this GCC Clause 5.11.2:

- a) If BARTI fails to pay any money due to the Successful bidder pursuant to this Contract and not subject to dispute pursuant to GCC Clause 5.2 hereof, within 45 days after receiving written notice from the successful bidder that such payment is overdue.
- b) If, as the result of Force Majeure, the successful bidder is unable to perform a material portion of the Services for a period of not less than 60 days.
- c) If BARTI fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 5.2 hereof.

- d) If BARTI is in material breach of its obligations pursuant to this Contract and has not remedied the same within 45 days (or such longer period as the successful bidder may have subsequently approved in writing) following the receipt by BARTI of the Successful bidder's notice specifying such breach.

#### 5.10.3 Payment upon Termination

Upon termination of this Contract pursuant to GCC Clauses 5.11.1 or 5.11.2, the BARTI shall make the following payments to the Successful bidder:

- a) If the Contract is terminated pursuant to GCC Clause 5.11.1 (j) or 5.11.2, remuneration for Services satisfactorily performed prior to the effective date of termination.
- b) If the agreement is terminated pursuant of GCC Clause 5.11.1 (a), (b), (c), (d), (e), (f), (g) (h) and (k) , The successful bidder shall not be entitled to receive any agreed payments upon termination of the contract. However, the BARTI may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the BARTI. Applicable under such circumstances, upon termination, the BARTI may also impose liquidated damages. The successful bidder will be required to pay any such liquidated damages to BARTI within 30 days of termination date.

#### 5.11 Applicable laws

- a) The Contract shall be interpreted in accordance with the laws prevalent in India.
- b) Compliance in obtaining approvals/ permissions/ licenses: The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Department and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Department will give notice of any such claim or demand of liability within reasonable time to the bidder.
- c) All legal disputes are subject to the jurisdiction of Civil Courts of Pune only.

#### 5.12 Assignment

Neither the BARTI nor the successful Bidder shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

## **Section-6: Guidelines for filling Response to RFP**

## 6 Guidelines for filling Response to RFP

### 6.1 Guidelines for Preparation of Pre-qualification Proposal [Envelop A]

Sn.	Supporting documents	Remarks
1	Registration certificate of the Firm along with the relevant documents or the Certificate of Incorporation issued by Registrar of Companies.	To be enclosed for the bidder
2	Copy of Certificate of Incorporation	
3	Certificate from CA stating turnover of last 3 financial years.	The Bidder has to submit for last three (3) financial years
4	Self-declaration to be submitted on office location.	Office in Pune
5	Attested Copy of Work Order and Work Completion Certificates	Work Experience
6	Affidavit that the bidder has not been debarred/ blacklisted by any Govt/ Semi-Govt. organization for quality of services/ product and there are no legal issues/ order prohibiting/ restraining the bidder to participate in the bid process.	In respect of not being blacklisted by any Central /State Government /PSU organisation.

#### Annual Turnover Details of the Bidder (Please refer to RFP Clause 3.18.2 (iii))

SN	Years	Turnover Details of the Bidder (in Rs.)
A	2015 – 16	
B	2014 – 15	
C	2013 – 14	
<b>Average Annual Turnover (A+B+C) / 3</b>		

\* Please include Audited Annual Statement/Auditor's certificate in the Annexure to the technical proposal.

## 6.2 Guidelines for Preparation of Technical Proposal [Envelope B]

- a) A printed covering letter, on the bidding organisation's letterhead with all required information and authorised representative's initials shall be submitted along with the proposal. In case the bidder edits the content of the proposal covering letter; it will be treated as a non-responsive bid and shall be rejected.
- b) The technical proposal should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's Technical solution meets the requirements specified in the RFP. The technical proposal may not contain any pricing information. In submitting additional information, the bidder should mark it as supplemental to the required response.
- c) Proposals must be direct, concise, and complete. Any information which is not directly relevant to this RFP shall be omitted. BARTI will evaluate the bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- d) Documents to be uploaded with Technical Proposal (Envelope B):
  - i) Company Profile as per Para 6.3 & 6.4 (Section A)
  - ii) Technical approach as per Para 6.5 (Section B)
  - iii) Copy of Registration Certificate. (Valid for 2016-17)
  - iv) Copy of Certificate of Incorporation
  - v) Computer generated receipts in support of Payment of Tender Fee & EMD
  - vi) Supporting document for experience
  - vii) VAT / CST Registration certificate
  - viii) Copies of Income tax returns for last 3 financial years.
  - ix) Income and Expenditure Statement and Balance Sheet for previous 3 Financial years certified by Chartered Accountant.
  - x) Certificate from CA stating turnover of last 3 financial years.

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## 6.2.1 Template for Technical Proposal

### **Section A** **Technical Proposal Response Letter**

(To be submitted on the letterhead of the bidder)

{Location, Date}

To,

Director General,

Dr. Babasaheb Ambedkar Research and Training Institute,

28 Queens Road

Pune – 411 001

Ref: RFP Notification number

Subject: Submission of proposal in response to the RFP for **“Design, Development, Hosting, and Maintenance of BARTI website for a period of 3 years”**

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your eTender Number ..... for “, Development, Hosting and Maintenance of BARTI website”

We have read the provisions of the RFP document and confirm that we accept these. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

1. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of opening of financial proposals.
2. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment, and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
3. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand you are not bound to shortlist/accept any or all the proposals you receive.
6. We have all supporting documents to substantiate the Pre-Qualification Criteria, technical Evaluation parameters
7. We hereby declare that we qualify and fulfil all the Prequalification criteria mentioned in the RFP

Our correspondence details with regards to this proposal are:

### 6.2.2 Company Profile of the Bidder:

<b>Sr. No</b>	<b>Information</b>	<b>Details</b>
1	Name of responding bidder:	
2	Address of responding bidder:	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4	Telephone number of contact person:	
5	Mobile number of contact person:	
6	Fax number of contact person:	
7	E-mail address of contact person:	
8	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc.)	
9	Company Registration Certificate ( Enclosed Certificate)	
10	No. of professionally qualified IT personnel having experience of working on website design and development	
11	Office and a support center details in Pune ( Enclosed Self Certification)	

We hereby declare that our proposal submitted in response to this RFP is made in good faith, and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,  
[Bidder Authorized Signature]

Name  
Title  
Signature  
Date and Stamp of the Signatory

### 6.2.3 Technical Approach

#### **Section B**

- 1 Project implementation strategy
  - A detailed Project schedule and milestone chart.
  - Approach and Methodology of design, development, Hosting and management of the Application software.
  - Project Management tools proposed to be used for project.
  - Bidder's plan to address the key challenges of the project.
- 2 Approach and Methodology for Design, Development, Hosting and Maintenance of BARTI website.
  - The proposal should have information specific to BARTI website
  - Describe how the functional requirements will be translated into technical implementations, that is, it should map with the Functional Requirements Specifications.
  - Propose how availability, performance rates for the system will be measured and maintained
- 3 Project Management Plan including:
  - Team composition and Tasks assigned
  - Implementation Methodology and Plan to include
  - Key implementation objectives, key deliverables and an implementation schedule for the same
  - Roll-out Plan
  - Indication of Time Frame
  - Acceptance Testing Plan
  - Data Backup plan
  - Escalation Process during implementation
  - Hosting Plan
  - Quality and Security Assurance Plan
  - Training Plan
  - Hand holding, Operation and Maintenance Plan
  - Licensing details of software
- 4 Post Implementation Plan
- 5 Manpower Deployment to support operation and maintenance of Services and IT infrastructure
- 6 Exit Plan
- 7 Escalation Mechanism on the bidder side.

**Section C**

All Annexure of the Technical Proposal

[This space is intentionally left blank]

### 6.3 Guidelines for Preparation of Financial Proposal [Envelope C]

Financial Proposal should confirm the following:

1. The quantities mentioned in Section–B Tables are subject to change.
2. The unit rate quoted will be binding upon the successful bidders irrespective of the actual quantity during the award of contract.
3. The total amount calculated in Section- B Table – 1 & 2 is included for evaluation purpose only.
4. At the time of award of the contract, work order would be issued on the actual quantity to be executed as decided by BARTI and work order amount would be adjusted as per the unit rate quoted in the bid. The total contract value would be the work order amount based on the actual quantity to be executed as decided by BARTI.
5. Unless expressly indicated, bidder shall not include any technical information regarding the services in the financial proposal.
6. Prices shall be quoted entirely in Indian Rupees. All prices should be rounded off to the nearest Indian rupees (If the first decimal value is 5 (five) or above it should be rounded up and below 5 (five) should be rounded down. In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.
7. No adjustment of the contract price shall be made on account of any variations in costs of labour and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The contract price shall be the only payment payable to the successful bidder for completion of the contractual obligations by the successful bidder under the Contract, subject to the terms of payment specified in the contract. The price quoted would be inclusive of all taxes, duties, and charges and levies as applicable except Service Tax which will be paid as actual. Prices quoted for all Hardware and Software shall be inclusive of supply at site, installation and commissioning. No extra payment on any account shall be admissible.
8. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project. A proposal submitted with an adjustable price quotation or conditional proposal may be treated as nonresponsive and rejected.
9. The amount stated in the financial Proposal, adjusted in accordance with the above procedure, shall be considered as binding on the Bidder for evaluation.
10. The bidder shall quote the Consolidated total amount in online tender and shall upload the soft copy of breakup of cost as detailed in the template provided **Refer 6.3.1 Section A and Section B** failing to which, the bid shall be treated as non-responsive and shall be rejected.

### 6.3.1 Template for financial proposal

#### Section A

#### Letter Format for Financial Proposal

(To be submitted on the Letterhead of the bidder)

[Location, Date]

To

Director General

Dr. Babasaheb Ambedkar Research and Training Institute

28 Queens Road

Pune - 411 001

Ref: E-Tender Number <<>>

Subject: Submission of proposal in response to the RFP for **“Design, Development, Hosting, and Maintenance of BARTI website for a period of 3 years”**

Dear Sir,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal for is for the sum of *[Insert amount(s) in words and figures]*. We are aware that any conditional financial offer will be outright rejected by BARTI. This amount is inclusive of taxes except service tax as listed at (Consolidated Cost Summary) attached.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal (180 days) from the date of opening of financial bid.

We are aware that BARTI reserves the right to accept or reject any or all bids without assigning any reasons thereof.

Yours sincerely,

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Date and Stamp of the signatory

Name of Firm:

### 6.3.2 Section B: Format for Financial Proposal

This table should be consolidated from the “Grand Total” row from subsequent tables

#### Consolidated Cost Summary (Inclusive of all Taxes)

SN	Item-wise amounts (Inclusive of all Taxes)	Total Amount in Figure (Rs.)
A	Design, Development, Testing, Audit, Training and Implementation Cost	
B	Manpower Cost	
C	Hosting, Operation and Maintenance of Website for a period of 3 years including One Dedicated Onsite Manpower cost for Content Management for a period of three (3) months	
Grand total in words (A+B+C): (This figure shall be used for evaluation of financial proposals)		

**Table 1: Design, Development, Testing, Audit, Training and Implementation Cost**

SN	Item-wise amounts (Inclusive of all Taxes)	Total Amount in Figure (Rs.)
1	Design, Development, Testing and Implementation Cost	
2	Any Other License Cost (please specify details along with Unit Price such as Per unit License )	
3	Security Audit	
4	Training	
	<b>Total- Design and Development Cost (A)</b>	

*Note: Please upload Price/Financial Bid-Covering Letter in the above format.*

**Table 2: Manpower Cost**

SN	Cost for Resource Category (Inclusive of Taxes except service tax)	Unit	Man Month Cost (Amount in Rs.)
1	Project Manager		
2	Content Writer		
3	Web Designer		
4	<any other position proposed>		
5			
6			
7			
8			
9			
<b>Grand Total in words (B):</b>			

6.4 Format of sending Pre-bid queries

**Ref:** E-Tender number BARTI/Website/04/2016-17

**Name of the Bidder:**

**Contact Address of the Bidder:**

<b>SN</b>	<b>Section No.</b>	<b>Page No.</b>	<b>Existing Provision in RFP</b>	<b>Query</b>

**Signature:**

**Name of the Authorized signatory:**

**Company seal:**

## 6.5 Format of providing citations

<b>SN</b>	<b>Item</b>	<b>Guidelines</b>	<b>Attachment Ref. No for details</b>
<b>1</b>	<b>Name of the Project</b>		
<b>2</b>	<b>Date of Work order</b>		
<b>3</b>	<b>Client Details</b>	Name: Contact person's Name & No.	
<b>4</b>	<b>Scope of Work</b>	Provide Scope of Work: Highlight Key Result Areas expected and achieved	
<b>5</b>	<b>Contract Value</b>	Provide particulars on Contract value assigned to each major phase and milestone	
<b>6</b>	<b>Complete Project Duration</b>	Provide particulars on the total time taken on completion of the project including time details on various activities	
<b>7</b>	<b>Project Features Completed</b>		
<b>8</b>	<b>Is the website Live</b>	If yes, then provide the URL	