

SHIVSHAHI PUNARVASAN PRAKALP LTD.

(GOVERNMENT OF MAHARASHTRA COMPANY)

CIN: 70200MH1998SGC116664

GRIHANIRMAN BHAVAN, KALANAGAR, BANDRA (EAST)
MUMBAI - 400 051.

Telephone Numbers : 26591087/26590588/26591989

Fax No. : 26590586

Email ID: sppl_mumbai@rediffmail.com Website : www.sppl.biz

No:SPPL/M(Admin)/ETN/WEB/1493/2016, Dated 17th November, 2016.

TENDER DOCUMENT

Shivshahi Punarvasan Prakalp Ltd. (SPPL) hereby invites bids in sealed envelopes in the enclosed prescribed format of bid application from eligible bidders for (A) Hosting, Domain Registration (B) (i) Man Power Services for Maintenance of Website, Content Development, Updation and Management of Website, & (ii) Man Power Services for Power Point Presentations/Visuals, Preparation of different statements/Charts and Routine/General Applications and Normal Documentations for the period of one year from the date of acceptance of competitive bid for SPPL.

Last date & time for submission of Bid in sealed envelopes in SPPL's above stated office is 3.00 p.m. on 2nd December, 2016.

Time & date of opening the bids in SPPL's office is 3.30 p.m. on 2nd December, 2016.

2. PURPOSE & REQUIREMENTS :

- A) i.** The Website Maintenance is for sole purpose of understanding the SPPL's objects and activities online and ensure website is working across top ranking search engines including Google, Yahoo etc.
- ii.** To take care of all technical aspects of Web maintenance. Service Provider or his personnel is expected to have at least Masters Degree in Computer Science & at least three years experience on software project operations and maintenance/software development/in network implementation/server administration or the degree of recognized University/Institute/Academy equivalent thereto (Self attested copy/copies required to be enclosed along with the bid application).

iii. (a) The Service Provider must have minimum experience of 3 years in execution of website development/maintenance of a commercial organization and

(b) should have average turnover of 10 Lacs or more annually of last 3 years, ending on 31st March, 2016. (Self attested copy required to be enclosed along with the bid application.)

iv. The Website should be developed so as to allow SPPL to expand it as necessary without changing servers.

v. The Service Provider should make the updates, changes and general website maintenance as specified above.

vi. Images/banners/graphics/animated banners creation as per requirement.

vii. Creation of new Web Pages & integration with the website as and when needed like for Tenders, Media Gallery, RTI etc.

viii. Complete maintenance and support should be managed from Mumbai.

ix. The Website Hosting should enable backup at all levels and better security and more reliable connections.

x. Web Hosting should offer access to a Web Server that will push the SPPL's content to recipients on request.

xi. Search Engine facility in case of all formats of files (e.g. web pages, pdf files, forms etc.)

B) i) The Service Provider is also expected to depute/make available it's representative/person generally for three hours per week for the above work in the SPPL office. The said representative/person to be deputed/made available should have possess atleast a Diploma or higher qualification in Web Designing.

ii) The Service Provider is also expected to depute/make available its representative/person for Power Point Presentations/Visuals and for preparation of different statements/charts/and/or Routine/General Applications or Normal Documentations for total 10 (Ten) hours per week, in SPPL's office on SPPL's working days.

3. TERMS & CONDITIONS :

- 1) The Service Provider only who have been registered for Service Tax, Income Tax & Sales & other Govt. taxes can apply.
- 2) Submission of Self Attested copy of all supporting Documents/Proofs which are stated to be enclosed are mandatory. Bid Application will not be considered and will be treated as disqualified if, copy of these supporting documents/proofs are not submitted along with bid application.
- 3) The Service Provider should keep all client information, such as passwords confidential. He will not share or release any client information to any third party, including hosting providers.
- 4) Scrutiny of bids will be done separately for the requirements of 'A', 'B (i)' & 'B (ii)' above. Generally lowest financial offer independently for 'A', 'B (i)' & 'B (ii)' will be considered and may be selected.
- 5) The Service Provider who will be selected will have to execute the Annual Service Contract on Stamp Paper. The expenses of which will be borne by the Service Provider.
- 6) SPPL shall make payment to the Service Provider on Quarterly basis after verifying the bill for completed quarter presented by the Service Provider, as agreed between SPPL and the Service Provider.
- 7) The representative of Service Provider who will remain present for providing above stated services in SPPL office will not be considered as staff employed by the SPPL.
- 8) The Service Provider after selection will be required to submit an amount of Rs. 15,000/- for the work in '(A)' & Rs. 10,000/- for the work in '(B)' as 'Security Deposit' by cross cheque in favour of SPPL, which will be retained during currency of above stated services which will not carry any interest. The Security Deposit will be forfeited in full or in part in case of any failure or unsatisfactory completion of service by the Service Provider. SPPL reserves the right to terminate the contract, forfeit the Security Deposit in part or in full besides getting the pending work completed from any other agencies at the risk and cost of defaulting of Service Provider.
- 9) Normally the Service Provider quoting least fees will be selected provided, it is qualified & evaluated to be appropriate for SPPL. In case such Service

Provider quoted least fees refuses to sign the contract with SPPL, it will be treated as disqualified for further all matters, and works.

- 10) The Service Provider will be required to undertake any incidental work/ minor project of urgent nature if any, during the term of engagement without any additional fees.
- 11) This Tender Document can be also viewed on the Website of SPPL: www.sppl.biz.
- 12) The Service Contract may be extended on existing rates & terms and conditions for additional one year on performance evaluation by SPPL.

Date : 17th November, 2016.
Place : Mumbai



Manager (Admin)
Shivshahi Punarvasan Prakalp Ltd.

Format of Bid application for Website-Hosting, Website Maintenance etc. & Domain Registration

To,
The Managing Director,
Shivshahi Punarvasan Prakalp Ltd.
Griha Nirman Bhavan, Bandra (East)
Mumbai – 400 051.

Sir,

In response to your Notice No. SPPL/M(Admin)ETN/WEB/1493/2016, dated 17th November, 2016 inviting bids for Hosting, Maintenance of website, Website Content Development, Update, Modify, Management and Domain Registration & for man power services stated in Tender Document, I/We submit my/our bid as stated below:-

1)	Name of the Service Provider		
2)	Name of the Owner/duly authorized Person & his office address & office phone numbers & mobile phone number		
3)	Fax number & Email ID of office		
4)	Tax Registration number (Self-Attested copy of each is mandatory to be enclosed electronically). a) Sales Tax b) Service Tax c) PAN Card copy	a)	
		b)	
		c)	
5)	Qualification of Service Provider or his authorized Personnel. (as per 2 (ii) of E-Tender document)		
6)	Experience of Service Provider. (Self-attested copy of successfully work execution is mandatory)		
7)		Financial Quote for Work to be undertaken (The amount should include all expenses)	
		Rupees in figures & in words	Rupees in figures & in words
A.	Website Hosting & Domain Registration (per year)		
		Per Month	Per Hour / Per Week
B.	(i) Man Power Services for Maintenance of Website, Content Development, Updatation and Management of Website for total 3 hours/Per Week.		
	(ii) Man Power Services for Power Point Presentations/ Visuals Preparation of different Statements/ Charts and Routine/ General Applications and Normal Documentations for total 10 hours/ per week		

NOTES:-

- (1) Lump sum fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No escalation of fees will be given during assignment period.
- (2) In case, the assignment period is reduced or extended, the eligible payment shall be on monthly basis.
- (3) Fees quoted above are exclusive of Service Taxes. Service Tax will be paid extra as per applicable rate. However, no new Government Taxes will be borne by the SPPL.

I/We hereby certify that all the information mentioned above is true and correct.

I/We agree to make available the above services as per terms and conditions mentioned in Tender Document. Rate quoted are exclusive of applicable taxes. We confirm that adequate precautions will be taken at our end to ensure security & safety of SPPL & no damages to any Software & Overall System installation of SPPL.

Date :
Place :

Signature

Seal of Office/Firm Partner/Proprietor:

Name:

Designation: