

I/103852/2020

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2015 Certified)

(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur

Ph.: (03224)255926, Fax-255927, e-mail: ceo.hda@gmail.com Web.: www.hda.gov.in, Toll Free No.1800-345-224

NOTICE INVITING OFFLINE TENDER NO. 44/HDA/Establishment of 2020-2021**SCHEDULE OF IMPORTANT DATES OF BIDS**

Name of Work: Annual Maintenance, Redesigning of HDA's website (www.hda.gov.in), online booking system of Haldia Bhawan, TribeniSangam, Haldia Trade Centre and online NOC system.

| PARTICULAR | | DATE & TIME |
|---|---|---|
| Date of Issue of NIT | : | 11.11.2020 |
| Pre-bid meeting in the Board Room of the office of CEO, HDA, Haldia | : | 13.11.2020 at 11.00 a.m. |
| Date of presentation | : | 13.11.2020 at 11.00 a.m. |
| Last date and time of submission of Technical Bid and Financial Bid | : | 18.11.2020 at 3.00 p.m. |
| Opening of Technical Bid at the Office of the CEO, HDA, Haldia | : | 23.11.2020 at 3.30 p.m. |
| Opening of financial Bid at the Office of the CEO, HDA | : | 24.11.2020 at 3.30 p.m. |
| Validity of bid | : | 120 days w.e.f. the date of publishing this NIT |
| Contract period | : | 01 year |

NOTICE INVITING OFFLINE TENDER NO.:44 /HDA/Establishment of 2020-2021**FOR**

Annual Maintenance, Redesigning of HDA's website (www.hda.gov.in), online booking system of HaldiaBhawan,TribeniSangam, Haldia Trade Centre and online NOC system.

For and on behalf of Haldia Development Authority, the Chief Executive Officer invites Offline percentage rate tenders from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

| | | | |
|----|---|---|---|
| 1. | Name of work | : | Redesigning and Annual Maintenance, Redesigning of HDA's website (www.hda.gov.in), online booking system of Haldia Bhawan,TribeniSangam, Haldia Trade Centre and online NOC system. |
| 2. | Scope of work | : | i) Redesign and Annual Maintenance of HDA's website (www.hda.gov.in) ii) Online booking system and Report iii) NOC payment and Report iv) Redesigning of sites with an up-to-date secured and easy to use CMS. v) Orientation of online booking sites vi) Mobile friendly responsive design vii) Online application for new water connection viii) Feedback form ix) Grievance monitoring x) Image gallery xi) Ask HDA (contact us form linked with email) xii) Download page (for documents download) xiii) Provide Database design, Entity relationship diagram and detail 3 stage Data flow diagram after completion of work. |
| 3. | Estimated Cost of work | : | Quoted by the bidder |
| 4. | Contract Period or the Liability Period | : | 01(One) year to be informed in the work order. |
| 5. | Security Deposit against work | : | Rs. 5000/- (Five thousand only) |
| 6. | Bid Inviting Authority | : | Chief Executive Officer Haldia Development Authority City Centre, PO-Debhog, Haldia, 721657 Phone No. 03224 255926 Email ID: ceo.hda@gmail.com |

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| 7. | Eligibility Criteria for "Pre Qualification" | : | <p>1. The Agency should have successfully completed similar nature of work. Credentials/completion certificate/ payment certificate of any sub-contract work shall not be accepted.</p> <p>2. Statutory Documents:</p> <ul style="list-style-type: none"> i. TradeLicense ii. ITcertificates iii. Credentials for similar nature of work. |
| 8. | Earnest Money Deposit | : | Rs. 5,000.00 (Rupees five thousand only) EMD shall be submitted for instruments (Banker's Cheque / bankdraft). The earnest money of unsuccessful Bidder shall be returned back not later than 30 days from the bid validity period without interest. |
| 9. | Date of Pre Bid meeting | : | At 11.00 am on 13.11.2020 in the office of Haldia Development Authority, SatishSamantaBhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657 |
| 10. | Date of presentation | : | At 11.00 am on 13.11.2020 in the office of Haldia Development Authority. Details power point presentation to be shown to this office. Minimum qualifying marks 6 out of 10 is required from the Technical Committee for allowing in the financial bid. |
| 11. | Last date and time of submission of Technical Bid and FinancialBid. | : | On 18.11.2020 at 3.00 pm In the Tender Box kept at the Office oftheCEO, HDA Debogh, CityCentre,Haldia. |
| 12. | Opening of technical bid | : | On 23.11.2020 at 3.30 pm at the Office of the Chief Executive Officer, Haldia Development Authority, Satish Samanta Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657 |
| 13. | Date and time of opening of Financial Bid | : | On 24.11.2020 at 3.30 pm at the Office of the Chief ExecutiveOfficer, Haldia Development Authority, SatishSamantaBhawan, City Centre, PO.-Debhog, Haldia , WestBengal-721657 |
| 14. | Financial Bid | : | Format is given in the Annexure - I |
| 15. | Validity of Bid | : | 120 days |

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| 16. | Important Instructions | <ul style="list-style-type: none"> • Names of the bidders who will pass in the power point presentation and would qualify in the technical bid will be informed by this authority. • Website and other online system will be redesigned and developed under guidance of DIO,NIC, Purba Medinipur. The technical manpower of the agency have to visit his office frequently. • The financial bid documents will be opened for those who will pass in the power point presentation and would qualify in the technical bid. • All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. • 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. |
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Sd/-

**Chief Executive Officer
Haldia Development Authority**

Memo No.: 1302 (11)/HDA/XII-11

Dated : 04/11/2020

Copy forwarded for information to:

1. The Chairman, Haldia Development Authority
2. The District Magistrate, PurbaMedinipur,Tamluk.

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3. The Additional District Magistrate & Additional Executive Officer, PurbaMedinipur ZillaParishad, Tamluk, PurbaMedinipur.
4. The Sub-Divisional Officer, Haldia, P.O.-Khanjanchak.
5. The Block Development Officer, MahishadalPanchayetSamiti & Executive Officer, MahishadalPanchayetSamity.
6. The Joint Commissoiner of Commercial Tax, Tamluk Region, Haldia, PurbaMedinipur.
7. The District Information & Cultural Officer, PurbaMedinipur
8. The District Informatics Officer, NIC, PurbaMedinipur, Tamluk with a request to publish it in the official website of Purba MedinipurDistrict.
9. Smt. TapasiSamanta, Computer Operator,H.D.A.witharequesttoarrangetopublishitinthewebsiteofHDA.
10. CA to the CEO,HDA
11. Reception / NoticeBoard.

**Chief Executive Officer
Haldia Development Authority**

INFORMATION TO THE BIDDERS (ITB)

1. Terms andconditions:

- i. Theagencyhastoapplyappropriateupdates/patchesattheOSandap plicationlevelregularly.
- ii. Validate and sanitize all user input and present error messages that reveal little or no useful information to the user to prevent SQL injectionattacks.
- iii. Enableandmaintainlogsofdifferentdevicesandservers andmaintainthesameforalllevel.
- iv. Conduct auditing for configuration of web serverperiodically.
- v. Periodicallychecktheweb serverdirectories foranymalicious/unknownwebapplication.
- vi. Use an application firewall to controls input, output and/or access to theweb applications.
- vii. Need to install a good antivirus and keep updated andrunning.
- viii. The agency has to provide all kind of Id, password of survey &Cpanel to this authority time to time.

2. Submission ofTender

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

Technical Bid:The bid documents shall b e submitted i n a sealed**Cover A** properly marked as TECHNICAL BID along with EMD and NIT No., Name of the work and address of the bidder.

Financial Bid:The bid documents shall be submitted in a sealed **Cover B** properly marked as FINANCIAL BID along with NIT No., Name of the work and address of the bidder.

Both the Cover A and Cover B shall be placed within a larger cover and will be marked with NIT No., Name of the Work and address of the bidder.

TECHNICAL BID

R. Receiving of documents

Relevant tender documents in hard copy in a sealed cover shall be dropped in the Tender box kept at the office of the Chief Executive Officer, Haldia Development Authority, City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur. Bidders can also send the documents to this office through registered post / courier. If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be cancelled and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

Mandatory Documents:

- i. Trade License
- ii. IT certificates
- iii. Credentials for similar nature of work..

Note: The tender will be summarily rejected if any of these documents are missing in the envelope.

Submission of Hard Copies of the Tender Documents

The copies of document of the Demand Draft/Bank Draft towards cost of the tender documents, Earnest Money and the hard copies of the Mandatory documents in a sealed **cover A** properly marked as Technical Bid, NIT No. and the Name of work along with Name and Address of the Bidder and Financial Bid complete in all respect in a sealed **Cover B** properly marked as Financial Bid, NIT No. and Name of the work along with name and address of the bidder and both kept in a larger cover properly marked as NIT No.,

Name of the work along with Name and address of the bidder shall be received by this office within stipulated date and time.

Receiving of Earnest Money Deposit (EMD)

EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank in favour of Chief Executive Officer, Haldia Development Authority, Haldia payable at Haldia has to be deposited together with the hard copy (**Part – I**) along with a forwarding letter to the tender inviting authority on a Company Letterhead.

2. Security Deposit

The Earnest Money of successful bidder shall be converted as a part of the Initial Security Deposit.

3. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

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4. Other Terms & Conditions:

- C. Conditional Bids will not be accepted.
- D. HDA does not bind itself to accept the lowest of any Bid and reserves the right to reject in part or in full or all Bids received or to split the work in different groups if required. HDA reserves the right to postpone/cancel the Bid without giving any reason.
- E. The rate will have to be quoted inclusive of all taxes.

Sd/-
Chief Executive Officer
Haldia Development Authority

ANNEXURE - I

FINANCIAL BID

Lump sum rate per year: (Including GST and all taxes) Name of the Bidder:

| Name of the Bidder | Name of Work | Lump Sum rate per year (Rs.) (Including GST and all taxes) | |
|--------------------|--|---|----------|
| | | Rs. | In words |
| | Annual Maintenance, Redesigning of HDA's website (www.hda.gov.in), online booking system of Haldia Bhawan, Tribeni Sangam, Haldia Trade Centre and online NOC system. | | |

Signature of the Bidder