

ICWA/551/37/2016
Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi-110001

E-notice inviting tender for providing migration of website data (from ICM Website to ICWA Website)

Tender Notice ICWA/551/37/2016	Dated 26.12.2022
Important Dates	
Date of Publishing	26.12.2022
Bid document download start date	26.12.2022 (1600 hrs)
Clarification start date	26.12.2022 (1000 hrs)
Clarification end date	02.01.2023 (1600 hrs)
Bid submission start date	03.01.2023 (1000 hrs)
Bid submission end date	26.01.2023 (1600 hrs)
Date of technical bid opening	27.01.2023 (1500 hrs)
Date of financial bid opening	To be intimated later

The bids shall be submitted on GeM Portal: <https://gem.gov.in/>

Introduction: Online quotations are invited from experienced, reputed company/firm for doing the required changes and migration of data from ICM website to ICWA website. The interested agencies are required to submit the technical and financial bids through GeM Portal.

2. Scope of work, eligibility criteria, terms and conditions would be as follows:

A. Scope of work:

- Migration of Photo Gallery & Video Galley data of the ICM website to the ICWA website under the specified page and tab.
- The presentation of the migrated Photo Gallery & Video Gallery would be the same as the present representation of ICWA Photo & Video gallery pages.
- The design framework and platform will be the same as used in the present ICWA website.
- Using any third-party software is not permitted. The use of it found at any stage will attract legal action.

- The Firm will deploy its resources onsite and create a local server with its own machine and prepare a development environment to complete the job.
- All necessary software and, hardware will be borne by the firm
- All necessary changes in the source code, database, creation of new pages, etc. will be done on local server initially and be checked by the ICWA officials. After getting the approval of the competent authority it will be deployed on the live server (i.e. ICWA server).
- Deployment on the live server will be done by the firm and any communication with regard to it required from NIC will be done by the firm.
- The firm will provide maintenance services for the work done for the next one year.
- Details of the specific pages which are required to be migrated are given below:

(i)

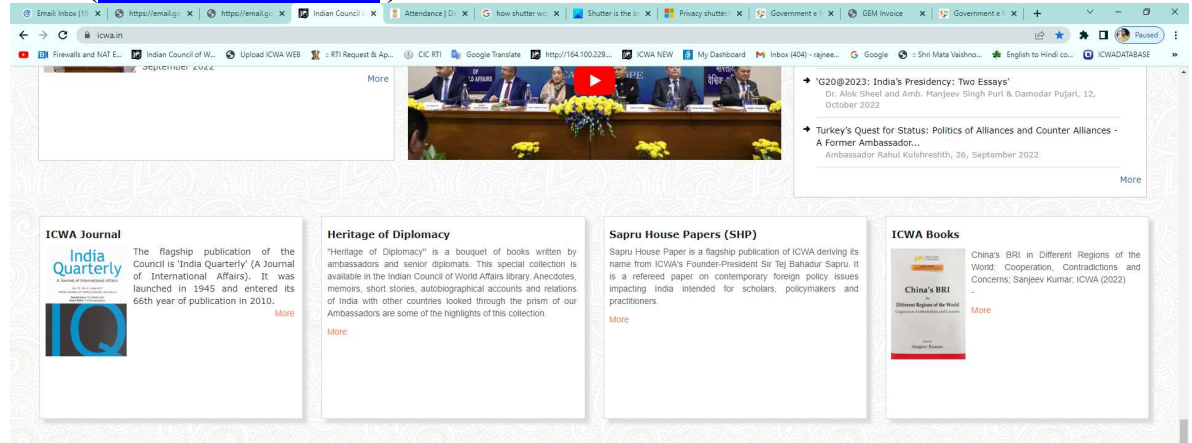
Description of Web Page	ICM Website link from where data needs to be migrate	ICWA website Page where data need to be added
Photo Gallery	https://icm.gov.in/media/photo-gallery	https://www.icwa.in/show_content.php?lang=1&level=1&ls_id=7974&lid=5173
Video Gallery	https://icm.gov.in/media/video-gallery	(Below the 'Archive' Tab)

(ii)

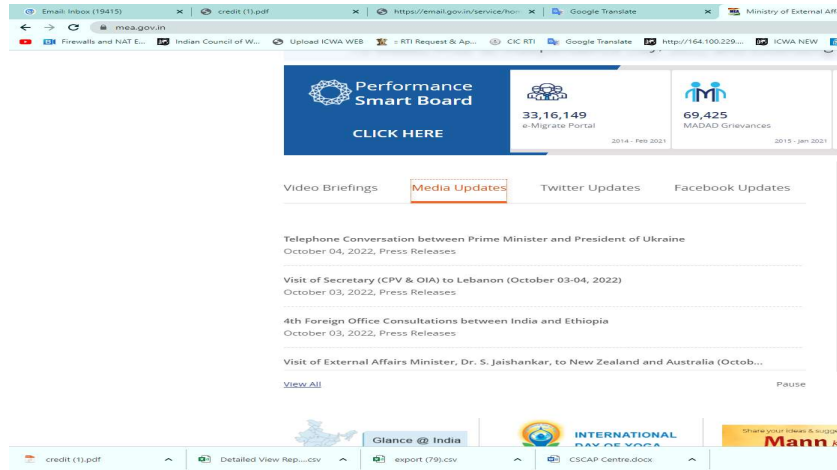
Changes Required in the ICWA Website

1. In place of 'Heritage of Diplomacy' tab, a 'multiple tab option' like MEA website on HomePage (given in pic-2)
2. 'Heritage of Diplomacy' will be replace with 'Sapru House Papers'

Pic-1 (<https://www.icwa.in/>)



Pic-2 (<https://mea.gov.in/>)



B. Eligibility Criteria

1. The bidder shall have at least 5 years of experience of in the website development & deployment. Preference shall be given to firms having experience with Government/MNC/Big private organizations located in and around New Delhi.
2. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company.
3. The bidder should have the following registrations/documents, which should be provided in the technical bid:
 - (a) Company/firm Registration certificate
 - (b) GST/other relevant Tax Registration
 - (c) Permanent Account Number (PAN)
4. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft in favour of "Indian Council of World Affairs" New Delhi should accompany (scan copy of EMD) the tender letter. Tender received without scan copy of EMD will not be considered.
5. Submission of Bid Security is compulsory for all the bidders except Micro and Small Enterprises (MSEs) and those who are registered with Central Purchase Organization for providing security services. Documentary proof to this effect should be attached with Technical Bid.
6. The agency should neither be blacklisted by any Govt. Department nor should any Criminal Case be registered against the firm or its owner or partners anywhere in India.
7. Technical bids are to be opened and evaluated first. Financial bids will be opened only of bidders shortlisted on the basis of technical bids.

8. Only the agencies who qualify the Technical evaluation round, will be eligible to participate in the financial bidding round. The date and time for opening of the Financial Bid will be intimated on a later date.
9. The bidder should have an average turnover of Rs. 25 lakh annually during the past 3 financial years. The bidder may attach attested copies of annual turnover for the last 3 financial years along with copies of audited financial statement for the last 3 financial years.

C. TERMS AND CONDITIONS

1. Agency will setup local server on their own machine and do the necessary changes in the local machine.
2. No change in financial bids is allowed after the last date of submission of tender documents.
3. Failure to furnish all the required information may result in rejection of the bid
4. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
5. The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
6. The agency who has been awarded the contract shall submit the bills after completion of job.
7. No advance payment would be made.
8. **No Subcontracting**: The bidder/agency so selected should have the capability to perform the entire scope of the work without outsourcing the same to any third party in any manner.
9. Any wrong or misleading information will lead to disqualification.
10. ICWA will, at its own discretion, accept or reject any bid/quotation(s) without assigning any reasons thereof.
11. ICWA reserves the right to amend/withdraw any of the terms and conditions in the tender document or reject all or any tenders without giving any notice or assigning any reason. The decision of ICWA in this regard will be final and binding on all.
12. Bids will be valid for 120 days from the date of opening of bids.
13. ICWA reserves the right to terminate the contract any time with a prior notice of 30 days with or without assigning any reason.
14. **Opening of Bids**: Technical bids will be opened at ICWA as per schedule mentioned in the Table (Important Dates) at ICWA in presence of bidders or their authorized representatives with authority letter on the letterhead of tender company/firm/agency duly signed by the tenderer.
15. The bidders who qualify in the technical evaluation stage shall only be considered for opening of Financial Bids. The technical bids not meeting the requirements as per tender notice shall be rejected and their financial bids will not be opened.
16. The date and time of opening of financial bids will be intimated to those bidders who are qualified in the Technical Bids.
17. Annexure-I, II & III must be enclosed with Technical bid.
18. **Amendment of bidding document**:

(a) At any time prior to the deadline for e-submission of bids, ICWA may modify the bid document whether on its own initiative or in response to the clarification sought by a prospective bidder.

(b) Any amendment in the bidding document any time prior to the deadline for e-submission of bids shall be uploaded as 'Corrigendum' on GeM Portal and ICWA's website: <https://www.icwa.in/>

(c) ICWA may at its discretion extend the deadline for e-submission of bids if the bid document undergoes changes during the bidding period in order to give prospective bidder time to take into consideration the amendments while preparing their bids.

(d) ICWA reserves the right to amend or withdraw or reject any of the terms conditions contained in the tender document without giving any notice or assigning any reason.

Dr. Vaibhav A. Tandale
Deputy Secretary(ICWA)

Tender No. ICWA/551/37/2016

dated 26-12-2022

Name of Work: Migration of Data from ICM Website to ICWA website and changing on ICWA Home page

TECHNICAL BID

1. Name and address of Tendering organization/agency with phone number, e-mail and name of contact person	
2. Copy of firm registration certificate	
3. Experience in the work of Website Development & Deployment services. Particulars of experience. Attach experience certificate/testimonials only for the past 3 years. Other unrelated experience certificates should not be attached.	
4. Please attach a copy of last return of income tax.	
5. Please attach attested copies of annual turnover for the last 3 financial years	
6. Please attach balance sheet of the company duly certified by Chartered Accountant for the last 3 years	
7. PAN No. (Please attach copy)	
8. GST Number (Please attach copy) and other relevant Tax Registration No. (Please attach copy)	
9. Acceptance of terms and conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
10. Declaration by the bidder (format Annexure-III)	
11. Details of DD/Banker's Cheque of Rs. 10,000 towards Bid Security (EMD). Submission of Bid Security is compulsory for all the bidders except Micro and Small Enterprises (MSEs) and those who are registered with Central Purchase Organization for providing security services. Documentary proof to this effect should be attached with Technical Bid.	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Date:

Name:

Seal:

Address & Phone No.

Tender No. ICWA/551/37/2016

dated 26-12-2022

Name of Work: Migration of Data from ICM Website to ICWA website and changing on ICWA Home page

FINANCIAL BID

Sl. No.	Description of Work	Cost (Rs.)
1.	Migration of Data from ICM Website to ICWA website	
2.	Changing on ICWA Home page as per scope of work	
3.	Any other charges, please specify	
4.	GST or any other Taxes	
	Total	

Date:

(Signature of Tenderer with seal)

Name:

Address & Phone No.

Tender No. ICWA/551/37/2016

dated 26-12-2022

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AFFIDAVIT
DECLARATION BY THE BIDDER

I/We..... Partner(s)/
Legal Attorney/Proprietor(s)/Accredited Representatives of M/s
.....

Solemnly declare that:

2. I/We are submitting tender for above cited work against Tender Notice No. ICWA/551/37/2016/2022 dated 26.12.2022. We agree to the terms and conditions stipulated in the Tender Notice.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender notice is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price Bid submitted by me/us is 'without any condition'.
6. There would be no increase in rates during the contract period except under the provisions of terms and conditions.
7. The bidding company or Proprietor/Firm/Partner has not been banned/de-listed by any Government, Quasi-government agencies or PSUs.
8. No criminal/civil case is pending against the bidding Company or Proprietor/Firm/Partner.
9. If any information/document submitted is found to be false/incorrect, ICWA may cancel my/our tender and action as deemed fit may be taken against me/us including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm, etc.

(Signature of the Tenderer with seal)

Date:

Name: