

BIHAR FOUNDATION
[A Registered Society of Govt. of Bihar]
1st Floor, Indira Bhawan, R.C.S. Path, Patna-800001

Notice Inviting Tender for the Selection of Agency for design, development and maintenance of website of Bihar Foundation

Bihar Foundation, Patna invites tender for the **Selection of Agency for design, development and Maintenance of website of Bihar Foundation**. Interested bidder(s) may participate in the bidding process by sending their **"Technical Bid"** and **"Financial Bid"** in two separate sealed envelopes. These two envelopes should be placed in a bigger envelope superscripted as-**"Bid Documents for the Selection of Agency for design, development and Maintenance of website of Bihar Foundation"**. The bid documents should be submitted to the office of the office of **Bihar Foundation, 1st Floor, Indira Bhawan, RCS Path, Patna-800001, Bihar (India)**. Only sealed and hand/post delivered bids shall be accepted. Sealed envelope containing the bid documents must bear the name and address of the bidder.

Details of the tender and formats for the technical and financial bids can be downloaded from the Bihar Foundation website: <https://biharfoundation.bihar.gov.in/>

Important Dates of Tender Process: The bid documents shall be accepted and publicly opened at the below mentioned date and time or as soon as practicable thereafter.

- 1) Pre-bid Meeting: 02/04/2024
- 2) Last date of submission of bid documents: 09/04/2024 (before 5:00 pm)
- 3) Opening of Technical Bid: 10/04/2024 (at 4:00 pm)

Conditions for the outright rejection of a bid: A bid shall be outrightly rejected if-

- 1) the bids documents are filled/completed in pencil
- 2) the envelope containing bid documents are not sealed properly
- 3) received after the last date of submission
- 4) the financial bid is not submitted in the prescribed format (Annex-III)
- 5) non submission of EMD Amount (Rs. 50,000/-) in the form of Bank Guarantee

For further queries, interested agencies may contact Sri Vikash Sarkar, Manager-PR, Bihar Foundation. Contact No.: +91 9386598636.

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1. About Bihar Foundation:

Bihar Foundation is a registered society under Department of Industries, Government of Bihar. The foundation aims to bind the Bihari Diaspora spread outside the state amongst themselves as well as with their homeland. Bihar Foundation has three core objectives viz. **Bonding, Branding and Business** that governs the functioning of Bihar Foundation. The foundation serves as the connecting link between the Bihari Diaspora and their homeland, Bihar. For further information about Bihar Foundation please visit the website <https://biharfoundation.bihar.gov.in/>

2. Scope of Work

The scope of work of selected agency can be broadly outlined as below:

- a. **Development Language** - The project entails design and development of website using latest front-end languages including HTML, CSS, PHP and JavaScript etc. and back-end languages including Python, Ruby, and Java etc. After the development of website, the source code shall remain with Bihar Foundation.
- b. **Visual appeal** – The website should be aesthetically designed with neat layout giving it an attractive visual appeal. All the features used in the website should be at par with the international standard and must have a Bihari touch to it.
- c. **Content management** – Not limiting to these, the website should feature and constantly update the following contents:
 - i. All present information in the existing website.
 - ii. Prominent Books, Literature, Journals related to Bihar.
 - iii. Acts, Schemes, Policies relevant to Diasporas of Bihar.
 - iv. Annual Reports, Year Book, Relevant articles of Bihar Government.
 - v. Videos made by various departments of government of Bihar.
 - vi. Media section featuring news/photos/videos related to Bihar Foundation, its chapters and diasporas.
 - vii. The agency must integrate social media platforms with the official portal (web-based) and vice-versa.
 - viii. Visitor count
 - ix. The website should have provision of viewing all contents in either Hindi, English and regional language with adjustment in the size of fonts.
 - x. Contents used for description should be grammatically and factually correct and should be developed by the agency.
 - xi. A Search Bar in the home page of website.
 - xii. A banner on home page that needs to be updated as per the current festival, occasion, events.
 - xiii. Update newsletters and contact details regularly in coordination with chapters.
 - xiv. The agency must submit relevant data on monthly basis both offline and online.
- d. **Login and admin panel** – There shall be separate login and admin panel for members and Bihar Foundation core team.
- e. **NRB Registration** – An NRB portal should be provided in the website having following features:
 - i. Genuine registration of NRBs using OTP
 - ii. Separate membership Id must be generated for each registered members of Bihar Foundation
 - iii. Dashboard to admin user with detailed analytics of registered diasporas members (including existing members).
 - iv. Members can be filtered on the basis of chapter and other fields.

- v. Login portal to register members with provision of updating their personal information and download it in the form of card (only to those users who have filled all compulsory data).
 - f. **Annual Maintenance** – The agency shall provide annual technical maintenance support to portal. The agency shall also provide services including content management, basic design modifications, technological updation etc.
 - g. **Compatibility** - The website should have functional compatibility on every electronic device like computer, laptop, tabs and smart-phones.
 - h. **Regulatory Compliance** –
 - i. The agency must ensure that all the regulations of latest Information Technology Act as amended from time to time and provisions of Indian Penal Code including local and special laws of the State are being adhered to.
 - ii. The agency must mark all electronic content (text, photo, video or otherwise) as Copyright of Bihar Foundation, wherever applicable; and monitor & report unauthorized uses if any. All Intellectual Property Rights emanating from such content shall vest solely and exclusively with Bihar Foundation.
 - iii. The data must be derived from authentic sources and be vetted by Competent Authority of Bihar Foundation.
- 3. Eligibility criteria and mandatory documents for the technical bid** - To qualify technically, a bidder must meet the following eligibility criteria and submit the requisite documents:
- a. The bidder must concur and follow the 'General Terms and Conditions' of the bid process mentioned in **Annex-IV**.
 - b. The bidder must be registered under Indian Companies Act or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008. Joint Ventures and consortium are not allowed to participate in the bid process. The bidder must submit the copy of certificate of incorporation
 - c. The bidder must have an annual turnover of Rs. 25.00 Lakhs or above in each of the three consecutive financial years viz. 2020-21, 2021-22 and 2022-23 and must submit the audited financial statements of these financial years.
 - d. The bidder must demonstrate at least three work experience (work order or experience certificate) of website development in last three (3) years viz. 2020-21, 2021-22 and 2022-23 in Government sector clearly mentioning the value of project. Only the project (and not the extension of project) commencing from 1st April 2020 and onwards shall be considered. Documents from a single client shall be treated as one document only.
 - e. The bidder must submit Non-black listing certificate by court/Notary Public that Government of India or any state of India has never blacklisted the bidder.
 - f. Hardcopy of presentation on company's profile, its strength in carrying out the project and its proposed approach for design, development & Maintenance for the Bihar Foundation.
 - g. **Tender Fee**-A non-refundable Demand Draft (DD) of Rs. 1000/- (One Thousand Only) drawn in favor of Bihar Foundation payable at Patna.
 - h. **EMD Amount**-An amount of Rs 25,000/- (Twenty five thousands Only) in the form of Demand Draft (DD drawn in favor of Bihar Foundation payable at Patna.
- 4. Bid Evaluation and Selection of Agency** -
- a. The selection shall be done on the Quality and Cost Bases Selection (QCBS).
 - b. Bid evaluation for the selection of the agency shall be done in three steps viz. Technical Bid Evaluation, Marking Evaluation & Financial Bid Evaluation.

- c. During Technical Bid Evaluation stage, documents presented in Technical bids shall be compared with the required documents mentioned in 3 of this tender. Only those bidders who meet all the criteria at the Technical Bid Evaluation stage shall qualify for Marking evaluation. These bids will then be evaluated on the basis of parameters mentioned in Annex I. Only those bidders who will secure a minimum score of 60 at the Marking Evaluation stage shall be considered for Financial Bid Evaluation.
- d. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula: $Sf = 100 \times Fm/F$; In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
- e. Proposals will be finally be ranked in accordance with their combined score of Technical (St) and Financial (Sf) scores:
- $$S = St \times Tw + Sf \times Fw$$
- Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 70% and 30% respectively.
- f. The bidder scoring the highest Total Score shall be declared as the "Selected Agency".

5. Payment Terms -

The schedule of payment to be released by Bihar Foundation is as below:

S No	Work Description	Payment as % of total contract value
1	Development of website prototype and approval given by Bihar Foundation	35 %
2	Successful development of Website	35%
3	After making the website live	30%

Scoring parameters for the technical bid evaluation (Annex – I)

#	Scoring Parameters	Score	Supporting Documents	Score Obtained	
1.	Lead member's total experience in website designing (in years)	Less than 5 Years	5	CV of lead member highlighting total work experience in web designing	
		5 – 15 Years	10		
		15 + Years	15		
2.	Total experience of company in terms of Project value in Website Development with the Government.	Less than 25 Lakhs	5	As mentioned in 3d of the Tender.	
		25 Lakhs – Upto 50 Lakhs	10		
		More than 50 Lakhs	15		
4.	No. of clients handled in website development for Government Sector in last three years (FY: 2020-21, 2021-22 and 2022-23).	3 - 5 Clients	5		
		6 - 10 Clients	10		
		10 + Clients	15		
5.	Other relevant experience of the company for government in any of the field- <ul style="list-style-type: none"> • Publishing of Journals/Magazine/Coffee Table book • Video Production • Social Media handling 	Anyone	5	Experience certificate/work order in support of work experience in respective field. Only the project (and not the extension of project) commencing from 1 st April 2020 and onwards shall be considered. Documents from a single client shall be treated as one document only.	
		Any two	10		
		All three	15		
6.	Presentation in front of CEO, Bihar Foundation describing the following: <ul style="list-style-type: none"> • Company's profile and strength in carrying out the project • Basic approach and ideas in development of website Bihar Foundation to achieve its core values viz. Bonding, Branding and Business. 	Maximum Score	40	Presentation copy	
Total Score			100		

FORMAT FOR TECHNICAL BID (ANNEX II)
(To be submitted on the letterhead of bidder)

To,

The Chief Executive Officer,
Bihar Foundation,
1st Floor, Indira Bhawan, RCS Path, Patna, Bihar (INDIA).

Subject: Selection of Agency for design, development and Maintenance of website of Bihar Foundation.

Sir,

With reference to the tender for "Selection of Agency for **design, development and Maintenance of website of Bihar Foundation**", we confirm our concurrence to the general terms and conditions laid in Annex-IV and submit our technical bid as under:

#	Particulars	Enclosed
1.	Name of the Bidder	
2.	Signed copy of the General Agreement (Annex IV)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Copy of certificate of incorporation	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Audited financial statements of the three consecutive financial year's viz. 2020-21, 2021-22 and 2022-23.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	CV of lead member highlighting total work experience in website development	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	3 or more work experience (work order or experience certificate) of website development in last three (3) years viz. 2020-21, 2021-22 and 2022-23 in Government sector clearly mentioning the value of project. Only the project (and not the extension of project) commencing from 1 st April 2020 and onwards shall be considered. Documents from a single client shall be treated as one document only.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Experience certificate/work order in support of work experience in Video Production, Publishing of Journals/Magazine/Coffee Table book and Social Media handing. Only the project (and not the extension of project) commencing from 1 st April 2020 and onwards shall be considered. Documents from a single client shall be treated as one document only.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Undertaking from court/Notary Public that Government of India or any state of India has never blacklisted the bidder.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Hardcopy of presentation on company's profile, its strength in carrying out the project and its proposed approach for design, development & Maintenance of website of Bihar Foundation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Tender Fee (Rs. 1000/-)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	EMD Amount (Rs. 25,000/-)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date:

Place:

(Name and designation of the Authorized Signatory)



FORMAT FOR FINANCIAL BID (ANNEX III)
(To be submitted on the letterhead of bidder)

To,
The Chief Executive Officer,
Bihar Foundation,
1st Floor, Indira Bhawan, RCS Path, Patna, Bihar (INDIA).

Subject: Financial Bid for the Selection of Agency for design, development and Maintenance of website of Bihar Foundation

Sir,

With reference to the tender for "Selection of Agency for design, development and Maintenance of website of Bihar Foundation", we submit our financial bid as under:

#	Work Description	Quoted Amount (in Rs.)
1.	Design & Development of website	
2.	Maintenance fee for the website for 2 years	
Applicable Taxes		
Total Amount		

Total in Words:.....

Date:

Place:

(Name and designation of the Authorised Signatory)



GENERAL TERMS AND CONDITIONS (ANNEX-IV)

1. Technical Bid of tenders should be submitted in a separate sealed envelope, super-scribing **"TECHNICAL BID"** and must contain requisite documents listed in Annex-II.
2. Financial Bid should be submitted in a separate sealed envelope, super-scribing **"FINANCIAL BID"**, quoting the rates in the prescribed format (Annex-III). The bidder should mention item wise realistic cost-breakup.
3. The two envelopes **"TECHNICAL BID"** and **"FINANCIAL BID"** should be placed in a bigger envelope superscripted as—**"Bid documents for the selection of agency for design, development and Maintenance of website of Bihar Foundation"**. The bid documents must be submitted to the office of the **CEO, Bihar Foundation, 1st Floor, Indira Bhawan, RCS Path, Patna-800001, Bihar (India)**.
4. Bidders are advised to visit the Bihar Foundation website and its social media sites inspecting the present design/ layout before submitting the bid.
5. The bid documents must be signed by an authorised signatory of the company. The authorised signatory must also sign all the pages of the supporting documents.
6. The Bihar Foundation reserves the right to reject any and all the bids which are inconsistent with regards to service, experience and compliance to specifications. The Bihar Foundation accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing bidder.
7. Bihar Foundation reserves the right to reject any and all proposals/bids, and to negotiate further with any proposing parties. Any disputes, or interpretations, will be resolved by the Bihar Foundation and will be final and binding on both the parties.
8. **Termination of Contract:** Repeated non-compliance and unsatisfactory work shall lead to termination of contract. All such decisions shall be the sole discretion of Bihar Foundation without incurring any liability. In case of termination of contract, the selected agency shall have to satisfactorily handover all the user names and passwords and other intellectual property rights of the contents developed for the brand building for Bihar Foundation. Non-compliance to the same would lead to legal action. The contract shall be valid till the end of the contract period or the last date of completion of work, whichever is earlier.
9. **Important dates for the tender process:**
 - i. Pre-bid Meeting: 02/04/2024
 - ii. Last date of submission of bid documents: 09/04/2024 (before 5:00 pm)
 - iii. Opening of Technical Bid: 10/04/2024 (at 4:00 pm)
10. With reference to the tender for "Selection of Agency for **design, development and Maintenance of website of Bihar Foundation**", we confirm our concurrence to the above-mentioned general terms and conditions.

Date:

Place:

(Name and designation of the Authorised Signatory)

