

भारत सरकार

Government of India

कार्यालय प्रधान आयुक्त

OFFICE OF THE PRINCIPAL COMMISSIONER,

केन्द्रीय वस्तु एवं सेवाकर, आयुक्तालय

CENTRAL GOODS & SERVICES TAX, COMMISSIONERATE

सी-56/42 रेनु टावर, सेक्टर 62-, नॉएडा - २०१३०९

C-56/42, RENU TOWER, SECTOR-62, NOIDA-201309

E-Mail: hgssystemnoida@gmail.com

Phone .No.: 0120-2400320

फाइल सं. I(22)System/HQ/N/Web Design/07/2017

256
10/01/2018

दिनांक: 10.01.2018

NOTICE INVITING E- TENDER FOR CREATING,DESIGNING,DEVELOPING,COMMISSIONING AND UPDATION OF BILINGUAL OFFICIAL WEBSITE OF CGST PRINCIPAL COMMISSIONERATE, NOIDA, UTTAR PRADESH

E-bids are invited in two parts namely (i) Technical and (ii) Financial for the official website of the office of the Pr. Commissioner, Central GST Pr. Commissionerate, Noida, Dist-Gautam Budh Nagar, Uttar Pradesh (hereinafter referred to as the 'Purchaser") from website developers(including individuals, partnership firms etc.) for creating, designing, developing, commissioning and updation of bilingual official website. Scope of work includes maintenance and updation of the website for two years. The hosting of website is to be done on the NIC server and hence the tender includes the cost work of hosting of the website.

2. Data Sheet

E-Tender Authority	Inviting	Joint Commissioner, Central GST Pr. Commissionerate Noida.
E-Tender Name		e- tender for creating, designing, developing, commissioning and updation of bilingual official website of CGST Pr. Commissionerate, Noida
Tender fee		NIL
Tender No. & date		Systems/HQN/Web Design/07/2017 dated-10.01.2018
Availability of Tender Documents		Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app
Period		For two years

The details of tender, terms & conditions and other documents are outlined in the following Annexure to this e-tender as under:

- (a) Annexure-I : Tender Acceptance Letter
 (b) Annexure-II : Instructions to Bidders
 (c) Annexure-III : General Terms & Conditions
 (d) Annexure-IV : Technical Bid
 (e) Annexure-V : Financial/ Price Bid

- (f) Annexure-VI : Letter of Offer
 (g) Annexure-VII : Instructions for Online Bid Submission

3. Document Download: The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

e-Published Date	15 th January, 2018 at 1500 hrs
Bid Document Download Start Date	15 th January, 2018 at 1530 hrs
Clarification Start Date	15 th January, 2018 at 1530 hrs
Clarification End Date	22 nd January, 2018 at 1800 hrs
Bid Submission Start Date	15 th January, 2018 at 1530 hrs
Bid Submission End Date	5 th February, 2018 at 1500 hrs
Bid Opening Date	6 th February, 2018 at 1530 hrs

4. Bid Submission: Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app> with all the requisite documents signed with digital signature (DSC). The bid documents may be scanned with 100 dpi with black & white option which helps in reducing size of scanned document and should be in PDF/XLS/RAR/DWF formats and if there is more than one document, they can be clubbed together. Bidders/ Contractors are advised to follow the "Instructions for online Bid submission" provided in the **Annexure-VII** for online submission of bids. **No tender shall be accepted / entertained by fax, e-mail or submitted in person or any other such means and beyond the specified date /time.**

4.1 The tender shall be submitted online in two parts, viz. **(i) Technical Bid** and **(ii) Financial Bid** along with other documents as mentioned in the tender documents.

4.2. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned. **All the pages of bid being submitted must be signed and sequentially numbered by the bidder/ their authorized representative irrespective of nature of content of the document before uploading.**

4.3. It may be noted that, in case of non-uploading of copies of documents specified in the Tender Notice on the CPPP, such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website <https://eprocure.gov.in/eprocure/app> shall not be considered. No correspondence will be entertained in this matter.

4.4. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected. **This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.**

4.5. Not more than one tender shall be submitted by one contractor or contractors.

5. The Tender enquiry documents will be available on official website on <http://eprocure.gov.in> as per the critical date sheet. The Bidder should raise any doubt/query regarding the tender document on the CPPP website itself.

6. Earnest Money Deposit (EMD): EMD of Rs 5,000/- (Five Thousand) shall be submitted by bidders by Demand Draft/ Banker's Cheque drawn on a Scheduled Commercial Bank in India payable at Noida, drawn in favour of the "Pay and Accounts Officer, Central Goods & Services Tax Commissionerate, Noida" and the same in original must be delivered to the Joint Commissioner, Central Goods & Services Tax Commissionerate, C-56/42, Renu Tower, Sector-62, Noida, on or **before the Technical bid opening date/time as mentioned in the critical sheet.** EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned within 30 (thirty) days after the Lease Agreement is signed.

7. EMD submitted after the opening of Technical Bid or Tenders not accompanied with **EMD** will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".

8. Intending Bidders are advised to visit the CPPP website regularly till closing date of submission of tenders for any corrigendum/ addendum/ amendment.

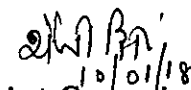
9. Bids will be opened as per date/time as mentioned in the **Critical Date Sheet** of Tender/ CPP Portal. After evaluation of technical bids online, bidders will get the information regarding their eligibility/ pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to successful bidders. The bidders can check the same from the CPP portal. The financial bid of the successful bidders (i.e qualified in the technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

10. The hard copy of the original instrument in respect of earnest money, original copy of undertaking/affidavits, certificates and other documents must be delivered to the tender inviting authority in his office on or before bid opening date/ time, as mentioned in critical date sheet. After opening of Technical Bid, the original documents as per requirement of the e-tender document will be verified by this office. This office reserves the rights to seek any document in original for verification at any stage of tender process.

11. In the event of any of the above mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

12. The Bidder/s shall quote rates for the space as per the financial bid format only. This rate shall be inclusive of **GST & All Taxes.** The supplier would be liable for ensuring compliance with the relevant rules, and regulations as notified by the Government in this regard from time to time.

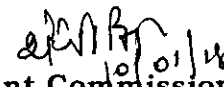
The last date for e-receipt of Bids is **5th February, 2018 at 1800 Hrs.**



Joint Commissioner

CGST Pr. Commissionerate: Noida

Copy to: The Web Master, CBEC, New Delhi, for uploading the same in the departmental website www.cbec.gov.in .



Joint Commissioner

CGST Pr. Commissionerate: Noida

ANNEXURE-I

TENDER ACCEPTANCE LETTER

To,

The Commissioner,
Goods & Service Tax Pr. Commissionerate, Noida
C-56/42, Renu Tower, Sector-62,
Noida, Uttar Pradesh

Sir,

Subject: Acceptance of Terms & Conditions of Tender for creating, designing, developing, commissioning and updation of bilingual official website for CGST Pr. Commissionerate, Noida: reg.

Tender Reference No: _____

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender from the web site(s) namely _____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), etc.), which form part of the tender document and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-II

INSTRUCTIONS TO THE BIDDERS

Notice Inviting E-Tender Through E-Procurement For Creating, Designing, Developing, Commissioning and updation Of bilingual Official Website For CGST Commissionerate Noida

1. The bids are invited from individuals/entities/registered companies/partnership concerns/firms. Bidder shall have to provide services required at Noida and shall have office or presence at Noida. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder hereinafter referred as "supplier" means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. The Commissioner/ Joint Commissioner/Assistant Commissioner of CGST Commissionerate, Noida, as the case may be, will be 'the Purchaser' for the aforementioned work.
3. The bidder shall have holistic knowledge preferably in website creation/development, maintenance and other related matter as given below.
 - (i) Support team shall be proficient in HTML, JSP, PDF, RDBMS FLASH applets servlets, XML and content management tools.
 - (ii) Bidder should have adequate experience to creating/developing/hosting website.
4. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
5. At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at his own initiative or in response to clarification requested by prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding shall be available on <https://eprocure.gov.in/eprocure/app>.
6. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the purchaser, at his discretion, may extend the deadline for the submission of bids.
7. The Technical Bid by the bidder shall include the following:
 - a) Signed & scanned copy of the PAN /AADHAR card.
 - b) Signed & scanned copies of all the other documents as mentioned in tender notice.
8. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
9. In case of co-owners/joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
10. The financial bid should be submitted strictly as per the form prescribed in **Annexure-V**.

11. The rate should be quoted in Indian rupees only. There should not be any over-writings. The rate should be expressed both in words and figures.
12. The financial bid should contain the basic cost payable by the purchaser without GST. The GST as applicable will be borne by the purchaser.
13. The bid shall remain valid for 90 days after the date of opening of the financial bid. A bid valid for a shorter period may be rejected by the purchaser as non-responsive.
14. In exceptional circumstances, the purchaser may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder may refuse the request without forfeiting the EMD. The bidder granting the request will not be required nor permitted to modify the bid.
15. The bidder may modify or withdraw its bid after bid submission provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.
16. Bids withdrawn after the opening of the technical bid will result in the bidder's forfeiture of its EMD.
17. During evaluation of the bids, the purchaser may at his discretion, ask the bidder for clarification of its bid.
18. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders online on the CPP Portal itself. The purchaser may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
19. Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the lower of the two shall be taken as the lease rent. If the bidder does not accept the correction of the errors, as aforesaid, its bid will be rejected, and its EMD will stand forfeited.
20. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately (even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.
21. The Courts of India at Uttar Pradesh will have exclusive jurisdiction to determine any proceeding in relation to this contract.
22. Any misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
23. The bidder should submit Annexure-I (Tender Acceptance Letter), Annexure-II (Instructions to bidders), Annexure-III (General Terms & Conditions), Technical bid Annexure IV Annexure VI (letter of offer), duly signed on all pages.

Read and Accepted

Name & signature with stamp (if any) of
Bidder or Authorized Signatory

ANNEXURE-III

GENERAL TERMS AND CONDITIONS

1. No alterations should be made in any of the contents of the bid document. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be ignored.
2. An amount of Rs. **5,000/- (Rs. Five Thousand)** as Earnest Money Deposit (EMD) in the shape of Bank Demand Draft/ Bankers Cheque in favor of **"Pay and Accounts Officer, Central Goods & Services Tax Pr. Commissionerate, Noida"** payable at Noida should be pledged and must be submitted in the Office of the Principal Commissioner, CGST, Noida at C-56/42, Renu Tower, Sector-62, Noida (U.P.) before the opening of Technical Bid (as per the critical date sheet), without which the bid will be rejected.
3. The EMD of the successful bidder will be returned within 30 days of full completion of the website by the purchaser pursuant to signing of the agreement. However, the said amount will be forfeited, if the successful bidder fails within the time fixed by the purchaser to sign the agreement or launching of the website within the prescribed time. In case of other bidders, the EMD instrument will be returned within 15 days of completion of evaluation of financial bid. No interest will be payable on this deposit. The purchaser reserves the right to require the bidders to renew the instruments of EMD for further periods as required in appropriate cases.
4. No bid will be considered unless and until all the pages / documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case some of the pages are not signed due to oversight, the Office of the Principal Commissioner, CGST, C-56/42, Renu Tower, Sector-62, Noida (U.P.) Noida, at its discretion may allow the bidder to sign the documents and submit them in person before opening of the financial bids.
5. After opening of the technical bids, online bidders will be evaluated and the result thereof will be uploaded online on the CPP Portal. Thereafter, a system generated e-mail confirmation will be sent to successful bidders. The bidders can check the same from the portal. The financial bid of the successful bidders (i.e qualified in the technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-scheduled time, mentioned at the time of evaluation of technical bids, by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website. The decision of this office in this matter will be final.
6. In the event of bid being accepted, the quotations submitted in the financial bid will be incorporated into the agreement. The successful bidder should sign the Agreement in the prescribed format and the Instructions to Bidders (Annexure-II) and General Terms & Conditions (Annexure-III) shall also form part of the agreement.
7. All conditions in the tender document will be enforced unless the bidder obtains written order of the purchaser relaxing any specific condition in any specific instance.
8. The purchaser will not make any security deposit or advance or any brokerage or any other advance payment before the successful launch of the website.

9. Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the supplier in its bid. Total price offered would be inclusive of all taxes and inclusive of cost of security audit of the website as per the Government norms. The purchaser shall not pay any additional charge except price offered. In case, some additional software is needed to get the work done the same shall be provided by the successful bidder free of charge.
10. The "supplier" shall be entirely responsible for all taxes, duties, license fees, etc. incurred till delivery of the Contracted Goods & Services to the purchaser. No tax or duty will be payable by the purchaser except GST.
11. Brief details of Work is as below:
- I. The website of the CENTRAL GOODS AND SERVICES TAX PRINCIPAL COMMISSIONERATE, NOIDA (UTTAR PRADESH) shall be designed, developed, commissioned, maintained and updated and made compliant GIGW (Government of India Government Website) guidelines. The GIGW guidelines are available at <http://web.guidelines.gov.in>.
 - II. The design consideration for the website should be an eye-catching, with a pleasant and appealing color-codes portraying activities of the One Nation, One Tax i.e. CGST and History of CGST Commissionerate, Noida.
 - III. The website should be optimized for load time, response time, navigation and search.
 - IV. The optimization should cover all the areas like xHTML, CSS Graphics, PDF and etc and would involve smaller page size and faster downloads.
 - V. State of the art technologies should be used in developing the Website.
 - VI. The website should be supported by all current browsers.
 - VII. The website is not limited to Personal Computer and Laptops only, but it should be compatible with all platform/OS.
 - VIII. The website should be Bilingual.
 - IX. Records of updation in web contents should be maintained to determine the performance of the site with respect of page load speed and these statistics will be stored and examined on a monthly basis and analyzed.
 - X. **The website must be got STQC and security audit certificate issued by any empanelled agency by CERT-IN which is available on http://www.cert-in.org.in/PDF/Empanel_org.pdf.**
 - XI. The work of Development and Design of departmental website must be completed within 60 days from the date of receipt of work order.
 - XII. Modification of Site Map as and when required.
 - XIII. **www.gstdelhiwest.gov.in** will be used as Model website for developing CGST Pr. Commissionerate-Noida, website.
 - XIV. Minor updations would be done by Departmental Officer with the help of website developer through a Control Penal Access. A user friendly CPA may be provided to Departmental Officer for this purpose.

12. Contents of Website

- i. Latest News flashing and scrolling right to left also provide link for details of news.
- ii. About Us –
 - **History** – Brief History of Noida Pr. Commissionerate and Meerut Zone,
 - **Jurisdiction** - of the Principal Commissionerate and its Division and
 - **Tree/ Tabular View** of the Organization Structure of the Noida Commissionerate.
 - **Profile of the Top Assesses**
- iii. **GST** –
 - GST Law & Procedure
 - Details of GST Seva Kendra
 - GST FAQs Compilation
 - Details of GST Outreach Programme
 - GST Notification
 - GST Circular

- Apply for New Registration
 - File GST Return
 - File GST Refund
 - Pay CGST
 - Updates of Weekly meeting on GST.
- iv. **Performance**
- Revenue of the Commissionerate/Divisions
 - Refund/ Rebate
 - List of Show Cause Notice including issue involved.
 - List of Adjudication Cases.
 - TAR – Tax Arrear Recovery
 - Pending Cases in Diff. Court
- v. **Official Corner**
- Know you Officer
 - Nodal officer for State-Center coordination.
 - Disposition List of Gr. A, 'B' and 'C'
 - HOP of All the Officers
 - Transfer& Posting Order
 - MACP
 - Forms
- vi. **Notification & Circular**
- CGST Notification
 - CGST Circular
 - Central Excise Notification
 - Central Excise Circular
 - Service Tax Notification
 - Service Tax Circular
 - Public/Trade Notice
- vii. **Swachta Mission**
- Latest Update of Swachta Diwas
- viii. **RTI Section**
- Online Filing RTI
 - List of CPIO
 - Appealing Authority
- ix. **Citizen Charter -**
- x. **Grievances**
- **Tax Payer** – Enquiry/Complaint/ Suggestion
 - **Consumer** - Query / Suggestion
 - **Enquiry Report** –Day wise/ Weekly/Monthly/Yearly
- xi. **Selection of Language** – Either Hindi or English
- xii. **Message reflecting Worthy Commissioner's desk.**
- xiii. **Contact Us** - Contact Us Page with Google map API Integration showing nearby Government departments and Offices.
- xiv. **Ticker**
- xv. **List of Defaulters/ Recoverable Arrears.**
- xvi. **Link for Twitter Handle.**

- xvii. **Other Important Links** – CBEC and other important website's link.
- xviii. **Picture Gallery**
- xix. **Latest Updates/Notice Board** – Latest News related Meeting/ Seminars and Training and etc.
- xx. **Jurisdictional Map**
- xxi. **Visitor Counter**
- xxii. **Other Informative Pages to be finalized during development phase.**
- xxiii. Data base Administration (oracle and Java bases application & other software based application required).
- xxiv. Any other related work, if required (During the AMC period, if scope of work is diversified then the AMC holder/ vendor shall have to provide the engineer with requisite professional expertise to this office and no additional amount will be paid).
- xxv. Whenever any dynamic content is required to be updated, the same may be done only after Security Audit Clearance and STQC by CERT-IN empanelled Agency. The vendor has to engage a competent agency for security audit of the website as per the Government norms and payment charges for audit shall be borne by the vendor.

13. **Updation and maintenance:** The vendor (either a company/firm/entry /individual/partnership concern) has to maintain and update the website as per the inputs to be given by the department for the next two years from the date of receipt of work order. The payment charges for security audit and STQC shall be borne by the Vendor.

14. **Penalty Clause**

- a) The updation required to be made on the basis of data provided by this office shall be done within 04 hours failing which a penalty @2% or more of the contract value may be levied for each such lapse.
 - b) The design and other formats of the website approved by this office shall not be changed/modified without prior permission failing which penalty @2% or more of the contract value may be levied for each such lapse.
 - c) Any deviation from the terms and conditions as mentioned above shall also attract appropriate penalty as applicable.
15. Terms & Conditions given in this tender notice shall be binding on the successful bidder (vendor). Any dispute arising out of any clause relating to contract shall be settled through arbitration to which both purchaser and successful bidders shall agree. Decision of the Commissioner, Central GST Pr. Commissionerate, Noida to appoint arbitrator shall be final and binding. The Contract shall be interpreted in accordance with Indian laws as per Legal jurisdiction.
16. The website is for government department therefore it should be ensured that it should be secured enough to protect from hackers.
17. The purchaser has the right to end the agreement any time before expiry of the agreement period after giving three months' notice.
18. The offer of tender shall remain valid for 90 days after the opening of the financial bid. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of price and other terms and condition quoted in the Technical or Financial bids. Such withdrawals/ modifications shall result in forfeiture of the EMD.
19. All the pages of the tender document should be signed by the owner or his authorized power of attorney and uploaded on the CPP Portal <https://eprocure.gov.in/eprocure/app> using Digital Signature Certificate (DSC). Any

other cutting or use of white ink should be duly signed by the bidder. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information. However, all such sheets should be duly signed.

20. The bidder
 - (a) Should be free from all claims and disputes /any liability and litigation.
 - (b) Should be free from all encumbrances and must be in compliance with all respects.
21. All necessary permissions as required to development of the website for the department shall have been obtained by the supplier.
22. Expenses in connection with drafting and execution/ registration of the agreement with the concerned authority will be borne by the supplier.
23. Participating in the tender process does not entail any commitment from the Department and the Department also reserves the right to reject any or all the offers including that of the lowest bidder if the same is not found proper.

Read and accepted.

Name & signature with stamp (if any)
Of Bidder or Authorized Signatory

Annexure IV

TECHNICAL BID

The technical bid to be submitted electronically by the bidders shall consist of the following information.

Sr	Particulars	Remarks
1	Company/Firm/Entity/Partnership concern/ Individual's profile along with details of past projects, if any.	
2	Full particulars of the legal owner: (make separate entries if owners are more than one)	
	(i) Name	
	(ii) PAN	
	(iii) Office address & Telephone No.	
	(iv) Mobile No.	
	(v) Tele Fax(if any)	
	(vi) Email	
3.	In case the bid is not submitted by the legal owner	
	(i) Full particulars of person(s)	
	(ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)	
4	Scope of work detailed as mentioned in para 11, 12 & 13 of Annexure III of this Tender is part of the Technical Bid and bidder has to take it in account while bidding.	
5	Experience details in respect of project working in Government/other department.	
6	An undertaking that the bidder has never been blacklisted/ barred by any Govt. Deptt./Regulator/Statutory body.	
7	Details of Earnest Money Deposit (EMD) for Rs. 5,000/-	DD No. _____ Date _____
8	Other facilities and amenities	

(All the documents related to above must be signed and are to be uploaded with the Technical bid)

Name & signature with stamp (if any)
Of Bidder or Authorized Signatory

Annexure V

FINANCIAL BID

For the cost of creation, design, developing, commissioning, updation and maintenance of the official website of the Central GST Pr. Commissionerate, Noida

The Financial Bid should be submitted in the following format:

Si. No.	Particulars	Basic Cost (Amount in Indian Rs.)
1	Creation, Designing, Developing, Commissioning, Security Audit Certificate and STQC of the website	
2	Annual updation and maintenance Cost separately for 2 years as mentioned in the scope of work	Year-I Year-II Total
TOTAL		

Signature
Name of the authorized signatory
Designation
Office seal

ANNEXURE-VI

E-Tender for Creating, Designing, Developing, Commissioning and Updation of Bilingual Official Website For CGST Commissionerate Noida

From

To

The Commissioner,
Central Goods & Services Tax, Pr. Commissionerate, Noida
C-56/42, Renu Tower, Sector-62, Noida
Dist-Gautam Budha Nagar, Uttar Pradesh-201301

Sir,

Subject: Offer for Creating, Designing, Developing, Commissioning and Updation of bilingual Official Website for CGST Commissionerate Noida" - reg.

With reference to your advertisement for Creating, Designing, Developing, Commissioning and Updation of bilingual Official Website for CGST Commissionerate Noida, I/ we have uploaded my/ our offer for the same, as mentioned in the tender document, as under:

1. Technical Bid (Annexure-IV), duly signed along with signed copies of Tender Acceptance Letter (Annexure-I), Instructions to bidders (Annexure-II), General Terms & Conditions (Annexure-III), EMD in original, all documents mentioned in Annexure-II, III & IV and Letter of Offer (Annexure-VI)
2. Financial Bid (Annexure-V) duly signed.

Yours sincerely,

Date:

Name & signature with stamp (if any)
of Bidder or Authorized Signatory

ANNEXURE-VII

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI

encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED PHYSICALLY BEFORE THE
TECHNICAL BID OPENING DATE/TIME AS MENTIONED IN THE CRITICAL
SHEET**

To,

The Joint Commissioner,
Central Goods & Services Tax,
Pr. Commissionerate, Noida
C-56/42, Renu Tower, Sector-62, Noida

Bid Reference:

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the following:

Sl.	Enclosures Description	Remarks (tick '✓' as applicable)
1.	Earnest Money Enclosed	Yes () / No ()
2.	Tender Acceptance Letter (Annexure-I)	Yes () / No ()
3.	Letter of authorization to submit bid (if any)	Yes() /No()// NA*()
4.	An undertaking that the agency hasn't been blacklisted	Yes () /No()

* **NA** - Not Applicable

Enc: As above

From:

.....
.....
.....
.....