



Kerala Artisans Development Corporation Ltd.

(A Govt. of Kerala Undertaking)

**Invites Expression of Interest (EoI) through
Retender
For Design, Development, Implementation &
Maintenance of New Website**

Re Tender Reference No. KADCO/E4/559/Web/2013 dt 24-4-2018

**Last Date for Receipt of Document : 9rd May, 2018, 5:00 PM
Date & Time of Opening : 10th May, 2018 3:00 PM**

Registered Office Address:

**‘Swagath, TC 12/755, Govt. Law College Road,
Vanchiyoor P.O, Thiruvananthapuram -695035**

**Phone: 0471- 2302746, 2302752, Fax -0471-2302749. Email: md@keralaartisans.com,
mdkadco@gmail.com. Website: www.keralaartisans.com**



Kerala Artisans Development Corporation Ltd.

RE-TENDER **NOTICE INVITING EOI**

Re Tender Reference No. KADCO/E4/559/Web/2013 dt 24-4-2018

KADCO invites sealed Bids (EOI), from reputed Firms having requisite license and experience; for Design, Development, Implementation & Maintenance of new website for KADCO.

Bidder can download the tender document from the website of KADCO www.keralaartisans.com. Tender document non refundable fees payable is Rs. 1,000 plus 18% GST, only in cash/DD in favour of Managing Director, KADCO, Thiruvananthapuram.

Bidder must send/submit Technical Bid and Financial Bid in two different **sealed envelopes** (Format for Technical Bid is given as Schedule-1 and Financial Bid as Schedule-2). **Offer comprising of Technical Bid and Financial Bid, in separate sealed Envelopes superscribed 'EoI for Website Development –Technical Bid/ Financial Bid', should reach the following address through ordinary/ speed post/courier.**

Managing Director,
Kerala Artisans Development Corporation Ltd.,
'Swagath', TC 12/755,
Govt. Law College Road,
Vanchiyoor P.O
Thiruvananthapuram
Kerala

Important Dates:

Re Tender Reference No.	KADCO/E4/559/Web/2013 dt 24-4-2018
Probable Amount of Contract (PAC)	Rs. 5,00,000
Tender Document Fee	Rs.1,000 plus 18% GST. Total Rs. 1,180
Earnest Money Deposit	Rs. 5,000

Last date & time of submission of complete tender document	9-5-2018, 5.00 pm
Date of opening of Technical Bid in the presence of parties present	10-5-2018, 3.00 p.m
Declaration of bidders qualified for opening financial bid	To be declared later
Validity of Tender	90 days from the date of opening of tender

sd/-
Managing Director

INSTRUCTIONS, TERMS & CONDITIONS

1. Eligibility Criteria:

- a) The bidder should be a company registered under the Indian Companies Act 1956/2013 or partnership firm, having registered office at Kerala. Joint Ventures & Consortiums are not allowed to participate in the bid.
- b) The bidder must have completed at least 5 years of operation in the field of web application/ software development.
- c) The bidder must have a valid website.
- d) The Firm should have an average turnover of Rs. 50 lakhs or more for last 3 years. Copy of Company Balance sheet and profit and loss account for the last 3 years (2014-15, 2015-16 & 2016-17), certified by the chartered accountant shall be given.
- e) The Firm should have experience of working on cross platforms and must have experience of developing and designing website, for at least 10 clients.

2. Competencies:

- a. Good experience in developing and maintaining creative websites.
- b. Ability to respond quickly to maintenance requirement in the post commissioning phase.
- c. Ability to regularly maintain, update the developed website.
- d. Must have UI/UX designer competency for designing website.
- e. Expertise with HTML and content-management systems and latest trends and technology in website content and social media.

3. Final Deliverables

- a. Development and implementation of the online website with major upgrades in the design and content of the current website.
- b. Development of module for 'Data Bank' (Data Bank would be a registration platform for the artisans. 10 lakhs registration are expected within a span of 2-3 years. The registration process will be done through Akshaya Centres. The information of artisans in data bank shall be accessible to general public for their use.
- c. New website hosted and maintained on the new server.
- d. Prompt and Proper Maintenance of website.

- e. The firm will have to maintain Development & Production server taken for this project.

4. Evaluation and comparison of proposals

A two-stage procedure will be adopted in evaluating the proposals, with evaluation of the technical proposal being completed prior to any finance proposal being opened and compared. The finance proposal of the proposals will be opened only for submissions that passed the **minimum technical score of 25 out of the obtainable score points in the evaluation of the technical proposals**. In the Second Stage, the finance proposal of all organizations, who have attained minimum 25 score in the technical evaluation, will be compared.

5. Criteria for evaluation

This evaluation process consists of 2 stages. Only those firms, that have passed the first technical evaluation stage, will be considered for financial evaluation. During the first stage participants' technical proposals are examined against the following evaluation criteria:

No.	Evaluation Criterion	Max. Marks
1	Background and registration of organization	10
2	Proven practical experience with all stages of developing and implementation of Website, technology skills, with previous experience of website maintenance, management, editing, and/or development.	20
3	Turn over for the past three years	10
4	Qualifications (education, general qualifications) of proposed staff	10
TOTAL		50

6. Award criteria, award of contract

The procuring entity KADCO reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract,

without there by incurring any liability to the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization's action. The award of the contract to the qualified Organization whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

7. Enclosures/Documents require to accompany the Technical Bid

1. A crossed Demand Draft/Cash Receipt for Rs. 1000/- only (in original) towards tender document fee.
2. The bidder is required to submit a Demand Draft in favour of MD, KADCO Thiruvananthapuram, for Rs. 5,000/- as EMD along with Part-I (Technical Bid). Any discrepancy in EMD form may lead to rejection of the bid.
The EMD of the successful bidder will be returned after submission of Performance Bank Guarantee. The EMD of the unsuccessful bidders shall be returned to them within one month of issue of Work order to the successful bidder. But KADCO will not be liable to pay any interest thereon.
3. Letter of authorization in favor of the person to sign this tender and represent his/her company for this contract.
4. Duly signed and stamped Tender Document (amendments if any) by the Authorized signatory
5. Write up/ Background about the firm
6. Copy of Certification of Incorporation, Memorandum and Articles of Association / Partnership Deed.
7. Copy of the Balance sheet certified by Chartered Accountant of last three FY Rs i.e. 2014-15, 2015-16 & 2016-17.
8. Self-attested copies project completion certificates issued by clients for similar works/projects during the last 3 years.
9. Details of Qualifications (education, general qualifications) of proposed staff
10. Copy of Permanent Account Number.
11. Copy of GST Registration Certificate

8. Other Conditions

- a) The covering letter for submitting EoI is given below as Format 1 and covering letter for Financial Proposal is given below as Format 2. Bidder shall use the same format for covering letter.
- b) Rate should be quote inclusive of the cost of Services, Manpower cost, Transportation, maintenance for a minimum period of 6 months, report generation and also inclusive of charges of GST and other taxes as applicable.

- c) All information, document, photos and data coming in the possession of firm, as a result of the execution of the job shall all at time remain the property of KADCO.
- d) The firm shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the KADCO. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- e) The rate quoted once will be remain firm for that particular dealing. Any conditions of the firm sent along with proposal if any, shall not binding on us.
- f) Within 21days of receipt of the Notification of Award of work to successful bidder, the Successful Bidder shall furnish Performance Security initially to KADCO for an amount of 10% of the total Contract Price valid up to 12 months from the date of Notification of Award of Work.
- g) **It is not binding on KADCO to accept the lowest of the bidding.**
- h) TDS as applicable on date will be deducted from firm actual bill submitted for payment.
- i) The price accepted by KADCO is final and no deviation from it will be accepted in this regard.
- j) In case of any dispute between the successful bidder and KADCO, the jurisdiction of court of law will be at Thiruvananthapuram District.
- k) The procuring entity reserves the right to accept or reject any or all EoIs without assigning any reason thereof.
- l) Conditional offer/ EoI submitted by fax/email or after the due date and time will be rejected.
- m) For any query please email to – md@keralaartists@gmail.com with a copy to mdkadco@gmail.com.

For KADCO

Sd/-
Managing Director

Schedule 1 : Technical Bid for Website Development

SL.No.	Particulars	Description
1	Name, Address, email and telephone number of the agency/firm	
2	Name, Designation, Address and telephone no. of the authorized person	
3	Whether firm is registered under GST, if yes registration number (Please attach copy of registration certificate)	
4	Copy of PAN	
5	Please enclose the list of permanent professional and no. of year of association with organization, if any.	
6	Detail of experience in developing website and maintenance for the past five years (please attach proof)	
7	Detail of similar assignment (Please attach copy with sanction letter/ work order)	
8	Qualifications (education, general qualifications) of proposed staff	
9	Latest Tax Return (Please attach copy)	
10	Annual Turnover: 2014-15 , 2015-16 and 2016-17	

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Authorised Signatory

Name

Designation

Name of the company

With seal

Schedule 2 : Financial Bid for Website Design, Development, Implementation and Maintenance

SL.No.	Description	Amount in INR (in figure)
1	Design, Development, Go live and Maintenance support for six months post Go live	
2	GST	
	TOTAL	

Total Amount in Words - Rupees.....

Notes:

1. Total cost shall be quoted as a fixed amount in INR only.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.

Authorised Signatory

Name

Designation

Name of the company

With seal

FORMAT-1

Covering Letter

(The covering letter should be on the Letter Head of the Bidding Company)

Date: _____

Reference No: _____

From: _____ (Insert name and address of Bidding Company)

To,
The Managing Director
Kerala Artisans Development Corporation Ltd.
'Swagath' TC12/755
Govt. Law College Road,
Vanchiyoor P.O
Thiruvananthapuram -695035

Sub: Response to Tender Document No-----dated ----- for Design, Development, Implementation and Maintenance of Website for KADCO.

Dear
Sir,

We, the undersigned [*insert name of the 'Bidder'*] having read, examined and understood in detail the Tender Document hereby submit our response to Tender Document. We confirm that in response to the aforesaid Tender Document, we including have not submitted more than one response to Tender Document including this response to Tender Document. We are submitting application for the Design, Development, Implementation and Maintenance of Website for KADCO

1. We give our unconditional acceptance to the Tender Document No. , dated.....[*Insert date in dd/mm/yyyy*], issued by KADCO. In token of our acceptance to the Tender Document, the same have been initialed by us and enclosed with the response to Tender Document.
2. We have enclosed EMD of Rs. (Insert Amount), in the form of DD/ Pay Order no.....[*Insert DD/Pay Order number*] dated [*Insert date of DD/Pay Order*].
3. We have submitted our response to Tender Document strictly this Tender Document, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.

4. We hereby unconditionally and irrevocably agree and accept that the decision made by KADCO in respect of any matter regarding or arising out of the Tender Document shall be binding on us. We hereby expressly waive and withdraw any deviations and all claims in respect of this process.
5. The information submitted in our response to the Tender Document is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the Tender Document.
6. We confirm that all the terms and conditions of our Bid are valid up to _____ (*Insert date in dd/mm/yyyy*) for acceptance (i.e. a period of ninety (90) days from the date of opening of tender).

7. Contact Person

Details of the representative to be contacted by KADCO are furnished as

under: Name :

Designation:

Company :

Address :

Phone Nos :

Mobile Nos. :

Fax Nos. :

E-mail address :

.....

8. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as a Seller's event of default.

Dated the _____ day of _____, 20...

Yours
faithfully,

(Signature, Name and Designation and Authorized Person)

FORMAT 2

FINANCIAL PROPOSAL

**Covering Letter
(On Bidder's letter head)**

[Date and Reference]

To,
The Managing Director
Kerala Artisans Development Corporation Ltd.
'Swagath' TC12/755
Govt. Law College Road,
Vanchiyoor P.O
Thiruvananthapuram -695035

Sub: Response to Tender Document for **Design, Development, Implementation and Maintenance of Website for KADCO.**

Ref: Tender No.dt.....

Dear Sir,

I/ We, _____ (Applicant's name) enclose herewith the Financial Proposal for selection of my / our company for Design, Development, Implementation and Maintenance of New Website as a Bidder.

I/ We agree that this offer shall remain valid for a period of 90 (Ninety) days from the date of opening of tender or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, Name and designation of the Authorized Signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the Tender Document.

