

	<p>भारत सरकार  <b>GOVERNMENT OF INDIA</b>          वित्त मंत्रालय, राजस्व विभाग  <b>Ministry of Finance, Department of Revenue</b>          प्रधान आयुक्त का कार्यालय <b>Office of the Principal Commissioner</b>          केन्द्रीय कर- अहमदाबाद दक्षिण <b>Central GST, Ahmedabad South</b>          जी.एस.टी. भवन <b>GST Bhavan</b>          पॉलिटेक्निक के पास अम्बावाडी, अहमदाबाद -380015  <b>Near Polytechnic, Ambawadi, Ahmedabad- 380015</b></p>	
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Email:- sys-cgstahdsouth1@gov.in

## **TENDER NOTICE**

### **INVITING QUOTATIONS FOR WEBSITE CREATION/DEVELOPMENT CONTRACT**

#### **FOR OFFICE WEBSITE**

Sealed quotations are invited from experienced and reputed parties for Website Development/Creation of websites of Central GST, Ahmedabad South and Central GST, Ahmedabad Zone separately. The eligibility criteria conditions governing the Website Development contract and the list of works to be carried out during contract is given in Annexure-I, II and III respectively.

2. Interested parties are requested to submit the separate rates of website development for Central GST, Ahmedabad South and Central GST, Ahmedabad Zone along with one year maintenance contract. The quotations applications of only those who satisfy the eligibility criteria and conditions (as laid down in Annexure-I & II) will be considered. An envelope super scribed as "**Quotations for Website Development/ Updation contract of website**" and would be addressed to the Additional Commissioner (System), Office of the Pr. Commissioner CGST Ahmedabad South, GST Bhavan, Ambawadi, Ahmedabad- 380015.

3. The quotation documents can be obtained from the System Section, Office of the Pr. Commissioner CGST Ahmedabad South, GST Bhavan, Ambawadi, Ahmedabad- 380015. Details can also be accessed on departmental website [www.cenexahmedabad.nic.in](http://www.cenexahmedabad.nic.in). Last date for submission of quotations is **15.03.2022** up to **17:00 Hrs**. Quotations received after the last date will not be entertained.

4. This office reserves the right to reject any/all the quotations without assigning any reason thereof.

This is issued with approval of the Additional Commissioner (System),

I/681416/2022

CGST Ahmedabad South.

Encl: as above.

(Kriti Pandey)  
Deputy Commissioner(Sys)  
CGST Ahmedabad South

Annexure-I  
GENERAL INSTRUCTIONS

1. The bidder must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation.
2. The bidder shall be bound by all terms, conditions and specifications as detailed in this tender document.
3. Any bidder participating in this tender shall make sure that he will be able to carry out the work in the contract.
- 4 It is implied that the bidder has obtained all necessary information before making the offer. Unexpected difficulties or expenses shall NOT be considered as excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.
5. Office of the Pr. Commissioner CGST Ahmedabad South reserves the right to cancel/withdraw/ modify fully or partially the 'Invitation to quotation' or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
6. The prices quoted shall be inclusive of all taxes.
7. Any upward revision in the rates quoted by the bidder w.r.t taxes, duties, charges at a later date and during the tenure of the bid will not be allowed.
8. The vendor shall be responsible for the costs towards travel/stay, daily allowance or any other allowances including telephone charges with respect to their staff deployed for the execution of this project before or after the award of the contract.
9. The vendor shall ensure that their staff reaches this office within two hours as and when called for.
10. This office reserves the right to modify and amend any of the stipulated condition/criterion depending upon project priorities.
11. Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one Proposal will be disqualified.
12. Bidders shall be entirely responsible for payment of all taxes.
13. Payment will be made on quarterly basis, subject to the availability of the funds.
14. The payment will be made only when the system section has verified that the work for website development has been done satisfactory and as per the availability of funds

## Annexure-II

### **SCOPE OF WORK:**

The Website developed should be of dynamic, user friendly and appealing with the flowing facilities/options in it:

- 1. Inquiry Popup** It should have the Pop-up functionality for the basic info.
- 2. Real Time Date-** It should show Current Date - Day & Time and will updated automatically.
- 3. Language Options-** It should have multiple language options (Hindi-English-Gujarati).
- 4. Information Ticker** - It should have information ticker option to highlight the daily Important News.
- 5. Home** - It should contain the following options
  1. Official Logo
  2. Multiple Banner Image
  3. Menu Bar
  4. Highlighted News
  5. Social Media Ticket
  6. Important Links
  7. Contact Us Details
- 6. About Us Vision-** This option should contain the following options
  1. Vision
  2. Mission
  3. Values
  4. Organization Structure
  5. Officers
  6. Performance
- 7. Gallery-** This option should contain the photograph of the events organized by this office and various events organized by the CBIC.
- 8. Map Functionality-** It should contain the addresses of all the divisions/Ranges as well as headquarter offices with maps.
- 9. Telephone Directory-** It should contain office wise telephone numbers of all the sections/officers.
- 10. E-Helpline Form-** In this option the website developer should develop a form which helps taxpayer to raise their issues with an easy way by fill the form.
- 11. Tender Page-** This option contains all the latest Tender/ quotations/bid notices issued by this office.
- 12. Admin Panel-** In this option this office should have the facility of a back end of the website from where we can manage stuff of website like page creation, content updating and image etc.
- 13. Social Media Connectivity-** This option should contain the links of all the social Media platforms adopted by this office and the content uploaded/posted on these platform should be displayed automatically on website also.
- 14. Related Links-** In this option the related links notifies the user that the links will take them to information that is connected to the content they just read.
- 15. FAQs-**It should display the Frequently Ask Questions
- 16. Help Desk-** Help Desk is essentially the option that provides assistance with an issue to the visitors. It should contain the contact information of Taxpayer Facilitation Centre.
- 17. Inquiry Contact** - This option should contain the Contact Information of the office like: Contact Number, Address, Email id, Etc.

**18. Search-** This option should give the visitor facility to search for content within the website.

**Brief Details of work is as below:**

1. The websites of Central Goods & Services Tax, Ahmedabad South i.e. “**cgstamdsouth.gov.in**” and Central Goods & Services Tax, Ahmedabad Zone i.e. “**cgstahmedabadzone.gov.in**” shall be maintained, updated, and made compatible with GIGW (Guidelines for Indian Government website) Guidelines. The GIGW Guidelines are available at <http://web.guidelines.gov.in>.

2. Static information updation-

a) Minor updations would be done by Departmental Officer with the help of the bidder through a Control Panel access. A user-friendly Control Panel may be provided to Departmental officers for this purpose.

b) The Bidder would be responsible for updations such as adding a new webpage, adding a new link, re-designing an existing page, Public Notices, Tenders, Meeting Notices/ Minutes etc. and same should be done with the prior approval of Departmental Officers within 24 hrs of receiving such instructions.

3. The websites should be supported by all current browsers like Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome, Apple safari, Opera etc.

4. Submission for Security Audit and its clearance shall be undertaken by the bidder.

5. Checking for dead links (Monthly)

6. Updation of Sitemap (Monthly)

Annexure-III

**The following documents must be submitted by the bidder with bid:**

1. The contracting firm /agency/company should be registered with GST and Self Attested copy of GST registration must be attached.
2. Self Attested Copy of PAN Card.
3. Self Attested Copy of experience certificate of at least two years of Experience from the date of quotation notice in central Govt./State Govt/CPSU/Nationalized Bank/Private sector in Website Development and updation of Website. It should be clearly mentioned in the experience certificate that bidder has impeccable record dealing with the highly confidential and sensitive data.
4. Income tax returns of the last three financial years.
5. Certificate regarding Blacklisting and Non-Blacklisting of firm/company/agency.
6. Tender document(s), in original duly filled in and signed by bidder or his/her authorized representative along with seal on each page. No corrections and overwriting will be entertained.
7. Documentary Proof regarding location of Registered Office/Branch of the Firm at Ahmedabad, such as Registration of business with address at Ahmedabad, Building Rent Agreement, etc.

Annexure-IV

**Price bid format**

(The bid must contain following information) Bid format for Website Development (including all taxes):-

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount (Rs.) including applicable taxes (Annual Rate)</b>
1.	Charges for Website Development & updation including all the works as mentioned in above annexures.	
2.	Any Maintenance Charges	
	<b>Total Amount:-</b>	

Note:-

We have gone through the terms and conditions stipulated in the quotation Document and confirm to abide by the same.

Date:

Signature of Authorised Person of Firm  
with seal

## **Termination of Contract**

This office, without prejudice to any other remedy for breach of (contract or non-compliance with service levels, by written notice of default sent to the bidder may terminate the Contract fully or in part

1. if the selected Bidder fails to deliver any or all Contracted services as per service standards specified in the Contract or
2. If the selected Bidder fails to perform any other obligations under the Contract as per the contract timeline and for the period of contract, or
3. If the Bidder/selected Bidder has engaged in corrupt or fraudulent practices In competing for or in executing the Contract

### **PENALTY**

In case of unsatisfactory performance or any deviation from maintaining the **PRIORITY LEVEL** of work, office of the Pr. Commissioner, CGST, Ahmedabad South may levy a penalty at the following rate from any bill.

<b>Description</b>	<b>Rate of Penalty</b>
1 <sup>st</sup> lapse/default	5% of Quarterly bill amount or Rs. 5000/- whichever is maximum
2 <sup>nd</sup> lapse/default	10% of Quarterly bill Amount or Rs. 10000/- whichever is maximum
3 <sup>rd</sup> lapse/default	15% of Quarterly bill Amount or Rs. 15000/- whichever is maximum
More than 3 lapse/default	20% of Quarterly bill Amount or Rs. 20000/- whichever is maximum