



**INVITATION OF PROPOSALS
FOR
DEVELOPING THE STATE OF THE ART WEBSITE
FOR
THE DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT
GOVERNMENT OF JHARKHAND**

Address for communication:

**The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
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SECTION - I

INVITATION TO BIDDERS

INVITATION OF OFFERS FROM REPUTED SOFTWARE CONSULTANTS FOR DEVELOPING STATE OF THE ART WEBSITE FOR THE DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT , GOVERNMENT OF JHARKHAND, RANCHI.

The State of Jharkhand was created in November' 2000 after carving 79 lakh hectares geographical area from the State of Bihar for better planning and execution of development activities of a ecologically different zone (Hills & Plateau region compared to Bihar plains).

Agriculture is the main stay for the 80% of rural population of the state. Agriculture is their employment and primary income generating activity. The agricultural economy of the Jharkhand state is characterized by dependence on nature, low investment ,low productivity, mono-cropping with paddy as the dominant crop, in inadequate irrigation facilities and small and marginal holdings. The dependence of agriculture on the Vagaries of the rain-god can be gauged from the fact that as much as 92% of the total cultivated area is unirrigated.

In the modern management system, timely information flow has assumed a great importance. In this direction and in keeping with the Management Information System introduced by the other departments of the Government of Jharkhand, the Department of Agriculture And Sugarcane Development endeavors to make commitment towards a transparent administration and an easy flow of information through state of the art website.

The proposed website would facilitate easy access of information related to AGRICULTURE AND SUGARCANE DEVELOPMENT in Jharkhand. This website would also facilitate private investment in Agriculture sector in the State. A Departmental internal Management Information System (MIS) is also to be developed to monitor and regulate the process of policy formation and implementation

Accordingly, proposals are invited from reputed, well experienced and qualified Software Consultants of repute capable of developing such state of the art website for the Department of Agriculture And Sugarcane Development, Government of Jharkhand.

Tender Procedure

The Bidder should submit the proposals in two parts:

1. Technical Bid
2. Financial Bid

- i) Technical part should contain all such details as mentioned in the Bid Document.
- ii) Financial part should contain the financial bid inclusive of all admissible taxes, duties and levies etc. The details of the financial bid should also be included for better appreciation of the bid.
- iii) These two parts should be submitted in separate sealed and superscribed envelopes.
- iv) Both the envelopes should then be sealed in a third envelop marked as "TENDER FOR DEVELOPING WEBSITE FOR THE DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT"

A complete set of Bid Document may be purchased by interested eligible Bidders on the submission of a written application to the Special Secretary, Department of AGRICULTURE AND SUGARCANE DEVELOPMENT, Government of Jharkhand upon payment of a non refundable fee of Rs. **2000/-**(Rupees Two Thousand) only in the form of **Demand Draft in favour of The Director, Department of Agriculture Ranchi**, payable at Ranchi. The Bid Document may be purchased personally during office hours on all working days from **10.09.2010** to **28.09.2010** . It may also be downloaded from www.jharkhand.gov.in/ www.sameeti.org in which case the fee in the form of demand draft should be enclosed with the bid document at the time of submission.

A pre-bid conference will be held on **14.09.2010** at **12.00** hrs in the office Chamber of Director Agriculture, Department of Agriculture & Cane Development, Krishi Bhawan, Kanke Road, Ranchi.

The last date for submission of bid is **28.09.2010** upto **14.00 hrs** hrs at the following address:

**The Director Agriculture
Department of Agriculture & Cane Development
Krishi Bhawan, Laxmi Niwas
Kanke Road, Ranchi-834008
Ph NO. 0651-2233549 Fax- 0651-2233549**

The technical bid shall be opened on **28.10.2010** at **15.00 hrs**hrs before the duly constituted committee. The bidder or his duly authorized representative may remain present during opening of the Bid. The Right of acceptance/ rejection of any offer shall remain reserved with the undersigned.

**The Director Agriculture
Department of Agriculture Development ,
Krishi Bhawan, Laxmi Niawas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549**

Section II

Scope of Work

Prelude

The Dept. of Agriculture And Sugarcane Development, Government of Jharkhand is resolute to have complete systems for development of website for Agriculture and Sugarcane Development.

The website would be a complete source of information for the Agriculture and Sugarcane Development, which would give them the much necessary information about the Mandi Prices, Weather and Crops and related information in the state of Jharkhand.

The website should be designed in the state of the art technology, giving maximum exposure to content and design. It should have comprehensive information about the region, which would include information about the seeds, fertilizers, plant protection, budget, statistics, technologies etc.

The detailed scope of work is mentioned below

2. Details

The website will be interactive and will following sections

2.1 Setup, Installation, Maintenance and Other services for the new Website:

2.1.1 Hosting and Upload/Download Services

- a.) *Domain name registration with **gov.in Registry** for 3 Years*
- b.) *Should be hosted on government data centre.*
- c.) Uploading and maintenance of content whenever needed

2.1.2 Tracking & Reporting Services

- a.) Maintenance of Emails involving sending automated replies, tracking, reporting and download statistics etc. *Mail server should be preferably Government mail server at government data centers*
- b.) Search Engine optimization
- c.) Automated Search Engine submission

2.1.3 Monthly e-Newsletter (2 pages of A4 sheet)

- a.) Designing and mailing out to all registered subscribers
- b.) Newsletter should be English and Hindi
- c.) Department will provide major content – however the consultant may source additional content for the newsletter.

2.1.4 New content development:

- a.) Creative Designs on regular basis
- b.) Graphic designs on regular basis

- c.) New pages to be added
- d.) Adding additional interactive contents like animations, multimedia tools, audio tools etc.
- e.) Dedicated resources for response management & data collection
- f.) Develop and Design various advertisements on home page

2.1.5 The website has to be maintained for two years. The website has to be updated and changed frequently during this period. The intending vendor has to be in close contact with the Department of Agriculture And Sugarcane Development for updates and changes. Maintenance charges per annum should be quoted separately. *The Department should be able to update remotely the site with VPN/Intranet secured connection.*

- 2.1.6 The website shall contain links to:
- a.) Ministry of Agriculture, Government of India
 - b.) Agriculture Universities of India
 - c.) Disaster Management
 - d.) All State Websites
 - e.) Crop Related Websites
 - f.) Agriculture portals
 - g.) Corporations related to the Agriculture
 - h.) NHM/SAMETI Websites
 - i.) Other State's Departmental websites
 - j.) *Any other relevant link, not listed in the document can be added*

2.1.7 The website should incorporate necessary security features against hacking and defacement of the same.

2.1.8 *Website should be developed strictly in accordance with the guidelines of Government of India for government websites which may be downloaded at <http://web.guidelines.gov.in>*

2.2 Public Interface

This will include:

2.2.1 Designing of the website with latest technologies using multimedia features of sound and animation to make it attractive.

- 2.2.2 The website should possess comprehensive information and should include separate sections for
- a.) Organizational Structure
 - b.) Directorates – Agriculture, Horticulture, Soil Conservation
 - c.) Agriculture Marketing Board

d.) State Agriculture Extension and Management Training Institute,(SAMETI), Agriculture Management Training Agency(ATMA) and Krishi Vigyan Kendras (KVK)

e.) About Department –

- Overview, Mission,
- Vision & Objectives,
- Organization setup,
- Activities,
- Budget,
- Success Stories

f.) Acts & Rules

g.) Policies

h.) Circulars

i.) Videos/Photo gallery

j.) Contact Information viz. phone/fax/email/postal address etc.

2.2.3 Website should contain **Online Mandi Prices** which will be updated on daily basis by the concerned officials. *The information from <http://agmarket.nic.in> may also be utilized for this.*

2.2.4 The website should have good color combination and attractive looks. The template has to be approved by the client. The website would be developed in two languages which are **Hindi and English**. All further modifications and additions would also have to be done in two languages. *The website should also support UNICODE.*

2.2.5 Information and separate pages for

- i) Technologies (Crop production/Soil and Water Conservation/Agril. Input/Statistical/Fertility) (Remote sensed data on water resources)
- ii) State Agriculture Profiles
- iii) Commodity Profiles
- iv) Projects
- v) Various Programs & Schemes of State/Central Government
- vi) Statistics
- vii) Online market Price
- viii) Import-Export
- ix) Pesticides, Fertilizers and Seeds
- x) Agro Climatic Zones
- xi) Publications
- xii) Awards & Events
- xiii) Seed/Soil/Fertilizer/etc Testing Facilities
- xiv) Seed villages of the State
- xv) Agriculture Farms
- xvi) Irrigation Facilities

- xvii) Soil conservation activities
- xviii) NGOs
- xix) Horticulture
- xx) RTI Act :- Under which all details regarding the Department activities, plans, Budgets, Personals etc.
- xxi) Drought Management
- xxii) Awards & Recognition
- xxiii) Archives
- xxiv) Citizen charter
- xxv) Vigilance

- 2.2.6 The website should have features like **Event calendar** which would be updated by the Department from time to time.
- 2.2.7 The site would contain a **Discussion Forum** where the farmers can share the information and interact with other farmers of the state. This will also be the interaction platform for producers, buyers and transport service providers
- 2.2.8 The site would contain a **Visitor's Diary** where the visitors can put down their experience in visiting the site.
- 2.2.9 The site would contain **Online Tender** and notices which should be updated through Internal MIS.
- 2.2.10 The site should also have a **Suggestion box**. The comments by various visitors should be mailed directly to the officers in the Department
- 2.2.11 The site should also have **Direct Mailing Facility** where mails can be sent to different contact person in the Department
- 2.2.12 The website should contain **Weather Information** for specific areas. This information should be updated automatically.
- 2.2.13 The website should contain monthly **News** of the department.
- 2.2.14 Website will have **Frequently Asked Questions (FAQs)** page and will be updated directly by the departmental officials.
- 2.2.15 Information of Agricultural Programs and Schemes time to time announced by the department
- 2.2.16 Sharing of Information through SMS Alerts/email the farmer's of the state should done through website

2.2.17 The site should have publicity facility through which various programmes, schemes, events etc can be displayed adopting various advertising mode, viz. interstiole, banners, road block, contextual advertising, mailers, frame spots etc.

2.2.18 State wide GIS mapping and information system depicting the soil character, nature etc/irrigation facilities/agriculture development infrastructure/ seasonal cropping patterns/horticulture status and facilities/village agricultural profiles/watersheds/seed villages etc.

2.3 Internal Management Information System (IMIS)

This will include:

- 2.3.1 Internal Messaging System
- 2.3.1 Circulars, Rules, Acts & Policy / Circular Management System with proper information search system
- 2.3.2 Land Acquisition
- 2.3.3 Court Cases and Legislative compliances
- 2.3.4 Audit & Compliance
- 2.3.5 Allotment/Expenditure
- 2.3.6 Human Resource Management Information /Employee/Service and other details. *Information from Jharkhand online HR Information System (JHARPIS) may also be used for this.*
- 2.3.7 Physical and Financial Progress of various Agriculture promotion schemes
- 2.3.8 Asset Management – Moveable & Immoveable of Agriculture And Sugarcane Development Department
- 2.3.9 **Training for System Users:** The consultant shall deploy at least one person to successfully provide training at Ranchi for all the functional modules mentioned above.
- 2.3.10 **Reminder Module-** For sending reminders relating to various reports, development Schemes, information relating to allotment and expenditure, legislative matters, land acquisition, Audit etc mentioned in MIS Module
- 2.3.11 The internal Agriculture and Sugarcane Development MIS should be password protected and should have facility for *online data* submission at various levels with security features to prevent data manipulation by unauthorized person(s) with date proofing, user logs and edit logs to prevent any informal changes after submission.

2.4 Providing Data Entry Operators

2.4.1 The general requirements are as follows:

The selected consultant will also provide the services the data entry operators in various offices and locations under the Department as per the requirements of the Department of Agriculture & Sugarcane Development.

- a.) The present required number of operators is six, which may be increased as per the requirement on the rate quoted for each operator in the financial bid.
- b.) They can be directed to provide services at any office of the Department during the period as per the requirement to the best of their ability and satisfaction of the department.
- c.) It shall be the responsibility for such consultant vendor to comply with all acts, rules, regulations etc. applicable regarding providing such services and make payments of all such taxes, fee etc. as admissible for providing such services

In case of default, such consultant vendor shall solely be responsible and may be prosecuted, if required.

- d.) The operators should be well qualified, competent, hard working and of unblemished character.

The minimum qualification of Data Entry Operators would be DCA with good knowledge of English, Hindi and Internet.

- e.) Initial period for providing such services would be one year, which may be extended for a further mutually agreed period subject to such condition as agreeable by both, Department and such consultant vendor

2.4.2 The services of such Data Entry Operator's would be provided to the Department within one month of obtaining the work order of this project so as to familiarize such Data Entry Operator's with the process of making this website an provide services accordingly.

2.4.3 The services of additional Data Entry Operator's as per the requirement of Department would have to be provided at the rate quoted per Data Entry Operator's in the financial bid, which would remain unaltered during the initial period of two years.

2.5 Time Schedule

The project shall be completed within a period of 60 days from the issue of work order for which an activity wise time chart would be prepared and

adhered to.

Within 20 days of the start of work, System Requirements Study (SRS) of the proposed system has to be submitted

2.6 Reviews

2.6.1 Reviews shall be held at least once every month between the department and consultant

- a.) Assess progress of work
- b.) Sign on deliverable report as part of the check list
- c.) Propose additional Manpower requirement over and above the committed resource for any exigency or new /additional requirement (over and above that stated under scope of work- Functional Modules , Reports , Report Formats and Calculation of Demand)
- d.) Check on adherence to timetables
- e.) Set-up agenda and check list for next monthly review

2.6.2 This review shall be conducted in the presence of Team Leader for this project. Further progress of work on the project shall be subject to the adherence to the committed deliverables/ check list by Team leader as part of the next monthly review.

2.7 Responsibilities of the Department of Agriculture And Sugarcane Development :

- a.) Nominating a nodal officer for the project to coordinate with the Solution Provider and to provide required information.
- b.) Checking the Quality of Service (QOS) provided by the Solution Provider.
- c.) Facilitating the Solution Provider during the course of the project for necessary information and support.

2.8 Security Audit of whole system after the completion of development work will be done by a certified security auditor (empanelled under CERT-IN, DIT, Government of India) must be added. *Un-audited site should never be considered as complete. Subsequent addition should also be audited before hosting.*

SECTION III

Eligibility Criteria of Bidders

Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as the eligibility criteria for the Bidders interested in undertaking the project.

- i) The company should be in business of consultancy and software development at least for **three years**.
- ii) The Bidder must have completed two Software Development Consultancy Project of similar nature of minimum value of **Rs 5 lakhs each** in last **3 years** for any State Government/Central Government/PSU. PSU includes semi Government offices like corporations, boards and universities. The Bidder will have to give the certificate of successful handling of the project from the client with their contact numbers. Performa in **Annexure 4**.
- iii] The bidder should have an annual turnover of not less than **Rs.20 lacs (from IT services)** in any of the three previous financial years and must submit an attested photocopy of the audited balance sheet and Profit & Loss Account, as a proof of annual turnover (copy of PAN also to be attached).
- iv] Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Departmental Tender Committee. A Self- declaration Certificate should be enclosed. Performa in **Annexure-6**.
- v) The minimum strength of IT professionals with the company should be 10. A separate list of the IT professionals is to be attached.

SECTION- IV

Terms of Technical and Financial Offer

1. The standards, which will be taken into account for the evaluation of the tenders shall be as follows:

1. Weightage of Technical offer : **60%**
2. Weightage of Financial offer : **40%**

The financial offer of only those Bidders will be opened at first instance, who secure 75 or more marks in the Technical evaluation.

If the number of Bidders, securing less than 75 marks, is less than three then the financial offer of those Bidders will be opened, who secure 80% marks of 75 marks.

Even then, if the number of Bidders who do not fulfill the above mentioned criteria, remains less than three then the financial offer of those Bidders will be opened who secure 60% of 75 marks.

2. Technical Evaluation

For the evaluation of the Technical offer, the following criteria will be taken into account:-

Part A: General Experience of the Institution in the assignment & work plan	60 marks.
Part B: Educational qualification of the personnel entrusted to accomplish this assignment	40 marks.
Total	100marks.

2.2 Break up of Part "A"	Maximum	60 marks
a. Profile of the organization with registration certificate/no; 3 years balance sheet.		5 marks
b. No. of Web Development Projects with Database interaction successfully completed for Central Govt./State Govt./PSU during last three years of minimum cost of Rs. 3 Lakh each (attach names of Projects, work order of each project) (Full marks for 10 or more projects, proportional marks for less than 10)		20 marks
c. Firms experience in Developing Web Based Application Software solution in setting up Management Information System for Central Govt./State Govt./PSU during last 3 years of minimum cost of Rs. 3 lakh each (attach names of work, work orders) (Full marks for 10 or more projects, proportional marks for less than 10)		20 marks
d. Own office located at Ranchi (attach proof)	:	5 marks
e. Action Plan for the proposed project	:	5 marks
f. Own Hosting facility with own Physical servers		5 marks

2.3 Break up of Part “B”

Maximum 40 marks

2.3.1 The proposed assignment work shall be carried out by a team consisting of minimum five personnel as follows (CVs of the proposed team members are to be enclosed):

1. Team Leader	1
2. System Analyst	1
3. Programmer	2
4. Designer	1
Total-	5

2.3.2 For the evaluation of the educational qualification and expertise in executing such work by the personnel, who carry out the given assignment successfully, the following criteria shall be taken into account:

1. General Education/ Qualification
 - i. Graduate in Engineering/MCA/M.Sc./ Computer Application (2 marks for each personnel) - **10 marks**
 - ii. Post Graduate Diploma in Computer Application (2 marks for each personnel) - **10 marks**
2. Experience of the team members :

Designation	Minimum Experience	Experience	Marks
Project leader	3 yrs.	10 yrs. or more	10 marks
Analyst	2 yrs.	5 yrs. or more	4 marks
Programmer/ Designer	1 yr.	2 yrs. or more	2 marks (each)
	Total		20 marks

2.4 All necessary supporting original/certified documents shall have to be submitted, which should be marked clearly, so as to enable awarding of marks during technical evaluation in a transparent manner.

3. Financial Evaluation

- 3.1 Financial offer marks shall be proportionately allotted as per experience.
- 3.2 The Lowest Financial Bid quoted shall be awarded 100 points.
- 3.3 The subsequent bidders shall get proportionately lower points.
- 3.4 The overall points from the above process shall be proportionately

reduced to 40 percent. The estimated expenditure per annum with need wise details should be given with the financial bid.

The following details should be provided with financial bid for better appreciation by the evaluation committee.

Sl. No.	Man Power	Number	Rate (Rs.) Per Month
1.	Team Leader	1	
2.	System Analyst	1	
3.	Programmer	3	
	Total	5	

The price quoted in the financial bid should be inclusive of all taxes, duties and levies.

SECTION- V

GENERAL CONDITIONS OF WORK

1. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Departmental Tender Committee in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

2. Bidding Document

- a. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- b. The bid proposal must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

3. Clarification of Bidding Documents

- a. A prospective Bidder requiring any clarification of the bidding documents may notify the Departmental Tender Committee in writing to which the Departmental Tender Committee will respond in writing to any request for the clarification of any bidding documents before submission of bids.
- b. Bidders may also seek clarification on the document or about any condition of the Bid in the Pre bid meeting fixed for this purpose. In the event of any clarification required and issued in writing, it shall form the part of the Bid document.

4. Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of bids, the Departmental Tender Committee may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the bidding document.
- b. All prospective Bidders who have received the bidding documents will be notified of the amendment in writing, and will be binding on them.

- c. In order to allow prospective Bidders reasonable time to take into consideration the amendments while preparing their bids the Departmental Tender Committee, at its discretion, may extend the deadline for the submission of bids.

5. PREPARATION OF BIDS

a. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Departmental Tender Committee shall be in **English only**.

b. Bid Currency

Prices shall be quoted in Indian Rupees only.

6. Documents Comprising the Bids

a. Bid Form

The Bidder shall complete the Bid Form (**Annexure 9**) and the appropriate Financial Bid furnished in the documents indicating the Software to be supplied & services to be provided, a brief description of the services & Software and prices.

b. Bid Prices

The proforma of the bid price Form is in **Annexure 9**.

c. Bid Proposal Sheet

Bid Proposal sheet duly filled in and signed and complete in all respects along with field of checklist. Proforma in **Annexure 1**

5. Documents Establishing Bidder's Eligibility and Qualification

- a. Balance sheet of last three yrs.
- b. The certificate of successful handling of the project from the client. Proforma in **Annexure 4**
- c. Details of the strength of technical personnel with the company. Proforma in **Annexure 2**.
- d. Certificate of capability to perform the Contract if his Bid is accepted. Proforma in **Annexure -2**.
- e. Bidder's Authorization Certificate. Proforma in **Annexure 3**.

8. Documents Establishing Bidder's Eligibility and Conformity

- a. The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all Software and Solution, which the Bidder proposes to provide under the contract. Proforma in **Annexure 7**.
- b. The Bidder shall furnish, a Self-Declaration in the Proforma given in **Annexure 6**.

6. Check-List for the Documents Submitted with the Bid

- a. if the Bid Document is downloaded from the NET a demand draft for Rs 2000/- in favor of The Director, DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT , Ranchi to be attached for the cost of the Bid Document .
- b. The Company should be running for the last three years,
Document: Balance Sheet of Last Three years.
- c. The bidder should have an annual turnover of not less than Rs. Twenty (20) lacs in any of the three previous financial year. **Document:** Balance Sheet of Last Three years with Annexures/ Schedules/ Profit & Loss A/c
- d. Completion of two Software Development Consultancy Project of similar nature of minimum value of **Rs 5 lakh each** in last **3 years** for any State Government/Central Government/PSU. **Document:** Documentation of successful completion of the project from the concerned organization of Completed Project
- e. Demand Draft of EMD (earnest money deposit)

7. Earnest Money Deposit

- a. The Bidder shall furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of a DD drawn in favour of **The Director, Department of Agriculture And Sugarcane Development , Ranchi** Payable at Ranchi for **Rs. 10000/-** (Ten thousand only)
- b. The EMD shall be in Indian Rupees only.
- c. Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible as but not later than 30 days after the decision of the financial bid is taken.
- d. The successful Bidder's EMD will be kept as Performance guarantee and will be discharged on the successful completion of the project.
- e. The EMD shall be forfeited:
 - 1 If a Bidder withdraws its bid during the period of Bid validity specified

by the Bidder on the Bid Form. or

2 In case of a successful Bidder, if the Bidder fails to sign the Contract

- f. No exemption for submitting the EMD will be given to any agency including SSI Units.

11. Period of Validity Of Bids

- a. Bids shall be valid for 180 days from the date of bid opening. A bid valid for a shorter period shall be rejected by the Departmental Tender Committee as non-responsive.
- b. In exceptional circumstances, the Departmental Tender Committee may solicit the Bidders consent to an extension of the period of validity .The request and response thereto shall be made in writing.
- c. Bid evaluation will be passed on the bid prices without taking into consideration the above changes.

12. Contents of envelopes

- a. It will be a two envelope bid comprising of technical bid and financial bid.
- b. **First envelope** shall be marked as Envelope No. 1 Technical Envelope and shall contain:
- 1 Demand Draft for Earnest Money Deposit (EMD)
 - 2 The draft for non-refundable application fee worth Rs. 2000/- if not deposited earlier
 - 3 Companies Registration certificate in case of companies or Partnership deed in case of firms or Self proprietary Declaration in case of proprietary firm
 - 4 All the documents establishing Bidder's eligibility and qualification mentioned in Section III, Section IV and Section V.
 - 5 The "**Certificate of Conformity**" regarding acceptance of all the terms and conditions of this tender.
 - 6 The **Bidder's Authorization Affidavit** duly issued by the authorized person of the bidding party.
 - 7 All the formats mentioned as Annexure-1 to Annexure-9.
- c. **Second envelope** shall be marked as envelope No.2 "Financial Envelope" which will contain only price schedule in the prescribed proforma in **Annexure 9**
- d. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A Written power-of-attorney accompanying the bid should support the latter authorization.

The person or persons signing the bid shall initial all pages of the bid.

- e. Any interlineations, erasures or overwriting shall be valid only if they are signed by the person(s) signing the bid. The bid will be summarily rejected if all the documents mentioned in clause **12.b** are not enclosed in technical bid.

13. SUBMISSION OF BIDS

a. Sealing and Marking of Bids

- i. The Bidders shall seal the envelope No.1 Technical envelope and envelope No.2 Financial envelope in separate inner envelopes, duly marking the envelopes as envelope No.1, **Technical Envelope” and “Envelope No.2 Financial Envelope”**. He shall then place these two envelopes in an outer envelope. Both the inner envelopes and the outer envelope should be addressed to:

The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549

- ii. The inner and outer envelopes shall bear the words:
“TENDER FOR DEVELOPING WEBSITE FOR THE DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT”
- iii. Both the inner envelopes shall indicate the name and address of the Bidder.
- iv. If the outer envelope is not sealed and marked, the tender will be summarily rejected.
- v. Telex, cable or facsimile bids will be rejected.

b. Deadline for Submission of Bids

- i. Bids must be received by The Departmental Tender Committee at the address, not later than the time and date specified in the Invitation for Bids (**Section I**). In the event of the specified date for the submission of Bids being declared as a holiday for the Departmental Tender Committee, the bids will be received up to the appointed time on the next working day.
- ii. The Departmental Tender Committee may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of The Departmental Tender Committee and Bidders subject to the deadline will thereafter be subject to the deadline as extended.

c. Late Bids

Any bid received by the Departmental Tender Committee after the deadline for submission of bids prescribed by the Departmental Tender Committee, will be rejected and/or returned unopened to the Bidder.

d. Withdrawal of Bids

- i. The Bidder may withdraw its bid after the submission, provided that the Departmental Tender Committee receives written notice of the withdrawal, prior to the deadline prescribed for submission of bids.
- ii. In case the Bidder wants to withdraw, the Bidder’s withdrawal notice shall be prepared, sealed, marked and dispatched to the Departmental Tender Committee in original.
- iii. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified in the Bid document. Withdrawal of a bid during this interval shall result in the Bidder’s forfeiture of its bid security.

14. BID OPENING AND EVALUATION OF BIDS

- a. The Departmental Tender Committee will open all bids as per schedule mentioned **Section I**.
- b. The Bidder's representative, who is present shall sign an attendance. In the event of the specified date of bid opening being declared holiday for the Departmental Tender Committee, the bid shall be opened at the appointed time and location on the next working day.
- c. The Bidder's name, bid modifications or withdrawals, bid prices and presence or the absence of requisite bid security and such other details as, the Departmental Tender Committee at his discretion, may consider appropriate, will be announced at the time of opening.

No bid shall be rejected at the openings except for the late bids, which shall be returned unopened to the Bidders.

- d. Bids that are not opened and not read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
- e. Bids will be opened In the presence of Bidders or their representatives, who chose to attend on the specified date and time.

15. Clarification of Bids

During evaluation of bids, Departmental Tender Committee may at its discretion, ask the Bidder for clarification of its bid .

16. Contacting the Departmental Tender Committee

- a. No Bidder shall contact the Departmental Tender Committee on any matter relating to its bid, from time of opening to the time the contract is awarded. If he wishes to bring additional information to the notice of the Departmental Tender Committee, he should do in writing. The Departmental Tender Committee reserves the right as to whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the Departmental Tender Committee in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his bid security.

17. AWARD OF WORK

- I. The finalization of the tenders will be done by a committee constituted by the Departmental Tender Committee for this purpose.
- II. The Departmental Tender Committee will award the work to the Successful bidder, whose bid has been determined as the lowest evaluated bid.

- III. If the Departmental Tender Committee feels that a single Bidder cannot accomplish the said work in the scheduled time, the Departmental Tender Committee might consider the proposal of having multiple agencies.

18. Departmental Tender Committee's Right to Accept / Reject Any or All Bids

The Department of Agriculture And Sugarcane Development is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Department of Agriculture And Sugarcane Development reserves the right to accept the tender either in full or in part. Conditional tenders will be rejected outright.

The Department of Agriculture And Sugarcane Development reserves the right to summarily reject an offer received from any agency on national security considerations, without any intimation to the bidder.

The Department of Agriculture And Sugarcane Development reserves the right to place an order for the full or part quotations under any items of work mentioned in the scope of work.

19. Notification of Awards

The Departmental Tender Committee will notify the successful Bidder in writing & The Bidder will confirm the same in writing through registered letter.

22. Corrupt or Fraudulent Practices.

The Departmental Tender Committee requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Departmental Tender Committee:

- a. Defines for the purposes of this provision, the terms set forth as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and
 - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Departmental Tender Committee, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the

Departmental Tender Committee of the benefits of the free and open competition;

- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d. The past performance of the Bidder will be crosschecked if necessary. If the facts are proven to be dubious the Bidders tender will be ineligible for further processing.

23. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Departmental Tender Committee's interpretation of the clauses shall be final and binding on all parties.

24. Decision Taken

The decision taken by the Tender Committee in the process of Tender evaluation will be full and final and binding on all the bidders.

25. Payment Schedule:

The payment schedule will be as follows:

SN	Particulars	Time Frame	Payment (% of remaining amount)
1	On submission of initial templates of the redesigned website	2 Weeks	25%
2	On submission of the complete website & MIS	8 weeks	50%
3	On the finalization and uploading of new website	-	10%
4	During the maintenance	1 Year	15% will paid in 4 quarters equally

26. Delay in the Bidder's performance

- a. Performance of the Contract shall be made by the Bidder in accordance with the time schedule specified by the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT as indicated in tender document.
- b. Any delay of work from the stipulated schedule would invite a penalty of Rs. 200 per day by the way of deduction from the payable amount for the respective work.
- c. Undue Delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions:
 - i) Forfeiture of its security deposit.
 - ii) Termination of the Contract for default.
- d. If at any time during performance of the Contract, the Bidder encounters conditions impeding timely completion of the services under the contract and performance of services, the Bidder shall promptly notify the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT in writing of the fact of the delay, its likely duration and its causes. As soon as practicable, after receipt of the Bidder's notice, the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT shall evaluate the situation and may at its discretion extend the Bidder's time for performance.

27. Acceptance

The Acceptance Tests, which shall involve testing of each module of each Application System with live and test data, shall be conducted by the Bidder in the presence of a core Group of experts nominated by the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT . The Acceptance Test of each Application System, as a complete System with all relevant Sub-System, must be completed by the Bidder to the satisfaction of the Core Group within a period of thirty (30) days after Implementation.

28. Penalty Clause

If the Solution Provider is not executing the contract to the satisfaction of the Departmental Tender Committee then the Departmental Tender Committee may invoke any or all of the following clauses.

- i. Forfeit the Security Deposit or
- ii. Terminate the contract without giving any notice.

29. Termination for Default

The Departmental Tender Committee may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Solution

Provider, terminate the Contract in whole or part:

- i. If the Solution Provider fails to deliver any or all of the Software solutions within the period(s) specified in the Contract,
- ii. If the Solution Provider fails to perform as per the performance standards.
- iii. If the Solution Provider, in the judgment of The Departmental Tender Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

30. Force Majeure

- a. For purposes of this clause, “Force Majeure” means an event beyond the control of the Solution Provider and not involving the Solution Provider’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- b. If a force Majeure situation arises, the Solution Provider shall promptly notify the Departmental Tender Committee in writing of such conditions and the cause thereof. Unless otherwise directed by the Departmental Tender Committee in writing, the Solution Provider shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

31. Termination for Insolvency

The Departmental Tender Committee may at any time terminate the Contract by giving written notice to the Solution Provider. If the Solution Provider becomes bankrupt or otherwise insolvent, in this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Departmental Tender Committee.

32. Resolution of Disputes

The matter regarding any dispute shall be sorted out at the level of the Director of the Department. If the dispute persists to remain unresolved then it will be entertained, heard & finalized by the Secretary of the Department of Agriculture And Sugarcane Development, whose decision shall be binding and final upon both parties.

33. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Ranchi courts only.

34. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties and levies as applicable up to the completion of job. Any increase in the rates will not be allowed.

35. Binding Clause

All decisions taken by The Departmental Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

36. The Departmental Tender Committee, reserves the right: -

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

37. The Decision regarding acceptance of Tender by the Departmental Tender Committee will be full and final.

ANNEXURE - 1

Bid Proposal Sheet

Tender Reference No. and Date :
Bidders Name and Address :
Person to be contacted :
 Name :
 Designation :
 Phone/Mobile No :
 E-mail :
Telephone No(s) :
Telex No. :
Fax No. :

To

The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549

Subject: PROPOSAL FOR PROVIDING SERVICES FOR DEVELOPING WEBSITE FOR THE AGRICULTURE AND SUGARCANE DEVELOPMENT DEPARTMENT

Sir,

1. We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents in respect of Consultancy Services for the above mentioned subject do hereby propose to provide Consultancy Services as specified in the Bidding documents.
2. **PRICE AND VALIDITY**
All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids.

We are an Indian firm and do hereby confirm that our Bid prices include all taxes, duties and levies.

We hereby declare that all taxes which are leviable under law prevailing at that time will be paid by us.

3. EMD

We have enclosed a Demand draft (dd no. -----, Bank -----, Dated-----) in favour of The Director, DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT , Ranchi , Jharkhand payable at Ranchi for the sum of Rs. **10000/-**(Rs **Ten Thousands**) only. This EMD is liable to be forfeited in accordance with the provisions of Bid documents.

We declare that all the Services/Works shall be performed strictly in accordance with the Scope of Work.

4. Bid Pricing

We further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders as stated in Bidding document.

5. Bid Price

We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in **Annexure 8** attached with our proposal as part of the Financial Bid.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature)

Printed Name and Designation

Seal

Date :

Place :

Business Address :

ANNEXURE- 2

CAPABILITY STATEMENT

Name & Address of the Bidder :

1. Location	2. Nearest Solution Station with Address and Phone No.	3. Year of establis hment	4. No. of skilled IT Professio nals	5. No. of Administrat ive Employees	6. Sectors in which firm has provided computerizati on consultancy covering System Analysis ,Design, Development , Implementatio n etc.	7. Annual turnover of company in last 3 years (Enclose supporting documents)
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Signature of the Bidder

ANNEXURE -3
BIDDER'S AUTHORISATION AFFIDAVIT

I,S/o
Director of M/s having its registered office at
..... do hereby solemnly affirm and declare as
follows :

1. That I have been authorized to execute this affidavit on behalf of this company by the Board of Directors vide its resolution passed on
2. That the Agriculture & Sugarcane Development Department, Government of Jharkhand vide advertisement published inhad invited offers FOR DEVELOPING THE STATE OF THE ART WEBSITE FOR THE DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT GOVERNMENT OF JHARKHAND.
3. That in response to the said advertisement as stated in paragraph (2), above, our firm has submitted its proposal to the DEPARTMENT OF AGRICULTURE AND SUGARCANE DEVELOPMENT, GOVERNMENT OF JHARKHAND.
4. That the proposals of our firm M/s containing necessary information and particulars furnished as per given Performa, detailing therein:
 - a) Firm' s general experience in the field of assignment/work.
 - b) The qualification and Competency of the personnel for the assignment.

That the statements made in paragraph 1 to 4 of the foregoing affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/laws in force.

Solemnly affirmed by the said aton this
the day of 2010.

Deponent:

Identified by me:

SIGNATURE AND STAMP OF BIDDER

ANNEXURE - 4

WORK EXPERIENCE CERTIFICATE FOR SOFTWARE CONSULTANCY

Name of the firm

Period from _____ to _____.

1. Order no and date
2. Order placed by(full contact address of such agencies)
3. Solutions Provided
4. Value of order in Rupees
5. Date of Completion
 - a. As per contract
 - b. Actual
6. Remarks indicating reasons for the delay, if any

Date: _____

Place: _____

ANNEXURE-6
Self-Declaration

Ref: _____

Date: _____

To,

**The Director,
Department of Agriculture And Sugarcane
Development ,
Nepal House, Doranda,
Ranchi-2
Ph. No. 0651- 2233549,
Fax 0651-2233549**

In response to the tender No. _____
dt. _____ Of Ref. _____ as a
owner/partner/Director of _____ I /

We hereby declare that our Agency _____ is having unblemished
past record and has not been declared ineligible for corrupt & fraudulent practices
either indefinitely or for a particular period of time.

We also declare that no criminal case is pending against our agency or
its directors and that the Agency or its directors have never been implicated in any
criminal case.

Name of the Bidder: -

Signature: -

Seal of the Company/proprietor: -

ANNEXURE - 7

Certificate of Conformity

Date:

To,

**The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549**

C E R T I F I C A T E

This is to certify that, the service for DEVELOPING WEBSITE FOR THE AGRICULTURE AND SUGARCANE DEVELOPMENT DEPARTMENT which I shall provide, if I am awarded with the work, shall be in conformity with the Scope of Work in the Bid document.

I also undertake to abide by all the terms and conditions as laid down in the tender document by this Department and also follow the instructions given by the Department (to be read with Terms and Conditions) from time to time.

I also certify that the price I have quoted is inclusive of all the cost factors (inclusive of all taxes, duties and levies) involved in the execution of the project, to meet the desired standards set out in the Conditions of the contract.

Name :

Designation :

Seal :

Annexure - 9

Bid Price Form

Prices for DEVELOPING WEBSITE FOR THE AGRICULTURE AND SUGARCANE DEVELOPMENT DEPARTMENT, in manner as specified in specifications and bidding document.

Bidder's Name & Address
To

The Director,
Department of Agriculture
Krishi Bhawan, Laxmi Niwas,
Kanke Road, Ranchi-8
Ph. No. 0651- 2233549,
Fax 0651-2233549

Charges for Design, Development Related Services

Charges for Design, Development Related Services

(i) Charges for implementation the above mentioned services inclusive of all taxes (as per scope of work)- Rs _____

Amount in Rupees (In figures) _____

(In Words) _____

(ii) Charges for Data entry operators

No. of Data Entry Operator	Rate per month per operator	Total rate per month	Total rate for one year

Amount in Rupees (In figures) _____

(In Words) _____

Total Amount in Rupees (I + ii) (In figures) _____

(In Words) _____

Date _____

Signature of Bidder