



**OFFICE OF THE CHIEF COMMISSIONER OF PERSONS WITH
DISABILITIES, DEPARTMENT OF EMPOWERMENT FOR PERSONS
WITH DISABILITIES, SAROJINI HOUSE,
6, BHAGWAN DASS ROAD, NEW DELHI-110 001**

No. 14-2/CCD/2004-05(Pt.)

Date: 16.10.2020

TENDER NOTICE

- Name of the Work : **"Backup of the Website of CCPD and Shifting it onto NIC Cloud and Maintenance contract for three years"**
- Date and Time of availability of Bid Documents in the portal: : 16.10.2020 (16.00 hrs.)
- Last Date/Time of receipt of bids in the portal: : 02.11.2020 (15.00 hrs.)
- Date & Time of opening of Tender: : 02.11.2020 (15.30 hrs.)
- Name and Address of the Officer inviting Bid: : Dy. Chief Commissioner, Office of the Chief Commissioner of Persons with Disability, Sarojini House, 6, Bhagwan Dass, New Delhi 110001
- Pre-bid meeting details (if required) Date & Place: : 26.10.2020 (15.00 hrs.), New Delhi

DY. CHIEF COMMISSIONER

F. No.14-2/CCD/2004-05(Pt.)
Office of the Chief Commissioner for Persons with Disabilities
Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment,
Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001
Tel. No.: 23386054, 23386154

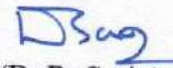
Dated: 16th October, 2020

**TENDER NOTICE FOR BACKUP OF WEBSITE OF CCPD
(CCDISABILITIES.NIC.IN) AND SHIFTING THE SAME ON THE NIC CLOUD.**

Office of the Chief Commissioner for Persons with Disabilities (O/o CCPD), Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001 invites bids from NIC empanelled vender/firm for Backup of Website of CCPD (ccdisabilities.nic.in) and shifting the same on the NIC Cloud.

2. Interested NIC empanelled vender/firm download the technical bid and financial bid formats from the website of Department of Empowerment of Persons with Disabilities [www.http://disabilityaffairs.gov.in](http://disabilityaffairs.gov.in). The offer in sealed cover comprising technical bid and financial bid (each in separate sealed cover super scribed as "Technical bid" and "Financial bid" for **Backup of the Website of CCPD and Shifting it onto NIC Cloud and Maintenance contract for three years** " complete in all respect may be submitted latest by **02nd** November, 2020 upto 03.00 PM. The Technical Bids shall be opened on same day at 03.30 PM. The Financial Bids of the bidders who qualify the technical bid round shall be opened on designated date and time to be indicated. Incomplete and conditional tenders will be summarily rejected without assigning any reason. O/o CCPD reserves the right to reject any or all the tenders without assigning any reasons thereof.

3. Tenders received from non-NICSI empanelled vender/form will not be entertained.


(D. R. Sarin)
Dy. Chief Commissioner

**TENDER DOCUMENTS FOR BACKUP OF THE WEBSITE OF CCPD AND
SHIFTING IT ONTO NIC CLOUD AND MAINTENANCE
CONTRACT FOR THREE YEARS.**

The tender consists of three parts:

- Part A - Terms and Conditions
- Part B - Technical Bid - (Annexure - I)
- Part C - Financial Bid - (Annexure- II)

Both Part B & C should be sealed in separate envelopes and superscribed in bold letters:

- a) Technical bid for **Backup of the Website of CCPD (ccdisabilities.nic.in) and Shifting it onto NIC Cloud and Maintenance contract for three years.**
- b) Financial bid for **Backup of the Website of CCPD (ccdisabilities.nic.in) and Shifting it onto NIC Cloud and Maintenance contract for three years.**

Both these separate envelopes should be placed in a single sealed cover superscribed **"Tender for Backup of the Website of CCPD (ccdisabilities.nic.in) and Shifting it onto NIC Cloud and Maintenance contract for three years "**

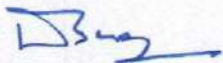
Tenders (Technical bid only) will be opened on **02.11.2020** at 03.30 PM at O/o CCPD in the presence of bidders/representatives of the bidders, present, if any. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall only be opened.

THE BROAD SCOPE OF WORK SHALL BE:

- i. Restoring the backup on to the company/department server.
- ii. To make the website Accessible to the Persons with Disabilities.
- iii. Third Party Audit from a cert-in Empaneled Vendor and implementing the security recommendations in the application code as suggested by the auditor during the process of security audit until it is declared safe to host.
- iv. Security Clearance by NIC Web Application Security Division – recommendations in the application code by the division during the process of security clearance until it is cleared.
- v. Shifting the Website on to NIC Cloud.
- vi. STQC Certification.
- vii. Managing on to the cloud, Maintenance of the website by implementing the Security recommendations, bug, fixing, help in uploading content from time to time for three years.

Part A: Terms and Conditions:

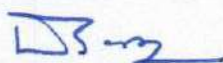
1. The terms and conditions shall form part of tender to be submitted by the bidder to the Office of Chief Commissioner for Persons with Disabilities, hereinafter termed as O/o CCPD.



2. All bidders are requested to submit the tender documents (Technical and Financial bids) separately duly filled in with relevant information supported by relevant documents to the following address:-

Dy. Chief Commissioner
Office of the Chief Commissioner for Persons with Disabilities
Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment,
Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001

3. **All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not Applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner. Any cutting, over writing, use of white ink etc. will be summarily rejected. O/o CCPD reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.**
Reply of all the points in particulars is must. Non-reply of any column/non-clear will made the tender ineligible. Hence reply to each column is must & mandatory.
4. In case space in the tender document at Annexure-I to the Notice Inviting Tender (NIT) is found to be insufficient, the bidder may use separate sheet to provide full information.
5. Tender documents received by O/o CCPD after due date and time i.e. 03.00 PM on **02.11.2020** and incomplete tenders shall be rejected outright. No correspondence in this regard shall be entertained.
6. The offer should remain valid for three months from the closing date of tender. During the validity period of the offer, the bidder should not withdraw/modify in the technical/financial bids.
7. There should not be any deviation in the terms and conditions as has been stipulated in the tender document.
8. The tender will be acceptable only from NICSI Empanelled vender/firm having valid empanelment letter of NICSI.
9. Technical bid is required to be submitted alongwith letter of empanelment with NICSI. Technical bids received without these documents are liable to rejection without any reference to the party whatsoever.
10. All disputes would lie within the Jurisdiction of New Delhi only. O/o CCPD reserves the right to reject all or any tender without assigning any reasons thereof.
11. The decision of the Chief Commissioner for Persons with Disabilities shall be final in any case.
12. Earnest Money Deposit: The bidder will be required to furnish earnest money of Rs.25,000/- in the form of Demand Draft in favour of **Pay & Account Office,**



DEPwDs payable at New Delhi. The EMD of the unsuccessful bidders will be refundable within one and half month of finalization of tender, issuing and acceptance of offer. In case of the order is not awarded or the tender is rejected, the EMD shall be refunded within two months of opening of Financial Bids. No interest would be payable on amount of EMD. Without the EMD, the tender shall be out rightly rejected. EMD should be submitted with Technical Bid. The EMD will be forfeited in case the Bidder asks for modification in his/their bids or do(es) not accept the Contract after being awarded the same.

13. The successful bidder shall deposit a Performance Guarantee equal to 7.5% of the bid value in the form of Demand Draft or Bankers' Cheque drawn in favour of the "Pay & Account Officer" Department of Empowerment of Persons with Disabilities", payable at New Delhi.
14. Procedure for submission of tender:
 - i. Both the bids (Technical and Financial) duly signed by the authorised signatories should be sealed in two separate envelopes as described below:-
 - a) **Envelope - I** containing Technical Bid and Annexure -1 duly completed in all respects alongwith all relevant documents and Demand Draft towards EMD.
 - b) **Envelope -2** containing the Financial Bid as prescribed in Annexure -II showing rates, financial terms and conditions etc.
 - ii. Both the envelopes should be superscribed in bold letters with the statement **"TECHNICAL BID"** and **"FINANCIAL BID"** for Backup of Website of CCPD and shifting the same on the NIC Cloud" respectively.
 - iii. The abovementioned two envelopes should be sealed in a single cover and addressed to the **Dy. Chief Commissioner, O/o Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001** super-scribed as **"TENDER FOR BACKUP OF THE WEBSITE OF CCPD (CCDISABILITIES.NIC.IN) AND SHIFTING IT ONTO NIC CLOUD AND MAINTENANCE CONTRACT FOR THREE YEARS"** and must reach on or before the closing time and date indicated in the beginning of this document.
15. The Technical Bid should be accompanied by the copy of this tender document with each page duly signed by the authorised signatory of the bidders, who has signed the bid, in token of bidder's acceptance of terms and conditions of the tender.
16. For any pre bid queries, submission queries, the prospective bidders may contact the Dy. Chief Commissioner in person or on telephone No.23384219.
17. Queries if any, raised by the O/o CCPD, subsequent to opening of the Technical Bid should be answered by the bidder within the prescribed date. In case no reply is received from the bidders, the bid shall be rejected.

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18. **Procedure for opening of tender:**

- i. While opening the tender, the envelope containing the technical bid and EMD shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open Financial Bid after evaluation of the technical bids. Financial Bids of only the technically qualified bidders will be opened.
- ii. The date, time and place of the opening of the Financial Bids would be informed to the bidders whose technical bids are found acceptable.

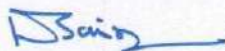
19. **Bid Evaluation**

The bid evaluation will be two stage process i.e. 'Technical' and 'Financial'. First stage will be technical evaluation that shall be done on the basis of information asked in Annexure-I. The bidders that are technically qualified (First stage) shall be considered for financial evaluation i.e. Stage-II in accordance of Annexure-II.

20. **Arbitration**

All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and Rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at New Delhi only.

21. **Miscellaneous:** O/o CCPD reserves the right to reject all or any tender without assigning any reasons thereof.



Annexure-I

**TENDER DOCUMENT FOR BACKUP OF THE WEBSITE OF CCPD
(CCDISABILITIES.NIC.IN) AND SHIFTING IT ONTO NIC CLOUD AND
MAINTENANCE CONTRACT FOR THREE YEARS**

TECHNICAL BID

Sl. No.	Description	Document to be Submitted
1.	Name of the Firm/Company/Agency	
2.	Complete Address & Telephone No.	
3.	Name of the Contact Person, Telephone number and email	
4.	EMD of Rs. 25,000/- in the form of Demand Draft in favour of Pay & Account Office, DEPwDs payable at New Delhi	
5.	Valid empanelment letter of NICSI	

Declaration

- i. I/We have read and understood the detailed terms and conditions applicable to the subject as supplied with the bid documents and agree to abide by the same in totality.

Dated:

Signature _____

Name: _____

Designation _____

Seal: _____

Annexure-II**TENDER DOCUMENT FOR BACKUP OF THE WEBSITE OF CCPD
(CCDISABILITIES.NIC.IN) AND SHIFTING IT ONTO NIC CLOUD AND
MAINTENANCE CONTRACT FOR THREE YEARS****FINANCIAL BID**

Sl. No.	Work Description	Amount including Tax	Amount in Word
1.	Restoring the backup on to the company/department server.		
2.	To make the website Accessible to the Persons with Disabilities.		
3.	Third Party Audit from a cert-in Empaneled Vendor and implementing the security recommendations in the application code as suggested by the auditor during the process of security audit until it is declared safe to host.		
4.	Security Clearance by NIC Web Application Security Division – recommendations in the application code by the division during the process of security clearance until it is cleared.		
5.	Shifting the Website on to NIC Cloud.		
6.	STQC Certification.		
7.	Managing on to the cloud, Maintenance of the website by implementing the Security recommendations, bug, fixing, help in uploading content from time to time for three years.		
8.	Any other charges (with clarification)		

* One year Offline Support (like fix bugs in Website, help in uploading content, help in any downtime on the website due to coding etc.) free of cost will be included in the above cost.

Note:

Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Date:

Signature of representative of
Vender/Firm with seal

Name:

Designation:

Seal: