



**Gujarat Electricity Regulatory Commission  
6<sup>th</sup> Floor, GIFT ONE,  
Road 5-C, Zone 5, GIFT CITY,  
Gandhinagar – 382355, GUJARAT.**

**For**

**Re-design, Development, Testing, Commissioning  
and maintenance for Website of Gujarat  
Electricity Regulatory Commission for one year.**

**Date: 05/03/2019**

## ANNEXURE 1: Cover Letter

To,

The Secretary,  
Gujarat Electricity Regulatory Commission,  
6<sup>th</sup> Floor, GIFT ONE, Road – 5 C, Zone 5,  
GIFT CITY, Gandhinagar – 382355.

**Subject: Tender dated 05/03/2019 for Re-design, Development, Testing, Commissioning and maintenance for Website of Gujarat Electricity Regulatory Commission for one year.**

Dear Sir,

I / We, the undersigned bidder, having read and examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to work as “Implementing Agency” as per the defined scope of the work and in conformity with the said tender document for the same. We hereby offer our best price and it shall be applicable during the evaluation/contract period.

I / We undertake that the prices are in conformity with the specifications/ requirements prescribed. The price quotes are inclusive of all cost likely to be incurred for executing this work. The prices quoted are inclusive of government taxes/duties.

I / We agree to abide by this bid for a period of 120 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

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

We agree to the terms & conditions mentioned in the bidding document.

Date:

Authorized Signatory

Name:

Designation:

## 1. Invitation for Bids:

Gujarat Electricity Regulatory Commission (“GERC”) invites bid(s)/tender(s), in two bid system, from reputed bidders for Re-design, Development, Testing, Commissioning, 1-year warranty for Website of Gujarat Electricity Regulatory Commission.

**Table -1**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Work	Tender document for Re-Design, Development, Testing, Commissioning Website of Gujarat Electricity Regulatory Commission for 1-year warranty.
2.	Tendering Authority	Gujarat Electricity Regulatory Commission
3.	Cost of Tender Document	Free of cost
4.	EMD (Earnest Money Deposit) Amount	Rs.10,000/- (Rupees Ten thousand Only)
5.	Bid/Tender Validity	120 days from the Bid submission deadline date.
6.	Enclosures	1) Envelop No.1 - EMD 2) Envelop No.2 - Technical Bid with requisite enclosures 3) Envelop No.3 - Financial Bid
7.	Last date of Submission of Bids	23/03/2019 on/before 6:00 P.M.
8.	Financial bids opening	11/04/2019 at 03:30 P.M.  Gujarat Electricity Regulatory Commission 6 <sup>th</sup> floor, GIFT ONE, Road 5C, Zone -5, Gift City- 382355, Gandhinagar, Gujarat, India.

## **2. Functional Scope for Website : [www.gercin.org](http://www.gercin.org)**

2.1. The bidder has to design, develop, commission, test, audited from Cert-in Empanelled agencies and provide one year (1 year) warranty of Gujarat Electricity Regulatory Commission website.

2.2. Domain name ([www.gercin.org](http://www.gercin.org)) is already registered and a basic site exists. The scope of the work of this contract involves further design, development and maintenance of the website.

### **2.3. Phase -1:**

As mentioned above, the domain name of the site is already registered and a basic site exists. It is a preliminary site providing basic information, information about GERC activities and some back end functionality. While the information may be limited, the site is a complete functional website. The successful bidder should take over the current website, further redesign the website and migrate all the existing data to new website, the security audit for the same shall be carried out by CERT-in empanelled vendor and audit point closure should be done as per audit outcome and closure audit will be carried out and Fit to Host certificate need to be provided to GERC. Warranty period for newly developed website shall be One year after acceptance of developed website of GERC.

### **2.4. Phase-2:**

The second phase of annual maintenance support will start after the completion of activities of Phase-1. In this phase vendor need to provide annual maintenance support as well as bug fixing as per the outcome of security site audit of website or any issue being reported by GERC for one year.

### 3. Instructions to Bidders

- 3.1. A two stage-two envelope/ cover system shall be followed for the Bid –
  - a) Technical Bid (including the eligibility & technical documents)
  - b) Financial Bid
  - c) The Tender Document (Bid Documents) is available on GERC website (i.e. [www.gercin.org](http://www.gercin.org)) under latest news section.
- 3.2. A demand draft of Rs. 10,000/- (Ten Thousand Only) towards refundable EMD from a Nationalized bank/Schedule bank in favor of “GERC Gandhinagar” payable at Gandhinagar placed in a separate envelope marked “EMD” should accompany bid documents. Without the EMD the bid will not be considered.
- 3.3. The EMD of unsuccessful bidder will be refunded after the acceptance of Work Order by the successful bidder.
- 3.4. No interest will be paid on EMD.
- 3.5. Bids received after the last date or after the date extended by Gujarat Electricity Regulatory Commission (GERC), Gandhinagar will not be considered..
- 3.6. Financial bids will be opened of those bidders who qualify the terms and conditions of the Technical Bid.
- 3.7. Bidders or their authorised representative will be allowed to be present at the time of opening of the financial bids.
- 3.8. The bidder shall keep his offer open and valid for a period of 120 days from the date of opening of the financial bids.
- 3.9. The bidders are expected to provide clarifications in writing only on such points as specifically called upon to do so by GERC.
- 3.10. Bidders offer must conform in all respect with the applicable specifications, and terms and conditions of the tender document. Any deviation from the Tender Document specifications or terms and conditions must be clearly and explicitly stated.
- 3.11. The Office of Gujarat Electricity Regulatory Commission reserves right to accept or reject any bid either in full or part, to reject all the Bids without assigning any reason thereof.
- 3.12. The bidder is expected to have visited the Gujarat Electricity Regulatory Commission (GERC) website, i.e. [www.gercin.org](http://www.gercin.org) before submitting the Tender.
- 3.13. GERC reserves the unilateral right to amend this tender document in writing at any time. GERC also reserves the right to cancel or reissue the document at its sole

discretion. If an amendment is issued it shall be provided to all bidders, whose intent to respond to this tender document is known.

3.14. No pricing information shall be included in the Technical Bid.

3.15. The bidder is required to submit the bidder details as mentioned in **Annexure-II** of this tender document.

#### **4. Reservation of Rights**

To take care of unexpected circumstances, GERC reserves the rights for the following:

4.1. Extend the closing date for submission of the Bid proposals;

4.2. Amend the Bidding requirements at any time prior to the closing date, with the amendment being notified to prospective Bidders and on the respective websites;

4.3. Terminate or abandon the Bidding procedure or the entire Project whether before or after the receipt of Bid proposals;

4.4. Make enquiries of any person, company or organization to ascertain information regarding the Bidder and its Proposal;

**ANNEXURE-II**

**BIDDER DETAIL FORM**

**Table -2**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
1	Name of the Agency/ Organisation	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers E-mail id	
5	Savings /Current account number	
6	PAN Number (photocopy of PAN card to be attached)	
7	TIN No.  (Enclose the copy of certificate issued by the Authorities)	
8	GST Registration No.(Enclose the copy of certificate issued by the Authorities )	

## 5. Technical Bid Evaluation Criteria

The bidder who wishes to participate through this tender document needs to conform to the below mentioned eligibility criteria:

- 5.1. **Legal Entity** - The Bidder should be a company registered under Indian Companies Act, 2013 or a partnership firm registered under Indian Partnership Act. Copy of Certificate of Incorporation or copy of Registration Certificate should be enclosed.
- 5.2. **Technical Capability** - Bidder shall submit copies of work orders of providing 'Website Design and Development of least 4 work orders in last five years. Copies of Work Orders from State/Central Government clients & PSUs.
- 5.3. **Turn Over**- Copy of the audited total turnover, certificate from Statutory Auditor for turnover from software development work and net-worth over last 3 Financial Years.
- 5.4. **Year of operation in the field of Website design and development** - The Bidder shall be operating for last three years in the field of Website designing and development on different web-design platforms. Copies of relevant certificates / work order / satisfactory certificates from clients.
- 5.5. The above mentioned details should be provided as per **Annexure – III** of this tender document.
- 5.6. **Manpower** - Details of Technical Manpower
- 5.7. **Blacklisting** - A self-certified letter as per **ANNEXURE V** of the Tender Document.
- 5.8. **Bid Evaluation** - The technical bids submitted by the bidders will be evaluated on a maximum of 100 marks. Minimum qualifying marks required to be qualified in technical bids is 70 on 100. 70% weightage will be given for technical bid and 30% weightage for financial bid.



**Annexure – III**

**Table – 3**

<b>Sr. No.</b>	<b>Year</b>	<b>Date of receipt of order</b>	<b>Name of the customer with address and email ID</b>	<b>Value of Order</b>	<b>Whether assignments completed within the time stipulated, if not give details of delayed offers and reasons thereof.</b>
1					
2					
3					
4					
5					

## Eligibility Criteria Statement

**Table - 4**

	<b>Particulars</b>	<b>Max points</b>	<b>Eligibility Criteria</b>
<b>1</b>	Name of the Agency/ Organisation	-	
<b>2</b>	EMD (Earnest Money Deposit)	-	
<b>3</b>	Experience of design, development & implementation of website in WordPress latest technology	<b>25</b>	Bidders having experience: >=3 to <5 year projects: 12 >=5 to < 10 year projects: 18 >=10 year projects: 25
<b>4</b>	Average Annual Turn Over for FY 2017-18	<b>25</b>	Rs. 1 Cr & above – 25 points Rs. 50 lakh but < Rs.1 Cr. – 18 points Rs. 20 lakh but < Rs. 50 lakh – 12 points Rs. 10 lakh < Rs. 20 lakh – 6 points < Rs. 10 lakh – No points
<b>5</b>	Human Resources Strength Documents and Certificates showing qualification, experience and volume of manpower in different Profiles like Managerial level, software and Creative Development team, support team, etc. <b>(Points considered based on experience and qualifications of the manpower)</b>	<b>25</b>	Bidders having HR Strength: 15 to 20: 12 Points 21 to 30: 18 Points >30: 25 Points
<b>6</b>	Order value (in Rs.) executed in the State /Central /Autonomous Body/PSUs or any reputed private organisation (Order value more than Rs. 5 lakhs will be considered)	<b>25</b>	Each project (order value) 5 points upto maximum 25 points
<b>7</b>	Total	<b>100</b>	
<b>8</b>	Aggregate % achieved		
<b>9</b>	Aggregate % required	<b>70</b>	

**Note: Only those applicants who score at least 70 marks will be deemed as qualified for Financial Bid opening.**

## COMBINED EVALUATION STATEMENT

- (a). The Technical Evaluation will carry 70% weightage and price quoted will carry 30% weighted as enumerated below.
- (b). Let us assume 3 participating Bidders scoring the marks for the design as per the table below and in case of fees the amount quoted is as under:

**Table-5**

Sl. No.	Description	Marks Scored for Technical Details	Fee quoted by Bidder (Financial) (Rs. in Lakhs)
1	Bidder A	85	12.00
2	Bidder B	80	5.00
3	Bidder C	75	9.00

- (c). The maximum scoring points i.e., 85 scoring points will be given 100 percentage and percentage of the other Bidders will be worked out on proportionate basis and thereafter weightage of 70% will be applied on marks so obtained. Similarly, the minimum fee i.e., Rs.5.00 lakhs will be given 100 percentage and percentage of the other Bidders will be worked out on proportionate basis and thereafter weightage of 30% will be applied on marks so obtained. The marks so obtained by all the Bidders will be added and the Bidders will be ranked 1, 2 & 3.

Marks obtained by Bidder A –  $(85 / 100) \times 70 + (5/12) \times 30 = 72.00$  marks

Marks obtained by Bidder B –  $(80 / 100) \times 70 + (5/5) \times 30 = 86.00$  marks

Marks obtained by Bidder C –  $(75 / 100) \times 70 + (5/9) \times 30 = 69.17$  marks

- (d). As per the weightage, the **Bidder B** gets the maximum marks and will be ranked one on the basis of overall marks.

## SCOPE OF WORK

### **6. The Work shall for re-design, development, testing, commissioning and maintenance for Website of Gujarat Electricity Regulatory Commission for one year.**

- 6.1. Re-design and development, and maintenance work of GERC website [www.gercin.org](http://www.gercin.org) for one year.
- 6.2. It is a bilingual website – Gujarati and English, so vendor should be able to handle both languages.
- 6.3. All the pages including home page must be editable by GERC’s team and not be limited to the development team.
- 6.4. Image slider and content page associated by default should get archived and should be available for viewing (view all image sliders).
- 6.5. Easy (UI) functionality to create event photo gallery, video gallery.
- 6.6. Securing the Web application
- 6.7. Caching and performance optimization
- 6.8. New website design should be approved on the development version and should involve multiple iterations with the GERC team.
- 6.9. Website architecture/design should be scalable for future requests.
- 6.10. A comprehensive content management system has to be a part of the web architecture on the line of **WordPress** latest version.
- 6.11. Anti hacking /Data loss policy should be strictly followed.
- 6.12. Website vendor would be responsible and take care of Hacking, Viruses and data loss disasters.
- 6.13. The focus should be more on scalable architecture of the website. All primary menus, sub menus, header and footer section should have scope for future additions.

- 6.14. Back end Admin Panel.
- 6.15. Responsive (accessible on all devices, including smart phones (Android/iOS)).
- 6.16. Web Content Accessibility Guidelines (WCAG) 2.0 compliance (this is an MHRD rule – website should be accessible to those with visual disability)
- 6.17. Website should be GIGW (Guidelines for Indian Government Websites) compliance. Also, website should be certified by the Standardization, Testing and Quality Certification (STQC).
- a) The Gujarati version of the website needs to be clearly defined at start and must be integrated as part of the same architecture.
  - b) After every work milestone it gets approved from GERC authorised officer.
  - c) Please indicate if you need any additional software that GERC needs to procure for the scope of work mentioned in this proposal. If so, please indicate and specify software and costs.
- 6.18. On issue of work order, the website should be complete in all aspect within five months.
- 6.19. Vendor is expected to submit proposal with breakup for website development and one-year maintenance at the time of submitting financial bid.
- 6.20. On site one Manpower for commencement of project.
- 6.21. Website visit counter (with complete statistical reports over daily, monthly and yearly periods)
- 6.22. Payment terms as specified in the tender document.
- 6.23. Proposal should contain Vendor’s client information along with three references.
- 6.24. Website vendor, along with the GERC team, should monitor web security and the website’s smooth and uninterrupted operation.
- 6.25. Design, technical documents and source code is the property of GERC. Hence, the vendor is expected to submit all the required documents post go live and after implementation of each change request.

6.26. **Payment Gateway Integration-** The bidder shall provide support for Payment Gateway integration with GERC website. GERC shall inform the bidder, the choice of payment gateway provider and shall arrange for the payment gateway provider to technically interact with the Bidder's technical team. The cost of the payment to gateway provider will be borne by GERC. The bidder shall bear its own costs of integration.

**GERC has all the rights to reject one or all bids without giving any specific reasons.**

### **Payment Terms**

**The payment to the successful bidder will be made by GERC as per guidelines and conditions specified herein:**

- All Payments shall be made in Indian Rupees only as per the following schedule:
- For design, development, testing, commission and maintenance of GERC website including security audit as specified in the tender document
  - a) 35% payment – On award of the contract.
  - b) 35% payment – On submission of first draft of new GERC website after incorporating comments/suggestions and discussions with the GERC.
  - c) 30% payment – After go live subject to acceptance of GERC.

**Note-** All payments to be made in INR only and subject to taxes, duties, levies as applicable, if any.

**Annexure – IV**  
**FINANCIAL BID**

**Name of the Bidder:**

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<b>Sr. No.</b>	<b>Item Description/Particulars</b>	<b>Total Amount (Inclusive of GST)</b>
<b>1</b>	Re-design, Development, Testing, Commissioning and maintenance for Website of Gujarat Electricity Regulatory Commission under WordPress latest version platform for one year.	
<b>2</b>	Additional cost for any change request or new development (if required)	
<b>3</b>	Cost of Security Audit of the Web Site.	
<b>4</b>	Cost of GIGW compliance certificate from STQC.	
<b>5</b>	Net Price offered in figures	
<b>6</b>	Net Price offered in words	

**Note:**

1. The prices shall remain fixed and firm till entire contract period/completion of the assignment.
2. The prices to be quoted would be inclusive of all taxes and duties or GST.
3. Price quoted by bidders with any deviation or any conditionally, the offer will be treated as incomplete and will be rejected.
4. Any variation of rates, prices or terms during validity of the offer/bid shall lead to forfeiture of the EMD of the said bidder.

Authorised Signatory: \_\_\_\_\_

Company Seal: \_\_\_\_\_

Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Annexure – V**

**Self-Declaration – No Blacklisting**

To,  
The Secretary,  
Gujarat Electricity Regulatory Commission  
Gujarat 400005,

In response to the Tender Document dated \_\_\_\_\_ for **{Document for Re-design, Development, Testing, Commissioning and maintenance for Website of Gujarat Electricity Regulatory Commission for one year}**, as an Owner/ Partner/ Director of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State/ Semi-Government/ or other Govt. subsidiaries including autonomous bodies in India.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our EMD may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place: