

No.D-33013/1/2019-Admn(Pt.)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Staff Selection Commission (ER)

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8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace,  
234/4, A.J.C. Bose Road,  
Kolkata – 700020

Dated, the 15<sup>th</sup> December 2021

To

(ELIGIBLE VENDORS)

**SUBJECT: NOTICE INVITING LIMITED TENDER ENQUIRY FOR REVAMPING, REDESIGNING AND DEVELOPMENT OF OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)**

Sealed quotations are invited from interested firms/agencies for revamping, re-designing and development of official website of Staff Selection Commission as per requirement of this office as per Tender Documents.

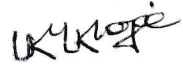
2. For further details, for any clarification, interested parties may contact the Administration Section, SSC(ER), Kolkata during office hours from the date of issue of the tender notice till submission of tender form.

3. The sealed tender superscribed as “**REVAMPING, REDESIGNING AND DEVELOPMENT OF OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)**” along with name and address of bidder should be submitted **on or before 05:30 PM of 22<sup>nd</sup> December 2021** in the Administration Section of this Office at the above address. No tender received after 05:30 PM of 22<sup>nd</sup> December 2021 would be entertained. The Tenders will be opened on **23<sup>rd</sup> December 2021 at 11:30 AM** in this Office premises in the presence of the representatives of the interested firms/agencies, if they so desire.

4. The Terms & Conditions etc. governing the Tender Notice and Tender Form are given along with this Notice Inviting Tender Enquiry. Unsolicited bids will not be accepted.

5. This issues with the approval of the Regional Director (ER).

Encl: Tender Documents

  
Deputy Director  
Staff Selection Commission (ER)  
Telephone: (033) 2290-2230

## **1. ELIGIBILITY**

- The bidder should be located and have their base at Kolkata,
- The bidder should not be in the list of the blacklisted/debarred/depaneled by any Government organization during last five years,
- The bidder should be able to complete the work within 45 days.
- The bidder must have GST Registration,
- The bidder should have more than 3 years' experience, preferably in website creation/designing development & other related matters.

## **2. INSTRUCTIONS TO BIDDERS**

PROPOSAL should be submitted in English and should include the below documents:

(a) Cover letter (**Annexure-A**)

(b) General, Technical and Financial proposal (**Annexure-B**)

(a) **Cover letter**

In the cover letter the following information should be confirmed:

- The bidder has not indulged in any corrupt or fraudulent practices in preparing this proposal.
- The person signing the cover letter and the proposal has due authorization to do so.
- The cover letter must clearly mention the name, address, telephone, and email id of the authorized person who will serve as the primary point of contact for all communication for the assignment.
- The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and shall bear any further pre-contract costs.
- The template for the cover letter is given at **Annexure A**.

(b) **General, Technical and Financial proposal**

It should be submitted in the format as prescribed at **Annexure- B. Rates should be quoted inclusive of all taxes**. The bidder should submit the following documents/information duly signed by the authorised signatory viz.:-

- Signed copies of PAN card of the Bidder/Company/Proprietor/Authorised Person
- Certified copy of Registration Number
- Certified copy of GST registration number

## **3. SUBMISSION OF BIDS**

Sealed quotations filled in the specified Proforma and should be superscribed – **“NOTICE INVITING LIMITED TENDER ENQUIRY FOR REVAMPING, REDESIGNING AND DEVELOPMENT OF OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)”**. The bid should be prepared strictly in accordance with the instruction prescribed and be submitted in proper sealed

envelope addressed to the **Regional Director, Staff Selection Commission (ER), 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020.** Tenders received online will not be accepted.

#### **4. OPENING & EVALUATION OF TENDER**

- (a) A duly constituted Tender Opening & Evaluation Committee will open the Bids.
- (b) All statements, documents, certificates etc. submitted by the bidders will be verified for technical evaluation. The clarifications, particulars, if any, required from the bidders will be obtained either online or in the conventional method by addressing the bidders.

#### **5. SCOPE OF WORK:**

##### **TERMS AND CONDITIONS**

Description of the website:

The website of Staff Selection Commission, Eastern Region is [www.sscer.org](http://www.sscer.org). The website contains the following information:

- (i) HOME
- (ii) NOTICE
- (iii) APPLY
- (iv) ADMIT CARD/CALL LETTER
- (v) RESULT
- (vi) CHAIRMAN'S MESSAGE
- (vii) THE COMMISSION
- (viii) CANDIDATE'S CORNER
- (ix) TENDER
- (x) RTI
- (xi) LATEST NEWS
- (xii) BANNER

##### **Language:**

- Preparation of the website (Both in Hindi & English) as per Commission's requirement.
- Visitors should be able to view Hindi content without the need for additional font download.
- Preparation of home / landing page of the website with link to English & Hindi portion.
- Writing of all the Hindi contents in the website.
- Redesigning of English pages for better UI.

**Interface:**

1. Structure homepage content so that there is direct access to most sought after/important information through the home page itself to improve ease of access to information.
2. To integrate easy to use interface for easily managing overall content of the website. Adding new info or removing old info should be simple.
3. User friendly front end interface that allows a user even with limited expertise to navigate easily.
4. Redesign an UI for download section for smoother & faster operation

**Technology Used:**

1. The new website for SSC(ER) should be developed under LAMP platform.
2. Database driven approach, Linux based and use of latest software.

Apart from the above information the Website provides several web based services to the candidates of various examinations conducted by the Commission. Accordingly, the following terms and conditions would have to be adhered to by the Successful Bidder:

1. The agency to which the contract will be awarded will be bound to provide all the relevant documents in connection with the website of this office viz. [www.sscer.org](http://www.sscer.org) along with all credentials and applications/coding for construction/re-designing of the website of SSC(ER) to the designated officer(s) of SSC (ER) who are to be authorized by the Commission.
2. Vendor should have its own in-house Physical Server. The bidders must be in possession of backup provision for any contingency.

**The following things should keep in mind at time of developing the website**

- The site opening time should be least
- The design should be Clean and professional
- The website reflects our organization identity
- The website should have cross browser and cross device adaptability
- The website should adhere to guidelines for Govt. of India websites
- The website should adhere to all standards of content writing
- The website should be capable of functioning effectively against large number of hitting by the candidates during downloading of e-admit cards etc.

**6. TERMS & CONDITIONS:**

- (a) The agency/company should complete the work within 3 months.
- (b) The agency/company should produce the self attested photocopies of documents related to Registration Number, PAN Number, GST Registration Number, Trade License, etc. as per **Annexure-B** enclosed with this Tender Notice.

- (c) The rate quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
- (d) It may also be noted that the contractor must not backout midway of the contract. The above act of backing out would be automatically debar the agency/firm from any further dealing with SSC(ER).
- (e) SSC(ER) reserves the right to accept or reject any or all tenders without assigning any reasons.
- (f) In case of any dispute, all efforts should be made to settle or resolve such dispute mutually by discussion.
- (g) The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.
- (h) All the pages of the documents submitted in response to the Notice Inviting Tender shall be numbered sequentially and all pages and annexure shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract.
- (i) The acceptance of the offer made by the bidder will be deemed as a contract.

## **7. AWARD OF CONTRACT & TERMINATION OF CONTRACT:**

- (a) The contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of the Vendor.
- (b) The award of a particular work will be offered to the L-1 vendor/bidder. In the event of refusal/non-capacity to execute the work, the vendor may have to submit reason for such refusal which will be examined on case to case basis by the competent authority and if the competent authority decides to invoke any penalty like debarring/blacklisting, the same will be implemented.
- (c) The SSC(ER) reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever,
- (d) The rates quoted should remain valid for complete contract period. The Total quoted amount should be written both in figures and in words,
- (e) Quotations, which do not comply with the above conditions, are liable to be rejected,
- (f) If the successful bidder leaves the job before expiry of the contract period or work done by such vendor is not found to be satisfactory, this Office reserves the right to terminate the contract.
- (g) Rate quoted will be inclusive of all taxes. The Commission will not pay any kind of Taxes separately on the rates quoted by the firm/vendor,
- (h) The SSC(ER) reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds of SSC(ER)'s action,
- (i) Any overwriting in the Tender/late submission of Tender will not be entertained.
- (j) The acceptance of the offer and signing all pages of this document by the authorised signatory/bidder will be deemed as a contract.

## **8. MODE OF PAYMENT:**

The payment shall be made to the Service Provider on successful completion of work on submission of pre-receipted bill in triplicate. In case of any delay in submission of the bill by the service provider this office won't be responsible for any delay in payment. Payment will be made by NEFT or through e-Payment as per convenience of this office.

## **9. EARNEST MONEY DEPOSIT (EMD):**

In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, Bid Security Declaration should be signed by the bidders accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents. No provisions regarding Bid Security should be kept in the Bid Documents, and only provision for Bid Security Declaration should be kept in the Bid documents.

## **10. PERFORMANCE SECURITY:**

- (a) In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, the successful tenderer will have to deposit Performance Security of 3% of the value of the work in the form of Fixed Deposit Receipt/Bank Guarantee from a Nationalised Bank in an acceptable form in favour of Regional Director, Staff Selection Commission (Eastern Region).
- (b) Performance Security will be refunded to the tenderer after completion of the contract upon satisfactory performance during the contract period.
- (c) Performance Security will be forfeited if the tenderer fails to perform any of the terms & conditions of the contract, without prejudice to such other action including blacklisting by SSC(ER) if deemed fit.

**ANNEXURE A – Cover Letter**

To  
The Regional Director  
Staff Selection Commission (ER)  
8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building  
Nizam Palace  
234/4, AJC Bose Road  
Kolkata – 700020.

Madam,

**Sub: “NOTICE INVITING LIMITED TENDER ENQUIRY FOR REVAMPING AND REDESIGNING OF OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)”**

Ref: D-33013/1/2019-Admn(Pt.) dated 15<sup>th</sup> December 2021

The undersigned Bidder, having read and examined in detail the Limited Tender Enquiry document in respect of revamping, redesigning and development of official website of staff selection commission (eastern region), do hereby express their interest to offer Services as specified in the terms and conditions.

Correspondence Details:

Name of the Agency:

Address of the Agency:

Name of the contact person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Designation of the person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Address of the person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Contact Number:

E-Mail of the contact person:

Documents forming part of NIT Proposal:

We have enclosed the following:

i) All necessary documents required as per this NIT document to be submitted along with the Proposal.

I/We hereby declare that our proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief. I/We hereby declare that I/we have not indulged in any corrupt or fraudulent practices in preparing this proposal.

I/We hereby declare that we have not been blacklisted by any Government agencies.

The undersigned has been authorized to sign the cover letter and the enclosed proposals. The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and shall bear any further pre-contract costs.

**BID SECURITY DECLARATION**

I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.

Thanking you,

Yours faithfully

(Signature of the Vendor)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness:

Signature

Name

Address

Company

Date

Vendor:

Signature

Name

Designation

Date



**PROFORMA**

Sl.No.	Information to be provided by the bidders	
1.	Name of Bidder:	
2.	Registration No. Licence No. under Companies Act and CL(R&A) Act, 1972	
3.	Address with telephone No., e-mail address, FAX:	
4.	Name of the contact person (s) with contact number:	
5.	PAN/TAN/GST No. (attach self attested copy):	
6.	Experience in years in website creation/designing development & other related matters.	
7.	Rate quoted for revamping, re- designing and development of the official website of SSC(ER) (inclusive of all taxes) <b>(in Rs.)</b> :	

**Declaration:** I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statements at any stage, I/We will be blacklisted and will not have any dealing with this Department in future.

(Signature of Authorized Signatory with date and office seal)