

West Bengal Biotech Development Corporation Limited.
(A Government of West Bengal Undertaking)
4, Camac Street, 2nd Floor, Kolkata 700106

Notice Inviting Tender

Tender No. 184-WBBDC/1E-6/11

Dated: 24 .10.2011

Tender for Designing, Development and Maintenance of Website/Web portal for West Bengal Biotech Development Corporation Ltd.,

General Information:

The tender consists of two parts: a) Technical and b) Financial. The two bids should be made separately in two sealed envelopes and to be inserted into another sealed envelope.

- a) Last Date and Time of Receipt of Tenders : 3rd November, 2011 by 3.00 pm
b) Date and Time of Opening of Tenders : 4th November, 2011 at 2.30 pm
c) Place of Opening of Tenders : 4, Camac Street, 2nd Floor, Kolkata 700016

Please note that, the technical bid will be opened at first and if the same is found complete and satisfactory in all respect, then the financial bid will be opened.

Section – I

Invitation of Tender

1. WEST BENGAL BIOTECH DEVELOPMENT CORPORATION Ltd . wants to have its own static as well as dynamic website for the users of the Government of India, State governments, Public/Private sector enterprises, Research Institutions, Universities and for the citizens of the country so that Website/Web portal is accessible to all irrespective of technology, platform, device or disability of any kind. The platform for such portal should be **Internet Protocol version 6 (IPv6)** compliant. Therefore, sealed quotations are invited from reputed and experienced company/agency for the Design, Development and Maintenance of the Website/Web portal of WEST BENGAL BIOTECH DEVELOPMENT CORPORATION LTD.
2. Interested company/ agency which fulfill the following eligibility criteria may apply for the tender.

Eligibility Criteria :

- a) The firm should have experience in the field of Design, Development and Maintenance of Websites/Web portals/web application not less than 3 years.

- b) The firm must be a registered company with valid registration no. from the Registrar of Companies.
 - c) The Design and Development of the Website/Web portal should be completed within 3 months time from the date of placing the order.
 - d) The hosting should be done by the company / firm.
3. The Tender documents can be obtained from the website of Department of Biotechnology, Govt. of West Bengal (<http://www.biotechbengal.gov.in>) .
 4. Earnest Money Deposit (EMD): The Tender must be submitted together with a refundable Pay Order/Demand Draft drawn in favour of **West Bengal Biotech Development Corporation Ltd. payable at Kolkata** on any scheduled Bank for Rs. 5000 /- (Rupees five thousand only) towards Earnest Money Deposit (EMD), without which tenders will be rejected.

Sealing and Marking of Bids :The copies of the Technical Bid should be placed in sealed Envelope no. 1 clearly marked as “*Technical Bid*” on top left hand side of the envelope mentioning also the tender no. and date. The Commercial Bid should be placed in a separate sealed Envelope no. 2 clearly marked as “*Financial Bid – do not open with Technical Bid*”. Both the Envelopes should be placed in a 3rd Envelope, which shall also be appropriately sealed and marked as “*Bid for Designing, Development and Maintenance of West Bengal Biotech Dev. Corporation Ltd. Website*”. The tenders complete in all respect should be deposited in the box placed at the office of the WEST BENGAL BIOTECH DEVELOPMENT CORPORATION LTD.

Note: The Tender received after the mentioned date by any source of communication will not be accepted. **The competent authority of West Bengal Biotech Dev. Corporation Ltd. has the right to reject any or all the tenders received without assigning any reason thereof.**

Section – II

Scope of Work and Terms & Conditions

A. Scope of Work (Technical Bid)

Designing, Development and Maintenance of Website/Web portal:

1. Website/Web portal Characteristics:
 - Website/Web portal should comply with W3C web content accessibility guidelines i.e. Website/Web portal should be accessible to all irrespective of technology, platforms, devices of any kind.
2. The Website/Web portal will be dynamic as well as static in nature.
3. Website/Web portal will have a unique Web Address or URL
4. The Homepage of the Website/Web portal must have Title page, Lineage of the Department, ,WEST BENGAL BIOTECH DEV CORPORATION Ltd .Emblem Homepage and subsequent other important pages of the Website/Web portal must provide a prominent link to the National Portal and Banglar Mukh (Official State Portal).

II. Design and Development:

The tentative Website/Web portal elements will be as per the table given below:

Sl. No

Main Menu

Sub Menu

1.

Home Page

- Content of home page:
 - login/logout to members
 - New User Sign Up link
 - History of WBBIOTECH
 - Space for banner, Notice Board
 - services, FAQ, IPR, policy etc.
 - search option within site.

2.

About Us

- About WEST BENGAL BIOTECH DEV. CORPORATION,
- Functions and Structure Of W.B. BIOTECH DEV CORPORATION and Organogram
- Citizens' Charter

3.

RTI and
Personnel Matter

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

4.

Site Search

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

5.

Latest News

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

6.

Events

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

7.

Contact Us

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

8.

Link with
National Portal and Portal of Government of West Bengal

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

9.

Tender Notice

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

10.

Photo Gallery

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

11.

FAQ

As per details provided by WEST BENGAL BIOTECH DEV CORPORATION LTD.

12. Other functional aspects of the Web portal:

The website shall include the following functionalities:

- . Web Content Management
- . Page Templates
- . Master pages
- . Publishing of Web Pages
- . Alerts for the notifications
- . RSS Feeds
- . Support for Multimedia content
- . Search capability
- . Site Map
- . Online Registration
- . FAQ Management
- . Help Desk
- . Link Management
- . Latest News on the Home Page
- . Announcements
- . Usage Reporting and Logging
- . Content targeted for specific set of audience

Section III

Award of Contract:

WEST BENGAL BIOTECH DEV CORPORATION will notify the successful bidder in writing. The firm will sign an Agreement that will be furnished to the successful bidder within 21 days of the receipt of the Letter of Intent. After signing of the Contract Agreement, no variation in or modification of the term of the Agreement shall be made except by written amendment signed by the parties.

IV. Earnest Money Deposit

The Technical Offer must be submitted together with a Demand Draft drawn in favour of, WEST BENGAL BIOTECH DEV CORPN LTD towards Earnest Money Deposit (EMD), without which tenders will be rejected.

The tenderer is not entitled for any interest on EMD nor can he claim any right for award of the contract. The deposit amount shall be forfeited if the tenderer, after opening the price bid, withdraws/modifies his offer or modifies the terms and conditions thereof or fails to take up the work within 15 days from the date of awarding the contract. Earnest Money Deposit shall be returned to all un-successful tenderers within 15 days from the date of acceptance of award of work by the successful tenderer.

V. Security Deposit:

The successful Bidder shall furnish Security Deposit worth 10% of the total contract value to WEST BENGAL BIOTECH DEVELOPMENT CORPORATION LTD. The Security Deposit should be deposited on receipt of the work order in the form of Pay Order or Demand Draft in the name of WEST BENGAL BIOTECH DEVELOPMENT CORPORATION LTD. No interest will be paid to the firm for the amount of Security Deposit during the period of agreement. The said deposit may be refunded after six months of faultless run of the website.

Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the WEST BENGAL BIOTECH DEVELOPMENT CORPORATION shall forfeit the Security Deposit. The security deposit shall be returned within a reasonable time after the date of expiry of the contract subject to the firm carrying out all obligations / operations as required under the contract.

WEST BENGAL BIOTECH DEVELOPMENT CORPORATION reserves the right to recover any part or the whole of the amount of the security deposit for losses suffered by WEST BENGAL BIOTECH DEV CORPORATION due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation / insolvency or change of composition. The decision of WEST BENGAL BIOTECH DEV CORPORATION in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

SECTION IV

B) FINANCIAL BID (To be submitted in the following format on the letterhead of the bidder)

Subject: Financial Bid for Design, Development, Maintenance and other related activities of WEST BENGAL BIOTECH DEV CORPORATION LTD. website.

Dear Sir/Madam,

With reference to tender document giving scope of work or Design, Development, Maintenance and other related activities of WEST BENGAL BIOTECH DEV CORPORATION Website, we submit our financial bid as under:

Serial Nos.

Particulars

Price :

1.

Design and Development of Website with

text/graphics/ animation (lump sum amount for complete website containing static system & dynamic pages) along with Content Management

2.

Update and Maintenance of website (annual maintenance charge)

Total Cost (Sum of item 1 and 2)

(In words)

Yours faithfully,

(Signature of the Authorised Signatory)

(Name and Designation of the Authorised Signatory)

Name and seal of Bidder

Date:

Place:

**** Canvassing in any form may lead to disqualification.**