

SHIVSHAHI PUNARVASAN PRAKALP LTD.

(GOVERNMENT OF MAHARASHTRA COMPANY)
CIN: 70200MH1998SGC116664

GRIHANIRMAN BHAVAN, KALANAGAR, BANDRA (EAST)
MUMBAI - 400 051.

Telephone Numbers : 26591087/26590588/26591989

Fax No. : 26590586

Email ID: sppl_mumbai@rediffmail.com Website : www.sppl.biz

No: SPPL/M(Admin)/ETN/WEB/ 10 /2017, Dated 3rd January, 2017

TENDER DOCUMENT

Shivshahi Punarvasan Prakash Ltd. (SPPL) hereby invites bids in sealed envelopes in the enclosed prescribed format of bid application from eligible bidders for (A) Hosting of Website, Domain Registration (B) Maintenance of Website, Content Development, Updation and Management of Website, for the period of one year from the date of acceptance of competitive bid for SPPL.

Last date & time for submission of Bid in sealed envelopes in SPPL's above stated office is 3.00 p.m. on 18th January, 2017.

Time & date of opening the bids in SPPL's office is 3.30 p.m. on 18th January, 2017.

2. PURPOSE & REQUIREMENTS :

- A) i.** The Website Maintenance is for sole purpose of understanding the SPPL's objects and activities online and ensure website is working across top ranking search engines including Google, Yahoo etc.
- ii.** (a) The Service Provider must have minimum experience of 3 years in execution of website development/maintenance of a commercial organization and
(b) should have average turnover of 5 Lacs or more annually of last 3 years, ending on 31st March, 2016. (Self attested copy required to be enclosed along with the bid application.)
- iii.** The Website should be developed so as to allow SPPL to expand it as necessary without changing servers.
- iv.** The Service Provider should make the updates, changes and general website maintenance as specified above.
- v.** Images/banners/graphics/animated banners creation as per requirement.

- vi.** Creation of new Web Pages & integration with the website as and when needed like for Tenders, Media Gallery, RTI etc.
- vii.** Complete maintenance and support should be managed from Mumbai.
- viii.** The Website Hosting should enable backup at all levels and better security and more reliable connections.
- ix.** Web Hosting should offer access to a Web Server that will push the SPPL's content to recipients on request.
- x.** Search Engine facility in case of all formats of files (e.g. web pages, pdf files, forms etc).

3. TERMS & CONDITIONS :

- 1) The Service Provider only who have been registered for Service Tax, Income Tax & Sales & other Govt. taxes can apply.
- 2) Submission of Self Attested copy of all supporting Documents/Proofs which are stated to be enclosed are mandatory. Bid Application will not be considered and will be treated as disqualified if, copy of these supporting documents/proofs are not submitted along with bid application.
- 3) The Service Provider should keep all client information, such as passwords confidential. He will not share or release any client information to any third party, including hosting providers.
- 4) The Service Provider who will be selected will have to execute the Annual Service Contract on Stamp Paper. The expenses of which will be borne by the Service Provider.
- 5) SPPL shall make payment to the Service Provider on Quarterly basis after verifying the bill for completed quarter presented by the Service Provider, as agreed between SPPL and the Service Provider.
- 6) The Service Provider after selection will be required to submit an amount of Rs. 10,000/- for the work as 'Security Deposit' by cross cheque in favour of SPPL, which will be retained during currency of above stated services which will not carry any interest. The Security Deposit will be forfeited in full or in part in case of any failure or unsatisfactory completion of service by the Service Provider. SPPL reserves the right to terminate the contract, forfeit the Security Deposit in part or in full besides

getting the pending work completed from any other agencies at the risk and cost of defaulting of Service Provider.

- 7) Normally the Service Provider quoting least fees will be selected provided, it is qualified & evaluated to be appropriate for SPPL. In case such Service Provider quoted least fees refuses to sign the contract with SPPL, it will be treated as disqualified for further all matters, and works.
- 8) The Service Provider will be required to undertake any incidental work/ minor project of urgent nature if any, during the term of engagement without any additional fees.
- 9) This Tender Document can be also viewed on the Website of SPPL: www.sppl.biz.
- 10) The Service Contract may be extended on existing rates & terms and conditions for additional one year on performance evaluation by SPPL.

Date : 3rd January, 2017.

Place : Mumbai

**Manager (Admin)
Shivshahi Punarvasan Prakalp Ltd.**

Format of Bid application for Website-Hosting, Website Maintenance & Domain Registration etc.

To,
The Managing Director,
Shivshahi Punarvasan Prakalp Ltd.
Griha Nirman Bhavan, Bandra (East)
Mumbai – 400 051.

Sir,

In response to your Notice No. SPPL/M(Admin)ETN/WEB/1493/2016, dated 3rd January, 2017 inviting bids for Hosting, Maintenance of website, Website Content Development, Update, Modify, Management and Domain Registration services stated in Tender Document, I/We submit my/our bid as stated below:-

1)	Name of the Service Provider		
2)	Name of the Owner/duly authorized Person & his office address & office phone numbers & mobile phone number		
3)	Fax number & Email ID of office		
4)	Tax Registration number (Self-Attested copy of each is mandatory to be enclosed electronically).		
	a) Sales Tax	a)	
	b) Service Tax	b)	
	c) PAN Card copy	c)	
5)	Qualification of Service Provider or his authorized Personnel.		
6)	Experience of Service Provider. (Self-attested copy of successfully work execution is mandatory)		
7)		Financial Quote for Work to be undertaken (The amount should include all expenses)	
		Rupees in figures & in words	Rupees in figures & in words
A.	Website Hosting & Domain Registration		
		Per 3 months after completion of respective quarter	Yearly
B.	Maintenance of Website, Content Development, Updatation and Management of Website		

NOTES:

- (1) Lump sum fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No escalation of fees will be given during assignment period.
- (2) In case, the assignment period is reduced or extended, the eligible payment shall be on monthly basis.
- (3) Fees quoted above are exclusive of Service Taxes. Service Tax will be paid extra as per applicable rate. However, no new Government Taxes will be borne by the SPPL.

I/We hereby certify that all the information mentioned above is true and correct.

I/We agree to make available the above services as per terms and conditions mentioned in Tender Document. Rate quoted are exclusive of applicable taxes. We confirm that adequate precautions will be taken at our end to ensure security & safety of SPPL & no damages to any Software & Overall System installation of SPPL.

Date : January, 2017

Place :

Signature

Seal of Office/Firm Partner/Proprietor:

Name:

Designation: