

**U.T ADMINISTRATION OF DAMAN & DIU
BAL BHAVAN BOARD
DAMAN.**

No/DMN/BAL-BHAVAN/Quotation/2013-14/138.

Date:14/3/2014.

**"REQUEST FOR QUOTATION"
NOTICE INVITING QUOTATION FOR DESIGN AND DEVELOPMENT OF
WEBSITE OF BAL BHAVAN BOARD, DAMAN.**

Sealed quotations are hereby invited from reputed, skilled and experienced ICT providers/companies/ freelancers/ agencies to "Design, Develop and Maintain" website for Bal Bhavan Board-Daman, only from the agencies having specific experience in Designing, Developing and Maintaining similar websites of at-least 2(Two) States/ U.Ts.

The Department's objectives in implementing the website include:

- Delivering a cohesive approach to the dissemination of Bal Bhavan information.
- Facilitating the timely publication of Bal Bhavan information in a variety of formats.
- To implement any other potential benefits that may occur through the introduction of this new facility.

The services under this contract will include:

- Domain Name Registration
- Unlimited Website Hosting Space
- Email Hosting & Webmail Support
- Design & Development of Static website and associated accessible templates.
- Building website according to the agreed design specification.
- Provision of website maintenance and support including associated templates, plug-ins etc.

The initial implementation is expected within 20 days from the date of issue of work-order. The complete website needs to be implemented within 30 days with mutually agreed milestones. Bal Bhavan Board will hold the exclusive rights to the "Source Code" and its "Contents".

The bidders should have minimum experience of 3 years of website design, development and maintenance of similar type and size. The bidders should have experience of working on cross platforms and must have independently handled at least two assignments of similar type and size during last 3 years. The bidders will be required to provide evidence of competence and experience of conducting similar projects by providing details of reference sites and by demonstrating the presence of suitably experienced personnel to the Project Evaluation Team.

The format for quotation is specified in "ANNEXURE I" of this document. These must be adhered to so that the agencies can be assured that their proposals will be included in the evaluation process.

The agencies should submit their quotations in a sealed envelope, marked as "QUOTATION FOR DEVELOPMENT OF WEBSITE OF BAL BHAVAN BOARD" and addressed to:

THE DIRECTOR
BAL BHAVAN BOARD
Opp State Bank of India,
Near Football Ground,
Daman(U.T.) - 396220.

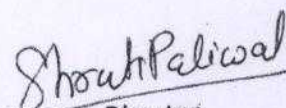
Quotation must arrive to the above address not later than 12.00 Hrs. On 31/03/2014. Quotation received after the exact date and time specified will be rejected without notice.

The quotations so received will be opened at 4:00 P.M. on the same day.

Right to accept or reject any of the quotation without assigning any reason therefore is reserved by the undersigned.

Any technical clarification/doubt may be addressed to or personally discussed, if needed, to the following before submitting the Quotation.

Addl. District Informatics Officer,
National Informatics Centre,
Secretariat, Fort Area,
Moti Daman – Daman (U.T.)
Email : nitinkumar.n@nic.in


Director
Bal Bhavan Board
Daman.

ANNEXURE I**FORMAT FOR QUOTATION**

All prices must be quoted in the Indian National Rupees and Including all taxes. Details of any additional costs should be shown separately.

Particulars of Service	Initial Cost	Cost For 1 st Year	Cost for 2 nd Year	Cost For 3 rd Year	Total Cost For Three Years
Domain Name Registration (.org)					
Unlimited Website Hosting Space					
Email Hosting & Web Mail Support					
Designing & Development of Static Website.					
Maintenance of Website Including Content Updation.					
Total Cost :					

Details of Agency/Developer

Name of Agency/Developer :	
Contact Address :	
Contact Person Name with Mobile :	
Email Address :	
Website URL of Agency/Developer :	
PAN/TAN Number :	
Similar Project References/URLs :	
Additional Information If Any :	

Terms and Conditions

- Bal Bhavan Board - Daman reserves the right to reject any or all the quotations without assigning any reasons thereof.
- Payment terms 100% against successful Development and Hosting of the website to the satisfaction of Project Evaluation Team.
- Rates quoted shall remain firm till the completion of work.
- The jurisdiction in case of disputes shall be the Court of Daman, U.T. Administration of Daman & Diu, Daman.

Security Deposit

Bidder shall enclose Earnest Money Deposit of an amount equal to 2.5% of the Total Cost proposed for Initial Costs by the agency/developer in the form of Cheque/Demand Draft Drawn in favour of " Bal Bhavan Board Daman" from any Schedule Bank/Nationalized Bank.