

GENERAL TERMS AND CONDITIONS

- The Bidding firm/company must have been in existence at least for the last 5 Years as on 31.3.2012. A copy of certificate of incorporation issued by competent authority/ Memorandum of Association may be provided.
- The bidding firm/ company must have made profits as per the Profit and loss A/c in the last three financial years and should be in sound financial position as judged by the Evaluation Committee for this purpose.
- The bidder should have total turnover of more than 50 Lakhs during last 3 years. Balance Sheet to be submitted as a proof.
- The bidder must have experience in executing any single order of IT- Services of minimum 4 lakhs in last 5 years in any Government office (hardware order will not be accepted). Bidder must enclose Attested Copy of Certificate or work order in proof of this.
- The Bidder must have sound knowledge and experience in Software/web Development. In support of experience of software/web development. Bidder must enclose the attested experience certificate or Work Order Copy from minimum 3 Government Offices/Board/Commission.
- Only RFP received on behalf of a single company/Firm will be considered. Bidding as a consortium/Joint Venture will not be allowed.
- The bidder must have experience in executing minimum 5 Web-development/website task of Government office. Bidder must enclose Copy of Certificate or work order in proof of this attested by gazette officer/Chartered Accountant.
- The Bidder should furnish certificate of incorporation in case of company, registration certificate with copy of partnership firm in case of partnership firm and gumasta license in case of Proprietorship firm. Copy should be attested by gazette officer/Chartered Accountant.
- The successful Bidder must have an operational office at Raipur with proper infrastructure and qualified man power.
- The Bidder must have PAN from Income Tax Office, copy attested by gazette officer/Chartered Accountant should be attached.
- The Bidder must have Service Tax registration. Attested copy of same along with the copy of Challan of service tax return attested by gazette officer/chartered accountant.
- The Bidder should have deposited bid EMD in favour of “Director, Directorate of Culture and Archaeology, Chhattisgarh, Raipur” by Crossed Demand Draft / Banker’s Cheque payable at Raipur from any nationalized / scheduled Bank.
- The Bidder’s firm/company must be ISO-9001:2008 or CMM Level 3 certified at least for software development (Please attach proof of the same).
- Tendering authority reserves the right to reject one or all the tenders without assigning any reason thereof.
- Tendering authority reserves the right to cancel/ reject any tender if the same is found to be containing any false/fabricated document/statement. Original of all documents shall be produced, if required, at the time of opening /evaluation of Technical RFP.

- RFP must be submitted only on the form issued by “Directorate of Culture and Archaeology, Chhattisgarh, Raipur” only, and should be signed by Sole proprietor of the firm, in case of proprietary firm. Authorized signatory/partner in case of partnership, Authorized signatory in case of others.
- RFP form should be filled legibly in English/Hindi. No erasing or over writing would be permitted. In case of correction, it would be encircled, rewritten and properly initialed by authorized signatory.
- The RFP is of two – bid system. The Bidder should submit both TECHNICAL BID & FINANCIAL BID.
- Rates should be quoted both in words and figures. In case of dispute in words and figures the rates quoted in words shall be considered.
- The bidder should sign & Seal on all the pages of tender documents including enclosures.
- The bidder is expected to thoroughly read and understand all the terms and conditions of the tender along with instructions, forms, terms and specifications in the RFP documents. Failure to furnish all information required as per the RFP documents or submission of bids not substantially responsive to the RFP documents in every respect will be at the bidder’s risk and shall result in rejection of the Request for Proposal.
- No sub contract in any circumstances is permissible.
- The Directorate of Culture and Archaeology, Chhattisgarh, Raipur shall be under no obligation to accept the lowest or any other offer received in response to this tender.
- Copy of Receipt of ₹ 1000/- (Rs. One Thousand only) towards the cost of RFP Document
- RFP Earnest Money Deposit (EMD) should be submitted of Rs. 50,000 (Fifty Thousand) only in the form of an account payee Bank Draft/Banker Cheque drawn on any Nationalized/ scheduled Bank payable at Raipur/Bank Guarantee in favour of “Director, Directorate of Culture and Archaeology, Chhattisgarh, Raipur” along with the tender document.
- Estimated Cost - Rs. 10 Lakhs (Ten Lakhs only)
- The EMD of the unsuccessful bidder will be returned promptly as possible as but not later than 60 days after opening of financial bid.
- The EMD of the successful bidder will be converted into Bank guarantee and return after successful completion of contractual period (after 1 Year).
- Earnest Money deposit is liable to be FORFEITED in case; the bidder
 - A. Withdraws the tender offer before finalization.
 - B. Fails to accept the offer if his / their tender is finalized.
 - C. Fails to execute the agreement within stipulated time.
 - D. Fails to carry out the work within stipulated time limit.
- The RFP should be addressed to: “Director, Directorate of Culture and Archaeology, MGM Museum, Civil Lines, Near Raj Bhawan, Chhattisgarh, Raipur-492001”.
- The Bidders are specifically required to submit their offers in two parts, each in different sealed envelopes duly marked and duly superscribed as-
 - A. “Envelope - A: Technical RFP”
 - B. “Envelope - B: Financial RFP”

Above two covers are to be properly sealed. Both the envelopes (A & B) shall be kept in one outer cover, which will also be properly sealed. The outer envelope should be superscribed as “**Request for proposal for Reconstruct & Development of Web Site for Culture Department**”

- If the envelopes are not properly sealed as required above, the RFP is subjected for rejection in tender opening stage itself.
- **Envelope - A: Technical RFP** should contain Bid EMD as mentioned.