



Government of West Bengal
Directorate of Micro, Small and Medium Enterprises
New Secretariat Buildings (9th Floor)
1, Kiran Sankar Roy Road, Kolkata – 700 001

No: /CC
D/10/2020

Date: 09.09.2020

NOTICE INVITING QUOTATION

Directorate of Micro, Small & Medium Enterprises, Government of West Bengal invites sealed quotation / bids for maintenance of official website of Dte. of MSME i.e. www.myenterprisewb.in including linked URLs like Single Application Gateway online application providing all support of maintenance and up gradation. The period of contract shall be for three years w.e.f date of issue of work order.

Scope of Work : Work for Development, Maintenance, regular updating, adding New Pages, Tables, Database etc. in static page format or dynamic page format of the all associated activities linked with the work related to the website www.myenterprisewb.in including linked URLs like Single Application Gateway online application in both English & Bengali version which are as follows:

- a) Updating of www.myenterprisewb.in website like additions or deletions of static pages, dynamic pages, menu, submenu, texts, forms, photos, videos, file. PDFs, links etc. on the entire website in the both English and Bengali version
- b) Re-designing of existing webpage as and when required in the both English & Bengali version.
- c) Archival of information (as Per Instructions)
- d) Addition of new pages, new design, new menu, new chapter, new link, new table, new database in static pages & dynamic pages to the website including charge of server space capacity in the both Bengali & English version.
- e) Bi-Weekly Database Backup and Website backup after any update for bring up the website within 12 hours of any failure/hack attack.

Format for submitting financial BID

Name of the work	Period	Amount in ₹ (including all Govt. taxes / service charges / duties)
Development, Maintenance, regular updating etc. as mentioned in "Scope of Work"	1 st year i.e. first 12 months from date of issue of work order	
	2 nd year i.e. 12 months after completion of 1 st Year	
	3 rd year i.e. for 12 months after completion of 2 nd Year	

General Terms & Conditions -

- i) All papers / documents / Printed materials (Hard copy) will be collect physically by your representative from MSME & T Department, 4, Abanindranath Tagore Sarani (Camac Street), Kolkata -700016, and Directorate of MSME, New Secretariat Buildings, Kol-1 and also office of the District Industries Centre located at different districts as and when required.

ii) Year wise Payment will be made after completion of 12 months from date of issue of work order. The necessary bill & work done certificate issued by appropriate authority should be produced for making payment at that time.

iii) The bidder will drop a bigger size single sealed envelope super scribing "BID against NIT No.-----, Date----- covering two covers of Technical Bid in a sealed envelope super scribing "Technical Bid for NIT No.-----, Date----- and Financial Bid in a separate sealed envelope super scribing "Financial Bid for NIT No.----- Date-----" in the dedicated tender box at the office of the Director, Micro, Small & Medium Enterprises, Govt. of West Bengal, New Secretariat Buildings, 9th Floor, Block-A, 1, K.S. Roy Road. Kolkata - 700001 as per the scheduled date and time.

iv) The bidders should submit the duly self attested copies of following documents for Technical Bid

- PAN / TAN card
- Trade License
- Up-to-date Income Tax Return
- Up-to-date GST / VAT / Sales Tax return & registration certificate
- Up-to-date Profession tax return & Profession Tax Registration certificate
- Minimum Five Yrs. of experience in above mentioned type of work in Government department is required. (Proof of experience should be submitted).

v) The financial bid against each activity under Scope of work must be submitted in a separate sealed cover inclusive of all Service charges, applicable taxes etc.

vi) Technical bid will be opened first. Financial bids of those bidders whose technical bid are found eligible and accepted will be opened.

vii) A brief write up (within 1000 words) on bidder's clarity of the total scope of work, approach and methodology & understanding of the policy priorities of the Government.

viii) The Broad guidelines for evaluation of proposals are as follows:

a) Technical proposals will be opened first and evaluated by consulting an evaluation committee. The evaluation parameters are given below:

Criteria	Description	Point System	Max criteria points
Experience of the applicant agency on the basis of the submission support of the eligibility Criteria	Past experience in the related field	Upto 5 yrs. experience = 20 Points Upto 10 yrs. experience = 30 Points More than 10 yrs. experience = 50 Points	50
Understanding on the scope of work	Write up (not more than 1000 words) on the bidder's clarity of the total scope of work, approach and methodology and understanding of the policy properties of the Govt. to be considered	Marks allotted 50	50

b) Based on the technical evaluation, scores will be awarded and proposals of applicants, which obtain equal or more then the threshold score 50, will only be considered as technically eligible.

c) Selection shall be made from the technically eligible bidders.

d) Among all technically eligible bids, the lowest financial bid will be termed as L1 and will be considered for selection of the applicant agency after complete clarification and price negotiations if desired.

ix) In case of service rendered by the lowest bidder selected through competitive bidding found not satisfactorily then the agreement / work order shall cease to operate with one month notice, but the agency shall continue to work till the finalization of next agency with approved rate as per previous tenders.

x) The Tender Committee reserves the rights to cancel the quotations or tender process without assigning any reason thereof at any time prior to award of contract without incurring any liability to the affected bidders or any obligation to inform the affected bidders of the ground for such action.

xi) The Sealed Quotation may be submitted at Directorate of Micro, Small & Medium Enterprises, New Secretariat Buildings, 9th Floor, Room No. 10, Block-A, 1. K.S. Roy Road. Kolkata 700 001 within 23rd September 2020 at 10.30 A.M. The tender/quotation/bid will be opened at the same day at 11.30 P.M. in presence of the bidders or their representatives.

For any query please contact with Deputy Director of MSME (I&S). Contact No. 033-22625151 Extn. 221



Director
Micro, Small & Medium Enterprises,
West Bengal

No: D/147/2020

Date: 09.09.2020


Copy forwarded for information & taking necessary action to:

The Tender Committee, of this Directorate.

Notice Board & www.myenterprisewb.in of this Directorate for wide publication.

The / Sri / M/s. _____

Office copy


For Director
MSME, WB
for