

**REQUEST FOR PROPOSAL FOR  
DESIGN, DEVELOPMENT AND MAINTENANCE OF WEBSITE OF OREDA**

**RFP No: 1451**

**Dated: 19.04.2018**



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY  
S-59, MANCHESWAR INDUSTRIAL ESTATE,  
BHUBANESWAR-751010, ODISHA  
PH-0764-2585898, 2581552, 2580554, Fax - 0674-2586398  
Website-[www.oredaodisha.com](http://www.oredaodisha.com).  
Email: [ceoreda@oredaorissa.com](mailto:ceoreda@oredaorissa.com),

### On line Tender Reference

Tender Date	13.4.18
Tender Reference Number	1451
Title	Design, Development and Maintenance of website of OREDA for a period of 3 years
Issuing Department	Odisha Renewable Energy Development Agency, Bhubaneswar
Contact Person Details	K P Koner, Dy. Dir, 9437562505 Odisha Renewable Energy Development Agency S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA
Availability of RFP Document	<a href="http://www.oredaodisha.com">www.oredaodisha.com</a> , <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> and <a href="http://www.tenders.gov.in">www.tenders.gov.in</a>
Brief Description of Tender	Odisha Renewable Energy Development Agency (OREDA), invites sealed proposals from Software Development firms for “Design, Development and Maintenance of 3 years of Website of OREDA, Bhubaneswar”

### Bid Process Schedule

Sl#	Event	Date& Time	Venue
1.	Date of Publication	20.4.2018	<a href="http://www.oredaodisha.com">www.oredaodisha.com</a> , <a href="http://www.tenderwizard.com/OREDA">www.tenderwizard.com/OREDA</a> <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> and <a href="http://www.tenders.gov.in">www.tenders.gov.in</a>
2	Pre-bid conference	03.05.2018	Conference hall, OREDA
3	Hosting of revised final RFP	05.05.2018	<a href="http://www.oredaodisha.com">www.oredaodisha.com</a> , <a href="http://www.tenderwizard.com/OREDA">www.tenderwizard.com/OREDA</a> <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> and <a href="http://www.tenders.gov.in">www.tenders.gov.in</a>
5	Last date for submission of bid documents on line	19.05.2018	Up to 5.00 PM
	Last date of submission of bid doc in hard	22.05.2018	OREDA office at 1.00 PM
6	Opening of General /Technical Bid	22.05.2018	OREDA Office at 3.30 PM
7	Technical Presentation	To be informed	Conference Hall, OREDA
8	Opening of Financial Bids of technically qualified bidders	To be informed	Conference Hall, OREDA

### Bid Costs

1.	RFP Document fee	₹2000	Payable along with the bid document submission
2.	Ernest Money Deposit	₹50,000	Payable along with the bid document submission in shape of Demand Draft in favour of <b>“ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY”</b> payable at Bhubaneswar

## 1. Instruction to bidders for online submission

**The prospective bidders who do not have the supporting documents of proofs of all the eligibility (qualification) conditions must not submit the bid document.**

(i) The bidders who want to submit bid shall have to pay the **tender cost** for the package (As mentioned in TENDER SCHEDULE, non-refundable which is inclusive VAT @ 5%), in the form of **Demand draft** only, drawn in **favour of Chief Executive, OREDA payable at Bhubaneswar.**

(ii) The bidders shall have to submit the non-refundable tender processing fee (As mentioned in TENDER SCHEDULE, *which is inclusive of service tax@15%*) in the form of e-payment mode

***(NOTE: For tender processing fee to K.S.E.D.C. Ltd. Bangalore, the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking).***

(iii) The bidders shall have to scan the Demand Draft / Bank guarantee towards **EMD , Tender Cost , signed copy of tender document (all pages)** as a token of acceptance and **other additional documents** against the tender and upload the same in the prescribed form in .pdf or .jpg format in addition to sending the original as stated below.

(iv) The prospective bidders are advised to register their user ID, Password, company ID from website [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) by clicking on hyper link "**Register Me**".

(v) Any clarifications regarding the scope of work and technical features of the project can be had from the undersigned during office hours

NB: All subsequent addendum/Corrigendum to the tender shall be hoisted in OREDA's official web site [www.oredaorissa.com](http://www.oredaorissa.com) and [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) only

NB:-All subsequent addendum/Corrigendum to the tender shall be hoisted in OREDA's official web site [www.oredaorissa.com](http://www.oredaorissa.com) and [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) only.

**For and on behalf of OREDA**

## 2. SUBMISSION OF BIDS ONLINE

### **MODE OF SUBMISSION OF BID:-**

(A) (i) The bidder shall submit the bid in Electronic Mode only i.e. in [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) portal. The bidder must ensure that the bids are received in the specified website of the OREDA by the date and time indicated in the Tender notice.

(ii) Bids submitted by telex/telegram will not be accepted.

(iii) The OREDA reserves the right to reject any bid, which is not submitted in electronic mode and according to the instruction, stipulated above.

### **(A-I) PARTICIPATION IN e-TENDER:-**

### **ACQUISITION OF DIGITAL SIGNATURE CERTIFICATE**

- (i) For all the users it is mandatory to procure the Digital Signatures of **Class III only**.
- (ii) Contractors / Vendors / Bidders / Suppliers are requested to follow the below steps for registration.

#### **(A-2) REGISTRATION IN TENDER WIZARD PORTAL**

- (i) Log in [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) Click “Register”, fill the online registration Form.
- (ii) Payment for an amount of Rs. 2300/- shall be made to KSEDCL, Bangalore for vendor registration in tender wizard portal in **e-payment** mode only.
- (iii) As soon as the verification is being done the e-tender user id will be enabled/provided.

#### **(A-3) ON LINE REQUEST FOR e-tender DOCUMENTS.**

After viewing Tender Notification in [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs (Digital signature certificate). If any Bidder wants to participate in the tender he has to follow the instructions given below.

- (i) Insert the PKI (which consist of your Digital Signature Certificate) in your System.  
(Note: Make sure that necessary software of PKI be installed in your system).
- (ii) Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
- (iii) Go to Start > Programs > Internet Explorer. Type [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) in the address bar, to access the Login Screen.
- (iv) Enter e-tender User Id and Password, click on “Go”. Click on “Click here to login” for selecting the Digital Signature Certificate. Select the Certificate and enter DSC Password. Re-enter the e- Procurement User Id Password
- (v) Click “Un Applied” to view / apply for new tenders.
- (vi) Click on Request icon for online request. After making the request, bidder has to pay the requisite tender processing fee (as indicated in tender notice) through **e-payment** facility only available in the portal. Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps.
- (vi) Click to view the tender documents which are received by the user. Tender document screen appears.
- (vii) Click “Click here to download” to download the documents.

***NOTE: For vendor registration and payment of tender processing fee to KESDCL, the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking.***

#### **(B) ONLINE SUBMISSION OF BID**

*The bidders shall have to scan the Demand Draft / Bank guarantee towards EMD , Tender Cost , signed copy of tender document (all pages) as a token of acceptance and other additional documents against the tender and upload the same in the prescribed form in .pdf or .jpg format in addition to sending the original **except bid sheets (.xls)** prior to last date and time of receipt of bids as specified in tender Notice. Tender processing fees is mandatory & to be paid on **e-payment** mode as stated elsewhere in the document.*

**(B-1) PROPER FILLING UP OF THE PRICE SCHEDULE:**

The bidder should fill up the Techno commercial and price schedule properly and fill in the bid sheets provided in .xls format and up-load the same without changing the file name. The tender may be rejected if the schedule of price is submitted in incomplete form.

**NB: The bid sheets (.xls file) shall be uploaded in [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) portal, prior to online closing of the tender. By no other means (except online) price bid shall be accepted for evaluation of tender.**

(i) After completing all the formalities Bidders will have to submit the tender as specified NIT and they must take care of all instructions. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.

**Note down / take a print of bid control number once it displayed on the screen**

(ii) Tender Opening event can be viewed online.

(iii) Competitors bid sheets are available in the website for all participated bidders.

**NOTES:**

**For any e-tendering assistant contact help desk number,**

**080- 40482000(Bangalore). OREDA HELP DESK- 09937140591**

**(C) DEAD LINE FOR SUBMISSION OF BIDS**

Soft copy of the bid shall be uploaded through the portal [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) on or before the online submission time and date as stipulated in the bidding document. **DD towards Tender cost, DD/BG towards Bid Security , tender processing fee acknowledgement & a set of all uploaded documents must be received by OREDA at the address specified not later than the time and date stated in the tender notification.**

In the event of the specified date for the submission of bids being declared a holiday for OREDA, the bids will be received on the next working day as per the time indicated in tender notification.

(ii) OREDA may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents in accordance with ITB for the reasons specified therein at any time prior to opening of, in which case all rights and obligations of Employer and bidders will thereafter

be subject to the deadline as extended.

**(D) LATE BIDS**

(i) Soft part of the bid cannot be uploaded on the portal after expiry of submission time and the bidder shall not be permitted to submit the same by any other mode. In such case, even if the bidder has submitted the specific documents in hard copy in original (viz., bid security, tender cost & any other document) within the stipulated deadline, its bid shall be considered as late bid. The hard copy submitted [specific documents (viz., bid security, tender cost.)] shall be returned unopened to the bidder.

ii) Hard copy of the bid security of the bid received by OREDA after the deadline for submission of bid prescribed by the GTCC will be considered as late bid even if the bidder has uploaded the soft part of the bid within the stipulated deadline. In such a case, the soft part of the bid uploaded on the portal shall be sent unopened to “Archive” and shall not be considered at all any further.

**(E) MODIFICATION AND WITHDRAWAL OF BIDS:-**

(i) Bidder may modify or withdraw its bids through the relevant provisions on the portal [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) up to due date and time of submission of bid indicated in tender notification.

(ii) The Bidder’s modifications shall be done and submitted as follows:

Modified Electronic form of the bid as per the provision of portal therein.

(iii) Bidder may withdraw its bid through the relevant provisions of portal only.

**(iv) No bid shall be modified/ withdrawn subsequent to the dead line for submission of bids. Withdrawal/modification of bid before the expiry of bid validity shall result forfeiture of Bidder’s bid security.**

**2. SEALING AND MARKING OF BID:-**

**(A) Hard copy of the followings should be submitted with OREDA:**

- (i) Demand draft towards cost of bid document.
- (ii) Tender processing fee acknowledgement copy.
- (iii) Bid Security in shape of DD/BG as described.

Technical Bid document in hard bound form with each page legibly numbered comprising of the following

**All the papers of bid documents except the price bid duly signed & should be uploaded in e-tender portal. Hard copy (i.e EMD, Tender cost & signed e-tender document) shall be**

**submitted OREDA office at S-57, Mancheswar Industrial Estate, Bhubaneswar 751010 before tender closing date and time.**

***\*Contractors/Vendors are advised to upload their tender documents well in advance to avoid last minutes disappointed***

### **Document Structure**

This document is divided into five parts as described below

**Part I:** Bid Overview

**Part II:** Instructions to Bidders

**Part III:** Contractual Clauses

**Part IV:** Terms of Reference

**Part V:** Formats for Submission of Proposal



## Table of Contents

SI No	Particulars	Page
1	Bid Overview	11
2	Instruction to Bidders	12-17
3	Contractual Clauses	18-20
4	Term of References	21-30
5	Formats for Submission of Proposals	31-43

## **Part I: Bid Overview**

It has been decided by the OREDA to re-design and revamp the existing web portal of OREDA by using latest technology.

The detailed requirements are mentioned in the RFP. The Proposals are invited from software development with relevant experiences and credentials within last date mentioned at schedule of events.

The selected bidder shall design, develop, implement and support that application for a period of three years from the day of User Acceptance Test(UAT). All the activities related to services and support shall be done through a dedicated Technical Team. Details of the functionality can be referred as mentioned in the section entitled '**Terms of Reference**'.

## **Part II: Instructions to Bidders**

### **2.1 Eligibility Criteria**

At the time of submission of bid response, the Bidder should conform to and/or be able to demonstrate the following:-

- (a) The bidder should be a company registered in India under companies Act 1956 and operating for the last Five years in IT / ITeS Services in Odisha as of 31st March 201.
- (b) The bidder must have a registered office in the state of Odisha.
- (c) The bidder must have PAN and registered with GST.
- (d) The bidder must be at least ISO 9001 certified company and the certificate needs to be valid till the date of submission of bid.
- (e) The bidder should have a proven track record of successful implementation of at least one dynamic portal/web based application worth of ₹20,00,000/- or two dynamic portals/web based applications with value of ₹15,00,000/- each or three dynamic portals/web based applications value of ₹10,00,000/- each for any Govt Department/Organisation/Autonomous Body/PSUs/State Renewable Nodal Agency in India.
- (f) The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government/PSU.
- (g) The bidder must have an average turnover of not less than ₹1.0 crores in last three financial years ending with FY2016-2017. Audited balance sheet/CA Certificate will need to be submitted in support of this requirement.
- (h) The bidder must submit Tender document fee amounting to ₹2,000 in shape of DD and EMD amounting to ₹50,000/- in shape of DD.

### **2.2 Bid Processing**

#### **2.2.1 General Information**

- a. The bid process involves a three-stage evaluation namely, Pre-qualification, followed by the evaluation of the Technical bid and Financial bid.
- b. The bidder shall submit only one Proposal.
- c. Proposal should be in the specified format .Any other format shall not be acceptable.
- d. Proposals should be in English Language only.
- e. The Bidder is not permitted to modify, substitute or withdraw their Proposal after submission
- f. Bid should be valid for a period of 60 days from the date of submission
- g. The original Proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be attested by the person or persons who sign(s) the Proposals.
- h. An authorized representative of the bidder should sign on all the pages of the Proposal. The representative's authorization should be confirmed by a written power of attorney or board resolution accompanying the Proposal.
- i. Bidders should specify the price of their services in Indian Rupee (INR) only.
- j. Authority reserves the right to accept or reject any/all bid without assigning any reason thereof, and to annul the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. The decision of the competent authority would be final and binding on the bidders.
- k. All communication pertaining to this bid will be published in the designated website in case direct communication to bidders is not feasible, so it would be the bidders' responsibility to check website for such communication.

### 2.2.2 Proposal Submission

- a. All the bid documents sealed in separate envelopes will need to be submitted.
- b. Each envelope should be super scribed on the left hand side top corner as “Bid reference Number - XXXX” along with the name of project i.e. **Design, Development and Maintenance of website of OREDA for a period of 3 years.**
- c. The bids must consist of the following documents:
  - a. Pre-qualification bid
  - b. Technical Proposal.
  - c. Financial Proposal
  - d. EMD as per RFP in a separate envelope to be submitted with the General bid.
- d. All the proposals should be sealed separately super scribed as “General Bid”, “Technical bid” and “Financial Bid” on the respective envelope along with the name of project and RFP reference number.
- e. Soft copies of Technical Proposal and presentation should be submitted in CD-ROM and all documents should be in PDF Format.
- f. Proposals should be comprehensive where necessary and unwanted material, including repetition of the bid document contents should be strictly avoided.

### 2.2.3 Bid Opening

- a. The bids that have been received within the specified deadline would be opened at the specified date and time as indicated.
- b. Bidder's representatives are free to be present at the time of bid opening.
- c. The bidders names and the presence or absence of requisite bid security and such other details considered appropriate, will be announced at the time of bid opening.
- d. Bids that do not contain necessary security amount or which has substantive material deficiencies shall be rejected upon opening.
- e. Bids received after the deadline (i.e. late bids) shall be returned unopened to the respective bidder.

### 2.2.4 Ernest Money Deposit

- a. Earnest money deposit: The proposal must be accompanied by earnest money deposit of **₹50,000/- (Rupees FIFTY Thousand Only)** in the form of Demand Draft from any nationalized bank in favour of **ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY Payable at Bhubaneswar** without which the proposal will be rejected outright. Earnest money deposit will not be accepted in cash or any other form. No interest is payable on the amount of E.M.D.

- b. The Earnest money deposit will be refunded or returned (along with necessary endorsement for payment) to the bidders whose offers are not accepted by the **Odisha Renewable Energy Development Agency within one months** of the placing of final order to the successful bidder. However for the successful bidder, the Earnest money deposit so submitted will be refunded on submission of Bank guarantee against security deposit or as per the decision by the authority of Nodal Department. EMD of Bidders disqualified on pre-bid qualification will be returned on spot or within 15 days of bid opening.
- c. Non-acceptance of an award resulting from this bid process would entail forfeiture of the Earnest Money Deposit.

### **2.2.5 Tender Validity**

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender. However, validity of the price bid of selected bidder will be 3 years from the date of opening of commercial bid..

### **2.3 Award**

- a. The contract will be awarded to the bidder who have quoted lowest among all the bidders.
- b. Prior to expiration of the period of bid validity (which is 180 days from date of submission of bid), OREDA will notify the successful bidder in writing, that their proposal has been accepted.
- c. OREDA and successful bidder will formalize the Contract Agreement that has been finalized
- d. After the contract is formalized with the successful bidder, the OREDA will promptly notify other bidders on the shortlist that they were unsuccessful and return their Security Deposit.
- e. Failure of the successful bidder to accept the correction of the errors as specified herein OR to sign the contract OR wilful violation of the bid process shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Department may choose to award the work to the next highest scoring bidder or call for fresh bids.

### **2.4 Bid Evaluation**

Bidders will be selected through **L1** Process and quoted price will be evaluated from the format 5.8

#### **2.4.1 Preliminary Scrutiny**

- a. Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified to merit further evaluation.

- b. Bids not conforming to such preliminary requirements will be prima facie rejected.

#### 2.4.2 Evaluation of Technical Bid

- a. Criteria for evaluation of technical bids have been specified in clause 2.5 of this document.
- b. All the bidders who secure a Technical Score of 70% or more will be declared as technically qualified.
- c. The commercial bids of only the technically qualified bidders will be opened for further processing.

#### 2.4.3 Evaluation of Financial Bid

- a. The Financial Bids of the technically qualified bidders will be opened on a the prescribed date in the presence of bidder representatives
- b. The bidder with lowest financial bid (L1) will be awarded as per the format 5.8.
- c. The bid price will include of all taxes and levies and shall be in Indian Rupees.
- d. Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

#### 2.5 Technical Evaluation and Scoring Patterns

Sl No	Parameters	Max Points	Evaluation Criteria
<b>A</b>	<b>Organizational Capability-</b>	<b>60</b>	
(a)	Should have turnover of more than ₹1Crores (average of last 3 years ending with 31.03.2017)	10	₹1 crore – 2 Marks - Beyond ₹1 Crore., 2 marks for each ₹ 1 Crore up to maximum 10 marks
(b)	Quality Certification	10	- ISO9001 – 3 Marks - ISO27001-2 Marks - CMM3 or above- 3 Marks
(c)	Experience of development & implementation Web portal/Web based applications in Govt. Sector (order value more than ₹10 lakhs will be	30	Each Project 5 Marks up to maximum 30 marks

Sl No	Parameters	Max Points	Evaluation Criteria
	considered)		
(d)	<b>Manpower Strength:</b> The bidder should have 15 Technical Resources [BE/B.Tech/MCA/M.Tech]	10	15 resources – 2 marks 1 mark each for additional 5 resources
<b>B</b>	<b>Technical Presentation</b>	<b>40</b>	<b>Presentation Duration ( In Minutes)</b>
(a)	Portal Prototype Presentation by understanding the scope	10	5
(b)	Web Application Development Technology, Methodology and Deployment	10	5
(c)	Project Plan & Timeline, Resource Engagement Plan	5	3
(d)	Testing and Quality Assurance Approach	10	5
(e)	Support and maintenance	5	2

1. The bidder has to produce documentary evidence for awarding the marks.
2. Detailed documentation on project plan with work breakdown structure, Project Management methodology, Software solution approach and implementation methodology, Testing and Quality Assurance Approach, Risk Management, Mitigation and Exit Management plan in both hard copy and soft copy (in CD-R) to be submitted in Technical Bid.
3. Bidders have to score 70% for successful in Technical evaluation.

## 2.6 Conditions Governing Receipt and Opening of Proposals

The Financial Proposal should only indicate prices **without any condition or qualification** whatsoever and should include of all taxes, duties, fees, levies and other charges levied by Central & State, as may be applicable in relation to activities proposed to be carried out which will be reimbursed on submission of payment bill.



The original and all copies (including Soft Copies) of the Technical Proposal should be placed in one envelope. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked, **“Do not open, except in presence of the Evaluation Committee.”**

- a. After the deadline for submission of proposals the General Proposal shall be opened immediately by the evaluation committee. Technical Proposal can also be opened as per schedule given by OREDA/ the decision of Evaluation Committee.
- b. From the time the bids are opened to the time the contract is awarded, if any Bidders wish to contact the OREDA on any matter related to its proposal, it should do so in writing at the address of the nodal officer. Any effort by the Bidder to influence the bid proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the proposal.

## **2.7 Concessional Benefits**

As per Clause 4 of the office memorandum bearing number 13290/F/Dated 2<sup>nd</sup> April 2013 of finance department, SSI units registered in National Small Industries Corporation/DIC/OSIC will get 75% exemption from payment of Earnest Money Deposit (EMD).

## **2.8 Performance Bank Guarantee**

The OREDA will require the selected bidder to provide a Performance Bank Guarantee, within 15 days from the Notification of award(i.e. date of issuance of LoI), for a value equivalent to 10% of the total cost of ownership i.e. total order value excluding taxes. The Performance Guarantee should be valid for a period of 3 years 2 months (38 months). The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the OREDA at its discretion may cancel the order placed on the selected bidder after giving prior written notice to rectify the same. OREDA shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or OREDA incurs any damages due to Service Provider’s negligence in carrying out the project implementation as per the agreed terms & conditions.

### **Part III: Contractual Clauses**

The Contract Agreement for this engagement would contain the following key clauses:-

#### **3.1. Term of Contract**

This will include the period required to deliver the deliverables and other services specified in the terms of reference, including the duration of the support period (as may be applicable to this engagement).

#### **3.2. Termination**

- a) Normal termination of the contract would happen at the end of the tenure.
- b) Pre-mature termination of the contract would happen in case of insolvency of bidder or due to conditions of material breach.

#### **3.3. Effects of Termination**

- a) In the event of a pre-mature termination of this agreement by OREDA, the compensation payable to bidder will be decided in accordance with the Terms of Payment Schedule for the milestones completed services and accepted deliverables.
- b) Parties shall mutually agree upon a transition plan and comply with such a plan. The bidder agrees to extend full cooperation in supporting the transition process.

#### **3.4. Scope of Work and Deliverables**

This will be in conformity with the terms of reference specified in the RFP document and shall include the submissions made by the bidder in their proposal and work plans, further refined during the negotiations. Deliverables and milestones shall be established with a process of formal acceptance or such measurable criteria.

#### **3.5. Fees and Payments**

- b) The total fees payable to the bidder including a milestone based payment as specified in the terms of reference would be specified. Such payments shall be inclusive of all taxes / levies and other out of pocket expenses. Rate of taxes will be applicable as the rate prevailing at the time of submission of Bill.
- c) Payments for additional services in case of change in scope will also be specified.
- d) In case of a *bona fide* dispute regarding any invoice, the OREDA shall be entitled to delay or withhold payment of the invoice or part of it, limited to the extent of the disputed amount.

#### **3.6. Ownership and Audit**

- a) Software including source code, licenses, technical documents and services obtained for the purpose of this engagement shall be in favour of the Department and shall be submitted to the OREDA after UAT or on demand.
- b) All records pertaining to this work shall be made available to the OREDA and its authorized agencies upon request for verification and/or audit, on the basis of a written request.

### **3.7. Confidentiality**

Bidder and its agents shall exercise professionally reasonable care to maintain the required confidentiality and privacy with regard to Departmental data, wherever applicable.

OREDA shall retain exclusive **intellectual property rights** to all artefacts to which OREDA has sovereign rights or **right to use** on a formalized agreement with another party if any cots software has been used in the application.

### **3.8. Indemnity**

The bidder shall indemnify, defend and hold OREDA and their officers, employees, successors and assigns harmless from and against any and all losses arising from personal injury or claims by third parties pursuant to this agreement, including but not limited to any equipment, software, information, methods of operation or other intellectual property (or the access, use or other rights thereto) provided.

### **3.9. Force Majeure**

Neither Party to this agreement shall be liable to the other for delay or default in performance of its obligations or any loss or damage which may be suffered by the other directly due to a Force Majeure event provided that the affected Party notifies the other Party of such event and its likely effects and duration as soon as possible and takes all reasonable steps to mitigate the losses/disruption.

### **3.10. Dispute Resolution**

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be amicably resolved by the Parties through mutual consultation, in good faith and using their best endeavours. Parties, on mutual consent, may refer a dispute to a competent individual or body or institution or a committee of experts appointed By OREDA for such purpose and abide by the decisions thereon.

On non settlement of the dispute, same shall be referred to the Principal Secretary to Government, Science & Technology Department, and Government of Odisha for his/her decision and the same shall be binding on all parties, unless either party makes a reference to arbitration proceedings, within sixty days of such decision.

Such arbitration shall be governed in all respects by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules framed there under and any statutory modification or re-enactment thereof. The arbitration proceeding shall be held in Bhubaneswar, Odisha.

### **3.11. Governing Law and Jurisdiction**

This agreement and all questions of its interpretation shall be construed in accordance with the Laws of India with the Courts at Cuttack (High Court) having jurisdiction.

### **3.12. Scope Changes**

Process to manage changes to scope of the engagement and its impact on technical matters, project schedule and costs shall be detailed out. Cost impact can be settled on the basis of agreed professional monthly rate.

### **3.13. Limitation of Implementation Agency (IA) liability towards OREDA**

- a. Except in case of gross negligence or wilful misconduct on the part of the IA Team in executing the work or in carrying out the Services, the IA, with respect to damage caused by the IA to property and/or assets of OREDA or of any of OREDA vendors, shall not be liable to OREDA.
  1. for any indirect or consequential loss or damage; and
  2. for any direct loss or damage that is limited to Contract Value.
  
- b. This limitation of liability shall not affect the IA liability, if any, for damage to Third Parties caused by the IA Team or any person or firm/company acting on behalf of the IA in executing the work or in carrying out the Services

## **Part IV. Term of Reference**

### **4.1 Features of the Web Portal**

1. Display of bilingual information in Odia and English.
2. Interactive multimedia oriented home page design. Multiple banner of inner page
3. Design of the website as per the GIGW guideline of Govt. of India and to make it disable friendly
4. Compatible to all the browser like Chrome, Mozilla firefox, Internet Explorer, Safari, Opera.
5. Web portal should be Responsive i.e. compatible to Mobile, Tabs, i-Pad
6. Database driven website with CMS (Content Management System) and User Management to manage the requirement from Admin Interface by the multiple users.
7. Web portal should free from vulnerabilities

### **4.2 Scope of Work**

- 4.2.1 Design and Development of web site as per requirement
- 4.2.2 Migration of content of old website of OREDA to new website
- 4.2.3 User Acceptance Test
- 4.2.4 Resolve all the Vulnerabilities found during security audit before Go-live of the website. Security audit will be done at least once in a year by any Cert-in empanelled firm/any other organisation assigned by OREDA. However, bidder has to resolve all the Vulnerabilities found during security audit.
- 4.2.5 Installation of required software and hosting of website in a secured environment such as OSDC, NIC etc. or any designated location identified by OREDA
- 4.2.6 Optimization of website time to time for better performance
- 4.2.7 Training on Content Management System to the officials of OREDA.
- 4.2.8 Support and maintenance of the portal for a period of 3 years from the date of Go-live
- 4.2.9 Refurbishment of website at appropriate interval.
- 4.2.10 Home page improvement, as may be necessary from time to time.
- 4.2.11 Making portal more accessible through popular search engines.

### **4.3 Indicative functionalities of the website**

The following functionalities will be incorporated in the web site

The web portal will have two parts:

1. Public view and interaction which is called as Client part

2. Interface for the OREDA Officials to access with the login ID and password to update financial and physical progress on implementation of various schemes and projects.
3. Interface to manage the requirement by the administrator from admin interface which is called as backend.

The website covers information for the following heads/subheads for public view

1. About the Organisation
2. News and Events
3. Notification
4. Tender
5. Contact
6. Who is who
7. Program and Schemes
8. Photo gallery
9. Schemes/Services
10. Forms/Application
11. Documents
12. Directories
13. Links
14. Archive
15. Sitemap
16. RTI
17. Citizen Charter
18. Publication ( News Letter/Articles etc)
19. Progress/On Going Projects
20. Feedback (Along with the interface for online feedback submission, this page will also display number of feedback received, Responded and To be responded as on date)
21. Social media ( Link of Facebook/Twitter/Linkedin Page)
22. Success Stories/Achivements-Sector Wise

### **Admin**

**Admin section will have the following options:**

1. Users
2. Menus
3. Content Management
4. Banner Management

5. Functional Modules Management
6. Feedback
7. Progress
8. Photogallery/Video
9. Recruitment
10. Tender

### **Users**

1. User creation and Management for the web portal. User can be of three types that is Master Admin, General Operation Admin and Department User. Master Admin can be created more than one but always one will be active. Master Admin will create and manage general user who will manage the requirements as per authentication. General operation admin will create the departmental user to update their finance and physical progress on implementation of projects and schemes.
2. Module wise access rights and authentication for functions as: Publish, Add, Delete, Edit, View and Archival.
3. Audit logs for the users to store for 30days operation on page wise and after the periods the logs will be auto cleared.

### **Menu**

1. Creation of Menu as Global, Primary, Secondary and Sub Secondary Menu as up to 4th level with the option of edit, view, delete and publish.
2. Creation and management of highlighted menus with banner and to display as menu with hyper link
3. Link in client side will be hyper linked only on addition of information and published for public view.
4. Positioning and sequencing of menus in the appropriate section i.e. Top bar, Middle bar, Footer, Left side, right side in the home page and central panels in the home page.

### **Content Management**

1. Information can be managed for the defined menu under Global, Primary, Secondary and Sub Secondary heads with the option of Create, Add, Edit, Delete, Publish/Unpublished View and Archive.
2. System should have the option to enable the features like Subject, Description, Attachment, links to URL and content editor to attach the information as per the requirement.
3. Content Editor should be user friendly with the features as inserting image, Presentation, Video, uploading video in the You tube, Links to URL, Font, Creation of tables, Graphs, inserting buttons, Different colors and shadings

4. Shall support content in multiple formats including PDF, DOC, DOCX, TXT, JPEG, JPG, PPT, XML, EXCEL, XPS etc.
5. Video Format as like MP4, FLV etc should be supported by the portal.

**The following options will be managed from the content management Section:**

Except Tender, Feedback, Progress, Photo gallery and Video all options will be managed from the Content Management Section from the admin interface and the page information will be changed dynamically.

**Banner Management:**

1. System should have the features to add and manage banner in the banner container with size as per the requirement.

**Functional Module Management**

This module will manage the following sub module:

**Photo gallery and Video:**

1. Option to create and manage different types of categories with the thumb image
2. Option to Add and manage photo/video with captions under the category with auto compressive size of the photo/video as defined.

**Feedback:**

1. System should have the option to display in the dashboard all the feedback on date wise in the order of last in first out.
2. System should have the option to View, Accept & Reply, print and Delete the feedback as per the requirement.
3. System should have the option to store all the communication to the senders in respect to the reply in tree structure for future reference.
4. System should have the facility to display in the client side feedback page as number of feedback received, respond given and respond to be given till date
5. System should have the option for the administrator to publish good feedback and the reference details for public view in this page.

**News & Events:**

System should have the option to add news & events in the respective module. It will give the option to give the headings of news, photo, more news or link to other URL for display of more information.



System should have the option to select the news headline to display in the home page of the web portal for client view.

### **Tender:**

A standardised Tender with corrigendum option will be provided to manage with the following options:

1. Option should be provided to add the information as Tender Reference Number, Date of Publicity, last date of publication, Field to add more information with the option of attaching the document.
2. Option to update and manage multiple corrigendum with their management with reference to the tender reference number.
3. Option to display and manage the final results of the tender.

### **Progress:**

Multiple users will get this module by providing their user ID and Password to update their financial/physical achievement and progress on implementation of various schemes and projects in the district. This module will provide the option to select the scheme/Project and update the physical and financial progress. Master page will be required for Scheme and Project with the option to provide the Name of the Scheme/Project, Starting Date, Funded by, Project Fund, Department and Selecting the enabling fields from Physical and Financial Indicators. Master will be managed by the admin user.

## **4.4 Support and Maintenance**

Support and Maintenance will be provided by the Selected Agency for 3 years from the date of Go-live which will be renewed subject to the satisfactory performance.

## **4.5 Placing a Service Request**

Service Requests will be directed and sent by our technical support team. These requests may be placed preferably by e-mail and can also be placed through telephone.

## **4.6 Security Audit**

It is to be noted that the following is to be carried out for the web portal

1. OREDA will engage any Cert-in Empanelled firm/ IIIT Bhubaneswar as per the Notification by the Government of Odisha/ any other organisation to make security audit of websites and provide Safe to Host Certificate .
2. The Selected bidder has to resolve all the security vulnerabilities found during security audit.

3. Web-enabled Application is to be audited as per OWASP (Open Web Application Security Project) 2017 standards.

#### **4.7 Content Migration**

After development of website, the bidder should migrate the existing content from old website of OREDA and place it at required place in new website.

#### **4.8 Training**

The bidder should provide adequate training to the concern staffs of the OREDA on entire functionality of the application software. The venue of such training programme will be at Bhubaneswar. After completion of one year from the date of Go-live, the bidder should carry out another round of refresher training to the officials of OREDA.

#### **4.9 Software Enhancement Services**

Duration of the project implementation has been planned for 3 years. Looking into the length of the project implementation period it is very usual to find changes in requirement beyond the scope mentioned in this RFP. In such scenarios, there may be a need of modification of the website beyond SRS/Scope document mentioned in this RFP. In such case, OREDA may direct to take up such assignments. The bidder is supposed to prepare the detail effort estimation for development and implementation of such assignments and submit the proposal to OREDA for approval. On approval of ORDEA, bidder shall deliver the services and raise the claim as per actual according to the Commercial Bid. 10 man months are provisioned for such additional software enhancement services. The bidder can raise claims under this head as per actual consumption of service duly approved by OREDA.

#### **4.10 Change Request Management**

Any requirement beyond the scope mentioned in the RFP will be treated as Change Request and the process to address the change request is as follows :

- Identification and documentation of change request requirement– The details of scope of change will be analysed and documented
- Effort Estimate – OREDA will ask the successful bidder to submit the effort estimate in terms of man month rate using Function Point Analysis.
- Approval or disapproval of the change request –Committee constituted by OREDA will approve or disapprove the change requested including the additional

payments, after analysis and discussion with the bidder on the impact of the change on schedule.

- Implementation of the change Request– The change will be implemented in accordance to the agreed cost, effort, and schedule. The vendor shall consolidate all approved CRs and raise invoice to OREDA accordingly.

The costing of change request shall be finalised as per cost mentioned in financial bid format- Software Enhancement Service.

#### 4.11 Performance Requirements (SLAs)

The purpose of this Service Level Agreement (herein after referred to as SLA) to clearly define the performance criteria that shall be adhered to by the bidder for the duration of the project.

SLNo	Major Area	Parameter	Requirements	Penalty
1	Application System Development and Implementation	Major milestone during development and implementation as per project plan document.	12 Weeks	<p>Delay up to 4weeks after scheduled date @0.5% and beyond 4weeks penalty will be 1% of the development cost per week. Week means full week(7 days) or part thereof.</p> <p>If delay is more than 8 weeks from the scheduled date, authority reserves right to cancel the order.</p>
2	Availability of application	Application covering all the features	<p>98% availability round the clock and Computation will be done on monthly basis.</p> <p>Note : Fault at</p>	<p>Up to 90-97.99% - 1% of application development cost</p> <p>Less than 90%-</p>

			application level only.	2% of application development cost
3	Resolution Time (Only for Bug fixing)	Time taken by the Bidder to fix the problem	Within 12 hours of reporting	12hrs to 24 hrs @0.25% of application development cost.  Beyond 24 hrs 0.5% of application development cost per 24 hours

**Maximum Penalty capping will be 10% of the Order value**

#### **4.12 Software License**

The list of third party software licenses (like Database, application server etc.) required for the development and hosting proposed website shall be provided to **OREDA by the selected bidder without any cost to OREDA**. However, if the software is open source then a stable version should be identified by the bidder.

#### **4.13 Project Documentation**

The bidder shall create / update and maintain all project documents that would be submitted to OREDA after UAT. Any subsequent approved changes to the requirements / design shall be incorporated into the documents and submitted to OREDA. Project documents include but are not limited to the following:

- i. Latest version of Source Code
- ii. SRS documents. For all the new requirements/modification in existing process, bidder shall conduct a detailed system study and update the SRS documents.
- iii. Test Plans and Reports
- iv. Issue Logs
- v. User Manual
- vi. Website Installation & Configuration Manual

- vii. Service Provider shall submit a list of deliverables that they would submit based on the methodology they propose. All project documents are to be kept up-to-date (updated every six months) during the course of the project.

#### **4.14 Acceptance, Certification and Roll-out**

As this project involves both the development and hosting of the web site the following points related to Acceptance, Certification and Go-live shall be considered:-

- a) An acceptance test plan along with test cases and expected results traced to the requirements shall be provided during the development and the same shall be accepted by the OREDA.
- b) Any observations/feedback from the OREDA related to the test plan and test cases shall be duly factored in as relevant.
- c) OREDA shall constitute a team of users who will facilitate the test process, but the bidder's personnel shall carry out the tests.
- d) After development of website, OREDA will issue UAT to the bidder.
- e) After UAT, the website will be security audited by an agency identified by OREDA
- f) The pre-requisite for the software to be accepted is that it should have ZERO Severity Level defects and should be audited and certified by the **Security Audit Organisation empanelled under Cert-in**
- g) Hosting of the solution should be carried out after the user acceptance testing and security certification has been successfully completed and the same will need to be factored in the work (project) plan.
- h) After hosting, the website will be declared as "Go-Live"

#### **4.15 Contents of technical bid**

The bidder should give details of the project methodology to be followed, technology architecture (with details of technology, software versions etc), project plan etc. in technical bid document. A soft copy of technical bid (in CD-R) should be enclosed in technical bid envelope.

#### 4.16 Timelines for Project Implementation with the milestones and deliverables

Sl#	Deliverables	Time-Line [Days]
Web Portal Development		
T1	Prototype presentation ( 3 in number to select one for deployment)	T0+15
T2	Integration of the CMS with the portal	T1+30
T3	UAT and Cyber Security Audit	T2+30
T4	Training ,Content up-gradation and make it live	T3+15

*Note: T0 stands for the date of giving LoI/Purchase order.*

**The website should be developed, security audited through any Cert-in empanelled firm and Go-live within the time duration of 3 months from the date of issuance of work order.**

#### 4.6 Payment term and Mile Stone:

*Desirable Timelines for Project Implementation with the milestones deliverables*

Sl#	Milestones	Payment %
Web Site Development		
I	After go live	30% of web development cost
Ii	Rest 50% to be paid after successfully running of web site for a period three months from go live of the project	50% of web development cost
Iii	Rest to be paid after successfully running of web site for a period twelve months from go live of the project	20% of web development cost
Annual Maintenance Cost		
I	Cost of Annual Maintenance cost will be paid yearly basis from the date of Go-live	100% of AMC cost after completion of each year
Software Enhancement Service		
I	Software Enhancement cost will be paid on the man month rate as per actual	100% after completion of respective activity

## Part V: Formats for Submission of Proposal

### 5.1 Pre-qualification bid

#### 5.1.1: Pre-Qualification Bid Checklist

Sl.No	Criteria	Documents Required
1.	The bidder should be a company registered in India under companies Act 1956 and operating for the last Five years in IT/ITeS Services in Odisha as of 31st March 201.	Copy of Certificate of Registration
2.	The bidder must have a registered office in the state of Odisha.	Trade Licence/Leased agreement/any other documentary proof
3.	The bidder must have PAN and registered with GST.	Copy of PAN & GST
4.	The bidder must be at least ISO 9001 certified company and the certificate needs to be valid till the date of submission of bid.	Copy of Certificate
5.	The bidder should have a proven track record of successful implementation of at least one dynamic portal/web based application worth of ₹20,00,000/- or two dynamic portals/web based applications with value of ₹15,00,000/- each or three dynamic portals/web based applications value of ₹10,00,000/- each for any Govt Department/Organisation/Autonomous Body/PSUs in India.	Work Order + Self Certificate of Completion
6.	The bidder must have an average turnover of not less than ₹1.0 crores in last three financial years ending with FY2016-2017. Audited balance sheet/CA Certificate will need to be submitted in support of this requirement.	Audited Balance Sheet/CA Certificate of 3 years
7.	RFP document fee amounting to ₹2,000 in shape of DD and EMD amounting to ₹50,000/- in shape of DD	Demand Draft
8.	EMD amounting to ₹50,000/-	Demand Draft
9.	The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government/PSU.	Declaration from Authorised Signatory as mentioned (Annexure- 5.2)
10.	Authorised signatory of the bidder	Declaration in letter head (Annexure- 5.3)
11.	Acceptance of Terms and condition	(Annexure- 5.4)
12.	Particulars of Bidder	(Annexure- 5.5)
13.	The bidder should have a minimum strength of 50 I.T. professionals with the company.	Self Certificate from HR confirming the same.
14.	To get the Concessional benefits as per the clause 2.7	Copy of Certificate of Registration in NSIC/DIC/OSIC

**5.2 Self Declaration: Not Blacklisted (in company letterhead)**

To,

The Chief Executive  
Odisha Renewable Energy Development Agency  
S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA

Sir/Madam

In response to the RFP Ref.No.: XXXXXfor RFP titled “Design, Development and Maintenance of website of OREDA 2016”, as an owner/ partner/ Director of (organisation name)\_\_\_\_\_ I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: .....

Authorised Signatory: .....

Signature:

Seal:

Date:

Place:



### 5.3 Bidder's Authorisation Certificate

(Company letter head)

To,

The Chief Executive  
Odisha Renewable Energy Development Agency  
S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA

Bid Ref No :XXXXXX

<Name>, <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

#### 5.4 Acceptance of Terms & Conditions/Clauses

(in Company letterhead)

To

The Chief Executive  
Odisha Renewable Energy Development Agency  
S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA

Sir,

I have carefully and thoroughly gone through the Terms & Conditions contained in the RFP Document [No. XXXXXXX ] regarding "Design, Development and Maintenance of website of OREDA for a period of 3 years ".

I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Thanking you,

Name of the Bidder: .....

Authorised Signatory: .....

Signature:

Seal:

Date:

Place:

### 5.5 Particulars of the bidder

S No.	Information Sought	Details to be Furnished
1	Name and address of the bidding Company	
2	Incorporation status of the firm (public limited / private limited etc)	
3	Year of Establishment	
4	Date of registration	
5	ROC Reference No.	
6	Details of company registration	
7	Details of registration with appropriate authorities for service tax	
8	Contact Person:  Name  Address  eMail  Phone Nos  Mobile Number	

## 5.6 Technical Bid Formats

### 5.6.1 Technical Bid Checklist

SI. No	Criteria	Documents Required
1.	Technical bid Cover letter	Annexure-5.6.2
2.	Certificate of Conformity and Non-Deviation	Annexure-5.6.3
3.	Format for fairness of documents	Annexure-5.6.4
4.	Should have turnover of more than ₹1 Crores (average of last 3 years ending with 31.03.2017)	Audited Balance Sheet/CA Certificate of 3 years
5.	Quality Certification (Such as ISO 9001, ISO 27001, CMMI 3 etc)	Copy of Certificate
6.	Experience of development & implementation Web portal/Web based applications in Govt. Sector (order value more than ₹10 lakhs will be considered)	Work Order + Self Certificate of Completion along with Annexure-5.6.5
7.	The bidder should have 15 Technical Resources [BE/B.Tech/MCA/M.Tech]	Self Certificate from HR confirming the same.
8.	Technical Bid	As per ToR and evaluation Criteria mentioned at clause 2.5

## 5.6.2 Technical Cover Letter

To

The Chief Executive  
Odisha Renewable Energy Development Agency  
S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA

**Subject:** Submission of the Technical bid for “Design, Development and Maintenance of website of OREDA for a period of 3 years

Bid Reference No - XXXXX

Dear Sir/Madam,

We, the undersigned, offer to provide solution to OREDA, Nodal Agency for Department of Information Technology in response to the RFP for “Design, Development and Maintenance of website of OREDA for a period of 3 years”

We are hereby submitting our Proposal, which includes the Pre-Qualification Bid, Technical bid and the Commercial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in the RFP Document.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 30 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

### 5.6.3 Certificate of Conformity and Non-Deviation

(Company Letterhead)

To,

The Chief Executive  
Odisha Renewable Energy Development Agency  
S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA

Bid Reference No :XXXXXX

This is to certify that, the specifications of Software & Services which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the specifications of the Tender document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the tender document and by signing this certificate, we hereby submit our token of acceptance to all the tender terms & conditions without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the execution of the project, to meet the desired Standards set out in the Tender Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization:

Date:

Place:

#### 5.6.4 Format for fairness of documents

(Company letterhead)

To,

Chief Executive  
Odisha Renewable Energy Development Agency  
S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA

Sir/Madam

In response to the RFP Ref. No. XXXXXfor RFP titled “Design, Development and Maintenance of website of OREDA for a period of 3 years” As an owner/ partner/ Director of....., I/ We hereby declare that any documents or information submitted under this bid is without any doubt, true and fair, to the best of my/our knowledge.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

### 5.6.5 Format for Citations of the projects required to be evaluated for Technical evaluation

<i>General Information</i>	
Name of Project	
Client for which the project was executed	
Name and contact details of the client	
<i>Project Details</i>	
Description of the project	
Outcomes of the project (Completed/ in progress)	
<i>Other Details</i>	
Total cost of the project	
Total cost of the services provided by the respondent	
Duration of the project	<i>Start Date...../...../.....</i> <i>End Date ...../...../.....</i>
Security Certification ( Details)	
<b>Other Relevant Information</b>	
<i>Mandatory Supporting Documents:</i>	



## 5.7 Financial Bid Letter

<Location, Date>

To

The Chief Executive  
Odisha Renewable Energy Development Agency  
S-59, Mancheswar Industrial Estate, Bhubaneswar-751010, ODISHA

Sir/Madam

**Subject:** Design, Development and Maintenance of website of OREDA for a period of 3 years (bid reference no -XXXXXX )

Dear Sir/Madam,

We, the undersigned, offer for Design, Development and Maintenance of website of OREDA for a period of 3 years vide RFP No. ----- and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<*Amount in words and figures*>> inclusive of taxes and duties.

### 1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 days from the date of opening of the Bid.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

### 2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

### 3. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your clauses in RFP/Tender document.

### 4. QUALIFYING DATA

We confirm having submitted the information as required by you in your RFP. In case you require any other further information/ documentary proof in this regard before/during evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

**5. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated Commercial Bid attached with our Tender as part of the Tender.

**6. PERFORMANCE BANK GUARANTEE**

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the clause 2.8 of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

### 5.8 Commercial Bid Format (in company letter head)

**In online only in price format. Liable to be rejected without consideration of price, if hard copy submitted in any mode.**

Sl No. (1)	Description (2)	Amount (3)	Quantity (4)	Total Cost (5) (3+4)
1	Web Portal Development as per Terms of Reference as mentioned above with annual support for one year from date of Go-live			
2	Annual Maintenance Cost for 2 <sup>nd</sup> Year			
3	Annual Maintenance Cost for 3 <sup>rd</sup> Year			
4	Cost Per Man month for Software Enhancement Service (Change Request)		10 Man month	
5	Any other cost, please specify			
Sub Total				
GST				
Grand Total				
Grand total in words				

Signature

Seal of Bidder

Place:



**ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY**

Under the Department of Science & Technology

Government of Odisha

( ISO 9001:2008 / ISO 14001:2004 )

S/59,MANCHESWAR INDUSTRIAL ESTATE

BHUBANESWAR-751010, ODISHA

Website : [www.oredaorissa.com](http://www.oredaorissa.com) E-mail : [ceoreda@oredaorissa.com](mailto:ceoreda@oredaorissa.com)

**REQUEST FOR PRPOSAL**

**L No-1451**

**Date-19.04.2018**

Odisha Renewable Energy Development Agency invites sealed e-tender in three part bidding system for “Design, Development and Maintenance of 3 years (minimum) of website of OREDA, Bhubaneswar from interested registered reputed firms / professional in this category as per following schedule.

Sl No	Event	Date& Time	Venue
1.	Date of Publication	20.4.2018	<a href="http://www.oredaodisha.com">www.oredaodisha.com</a> , <a href="http://www.tenderwizard.com/OREDA">www.tenderwizard.com/OREDA</a> <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> and <a href="http://www.tenders.gov.in">www.tenders.gov.in</a>
2	Pre-bid conference	03.05.2018	Conference hall, OREDA
3	Hosting of revised final RFP	05.05.2018	<a href="http://www.oredaodisha.com">www.oredaodisha.com</a> , <a href="http://www.tenderwizard.com/OREDA">www.tenderwizard.com/OREDA</a> <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> and <a href="http://www.tenders.gov.in">www.tenders.gov.in</a>
5	Last date for submission of bid documents on line	19.05.2018	Up to 5.00 PM
	Last date of submission of bid doc in hard	22.05.2018	OREDA office at 1.00 PM
6	Opening of General /Technical Bid	22.05.2018	OREDA Office at 3.30 PM
7	Technical Presentation	To be informed	Conference Hall, OREDA
8	Opening of Financial Bids of technically qualified bidders	To be informed	Conference Hall, OREDA

Pl visit [www.oredaodisha.com](http://www.oredaodisha.com), [www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA) [www.odisha.gov.in](http://www.odisha.gov.in) and [www.tenders.gov.in](http://www.tenders.gov.in) for detail.

Sd/- dt-19.4.2018

Chief Executive

Memo 1452(8)/OREDA

Dt-19/04/2018

Copy to the Director, OREDA for publication in two local News Paper (The Samaj and The Sambad) and one English national daily (The Telegraph all India) / OSD / All Divisions for information and necessary action.

Sd/- dt-19.4.2018

Chief Executive