



माल एवं सेवाकर (जी.एस.टी.) के आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF GOODS AND SERVICES TAX (GST)
एन-5 टाऊन सेंटर, सिडको, औरंगाबाद - 431003
N-5 TOWN CENTRE, CIDCO, AURANGABAD - 431 003
दूरभाष / Phone : 0240-2484975 फ़ैक्स / FAX : 0240-2483303
वेबसाइट/Website : <http://www.centralexciseaurangabad.gov.in> ई-मेल / e-mail : cexauran@excise.nic.in

ई निविदा सूचना क्र 01/2021-2022

विषय : माल एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क, औरंगाबाद आयुक्तालय की अधिकृत वेब साइट www.centralexciseaurangabad.gov.in की डीजाइन व विकास आदि की वार्षिक रख-रखाव (Annual maintenance contract) के नवीनीकरण के बारे में।

माल एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क, औरंगाबाद आयुक्तालय की अधिकृत वेबसाइट www.centralexciseaurangabad.gov.in की वार्षिक रख-रखाव (Annual maintenance contract) (AMC) हेतु तकनीक-कुशल एवं इच्छुक सेवा-प्रदाताओं से सेवाएं प्रदान करने हेतु आयुक्तालय की ओर से निविदाएं आमंत्रित की जाती हैं।

वार्षिक रख-रखाव के लिए किए जाने वाले अनुबंध की अवधि आगामी एक वर्ष (दिनांक 01.09.2021 से 31.08.2022) के लिए मान्य होगी तथा जिसे आवश्यकता अनुसार बढ़ायी भी जा सकता है। इस संबंध में इच्छुक सेवा-प्रदाताओं से मुहरबंद निविदा (Sealed Quotation) आमंत्रित की जाती है। इससे संबंधित नियम व शर्तों के लिए कृपया परिशिष्ट-I (Annexure-I) देखें। इस संबंध में अधिक जानकारी के लिए कार्यालय अवधि में अधिक्षक, (संगणक), माल एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क कार्यालय, एन-5, टाऊन सेंटर, सिडको, औरंगाबाद से सम्पर्क किया जा सकता है।

मुहरबंद निविदा (Sealed Quotation) जिस पर 'तकनीकी बिड' तथा 'वित्तीय बिड' लिखा हो। यह निविदा, प्रणाली-प्रबंधक (Systems Manager), माल एवं सेवा कर तथा केंद्रीय उत्पाद, (सीजीएसटी) औरंगाबाद, एन-5, टाऊन सेंटर, सिडको, औरंगाबाद -431003, के पास दिनांक **06.08.2021 (05:00 pm)** तक अवश्य पहुंच जानी चाहिए। सक्षम प्राधिकारी किसी भी निविदा को बिना कारण बताए पूर्णतः या अंशतः रद्द / उपेक्षित करने का अधिकार सुरक्षित रखते हैं।

26.08.2021

एस. बी. देरानुख संयुक्त आयुक्त (प्रणाली)
संयुक्त आयुक्त सी.जी.एस.टी. आयुक्तालय, औरंगाबाद

औरंगाबाद, दिनांक

F.No. GEXCOM/SYS/INFR/AMC/3/2020-SYS-O/o COMMR-CGST-AURANGABAD

प्रति प्रेषित :

1. प्रशासनिक अधिकारी माल एवं सेवा कर तथा केंद्रीय उत्पाद औरंगाबाद स्थानिय न्यूज पेपर मे प्रकाशित करने हेतु।
2. आयुक्तालय की वेबसाइट, माल एवं सेवा कर तथा केंद्रीय उत्पाद औरंगाबाद (मु)।
3. कार्यालयीन सूचना-पट्ट।

General Term and Condition for Tender

विषय : औरंगाबाद आयुक्तालय की अधिकृतवेब साइट www.centralexciseaurangabad.gov.in की डीजाइन व विकास आदि की वार्षिक रख-रखाव (Annual maintenance contract) दिनांक 01.09.2021 से 31.08.2022 के नवीनीकरण के बारे में ।

Tenders are invited from reputed and experienced parties / agencies for Annual Maintenance of designing and development of official website i.e www.centralexciseaurangabad.gov.in of the office of the Commissioner of CGST & Central Excise, Aurangabad for the period from **01.09.2021 to 31.08.2022**, which may further be extended, if necessary. Interested parties / agencies willing to comply with the terms and conditions annexed to this notice, may submit their bids before **06.08.2021 by 05:00 PM**.

02. The vendor /service provider shall submit tender in two sealed envelopes containing two different bids Viz Technical Bid and Financial Bid.

03. There should be attachments for Technical Bid (Annexure-A) and Financial Bid (Annexure-B). The Financial Bid / Bids will be taken up only if the technical specifications are satisfied in all respects otherwise the technical as well as financial bid will be straight away rejected.

04. The Financial Bid will be opened only if the Technical Bid is found to be satisfactory and complying all term and condition.

05. The Critical Dates for the bid submission and processing are as under.

Bid Submission Start Date.	26.07.2021
Premise (s) Visit.	26.07.2021 To 06.08.2021 (On working days) (11:00 AM to 06:00 PM)
Bid Submission End Date.	06.08.2021 (05:00 PM)
Technical bid Opening Date.	09.08.2021 (11.00 AM)
Financial Bid Opening Date (Those bidders who have qualified in the Technical Bids)	09.08.2021 (05.00 PM)

06. Bid Submission:

6.1 The technical Bid shall contain details of Vender Viz No. of clients (private and Govt Agency) last annual Turnover, PAN details, GST Registration No. a list of satisfied clients (private or Govt Agency) along with their contract's details (Name/ Address/ Mobile No. Email Id etc) where the vendor service provider is currently providing services. Self-attested photocopies of these documents shall be attached with the Technical Bid. There shall be no mention of any financial matter such as amount quoted per month/Annual etc in the technical Bid. Tender will be summarily rejected in failure of any points mentioned in Technical Bid.

6.2 The financial Bid shall contain the Amount per annum quoted for tender Both in figure and words inclusive of all applicable Taxes. Any deviation will be resulted in to the rejection of the quotation.

6.3 The vendor /service provider shall submit tender in two sealed envelopes containing two different bids Viz Technical Bid and Financial Bid.

Contract Term and Condition

1. The website www.centralexciseaurangabad.gov.in (being referred to as “the website” hereinafter) is presently hosted on the National informatics Centre, Government of India web server which is subject to Security and software standards as specified by the Government from time to time. This website is having its own server at NIC Cloud for hosting.
2. The vendor / service provider will be required to conform to such security and software standards. The vendor will be responsible for carrying out amendment suggested during the website auditing by the concerned Govt. Authority for Such purpose.
3. The one-year maintenance charges include designing new web-pages, updation, addition, alteration, deletion of the existing web-pages, and include creation and maintenance of graphics, photos, animations, Audio-visual contents, links and information required for the website. The Department will supply the information in soft form like word/excel formats and vendor/ service provider will convert it into suitable ready to publish webpage formats with suitable cross links in HTML, PDF and other Web publishable formats.
4. The vendor / service provider will have to make up to 10 visits to the office per month for the web-work and may have to handle the work up to total 500 MB of new or modification of web-pages. Actual uploading of publishing material on the government web-server will be done only in presence of the departmental staff & to the satisfaction of Departmental staff.
5. The vendor /Service provider will be responsible for keeping back-up of the website from time to time. The vendor / Service provider will also have to provide dated mirror copies of the entire website on CD/ DVD media for record / recovery purpose after every change in the website.
6. The payment of annual charges, as approved / contracted, for AMC will be made on equal Quarterly basis after completion of each quarter starting form 01.09.2021 on the condition of supply of prompt and satisfactory service to the Department. No advance payment will be made in any case. Payment shall be made quarterly at the end of each quarter after satisfactory completion of maintenance on the basis of quarterly performance report duly countersigned by the competent Authority.
7. The copy Rights of the web-site contents except where specifically mentioned otherwise will rest with this Department and the vendor / service provider will supply the script of the software in digital as well as paper format whenever called to do so by the department.
8. Apart from published data on the website, the process and procedure involved in publishing the website and login information etc., is confidential information of the department and should not be disclosed / or used outside under any circumstances.
9. The department reserve the rights to cancel the Annual Maintenance Contract of website at any point of time, if required, without assigning any reasons, if the Systems Manager feels that the work is not satisfactory or is not completed within the given time period. In that event payment will be made on proportionate basis as per discretion of the Systems Manager and no complaint will be entertained in this regard. The notice for discontinuation will be given at least one month in advance from either side.

10. The vendor / service provider shall not terminate the contract without prior notice of at least one month.
11. In case of leave or being out of station, the vendor / service provider will have to deploy alternate personnel / engineer to attend work in emergent conditions.
12. At the end of the AMC period, both the user and AMC holder shall certify separately that all the systems are in satisfactory working condition and that no fault or complaints are pending. The vendor / service provider shall provide services for at least 15 days from the date of expiry of the contract for smooth transfer of the AMC to the new vendor / service provider without any extra cost.
13. Declaration by the vendor / service provider

DECLARATION

I undertake that I have read all the General Term and Condition and will abide by the same.

(signature of Authorised Signatory with date and seal)

ANNEXURE-A

TECHNICAL BID.

QUALIFYING CRITERIA FOR QUOTATION

1.	Name of the Registered firm Company.	/
2.	Status of ownership proprietary partnership/Company.	/
3.	Address of firm / company (with Tel. Mob./Fax No. & Email.)	
4.	Name & address of proprietor partners / Directors with Mob. No.	/
5.	Name of Contact person (s) (with Mob. No.)	
6.	PAN no. of the Proprietor firm as allocated by the Income Tax Department. (Attach copy of the PAN)	
7.	GST Registration Details (please attach self attested copies of the GST Registration Certificate).	
8.	Experience in website A.M.C., to PSU/Govt./Department etc. copies of the contract papers / letters may be attached.	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage: I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date and seal)

ANNEXURE-B

FINANCIAL BID

PRICE BID UNDERTAKING

From: (Full Name and address of the Bidder)

To,

Sir,

I submit the Price of Bid of Rs. _____/- (in words. _____
_____) inclusive of all applicable taxes for the said AMC and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understand all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the Price Bid, (Annexure 'B') inclusive of all applicable taxes.
4. I/We undertake that I/We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Government Department.

(Signature of Authorized Signatory with date and seal)