

**CENTRAL WOOL DEVELOPMENT BOARD**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF TEXTILES**

**TENDER DOCUMENT**

**For uploading, updating and maintenance of web site of the Central Wool Development Board, Ministry of Textiles by a private Manpower Agency on outsourcing basis**

Date of issue of Tender Document : 23<sup>rd</sup> Sept., 2015

Date & time for submission of Bids : 3.00 PM on 14<sup>th</sup> October, 2015

Date & time for opening of Technical Bids : At 3.30 PM on 14<sup>th</sup> October, 2015

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## TENDER DOCUMENT

1. The Central Wool Development Board, Ministry of Textiles invites sealed tenders/bids from reputed, well established and financially sound Companies / Firms / Agencies to update and maintain web site of Board initially for a period of one year.
2. Complete Tender Document may be downloaded from the website of Central Wool Development Board i.e. [woolindiajodhpur@dataone.in](mailto:woolindiajodhpur@dataone.in) .
3. The interested Companies/Firms/Agencies may submit their bids complete in all respects along with Tender fee of Rs. 100/-(One hundred only) , Earnest Money Deposit (EMD) amount of Rs.10000/-(Rupees Ten thousand only) and other requisite documents latest by 3.00 P.M. on 14.10.2015 to the Establishment Section, Central Wool Development Board, Jodhpur. **No tender shall be entertained thereafter under any circumstances whatsoever.**
4. This CWDB reserves the right to amend/withdraw any of the terms and conditions contained in the Tender Document or to reject any or all the bids without giving any notice or assigning any reason thereof. The decision of the Board in this regard shall be final.

**Executive Director**

**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS FOR  
SUBMISSION OF TECHNICAL & FINANCIAL BIDS**

1. The Central Wool Development Board, Ministry of Textiles, Govt. of India, Jodhpur intends to hire the services of a reputed, well established and financially sound Company / Firm / Agency (hereinafter referred to as an Agency) to provide services for uploading, updating and maintenance of Web site on outsourcing basis in the Board.
2. The contract is likely to commence from Nov., 2015 and would continue for a period of one year. The period of the contract may be extended or curtailed as per requirement of the Board. The Board, however, reserves the right to terminate this contract at any time after giving one week's notice to the selected Agency.
3. The interested Agencies are required to submit "Technical Bid" and "Financial Bid" in separate sealed covers. Both these bids should be further sealed in a separate cover superscribed as "Bid for providing services for uploading, updating and maintenance of Web site of the Central Wool Development Board, Ministry of Textiles, Govt. of India, Jodhpur. The bids may be submitted latest by 3.00 P.M. on 14<sup>th</sup> October, 2015 .
4. The Technical Bid shall be opened at 3.30 P.M. on 14<sup>th</sup> October, 2015 at Central Wool Development Board, Ministry of Textiles, Govt. of India, Jodhpur in the presence of representatives of agencies, if any, who may wish to be present. The financial bids of only those bidders will be opened who qualify technically. The date for opening of financial bids shall be intimated later on after scrutiny of technical bids.
5. The Board reserves the right to reject any or all the bids without assigning any reason.

**TECHNICAL BID REQUIREMENTS/CONDITIONS:**

6. The tendering Agency should fulfill the following conditions:
  - (a) The Registered Office or one of the Branch Offices of the Agency should be located either in Jodhpur (Rajasthan) ;
  - (b) The Agency should be registered with the appropriate registration authority;
  - (c) The Agency should have at least three years experience in providing services to Government Ministries/Departments, Private Companies and Public Sector/ Companies / Banks etc;
  - (d) The Agency should have its own Bank Account;
  - (e) The Agency should be registered with Income Tax and Service Tax departments;
7. The tendering Agencies are required to enclose photocopies of the following documents (self-certified on each page), along with the Bids, failing which their bids shall be summarily/outrightly rejected and will not be considered:

- a. Registration Certificate;
  - b. Copy of PAN / GIR Card;
  - c. Copy of the IT returns filed for the last three financial years (2011-2012, 2012-2013 and 2013-2014);
  - d. Copy of the Service Tax Registration Certificate;
  - e. Certified extracts of the Bank Account containing transactions during last three years.
8. The conditional bids shall not be considered and will be outrightly rejected.
  9. All entries in the Bid Format should be legible and filled up clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Formats. In case of overwriting/cutting, the tender shall be summarily rejected.
  10. The Agencies shall engage necessary persons as required by this Board from time to time. The said persons engaged by the Agency shall be the employees of the service provider and there will be no Master & Servant relationship between the employees of the Agency and this Board.
  11. The Agency's persons shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all these matters are of confidential/secret nature.
  12. The Agency's persons should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of this Board. The Agency shall be responsible for any act of indiscipline on the part of deployed by it.
  13. The Agency shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from Board to it shall be acknowledged immediately on receipt the same day. The Agency shall strictly observe the instructions issued by the Board in fulfillment of the contract from time to time.
  14. The selected Agency will be required to sign an Agreement in the format to be provided by the Board. If the successful agency fails to provide services against the initial requirement within 10 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
  15. In the event of any dispute involving any of the clauses of the contract, the matter will be referred to the Executive Director, Central Wool Development Board, whose decision shall be binding on both the parties.
  16. The Agency shall be responsible for strict compliance of the terms and conditions of this Agreement. Failure of it will attract the termination of its contract and getting the work done through some outside agency at its own cost and risk, during the remaining period of contract.

**TERMS AND CONDITIONS:  
GENERAL**

1. The contract shall be for a period of one year unless it is curtailed or terminated by the Board owing to deficiency of service, breach of contract or other unforeseen circumstances, etc.
2. The contract shall automatically expire on completion of one year unless extended further by the mutual consent of agency and the Board.
4. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Board.
5. The agency will be bound by the details furnished to this Board while submitting the bid or at subsequent stage. In case, any document furnished by the agency is found to be false at any stage, it would be deemed to be a breach of the terms of contract making it liable for legal action besides termination of contract.
6. The firm should have experience of Govt. Ministries/Departments during the last three years.
7. The Board reserves the right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
8. The Agency shall furnish the name and bio data of the persons who will be deployed by it in the Board for the commencement of work:
9. The Agency shall replace immediately any of its personnel who is found unacceptable to the Board because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from the Board. The delay in providing a substitute beyond three working days would attract a penalty @ Rs.100 per day on the agency.
10. The Board shall not be responsible for any financial or other injury to any person deployed by the agency in the course of his/her performing the functions/duties, or for payment towards any compensation.
11. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to any claim for any absorption in the regular / otherwise capacity in the Board.

**LEGAL**

12. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Board to the concerned tax collection authorities from time to time as per extant rules and regulations.
13. The Tax Deduction at Source (T.D.S.) shall be ensured as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by the Board.

14. In case, the agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Board is put to any loss / obligation, monetary or otherwise, the CWDB shall be entitled to get reimbursement out of the outstanding bills of the agency, to the extent of the loss or obligation in monetary terms.

#### **FINANCIAL**

15. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.10000/- (Rupees ten thousand only) & Tender fee of Rs.100/- (Rs. One hundred only) in the form of Demand Draft/Pay Order drawn in favour of Central Wool Development Board, Ministry of Textiles, Jodhpur, failing which the tender/bid shall be rejected outrightly.
16. The EMD in respect of the unsuccessful bidders shall be returned to them without any interest after finalization of the bids.
17. In case of breach of any terms and conditions attached to this contract, the EMD of the agency will be liable to be forfeited by this Board besides termination of the contract.
18. The Board reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

**Executive Director**

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**TECHNICAL BID FORMAT****Providing uploading, updating and maintenance of Web site to the Central Wool Development Board**

1. Name of Tendering Company/ : \_\_\_\_\_

Firm / Agency

(Attach certificate of registration)

2. Name of Proprietor / Director of Company / Firm / Agency : \_\_\_\_\_

3. Full Address of Registered Office \_\_\_\_\_

Telephone No./Mobile No. \_\_\_\_\_

FAX No.: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

4. Full address of Operating / Branch Office

Telephone No./Mobile No. \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5. Name of Bank of the Company/Firm / Agency with full address: \_\_\_\_\_

(Attach certified copy of statement of A/c for the last three years)

Telephone No. of Bank : \_\_\_\_\_

6. PAN / GIR No. : \_\_\_\_\_

(Attach Self Certified copy)

7. Service Tax Registration No. : \_\_\_\_\_

(Attach Self Certified copy)



8. Financial turnover of the Company / Firm / Agency for the last 3 Financial Years: (Attach separate sheet, if space provided is insufficient)

Financial Year	Amount (Rs. in lakh)	Remarks, if any
2011-12		
2012-13		
2013-14		

9. Details of the major similar contracts handled by the Company / Firm / Agency during the last three years:

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. in lakh)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

12. Details of Earnest Money Deposit : Rs.10000/- (Rupees Ten thousand only)

D.D. / P.O. No. & Date : \_\_\_\_\_

Drawn on Bank : \_\_\_\_\_

13. Details of Tender Fee : Rs.100/- (Rupees One hundred only)

D.D. / P.O. No. & Date : \_\_\_\_\_

Drawn on Bank : \_\_\_\_\_.

### DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_, Proprietor / Director /  
authorized signatory of the company/Firm/Agency, mentioned above, is  
competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them;
3. The information / documents furnished along with this tender are true and  
authentic to the best of my knowledge and belief. I am well aware of the fact  
that furnishing of any false information / fabricated document would lead to  
rejection of my/our tender at any stage, besides liabilities towards  
prosecution under appropriate law.
4. I have abide and follow the guide lines and system of NIC, Govt. of India about  
configuration of VPN server for CWDB Website.

(Signature of authorized person)

Date:

Full Name:

Place:

Seal :

**Note: Please ensure that all documents which are to be submitted with the  
Technical Bids are arranged in the order in which they are mentioned  
above.**

## FINANCIAL BID FORMAT

CENTRAL WOOL DEVELOPMENT BOARD, JODHPUR

TENDER FORM – ‘A’

<b>1.</b>	Tenderer's Name & Address (IN BLOCK LETTERS)	
<b>2</b>	C.S.T. / R.S.T./TIN No.	
<b>3</b>	PAN No.	
<b>4</b>	ISO Certification No.	

Specification for Website Annual Updating & Maintenance under CWDB, Jodhpur

S. No.	Particulars :	Quantity	Rate	Amount
01	Website Annual Updating & Maintenance under CWDB, Jodhpur and at CWDB Office	1 No.		
02				

Note: Fill the tender and any enquiry please contact to Administrative Officer, Central Wool Development Jodhpur, Phone: 0291-2616328.

Tenderer's Signature with date & Seal

**I accept the terms and conditions given in the tender form.**

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

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

Tenderer's Signature with date & Seal