

RfP DOCUMENT No. ASDA Website January 2018
Tender Document Fee: Rs. 500/-

**GOVERNMENT OF ASSAM
INSPECTORATE OF ELECTRICITY
OFFICE OF THE
CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, ASSAM
1ST FLOOR, WEST END BLOCK, HOUSEFED COMPLEX,
BASISTHA ROAD, DISPUR,
GUWAHATI – 781 006, ASSAM.
&
STATE DESIGNATED AGENCY FOR THE STATE OF ASSAM.
UNDER ENERGY CONSERVATION ACT, 2001**

www.asda.gov.in

**Request for Proposal (RfP)
for
Re-design, Re-development and Updation of
Existing ASSAM SDA Website**

January- 2018

TABLE OF CONTENTS

1 LETTER OF INVITATION	4
1.1 Advertisement	4
1.2 Critical Information	5
2 BACKGROUND INFORMATION.....	6
2.1 About State Designated Agency (SDA)	6
2.2 Organization: Chief Electrical Inspector-cum-Adviser, Assam.....	7
3 OBJECTIVE OF THE ASSIGNMENT	8
3.1 Overview	8
4 Details of Scope of this RfP:.....	9
4.1 Scope	9
4.2 Review of present website and Preparation of SRS (Software Requirement Specification).....	9
5 TIMELINE & PAYMENT TERMS	9
5.1 Timeline	10
5.2 Payment Terms:.....	10
6 INSTRUCTIONS TO THE ENERGY AUDITING FIRMS	11
6.1 Procedure for Submission of RfP	11
6.2 Contents of the RfP.....	11
6.3 Language of Bids	11
6.4 Confidentiality	11
6.5 Disclaimer.....	11
6.6 Authorized Signatory (Firm)	12
6.7 Type of Entity and related conditions	12
6.8 Contact details of the Firm	12
6.9 Queries on the RfP document.....	12
6.10 Amendment of RfP	12
6.11 Bid Processing Fees.....	13
6.12 Earnest Money Deposit (EMD)	13
Tenders received without the Earnest Money Deposit other than specified in sub-clause (ii) above will be summarily rejected.....	13
6.13 Documents Comprising the RfP.....	13
6.14 Liquidated Damages	14
6.15 Force Majeure	14
6.16 Jurisdiction	14
7 SELECTION PROCESS	15

7.1 Qualification Criteria	15
7.2 Preliminary Scrutiny.....	15
7.3 Evaluation of Proposals	15
8 RfP FORMS	16
8.1 RfP Form 1: RfP Letter Proforma.....	16
8.2 RfP Form 2: Eligibility	19
8.3 RfP Form 3: Prior Experiences	20
8.4 RfP Form 4: Financial Criteria	21
8.5 Declaration Letter.....	22
8.6 RfP Form 6: Comments and Suggestions	22
8.7 RfP Form 7: Approach and Methodolgy	22
8.8 RfP Form 8: Work Plan	22
8.9 Financial Bid.....	23
RfP Form 9: Details of Software Developer who will lead the Assignment.	24
RfP Form 10: Details of Software Developer who will develop the Assignment.	25

1 LETTER OF INVITATION

1.1 Advertisement

This Request for Proposal (RfP) document is for Re-design, Re-development and Updation of Existing ASSAM-SDA website as per the scope of work mentioned in this RfP.:

The Chief Electrical Inspector -cum- Adviser, Assam is the State Designated Agency (SDA) for the State of Assam (hereinafter referred to as the "ASDA") under the provisions of the Energy Conservation Act, 2001 (hereinafter referred to as the "EC Act"). The mission of the ASDA is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

Interested bidders intend to participate, preferably from Website Development Companies having similar nature of experiences, may download the RfP document from the website <http://asda.gov.in> and www.cei.assam.gov.in or may obtain the same from Office of the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, 1st Floor, West End Block, Housefed Complex, Basistha Road, Dispur, Guwahati – 781 006, Assam on payment of Rs. 500/- (Rupees Five Hundred only), from 22/01/2018 up to 05/02/2018 between 10:00 hrs and 17:00 hrs on working days and only upto 14:00 hrs. on 05/02/2018. The payment will be accepted in the form of Demand Drafts from any scheduled bank or nationalized bank drawn in favour of the CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI. In case of downloading the RfP document, intimation in writing must be sent to this effect to SDA, Assam on the email address or postal address mentioned below.

Email Id: assam.sda@gmail.com

Postal Address: O/o the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, 1st Floor, West End Block, Housefed Complex, Basistha Road, Dispur, Guwahati – 781 006, Assam.

Last Date for Submission of RfP: 05/02/18. Till 16:00 hours (IST) only.

You may contact SDA, Assam at: assam.sda@gmail.com for any clarification.

1.2 Critical Information

Availability of Invitation for RfP	22/01/18 to 05/02/18 between 10:00 Hrs. and 17:00 Hrs. and only upto 14:00 Hrs on 5/02/18
Last date for receipt of Queries	30/01/18 till 17:00 Hrs.
Last date for receipt of RfP	05/02/18 till 14:00 Hrs.
Time & Date of opening of RfP (Technical BID)	Will be communicated through email only.
Time & Date of opening of RfP (Financial BID of Technically Eligible Bidders Only)	Will be communicated through email only.
Estimated Cost	Rs. 8 Lakhs (Rupees Eight Lakhs Only)
Tender Document Fee	Rs. 500/- (Rupees Five Hundred Only)
Bid Processing Fee	Rs. 1000/- (Rupees One Thousand Only)
Earnest Money Deposit (EMD) Fee	Rs. 16,000/- (Rupees Sixteen Thousand Only)
Place of opening of RfP	O/o the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, 1st Floor, West End Block, Housefed Complex, Basistha Road, Dispur, Guwahati – 781 006, Assam.
Contact Person for Technical regarded queries	Sri. Kajal Kumar Singha Electrical Inspector, Govt. of Assam. Mobile: +91 94351 45222
Contact Person for Submission of RfP	Sri U. Konwar Dy. Chief Electrical Inspector, Govt. of Assam. Mob: +91 99540 59795

2 BACKGROUND INFORMATION

2.1 About State Designated Agency (SDA)

The mission of State Designated Agency (SDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The EC Act came into force in March 2002. The setting up of Bureau of Energy Efficiency (hereinafter referred to as the "BEE") and subsequently ASDA as one of the SDA provides a legal framework for energy efficiency initiatives in the country. The EC Act empowers the Central Government and in some instances the State Governments to:

Notify energy intensive industries, other establishments, and commercial buildings as designated consumers;

Establish and prescribe energy consumption norms and standards for designated consumers;

Direct designated consumers to –

- Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time;

Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency;

Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation;

Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings;

Amend the energy conservation building codes to suit regional and local climatic conditions;

Direct owners or occupiers of commercial buildings to comply with the provisions of Energy Conservation Building Codes;

Direct mandatory display of label on notified equipment and appliances;

Specify energy consumption standards for notified equipment and appliance;

Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The EC Act defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

2.2 Organization: Chief Electrical Inspector-cum-Adviser, Assam.

Under the provisions of the EC Act, State Designated Agency has been established with effect from 6th September 2002.

The mission of the State Designated Agency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

3 OBJECTIVE OF THE ASSIGNMENT

3.1 Overview

The objective of the assignment is to re-design, re-development and updation of existing Assam SDA website (www.asda.gov.in) as a dynamic web portal and this open RfP is invited from agency/company having exposure/ expertise in web portal related development, designing & updation of existing website as per guide lines of Govt. of India with cyber security features. The new dedicated tab shall hold public information for reference and dissemination of Energy conservation measures by Assam SDA through engagement of Citizen of Assam as Energy Conservation Initiatives.

All the offers in prescribed include with the tender document should be submitted before the time and date fixed for the receipt of offers as set forth in tender papers. Offers received after stipulated time and date will be summarily rejected.

4 Details of Scope of this RfP:

4.1 Scope

The scope of work includes a detailed study of the existing website (www.asda.gov.in) preparation of SRS (Software Requirement Specification) as per the Specification mentioned in the Details scope of work.

4.2 Review of present website and Preparation of SRS (Software Requirement Specification).

- 4.2.1 Preparation of the website as per the Govt. of India Ministry of Communication & Information Technology guidelines and (Secure framework like TYPO3) for Website/Web portal.
- 4.2.2 Preparation of “Home page” of the website with attractive graphics and colour in consultation with the Tendering Authority (Assam SDA).
- 4.2.3 Database driven approach including “Static & Dynamic Pages” where applicable.
- 4.2.4 Writing of all the Existing and Technical contents in the website
- 4.2.5 Provision of automatic Email to the Tendering Authority when any one download tender with details of vendor registration. In case of Download of Tender Document a online Vendor registration process mechanism has to be developed and an email will automatically fire when the registered vendor will download the Tender Document.
- 4.2.6 1 (one) day Training to ASDA officials for content placement at Website
- 4.2.7 Free 1 (one) year maintenance of the website with rectification of errors, addition or updation of contents.
- 4.2.8 Details Specification for Energy Tab.

The following Component is proposed for redevelopment of existing official Website of SDA. The new dedicated Tab may hold the following public information for reference and dissemination of Energy conservation measures by Assam SDA to Citizen of Assam as Energy Conservation Initiatives.

The Energy Conservation Tab under Assam SDA Website is proposed to facilitate with following 2 (Two) Sub Menus of information's.

1. Save Electricity

- Energy Conservation Tips & Articles.
- Energy Conservation Case Studies.
- Energy Saving calculator.
- Citizen Engagement Blog's on Energy Conservation.

2. Information Resources

- Energy Efficient Appliance & BEE Star Level Products
- Energy Conservation News
- ASDA Year wise EC Activities
- Previous / Upcoming Training Programs, Workshops & Seminars of Assam SDA.
- List of DC's, EM's & EA's and Energy Audit Companies database to be updated.

5 TIMELINE & PAYMENT TERMS

5.1 Timeline

Timeline for Execution of the Work:

Issue of Work Order	Submission of SRS	Expected date of Delivery of Website for DEMO Test	Expected date Of Final launch of the Website
By CEIA, Assam SDA within 2 weeks from date of Opening of Financial BID	Within 2 week of receipt of work order from CEIA, Assam SDA.	Within 6 weeks from the date of commencement against each Municipality.	Within 8 weeks from date of issue of work order

5.2 Payment Terms:

The payment shall be released as per the payment terms indicated under Para 6.2 below;

- 25 % of the total Order Value may be released after acceptance of SRS (Software Requirement Specification by tendering authority (Assam SDA).
- 25 % of the total Order Value will be released only after submission of the Demo version of the Website for Testing and evaluation purpose.
- Remaining 50 % of the total Order Value will be released after successfully hosting of the website and submission of Completion Certificate issued by Tendering Authority (Assam SDA).
- All applicable taxes as deductible at source will be deducted from the billed amount.
- Any other expenditure other than the Order Value will not be entertained by the tendering authority.

6 INSTRUCTIONS TO THE ENERGY AUDITING FIRMS

6.1 Procedure for Submission of RfP

The Bidder should submit one hard copy of the Request for Proposal (RfP) and one soft copy in a sealed cover. The RfP will be in two envelopes marked **A** and **B**.

Envelope **A** should be marked as TECHNICAL BID contain only *technical qualifications and EMD (Earnest Money Deposit)* as specified and Envelope **B** should have the *Price Bid*. Format for price bid is being prescribed and it is expected to be a competitive amount covering the work. Any other form of price bid may become liable for rejection of bid.

The copy of RfP should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid.

The sealed cover should be super scribed with the wordings “**Request for Proposal (RfP) for Development of Existing ASSAM SDA Website**”

6.2 Contents of the RfP

The Bidder is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RfP document. Failure to furnish all information required or submission of an RfP document not substantially responsive to the RfP in every respect will be at the Consultant's risk and may result in the rejection of the RfP.

6.3 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Firm, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6.4 Confidentiality

SDA requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.

6.5 Disclaimer

SDA and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SDA and/or any of its officers, employees.

6.6 Authorized Signatory (Firm)

The "Firm" as used in the RfP shall mean the one who has signed the RfP document forms. The Firm should be the duly Authorized Representative of the Company/firm. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consultant shall be annexed to the bid in case of a tenderer not being a Government body/undertaking/PSU. SDA may reject outright any proposal not supported by adequate proof of the signatory's authority.

6.7 Type of Entity and related conditions

Joint Venture is allowed for this Tender, subject to consortium between a Energy Consulting Company & Software Development Company any other Joint venture other than this will be summarily rejected.

6.8 Contact details of the Firm

Bidder who wants to receive SDAs response to queries should give their contact details to SDA. The bidder should send their contact details in writing the SDAs contact address indicated in Para 1.2 of this document.

6.9 Queries on the RfP document

Bidder requiring any clarification on this document may send a query in writing at the SDA's contact address indicated in Para 1.2 of this document. SDA's response (including an explanation of the query) to all the queries, received not later than the dates prescribed by the SDA in Para 1.2 of this document, will be made available and sent to the bidder who have given their contact details. SDA may also hold a conference to give clarifications and invitation of the same will be sent to the firm who has given their contact details.

6.10 Amendment of RfP

At any time prior to the last date for receipt of bids, SDA, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, modify the RfP document by an amendment. In order to provide prospective firm reasonable time in which to take the amendment into account in preparing their bids, SDA may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for RfP.

6.11 Bid Processing Fees

All bids must be accompanied by a bid processing fee of Rs.1,000/- (Rupees One Thousand only) in the form of Crossed Demand Draft drawn in favour of CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI.

6.12 Earnest Money Deposit (EMD)

- (i) The Earnest Money (EMD) of Rs. 16,000/- (Sixteen Thousand Only) shall be paid by each tenderer in the form of Crossed Demand Draft drawn in favour of CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI, to be enclosed along with the sealed tender;
- (ii) Any category of tenderers specifically exempted by the Government from the payment of Earnest Money Deposit are not required to make such a deposit provided they enclose copies of documents proving exemption.
- (iii) The Earnest Money Deposit will be refunded to the successful tenderer only after satisfactory completion of the ordered works and on proper fulfillment of contract;
- (iv) In the case of unsuccessful tenderers, the Earnest Money Deposit will be refunded to them within three months of finalising the tender;
- (v) The Earnest Money Deposit will not carry any interest while refunding.

Tenders received without the Earnest Money Deposit other than specified in sub-clause (ii) above will be summarily rejected.

6.13 Documents Comprising the RfP

The proposal prepared by the Bidder shall comprise the following components:

- i. RfP Form 1 : RfP Letter Proforma
- ii. RfP Form 2 : Minimum Eligibility
- iii. RfP Form 3 : Prior Experience
- iv. RfP Form 4 : Financial Criteria
- v. RfP Form 5 : Declaration Letter
- vi. RfP Form 6 : Comment & Suggestion
- vii. RfP Form 7 : Approach & Methodology
- viii. RfP Form 8 : Work Plan
- ix. RfP Form 9: Details of Software Developer
- x. RfP Form 10: Financial Bid
- xi. Tender Document Fee: Rs. 500/- (Rupees Five Hundred Only)
- xii. Bid Processing Fee: Rs.1000/- (Rupees One Thousand Only)
- xiii. Earnest Money Deposit of Rs. 16,000/- (Rupees Sixteen Thousand Only)
- xiv. In case of a tenderer not being a Government body/undertaking/PSU, Notarized Power of Attorney executed by bidder in favor of the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.
- xv. SDA shall not be responsible for non-receipt / non-delivery of the RfP due to any reason whatsoever. Bidders are advised to study the RfP document carefully. Submission of RfP shall be deemed to have been

done after careful study and examination of the RfP document with full understanding of its implications.

6.14 Liquidated Damages

Should the bidder fail to complete the work within the period prescribed for, ASDA shall be entitled to recover 50% of the Earnest Money Deposit on expiry of the first week of delay and the rest 50% of the Earnest Money Deposit on expiry of the second week of delay. Quantum of liquidated damages as assessed for realization by ASDA shall be final and not challengeable by the firm (s).

6.15 Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 5 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of ASDA as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 30 days, either party may, at its option, terminate the contract.

6.16 Jurisdiction

All legal proceedings in connection with this contract shall be subject to the territorial jurisdiction of local civil courts at Guwahati only.

7 SELECTION PROCESS

7.1 Qualification Criteria

The Bidder interested to participate in this tender, must fulfill the following criteria:

- i. Firm should be registered/ incorporated in India.
- ii. Firm should be Adequate Experience in Web development Project and must have executed of a single value of work not less than 3 lakhs.
- iii. Should have similar experience in working with Governments/Public Sector Undertakings/Private Sectors including overseas project with Secure Framework like TYPO3 or Similar.
- iv. Should have minimum Financial Turnover of Rs. 10 Lakh cumulatively in last 3 Years or any one of Last 3 Years.
- v. Should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract
- vi. Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

7.2 Preliminary Scrutiny

Preliminary scrutiny of the proposal will be made to determine whether they are complete in all respect provided by tendering authority, whether required process fee has been furnished (In Case of not Eligible for Relaxation ***), whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

7.3 Evaluation of Proposals

The proposals would be evaluated on the basis of the qualification criteria and firm's experiences as mentioned above. The specific experience of the bidder would be evaluated on the basis of the following information provided in ENVELOPE-A along with the prescribed documents:

However, SDA in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the RfP submitted by the respondents. The price bid for all qualified bidders will be opened and the contract will be awarded to the lowest price bidder***.

*** Price Purchase Preference Policy as per Govt. Circular will be applicable.

8 RfP FORMS

RfP is to be submitted in the following format along with the necessary documents as listed. The RfP shall be liable for rejection in the absence of requisite supporting documents. RfP should provide information against each of the applicable requirements. In absence of the same, the RfP shall be liable for rejection.

8.1 RfP Form 1: RfP Letter Proforma

To

The Chief Electrical Inspector -cum- Adviser, Assam &
State Designated Agency for the State of Assam under EC Act,
1st Floor, West Block End, Housefed Complex, Basistha Road,
Dispur, Guwahati – 781 006, Assam

Sub: Submission of Request for Proposal (RfP) for re-design, re-development and updation of Existing ASSAM SDA Website.

Sir,

The undersigned Bidder, having read and examined in detail all the RfP documents in respect of appointment of a firm for SDA, do hereby express our interest to carry out the assignment as specified in the Details scope of work.

1. Correspondence Details

1	Name of the Bidder	
2	Address of the Bidder	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	

2. RfP (Check List for Bidder, Please put a Tick after Check)

- i. RfP Form 2 : Minimum Eligibility
- ii. RfP Form 3 : Prior Experience
- iii. RfP Form 4 : Financial Criteria
- iv. RfP Form 5 : Declaration Letter
- v. RfP Form 6 : Comment & Suggestion
- vi. RfP Form 7 : Approach & Methodology
- vii. RfP Form 8 : Work Plan
- viii. RfP Form 9: Details of Software Developer
- ix. RfP Form 10: Financial Bid
- x. Tender Document Fee: Rs. 500/- (Rupees Five Hundred Only)
- xi. Bid Processing Fee: Rs.1,000/- (Rupees One Thousand only)
- xii. Earnest Money Deposit: Rs. 16,000/- (Rupees Sixteen Thousand Only)
- xiii. Relaxation to the Tender Related Fees will be applicable as per the Govt. Norms and subject to submission of valid papers only and in that Case a Bid Security of Rs 16,000/- will have to submit to the Tender authority after Acceptance of Order (Within 7 days) and will be released after release of Final payment only and on written request from bidder, whichever is later.
- xiv. Authorization by the Bidder in original Letter head favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP. (In case of a tenderer not being a Government body/ undertaking/PSU)

3. We hereby declare that our RfP is made in good faith and the information contained therein is true and correct to the best of our knowledge and belief.

Thanking you.

Yours faithfully

(Signature of the Bidder)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness:		Bidder:	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Company/Firm	_____
Date	_____	Date	_____

Assam State Designated Agency

8.2 RfP Form 2: Eligibility

1.1	Name of Bidder	
1.2	Year of Registration/ Incorporation*	
	Website/Software & IT Development firm having similar experiences. or A Energy Consulting Firm having experienced in Website/Software Application development and should have adequate (minimum 3 Nos of Website development) experience in carrying out similar job.**	

*Enclose a JV copy in case of a tenderer would like to participate in JV mode as per the mentioned JV clause.)

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company/Firm

Date

8.3 RfP Form 3: Prior Experiences

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out Website / Energy Application Development Portal consulting services similar to the ones requested under this assignment. The firm should give information about minimum 3 projects (Order Value not Less than 5 Lacs each) covering the areas of assignment as indicated.

Name of Firm:	
Assignment/job name:	
Nature of Assignment:	
Description of Project	
Country:	
Location within country:	
Duration of Assignment/ job (months) :	
Name of the Order Placing Authority :	
Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Start date (month/year):	
Completion date (month/ year):	
Name of Expert Developer if any:	
No of professional staff-months provided by associated Developer:	
Name of senior professional staff of firm involved and functions performed.	
Description of actual Assignment/job provided by the Expert Developer staff within the Assignment/job:	

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company/Firm

Date

8.4 RfP Form 4: Financial Criteria

		FY 2014-15	FY 2015-16	FY 2016-17
1.1	Annual Turnover *			
1.2	Annual Profits *			

*Enclose a copy of Audited Financial Statement with respect to information furnished in 9.4 (in case of a tenderer not being a Government body/undertaking/PSU)

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company/Firm

Date

8.5 Declaration Letter

Declaration Letter on official letter head stating the following:

- i. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract
- ii. We are not black-listed by any Central / State Government / Public Sector Undertaking in India

Witness:	Bidder:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
_____	Company _____
Date _____	Date _____

8.6 RfP Form 6: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. The Bidder can suggest to improve the scope of work details Such suggestions should be concise, relevant and to the point.]

(Maximum two pages)

8.7 RfP Form 7: Approach and Methodology

[Explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach]

(Maximum two pages)

8.8 RfP Form 8: Work Plan

[Prepare a time sheet for tasks to be performed, timeline, deliverables etc. to improve performance in carrying out the Assignment]

(Maximum two pages)

8.9 Financial Bid

To

The Chief Electrical Inspector -cum- Adviser, Assam &
State Designated Agency for the State of Assam under EC Act,
1st Floor, West Block End, Housefed Complex, Basistha Road,
Dispur, Guwahati – 781 006, Assam.

Sub: Submission of Request for Proposal (RfP) for re-design, re-development and updation of Existing ASSAM SDA Website.

Sir,

The undersigned Bidder, having read and examined in detail all the RfP documents in respect of appointment of firm for SDA, do hereby express our interest to provide Consultancy Services as specified in the scope of work

The undersigned consultant will charge a lump sum amount of Rs...../- (Rupees.....only) (inclusive of all applicable taxes), for the entire work as in the scope of work.

1	Name of the Bidder	
2	Address of the Bidder	
3	Lump sum amount in figures (inclusive of taxes) in Rs.	
4	Lump sum amount in words (inclusive of taxes) in Rs.	

In case of any difference of lump sum amount in figures and words, the amount in words will be considered

Witness:

Bidder:

Signature

Signature

Name

Name

Address

Designation

Company/Firm

Date

Date

RfP Form 9: Details of Software Developer who will lead the Assignment.

9.1	Name	
9.2	Expertise Areas	
9.3	Qualification	
9.4	Years of Experience in Software Development.	
9.5	Details of Assignments carried out in Last 3 Years.	

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company

Date

RfP Form 10: Details of Software Developer who will develop the Assignment.

9.1	Name	
9.2	Expertise Areas	
9.3	Qualification	
9.4	Years of Experience in Software Development.	
9.5	Details of Assignments carried out in Last 3 Years.	

In case of any difference of lump sum amount in figures and words, the amount in words will be considered

Witness:

Signature _____

Name _____

Address _____

Date _____

Bidder:

Signature _____

Name _____

Designation _____

Company/Firm _____

Date _____