



**GOVERNMENT OF INDIA**

**OFFICE OF THE PRINCIPAL COMMISSIONER CENTRAL GST & CENTRAL EXCISE, PATNA-I**

**3<sup>rd</sup> Floor, C.R.BUILDING, (ANNEXE), BIRCHAND PATEL PATH, PATNA: 800 001**

**TENDER NOTICE**

**INVITATION OF TENDER FOR MAINTENANCE-cum-UPDATION CONTRACT OF WEBSITES IN CENTRAL GST & CENTRAL EXCISE, RANCHI ZONE , PATNA AND CENTRAL GST & CENTRAL EXCISE COMMISSIONERATE, PATNA-I**

Sealed bids are invited from experienced/reputed service providers for Maintenance-cum-updation of website <http://cgstranchizone.bih.nic.in> of the Office of the Chief Commissioner of Central GST & Central Excise Ranchi Zone, Patna and <http://cexpatna.bih.nic.in> of office of the Principal Commissioner of Central GST & Central Excise, Patna-I.

The detailed terms & conditions along with Technical and Financial bid forms may be procured either from the Assistant Commissioner (Admn.), of this office on any working day during office hours upto **24.12.2019 at 10.00 hrs.** or can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in) with enclosures Annexure-I, II & III. **The last date for submission of bids is 13.01.2020 till 15.00 hrs.** The Technical bids will be opened by a committee in presence of all bidders, if they appear, in the conference hall of Central GST & Central Excise, Patna-I at **16.00 hrs. on 15.01.2020.**

Sd/-

**Assistant Commissioner (Admn.)  
Central GST & Central Excise**

**Patna-I**

C.No.I(22)27-GL/Misc/Web Maintainance/2016 Date:. 12.2019

Copy for Information & necessary action to:-

1. The Superintendent (System), Central Excise & Service Tax Hqrs., Patna. He is requested to publish the above Tender Notice on the official web site [www.cbec.gov.in](http://www.cbec.gov.in).
2. The Local Editor, Dainik Jagran (in Hindi) and The Times of India (in English) for publishing the above Tender Notice in Patna edition.
3. Notice Board.

Sd/-

**Assistant Commissioner (Admn.)  
Central GST & Central Excise**

**Patna-I**



**GOVERNMENT OF INDIA**

**OFFICE OF THE PRINCIPAL COMMISSIONER CENTRAL GST & CENTRAL EXCISE, PATNA-I**

**3<sup>rd</sup> Floor, C.R.BUILDING, (ANNEXE), BIRCHAND PATEL PATH, PATNA-I 800 001**

The Principal Commissioner, Central GST & Central Excise Commissionerate, Patna-I intends to avail of the services of experienced/reputed service providers for Maintenance-cum-updation of website <http://cgstranchizone.bih.nic.in> of the Office of the Chief Commissioner of Central GST & Central Excise , Ranchi Zone, Patna and <http://cexpatna.bih.nic.in> of office of the Principal Commissioner of Central GST & Central Excise, Patna-I for a period of **one year** from the date of agreement / contract. Following documents, giving full details, are as under:-

1. Terms & condition : Annexure 'I'
2. Proforma for Technical Bid – Part - I : Annexure 'II'
3. Proforma for Financial/Price Bid – Part II : Annexure 'III'

Tender should be submitted in two parts i.e. Part – I for Technical part and Part – II for Price part fully filled up. Both the Annexures should be kept in separate sealed envelope which may be **subscribed as “Annexure II” & “Annexure III”**. These both envelopes should be kept in an another sealed cover subscribing **“Quotation / Rate for Maintenance-cum-updation of website”** which will be in the name of **“The Assistant Commissioner (Admn.), Central GST & Central Excise, Patna-I, 3<sup>rd</sup> floor, Central Revenue Building [Annexe], Birchand Patel Path, Patna-800 001.”** The service providers/firms will be short listed on the basis of their technical competency after opening of Annexure II. Financial bids [Annexure II] of only those bidders will be opened who are short-listed on the basis of their Technical Bid [Annexure III]. **The technical bids will be opened on 15.01.2020 at 16.00 hrs. by a committee in presence of bidders, if available.**

For any clarification in the matter, prior appointment may be made with the Assistant Commissioner (Admn.), Central GST & Central Excise Hqrs., Patna-I or the Superintendent [System], Central Central GST and Central Excise Hqrs., Patna-I.

- 3) *The Additional Commissioner, Central GST & Central Excise, Patna-I reserves the right to postpone and / or extend the date of receipt/ opening of Rates/ Quotation or to withdraw the same, without assigning any reason thereof.*

Sd/-

**Assistant Commissioner (Admn.)**

**Central GST & Central Excise**

**Patna-I**

**TERMS & CONDITIONS:**

**SCOPE OF WORK**

- (a) The bidder shall maintain the existing web sites, beautify & upgraded which includes design, development and content updation as & when required (available both in English and Hindi) based on latest technology as per the specified requirement of the department.
- (b) The updation would include regular updation of news, telephone for offices and officers, photograph database, reports, tender announcements, recruitment, Trade Notice, History of Posting, Transfer orders, RTI related and other relevant information etc., on daily/weekly/fortnightly or monthly basis as may be required. An authorized representative will collect data/matter on daily basis.
- (c) Responsible for overall supervision to ensure that authentic and updated information and services are available all the time at the website.
- (d) Home page improvement, as may be necessary from time to time and providing link to related web sites.
- (e) Converting electronic documents in PDF & Power Point and / or word / excel format.
- (f) Putting all the documents in a uniform format w.r.t. colour, size, font, etc. Download option for specific documents on request and selection facility for 'text only' mode.

**2. COST OF TENDER DOCUMENTS**

Tender documents can be obtained from the Assistant Commissioner (Admn.), Central GST & Central Excise Patna-I, 3<sup>rd</sup> Floor, Central Revenue Building [Annexe], Birchand Patel Patna. The tender document is also available & be downloaded from departmental website [www.cbec.gov.in](http://www.cbec.gov.in). No cost for tender documents.

**3. EARNEST MONEY DEPOSIT**

The Technical bid must be accompanied with non-interest Earnest money in a shape of Demand draft of Rs. 2,000/- only in favour of Chief Accounts Officer, Central GST & Central Excise, Patna-I payable at Patna failing which tender will not be considered for opening of Price/Financial Bid Part II.

**4. FORFEITURE OF EARNEST MONEY**

- (a) If a bidder withdraws its offer after opening of Technical & Price/Financial bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- (b) If a successful bidder fails to execute an agreement within specific time as per intimation/request by the department, the earnest money deposited by them will be forfeited.

**5. REFUND OF EARNEST MONEY**

Earnest money deposited by the unsuccessful bidder will be refunded to the bidder immediately after finalization of the tender. Earnest money will be refunded to the successful bidder after completion of the Contract Agreement.

**6. NODAL OFFICER**

Superintendent (Systems), Central GST & Central Excise, Patna-I shall be nodal officer of the work and monitor the progress of day to day work.

**7. QUALIFYING CRITERIA**

- (a) Firm must have at least two years experience for providing similar services to the Government Departments/ Government undertaking.
- (b) Firm must have an office in Patna.

**8. JURISDICTION OF THE COURT**

In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Patna only.

**9. GENERAL TERMS & CONDITIONS**

- (a) This tender is available on [www.cbec.gov.in](http://www.cbec.gov.in) website, the successful bidder is advised to go through the contents of the website to fathom the workload and complete the work within the required time frame. No additional charges will be paid to successful bidder in case he has to employ more employees or employ more qualified/paid employee or provide some additional "infrastructural facility under actual workload conditions.
- (b) The staff employed by the successful bidder shall not be eligible to claim any employment with this office simply by virtue of being working in the office building.
- (c) This office shall not pay any additional charges except Annual maintenance charges. The prices are inclusive of all taxes. In case, some additional software is needed to get the work done, the same shall be provided by the successful bidder free of charge.
- (d) The contract will be for a period of one year effective from the date of contract agreement. In case the service is found to be unsatisfactory, the contract will be cancelled without assigning any reason. In case contract is cancelled before the above time period, the proportionate payment will be made for the completed months.
- (e) The Department shall not be responsible for postal delay/non-receipt of tender document/form in time, due to delay in transit.
- (f) The service provider will submit the monthly bill for reimbursement in duplicate to the Assistant Commissioner (Admn.), Central GST & Central Excise, Patna-I. The certification of work done satisfactorily on monthly bill by the Superintendent (System) is compulsory every month.
- (g) Bidder should state the lump sum amount to be charged on monthly basis which will be inclusive of all other charges.
- (h) The firms are required to submit the complete Rates/ Quotations in Financial bid form only after satisfying each and every condition laid down.
- (i) The rate must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates

indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

- (j) Rates/Quotations should be submitted and signed by the authorized representative of the Contractor with its current business address.
- (k) The Contractors must comply with the Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the Commissionerate.
- (l) Notwithstanding anything contained herein, the reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason.
- (m) No other person except Contractor's authorized representative shall be allowed to enter the premises of the Commissionerate.
- (n) The duration of the contract will be of one year from the date of agreement. If the assigned work has been found satisfactory, the period/duration of the contract may be extended for further period.
- (o) This office does not bind itself to accept the lowest tender, and reserves right to reject any or all the tenders reject without assigning any reason whatsoever or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderer will result in rejection of their tenders.
- (p) The Additional Commissioner of Central GST & Central Excise, Patna-I reserves right to reject any or all of the bids so received without assigning any reason.
- (q) The tenderer should not have been blacklisted by the State/ Central Government department or any organizations ( Attach affidavit to this effect with technical bid).

Sd/-

**Assistant Commissioner (Admn.)**

**Central GST & Central Excise**

**Patna-I**

**TECHNICAL BID DOCUMENT**

1. Name of the Organization/firm:-
2. Name of the proprietor(s) (with Tel. No., / Mobile No. & Email):-
3. Address of the proprietor/partners (with mobile No.):-
4. Registration No. of the firm:  
Copy of proof be attached.
5. Name of Govt. organizations  
to whom similar services have been  
provided by the firm for two years  
[Please attach the job order/service certificate  
From the Govt. office /public sector]
6. Permanent Account Number(PAN):-
7. GST Registration No.:-  
Copy of proof be attached.
8. Whether the firm is non-blacklisted by any  
State/ Central Government department or any organizations:  
( Attach affidavit to this effect)
9. Any other information the tenderer may like to furnish:-

**Important Note:-**

1. Please read carefully “Terms and conditions” before filling up this form.
2. Please complete the format in all respect with signature.
3. The Tender Committee reserves the right to accept or reject any application for Technical Bid for the above work without assigning any reason whatsoever.

**DECLARATION**

I hereby state that the information furnished above is full 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, the company/firm will be blacklisted and will not have dealing with the Department in future.

**(Signature of tenderer or authorized signatory with date & seal)**

**FINANCIAL BID DOCUMENT**

1. Name of the Organization/firm:
2. Rate for maintenance-cum-updation of the website:-

| Name of the Website   | Rate for Maintenance-cum-updation of the website [Monthly] |
|---|--|
| <a href="http://cgstranchizone.nic.in">http://cgstranchizone.nic.in</a> |  |
| <a href="http://cexpatna.bih.nic.in">http://cexpatna.bih.nic.in</a>     |  |
| Total   |  |

[This rate will be inclusive of all other taxes/charges

**Important Note:-**

1. Please read carefully “Terms and conditions” before filling up this form.
2. Please complete the format in all respect with signature.

**DECLARATION**

I hereby state that the information furnished above is full 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, the company/firm will be blacklisted and will not have dealing with the Department in future.

(Signature of the tenderer or authorized signatory with date & seal)