

## नोटीस

**विषय : प्राधिकरण कार्यालयाचे संकेतस्थळ अद्यावत ठेवणेकरीता नवीन एजन्सी नियुक्त करणेबाबत. (तृतीय मागणी)**

प्राधिकरण कार्यालयाचे संकेतस्थळ अद्यावत ठेवणेकरीता नवीन एजन्सी नियुक्त करणे प्रस्तावित आहे. विषयांकित कामाकरीता पात्र ठेकेदारांकडून सिलबंद 2 लिफाफा पध्दतीने दरपत्रके मागविण्यात येत आहेत. विषयांकित कामाची निविदा प्राधिकरण कार्यालयाच्या संकेतस्थळावर [www.pcntda.org.in](http://www.pcntda.org.in) उपलब्ध आहे.

विषयांकित कामाचे दरपत्रक सिलबंद दोन लिफाफ्यामध्ये कार्यकारी अभियंता (विद्युत), विकास प्राधिकरण यांचे कार्यालयात दि. 24.02.2020 रोजी दुपारी 3.00 वाजेपर्यंत सादर करावीत. प्राप्त दरपत्रके दि. 26.02.2020 रोजी कार्यकारी अभियंता (विद्युत), यांचे कार्यालयात उघडली जातील. आपले दरपत्रक सर्व करांसहीत (GST सह) असावेत.

सही/--  
कार्यकारी अभियंता  
विद्युत विभाग

टीप : कोणतही दरपत्रक मान्य करण्याचा अथवा नाकारण्याचा अधिकार मा.मुख्य कार्यकारी अधिकारी, विकास प्राधिकरण यांनी राखून ठेवला आहे.

**TENDER FOR MAINTAINING & REGULAR UPDATING THE OFFICIAL WEBSITE OF  
PIMPRI CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, ( PCNTDA )  
AKURDI , PUNE-44**

Tender Sr. No.

**Form Fee:Rs. 500**

Issued to \_\_\_\_\_

DD No. \_\_\_\_\_ Date \_\_\_\_\_

**TENDER FOR MAINTAINING & REGULAR UPDATING THE OFFICIAL WEBSITE OF PIMPRI  
CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, ( PCNTDA )  
AKURDI , PUNE-44**

To,

The Chief Executive Officer,  
PCNTDA  
Near Akurdi Railway station,  
Akurdi, Pune-44.

Dear Sir,

1. In response to the tender notice published in the daily newspaper \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_ I/We submit herewith the tender form for maintaining & updating of official website of PCNTDA.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agreed to abide by them in full.
3. I/We offer to undertake the maintaining & updation of official website of PCNTDA and quoted the rates **inclusive of all taxes** as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.

I/We accept that the rates offered shall remain valid **during AMC period i. e. for three complete years from the date of execution of agreement.**

4. I/We shall bound by communication of acceptance of the offer, dispatched within prescribed time.
5. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with The CEO, PCNTDA. The decision of The CEO, PCNTDA will be final and shall be binding on me/us.
6. As required by the terms and conditions of tender an amount of Rs. 1000/- paid by me/us as Earnest Money Deposit (E.M.D.) through **Demand Draft (DD) of any Nationalized Bank** payable at Indian Overseas Bank,,Nigdi, Pune Bearing No. \_\_\_\_\_ dated \_\_\_\_\_ in favor of **PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY,AKURDI,PUNE.**  
**(Payment of EMD in any other form will not be acceptable)**
7. Successful bidder is to be deposit Rs. 20000/- as security deposit by challan before making agreement with PCNTDA.

I/We agreed to undertake the maintaining & updating of official website of PCNTDA as per the terms and conditions in Appendix –I.

**8. As per the terms and conditions of Appendix-I, I/We are submitting my/our offer in two sealed envelopes. Envelop No. 1 contents documents as per the conditions of Appendix-I. Envelop No. 2, includes rates quoted by me/us in Appendix-II.**

9. I/We also agreed that The CEO, PCNTDA has full rights to open/consider the second envelop if and only if CEO PCNTDA satisfied with information contents in envelop No.1. The decision of the PCNTDA Authority regarding this will be final and will be binding on me/us.

The following documents duly filled in and signed are enclosed along with the tender. The Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Tenderer

Name and Address of the firm / tenderer : \_\_\_\_\_

Registration No. of Firm/ Tenderer : \_\_\_\_\_

### List of Documents (Checklist)

1. Tender Form and An earnest money of Rs. 1000/- only in the form of Demand Draft drawn in favor of **PIMPRI-  
i) CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI, PUNE.**
2. GST Certificate
3. Valid Income Tax Clearance Certificate (Income Tax Returns) for last Three Financial Years
4. Performance Certificate issued by the customer (Government or Private)
5. Documentary proof of turnover of Rs. 1 lakh for last Three financial years duly certified  
by Chartered Accountant
6. The firm must have at least two years' experience in maintenance of similar kind of work in Govt.  
Organization/PSUs./Private Performance certificates from at least one such existing client must be  
attached.

Bank Draft No. \_\_\_\_\_ Dt \_\_\_\_\_ Rs. \_\_\_\_\_

Signature of Authorized person

Signature: \_\_\_\_\_

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

Name & Address : \_\_\_\_\_

## APPENDIX-I

### **General Terms and conditions governing “Maintaining & updating of official website of PCNTDA.”**

- 1) Sealed tenders are invited from authorized firms willing to undertake the maintaining & updation of official website of PCNTDA on working days during 10.30 hrs. to 17.00 hrs from \_\_\_\_\_ to \_\_\_\_\_ and the last date of acceptance of the tender is \_\_\_\_\_ at 15:00 hrs. **Tenders received late in person/by post will not be considered.**
- 2) The tenders will be opened on the same day (if possible) of closing date at 15.00 hrs. in presence of the intending firms/ representatives(if available) who may desire to attend.
- 3) The rates both in words and figures without any corrections or over writing should be quoted in Appendix-II. Any over writing or rewriting should be duly countersigned.
- 4) The tenderers must enclose adequate documents to prove their authorization claims and if not The CEO, PCNTDA reserves the rights to accept or reject tenders of these agencies. The decision of The CEO, PCNTDA regarding this will be final and shall be binding on tenderer.
- 5) The scope of work will be as per Appendix III
- 6) Tenderer should quote rate based on scope of work mentioned in Appendix III and partial quote will be rejected summarily.
- 7) If the website is down/Not working then the firm should specify the down time of a system and after which a sum of Rs.100/- per day will be charged. Down Time & Penalty will be decided by Electrical Department of PCNTDA.
- 8) The Engineers/Technicians would be well equipped with Mobile phones to ensure their availability, phone numbers would be provided to Electrical Section, PCNTDA.
- 9) Proportionate Payment will be made on Quarterly basis.
- 10) An amount of Rs. 1000/- only as earnest money in the form of Demand Draft drawn in the favor of Pimpri Chinchwad New Town Development Authority may be deposited along with tender. The amount of E.M.D. will be refunded in case of unsuccessful tenderer on submission of application with Money Receipt in original soon after the final decision. In case of successful tender it will be refunded on production of original receipt after completion of validity period of the agreement to be executed between the tenderer and The CEO PCNTDA. The PCNTDA Authority will not make any payment towards interest on such deposits.
- 11) Successful bidder is to be deposit Rs. 20,000/- as security deposit by challan before making agreement with PCNTDA.
- 12) Income Tax Clearance Certificate (ITCC) for the last Three years must be attached.
- 13) The successful tenderer will be required to do the work for a period of three year from the date of entering into contract with the Pimpri Chinchwad New Town Development Authority The CEO PCNTDA however, reserves the rights to terminate the contract at any time without assigning any reason; therefore, the decision of the PCNTDA Authority in this regard shall be final and binding on the successful tenderer. The firm entrusted with the work will have to do the work at the approved rates. If for any reason, the firm is not able to do so, the work will be got done from some other firm/open market and the expenditure incurred on such repairs shall be recovered from the contractor deducted from the security deposit or the amounts payable to him as the case may be.

14) The tenderer should submit his offer in two separate envelopes i.e. in first envelop with superscription “**Tender for the maintaining & updating of official website of PCNTDA**” in Envelope NO. 1

6)

1. Tender Form and An earnest money of Rs.1,000/- only in the form of Demand Draft drawn in favor of **PIMPRI- CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI,PUNE.**
2. GST Certificate
3. Valid Income Tax Clearance Certificate (Income Tax Returns) for last Three Financial Years
4. Performance Certificate issued by the customer (government or private)
5. Documentary proof of turnover of Rs. 1 lakh for the last Three financial years duly certified by Chartered Accountant
6. The firm must have at least two years’ experience in maintenance work for Govt. Organization/ PSUs./Private Performance certificates from at least one such existing client must be attached. **(Important: Above documents if not enclosed in Envelope NO. 1 , the Envelope No. 2 will not be opened)**

15) The tenderer should provide the rates quoted only in Appendix-II in second envelop with superscription “Tender for the maintaining & updating of official website of PCNTDA” (RATES) ENVELOP NO. 2

16) Undersigned will reserve full rights to open/consider the second envelop if and only if PCNTDA Authority is satisfied with information contents in envelop No.1. The decision of the CEO PCNTDA regarding this will be final and shall be binding on tenderer.

17) Engineers/Technicians who are appointed by the contractor should come at least once in a week at PCNTDA office for maintaining & updating the website. Also he should attend the call or email as per requirement of PCNTDA as and when required.

18) The specimen of “Agreement Bond” will be provided along with letter of acceptance to the tenderer whose rates are accepted by the PCNTDA. The tenderer shall have to execute agreement in the prescribed form on stamp paper of Rs.100/- which should be submitted to the Electrical Section, PCNTDA within specified time.

19) The agreement received under seal and signature of tenderer will become a legal agreement between the tenderer and the PCNTDA, which will be binding on tenderer within Pune jurisdiction.

20) Every page of tender should be numbered and signed with seal by the tenderer

21) The right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof is reserved by the CEO,PCNTDA.

sd--

**Chief Executive Officer,**  
Pimpri-Chinchwad New Town  
Development Authority, Akurdi

Place: Pune.

Date:

**We have accepted the above terms and condition and agreed to abide by them**

**Signature with seal of tenderer :-----**

**Name & address of the firm//tenderer :-----**

**Registration No. of firm/tenderer :-----**

**Appendix No-II.**

**TENDER FOR WORKS**

I/we hereby quote the rate for the tender of Maintaining & updating the official website of PCNTDA as below

**Memorandum**

**NAME OF WORK: MAINTAINING & REGULAR UPDATING THE OFFICIAL WEBSITE OF PIMPRI CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, ( PCNTDA )  
AKURDI , PUNE-44**

Tender name	Amount
MAINTAINING & REGULAR UPDATING THE OFFICIAL WEBSITE OF PIMPRI CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, ( PCNTDA ) AKURDI , PUNE-44 FOR 3 YEARS	(to be filled by tenderer)

I/ we have paid a sum of Rs 1000/- by DD in favour Pimpri-Chinchwad New Town Development Authority,Pune as Earnest Money and agree to its absolute forfeiture for any default, as provided for in the detailed tender notice.

I/ We agree that this offer shall remain open for acceptance for a minimum period of 120 days from the date of opening the same and thereafter until it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tenders and sent by registered Post A.D. or otherwise delivered at the office of such authority.

Should this tender be accepted, I/We abide by and fulfill all items and provisions of the said conditions of the contract annexed hereto as far as applicable or in default thereof, forfeit and pay to the Development Authority the sum of money mentioned in the conditions.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

Address:

**Contractor's Signature (with seal)**

The Above contract agreement is here signed by me after acceptance of the Tender by the C.E.O. on behalf of the Pimpri - Chinchwad New Town Development Authority, Akurdi, Pune 411 044.

**Chief Executive Officer,**  
Pimpri-Chinchwad New Town  
Development Authority, Akurdi.

### **Appendix-III**

#### **Scope of work**

- 1) Uploading the documents, notices, images, any other document after formatting, according to the uploading / downloading web format (Like HTML, CSS, GRAPHICS, PDF etc) & when required in both English & Marathi web page.
- 2) The graphical contents of the website should result in an eye-catching website, with a pleasant and appealing color-codes portraying activities of PCNTDA.
- 3) The website should be optimized for load time, response time, navigation and search.
- 4) The optimization should cover all the areas like HTML, GRAPHICS, PDF etc. and would be involved smaller page size and faster downloads.
- 5) The website should be supported by all current browsers.
- 6) Records of updation in web contents of the both (English and Marathi) should be maintained.
- 7) Modification of Site Map as and when required.
- 8) Maintenance and regular updation of the all associated activities linked with the work related to website.
- 9) Maintenance & Checking for dead links of static pages.
- 10) Archival & Updation of new data provided by PCNTDA along with updation of Sitemap.
- 11) E-publishing of new Publications and e-Newsletter.
- 12) Re-design of Home Page (as and when required)
- 13) Web marketing, (prominently access through major search engines like Google, Yahoo, Microsoft, etc.).
- 14) Following reports shall be made available about PCNTDA site (Daily/Weekly/Monthly):-
  - a. Popular pages of site
  - b. Average time spent on site
  - c. Page wise hit rate
  - d. Content updation.
- 15) The links to other approved websites in the area of PCNTDA shall be maintained and relevant information of PCNTDA shall be downloaded as and when required.
- 16) Any other related work, if required. (During the maintenance period, if scope of work is diversified requiring the work which is not mentioned in the scope of work, then successful tenderer have to carry out the work & no additional amount will be paid.
- 17) PCNTDA does not have any facility for the storage space/ server required for the website. successful tenderer have to provide the dedicate and secure space/server of appropriate capacity for the website of PCNTDA. No extra payment will be given for this work.
- 18) The successful bidder or its representative should visit the PCNTDA office daily for the updation of the website if any. No updates will be given through mail or through any media.
- 19) The successful bidder should have registered office in Pune.



## **Appendix-IV**

### **Undertaking to be given by the tenderer for “Maintaining & updating of official website of PCNTDA.**

Whereas The CEO, PCNTDA has called the tenders for Maintaining & updating of official website of PCNTDA as per Appendix-I & Appendix-III

I/We hereby offer our tender at the rates given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Enclosed:

Signature of the Tenderer: \_\_\_\_\_

Name of the Tenderer / Firm: \_\_\_\_\_

Full address of the Tenderer with Seal/Stamps \_\_\_\_\_

Place:

Date: