

SCOPE/CC/GM-(Tech & HR)/2023 – 730

Oct 27, 2023

NOTICE INVITING TENDER

Sub: AMC for Website Maintenance & Yearly Renewal of SCOPE official mail Id

1. Online e-tenders are invited by General Manager-Tech & HR, SCOPE on behalf of Constituents of SCOPE Complex, 7 Lodhi Road, New Delhi- 110003 for the following work:

1.1	Name of Work	AMC for Website Maintenance & Yearly Renewal of SCOPE official mail Id
1.2	Estimated Cost	₹ 5,73,240 plus GST @ 18%
1.3	Duration of AMC	12 Months from the date of issue of Work Order
1.4	Earnest Money Deposit	₹ 13,600/-
1.5	Tender Processing Fee	₹ 590/-
1.6	Commencement of downloading E-Bid	28.10.2023 up to 10.00 A.M.
1.7	Last date of downloading E-Bid	03.11.2023 up to 03.00 P.M.
1.8	Last Date of E-Bid Submission	03.11.2023 up to 03.00 P.M.
1.9	Bid Opening Date & Time (Technical)	03.11.2023 up to 03.30 P.M.
1.10	Bid Opening Date & Time (Financial)	To be intimated later

2. Bidders have to download the Bid documents from the e-procurement portal i.e. <https://scope.ewizard.in> after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid documents fee before last date & time of downloading the e-bids online. Bidders can also view the NIT, SCOPE of work on www.scopeonline.in.
For e-tendering support: 9355030607 and 9355030630.
3. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
4. The bidder must be registered under GST, Income Tax Act and should have PAN no. Copies of registration papers along with details need to be furnished.
5. Forms of tender of Bid condition & specification must be submitted duly signed & stamped during submitting of Bid through e-portal on bidders' letter head.
6. All the above certificates /documents shall be submitted by the firm duly signed & self-attested subject to verification with original documents.

7. The cost of the tender and earnest money mentioned above should be paid by a crossed Demand Draft or Pay order from any Nationalized/Scheduled Bank in favour of "MMO SCOPE Complex" and the original copy of Demand Draft or Pay Order of the same shall be submitted before the opening of technical bid at the SCOPE Office, First floor, Core -8, SCOPE COMPLEX, LODI ROAD, NEW DELHI-110003. Tenders without the earnest money deposit will be summarily rejected, and the representatives of such tenderers will not be allowed to attend the tender opening
8. The rates and amount shall be quoted both in words and in figures.
9. The rate shall be FOR at SCOPE Site, 1st Floor, Core No. 8, SCOPE Complex, 7, Lodhi Road, New Delhi-110003
10. The offer shall be valid for 60 days from the date of opening of financial bids.
11. SCOPE reserves the right to reject any or all tenders without assigning any reason.
12. Any dispute or difference whatsoever arising between the parties and of or relating to the work or effect of this contract of the validity or the breach thereof, shall be settled in accordance with the rules of SCOPE Forum of Conciliation and Arbitration (SFCA) 2003 and amended updated the award made in pursuance thereof shall be final and binding of the parties.



Shubh Ratna
General Manager - Tech. & HR

SCOPE OF WORK

FOR WEBSITE

1. The website Maintenance includes updating of content of all existing pages and designing new pages as per the requirement of the SCOPE. It would also include the upload images and all type of work as instructed by the Competent Authority from time to time.
2. The Website must be easily accessible from mobile (Both on Android and IOS), Tablet and Desktop.
3. Add more feature in the Content Management System (CMS) of the website (as and when required).
4. Publishing of the advertisement (Banner, Links etc.) on the website as per instruction of SCOPE.
5. Making Change in the source code of the website (as and when required).
6. Checking the website for dead links.
7. Updating the Archival of information, data elements on existing pages
8. Designing and/or updating and publishing of new or revised pages.
9. Payment gateway related issues.
10. Find all the error regarding the websites and their removal.
11. Find all non-operative functions of website and make them operative.
12. Various types of content should be delivered through the Websites. The Indicative content types may be HTML documents, Word Documents, PDF documents, Images, Photographs, Multimedia files, audio/ video files etc.
13. Technical support for the Auditing of websites.
14. Support for shifting of websites from shared hosting to cloud hosting.
15. Creation of new pages like Climate change, Recruitment related forms, SCOPE eminence Awards related forms etc.
16. Upgradation of security and maintaining the uptime to 24 hrs.

FOR EMAIL ID:

1. Bidder should ensure the security of corporate emails IDs. Any leakage of data or any hacking incident at his end or any involvement in any privacy breach or leakage of SCOPE or his employee's data will lead to termination of contract immediately without any further Notice.
2. The bidder should ensure and confirm that all email IDs are made on G-Suite and should have all feature of Basic module. No deviation from the above technical specification shall be entertained.
3. The above email IDs are totally on Google cloud-based system. SCOPE will not be responsible of setup/ installation of any server or any hardware at SCOPE complex or SCOPE Minar. No extra charge shall be paid towards storage on google cloud except mentioned in the schedule of quantity.
4. All email IDs shall sync with LDAP server (Cloud Based) for our ERP system in future.
5. The above email IDs are easily accessible from mobile (Both on Android and IOS), Tablet and Desktop. Also, it should be accessible through any Web Browsers.
6. No deviation from the above technical specification shall be entertained.


General Manager - Tech. & HR