

Expression of Interest (EoI) for Design,
Development and
Maintenance of New Website (English)

For
Institute of Cooperative Management for
Agriculture & Rural Development
A training institute of
The West Bengal State Co-Operative Agriculture &
Rural Development Bank Limited

Please submit Annexure-1 along with relevant document.

Sl. No.	Event	Date
1.	Last Date of submission	02.04.2018 up to 05.00 PM
2.	Date & Time of Opening	05.04.2018 at 12.00 O'clock

**The West Bengal State Co-operative
Agriculture & Rural Development Bank
Limited**

25D Shakespeare Sarani, Kolkata 700017
Tele:033-2287 1786/87/88

Seal & Signature of the
Managing Director
West Bengal State Co-op. Agriculture &
Rural Development Bank Ltd.

Expression of interest (EoI) for
Design, Development and Maintenance of Website
Terms & Conditions of the EoI

The West Bengal State Co-operative Agriculture & Rural Development Bank Limited (WBSCARD BANK LTD) wishes to invite Expression of Interest (EoI) to Design, Development and maintenance of a website (in English) for the organisation. The bidder is to submit detailed proposal for the above assignment, as per the brief contained in the terms of reference (ToR).

Last date of Submission of EoI : 02.04.2018 up to 05.00 PM at the address mentioned below.

The West Bengal State Co-operative Agriculture
& Rural Development Bank Limited
25D Shakespeare Sarani, Kolkata 700017

1. Eligibility
Criteria:

- General
 - The Service Provider should be a registered firm.
 - Should be in operation for at least 3 years since Inception.
 - Should be in the relevant business segment for more than 2 years.
 - Should have GST Registration and have submitted Income Tax return for last two years
- Specific
 - 02 years of experience in developing Websites and Web-portals on the latest technology.
 - Certification of completion of Website Development from at least 2 organisations to be submitted as a proof.

2. Competencies:

- a) Past experience in creating and maintaining very professionally and exceptionally creative websites.
- b) Excellent I.T. skills and project management skills
- c) Strong editorial team with communication skill to write clearly and compellingly in English.
- d) Ability to juggle priorities and deadlines and perform well under pressure;
- e) Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- f) Awareness on the latest smart technologies for website development.
- g) Ability to regularly maintain, update the developed website.

3. Final Deliverables:

- a) Development and implementation of the online web strategy in the design and of the website
- b) The Website will contain the following pages –
 - a. About Us – A brief write up on the institute and the parent bank
 - b. Vision and Mission – A comprehensive statement with bullet points
 - c. Training Programmes – including Downloadable PDF file of the Training Calendar
 - d. Infrastructure and Facilities – Including photographs and write up
 - e. Research and Publication – including downloadable PDF files
 - f. Readers Corner – With links of various websites and downloadable PDF files
 - g. Gallery - Photos of trainings and events
 - h. WBSCARD Bank Ltd. – including Branch Locator Panel, Downloadable PDF/ MS Word and Excel Files of prescribed Forms and Formats, Documents lists for various loans in PDF format, Important circulars on loans and deposits.
 1. WBSCARD Bank Ltd. Products and Services,
 2. Tender & Notices
 - i. Contact Us.
- c) The pages as stated above will be dynamic in nature.
- d) An Admin panel should be provided for day to day updating and maintenance of the website including uploading of latest circulars, formats, publications and papers
- e) Server space for hosting and maintenance of the website to be provided by the bidder
- f) The website should be responsive and would be mobile friendly
- g) The website should be Content Management System (CMS) driven and WBSCARD Bank Ltd. would have the flexibility to upload, change or modify the content within the existing structure.
- h) Designing, editing and proof reading of the website content
- i) Prompt and proper maintenance and upgradation of the website

4. Award criteria, award of contract:

The procuring entity WBSCARD Bank Ltd. reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Organisation or any obligation to inform the affected Organisation or organisations of the grounds for the organisation's action. The contract will be awarded to the qualified Organization whose proposal after being evaluated is considered to be the most suitable as par the needs of the organisation and activity concerned.

Evaluation will be done in two phases. Technical evaluation will be based on the eligibility criteria and competencies as specified above. Bidders may be asked to give demonstration before the evaluation body of this Bank.

Financial bid shall be opened only for those bidders who will qualify after technical evaluation.

Financial bid in prescribed format shall have to be submitted in a separate sealed envelope, in the letterhead of the firm and Financial Bid has to be marked on the envelope along with other necessary particulars. Papers in support of technical qualification and other documents shall be submitted in the other separate sealed envelope and marked accordingly. Both these envelopes shall be submitted together in a sealed envelope.

5. Payment Terms:

- a) 100% of the work order value for new website will be released after the successful completion of the work & commissioning of website.
- b) For updating & maintenance (AMC) of website the payment would be on quarterly basis.

6. Terms of Reference:

- a) The firm must be registered bodies with Govt. of India / State.
- b) Rate should be quoted inclusive of the cost of Services, Manpower cost, transportation, Printing of Questionnaires and report generation. Only GST and other taxes, as applicable will be extra.
- c) Maintenance Charges should be quoted for a minimum period of 3 years. (Taxes will be extra as applicable).
- d) All in formation, document, photos and data coming in the possession of firm, as a result of the execution of the job shall all the time remain the property of WBSCARD Bank Ltd.
- e) The firm shall not make or allow to make any unauthorised copy, use, access or other utilisation of these materials commercially or otherwise, directly or indirectly except as agreed to by the WBSCARD Bank Ltd. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- f) The firm has to complete the job assigned within the agreed time frame and if the job is not completed within the stipulated time, a penalty @02% of the cost of the incomplete job for each day will be imposed on the firm.
- g) WBSCARD Bank Ltd. will have no liability regarding transportation, boarding and loading of firm and their staff.
- h) Under no circumstances the firm shall appoint any subcontractor or sublease the contract. If violated the conditions, the contract will be terminated.
- i) The rate quoted once will remain unchanged for that particular dealing. Any Conditions of the firm sent along with proposal if any, shall not be binding on us.
- j) TDS as applicable on date will be deducted from the actual bill submitted for payment.
- k) The price accepted by the committee is final and no deviation from it will be accepted in this regard.
- l) The selected service provider will have to complete the job as per terms and conditions specified above.
- m) Conditional offer/EoI submitted by fax/email or after the due date and time will be rejected.
- n) For any query please contact at the above address on any working day.

(To be submitted on Letter Head of the bidder in closed envelop)
Please provide detail financial implication to the organization with breakup.
(All prices/rates quoted must comply with the terms and conditions)

Sl. No.	Item Description	Rate quoted in Rs. (Without any Tax)	Remarks (if any)
1.	Design & Development of Website (in English)		
2.	Maintenance(AMC for 3 years)		
Grand Total			

Place:

Date:

Declaration:

This is to certify that I/ We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the Authorised Signatory with name, designation, seal and date