



REQUEST FOR PROPOSAL

RFP No : RGR/ASDMA/08/2015/32

RFP on : Design, Development and Maintenance of Knowledge Management Portal for the State of Assam

Issued By : Assam State Disaster Management Authority

Issue Date : 20th April, 2015

Submission Date : 19th May, 2015

Contact Details : The Chief Executive Officer
Assam State Disaster Management Authority
Ancillary Block – I,
Assam Secretariat, Dispur – 781006, Assam

Summary of Proposal:

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from Agencies for Design, Development and Maintenance of Knowledge Management Portal for the State of Assam.

Adar

Table of Contents

<u>Content</u>	<u>Page No</u>
1. Request for Proposal Terminology	3
2. Executive summary	4
3. Terms of Reference	4
4. Eligibility Criteria	6
5. Earnest Money Deposit	8
6. RFP Process	8
7. Instruction to Applicant	9
8. Evaluation of Proposal	12
9. Right to Vary Scope of work at the time of Award	14
10. Right to accept any Bid and to reject any or all Bids	14
11. Notification of Award	14
12. Issuing the Work Order	14
13. Performance Guarantee	15
14. Confidentiality of the Document	15
15. Rejection Criteria	15
16. General	16
17. ANNEXURE 1 - UNDERTAKING	17
18. ANNEXURE 2, 3, 4 & 5 Format for TECHNICAL BID	18
19. ANNEXURE - 5 format for FINANCIAL BID	22

1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.

2. EXECUTIVE SUMMARY

Background

The State of Assam lies at the heart of North-eastern region which is one of the most hazard prone regions in the Asian continent, with different areas being prone to multiple hazards like earthquakes, floods, landslide and cyclonic storms. The occurrence of disasters along with the losses over the years has been increasing on account of larger population being vulnerable to natural hazards. India has experienced many massive disasters such as the Orissa super cyclone in 1999, Gujarat earthquake in 2001, recent devastating Tsunami-2004 and many more in the past. This owes not only to the physical vulnerability i.e. their proximity to the hazard zone and ill-maintained standards of safety to counter the effects but also due to the prevailing social and economic conditions.

There is a conscious effort for Disaster Risk Reduction at National, Provincial and sub-provincial level. Thousands of organizations are supporting the effort from last few decades. However, there is a felt gap in information coordination and sharing. The knowledge and experiences of disaster practitioners have remained in individual or institutional domain. There is an urgent need of an organized common platform to capture, organize and share this knowledge and to create a versatile interface among policy-makers in the Government and disaster manager's at all administrative levels (National/State/District/Sub-District/Community). Knowledge Management can play an immensely useful role as it foster dynamic interaction between various stake-holders through improved evolutionary networks of collaboration.

Acknowledging the importance of Knowledge Management, Assam State Disaster Management Authority (ASDMA) decided to design, develop and operate a **Knowledge Management Portal** on Disaster Management to facilitate greater and deeper access to information on Disaster Management by engaging the services of an agency with experience and expertise in the designing, development and management of Knowledge Management Portal in Government or Private sectors.

3. TERMS OF REFERENCE :

A) Scope of work:

The knowledge management initiative of ASDMA involves creation of a web portal to facilitate knowledge collaboration among the network members. The network members will be the State, District and Sub District level Government officials of various Departments dealing with Disaster Management issues. Besides, the faculty of academic and training institutions under the State Government will also have access to it. The portal will provide tools to capture or acquire and organize knowledge on various facets of Disaster Management.

1. Scope Elements:-

- I. Knowledge repositories and sub-repositories, Such as, (a) Research and impact Assessment studies relating to natural and man-made disasters conducted within and outside the country; (b) Plan documents and Approach papers on disaster Management developed by Central Government Departments/Agencies/Institutions or State Governments; (c) Important Books and publications on disaster management and reviews thereon; (d) scholarly articles on disaster management; (e) New and innovative technological breakthroughs relating to management of various disasters; (f) Information on important national and international events (Workshops, Seminars, Round Table conferences etc.); and (g) Documentation of best practices on disaster management;
 - II. It will also serve as the repository of District Disaster Management Plans, Map centre - Hazard & vulnerability maps, training modules, materials for citizen Engagement and awareness generation developed within and outside the State.
 - III. Moderated access and facilitation.
 - IV. Moderated discussion forum for problem solving.
 - V. Document management system.
 - VI. Powerful search engines.
 - VII. Moderated intra network e-mail groups.
 - VIII. Emergency contact management system.
 - IX. Automated portal administration for ease of content updating.
 - X. Facility for network users to upload knowledge into repositories.
 - XI. Facility for network users to download knowledge from repositories.
 - XII. Facility by rating of Content by users.
 - XIII. Unique visitor counter
2. The selected firm/agency will have to design & develop the portal and maintain and manage it also for a period of two years from the date of the formal operationalization of the portal.
3. Basic requirement for Web portal Designs:
- I. Web portal should be HTML5 enabled for making dynamic and interactive look.
 - II. Web portal should work on every Operating System like Microsoft Windows, Linux, and Mac.
 - III. Web portal should work on every Web Browser- Firefox, Internet Explorer7 or higher, opera, Opera Mini, Safari, Chrome etc.
 - IV. Frontend Architecture of the Web portal on JAVA/PHP, CSS3, Adobe Flash.
 - V. Backend Architecture of the Web portal on MySQL/ PostgreSQL.

- VI. Administrator and ASDMA Officers Login option should be in this Web portal.
- VII. Provide Hyperlink to the other Web portals as per decision of ASDMA.
- VIII. Compliance - Web portal should meet W3C Standards.
- IX. Video and Picture Gallery Should be on the Web portal.
- X. All Videos in the Adobe Flash format should be enabling on the Web portal.
- XI. All Pictures in standard format like jpeg, bmp, gif etc.
- XII. "Print Page" button should be enable on every Web-Page.
- XIII. Unique page titles for each page along with meta tags and meta description for each page.
- XIV. Google Analytics report.
- XV. Creating SEO friendly urls.
- XVI. Custom template creation.
- XVII. Scrolling newsflash in home page.
- XVIII. No proprietary plug-in or third party should be used without license. However, every effort should be made to use any of the available Free Software under GNU GPL license 3.0 or later.
- XIX. Lock copy web portal content.
- XX. After the Web portal is ready, it should be SECURITY AUDITED by a third party auditor empanelled by CERT-IN. The expenditure on audit should be an integral part of the cost quoted.
- XXI. ASDMA should be provided with all the Administrative Rights for the said Web portal.
- XXII. Agency should provide full Administrator access along with basic tips on updating content, adding/editing photos in photo gallery, video gallery etc. and adding/editing newsflash section in to the Web portal.
- XXIII. The bidder will include a chapter on the arrangement and methodology for the regular upadation of the portal.
- XXIV. The portal shall have to be uploaded on monthly basis. There shall be a content evaluation and approval committee in ASDMA. The bidder shall present the materials to be uploaded for evaluation by the committee and no material shall be uploaded without the approval.
- XXV. Content Management System.
- XXVI. Creation of user profile and bookmarking.
- XXVII. Preference will be given to those bidders who successfully qualify the compliance matrix of Guidelines for Indian Government Website (GIGW).
- XXVIII. The successful bidder shall have to nominate a nodal person for the management and upadation of the web portal. He shall be duty bound to attend to the requests/requisition/communication received from ASDMA.

B) TIME LINE:

The expected time line for completion of the project along with the deliverables at each stage should be clearly laid down in the proposal.

4. ELIGIBILITY CRITERIA:

1. The Firm/Organization/ Institute should have experience of Design and Development of Knowledge Management Portal for major Central/State

Government agencies/PSUs/Private Sector Firms and operation and maintenance of the portal for at least three years. (Please submit attested copies of supply order/completion certificate)

2. Average Annual Financial Turnover during the last 3 years, ending 31st March 2014, should be Rs 1 Crore. (Please submit Annual Report (Balance Sheet and Profit & Loss Account) for the last three financial years).
3. The Firm/Organization/ Institute should have minimum five dedicated Technical Professionals on their pay roll. (please submit supporting documents)
4. The Firm/Organization/ Institute should have 10 back up staff for providing necessary support.
5. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).

Firm/Organization/Institutes should submit their profile along with a brief summary of their experience in the field of Knowledge Management supported by documentary evidence.

I. Name of the Firm/Organization/Institute

- Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization etc.)
- Attested/Notarized copy of the registration certificate.
- Attested/Notarized copy of the updated valid VAT/CST Registration certificate.
- Attested/Notarized copy of up-to-date Trade license.
- Attested/Notarized copy of Income Tax PAN Card No (Photocopy of the PAN Card need to be submitted).

- II. Experience in similar projects and level of involvement. (Copy of work order to be furnished)
- III. Copy of one Technical Proposal on Knowledge Management Portal developed.
- IV. Copy of the Balance Sheet of last 3 years.
- V. Illustrative Profile/CV of Technical Professionals on their payroll.
- VI. Detailed Technical Proposal along with Time Line for the Completion of Project.

Note: Agency must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

5. Earnest Money Deposit

- The Bidder shall submit EMD amounting to Rs. 1.0 Lakh along with the RFP. EMD shall be in one of the following forms:-
 - a. A Bank Guarantee issued by any Nationalised Bank in favour of the Authority valid for a period of 180 days from the date of bid opening.
 - b. Demand Draft from a Nationalised Bank in favour of “**CEO, Assam State Disaster Management Authority**”, payable at Guwahati.
- The bid not secured in accordance with the above shall be rejected by the Purchaser as being non-responsive.
- EMD of the unsuccessful bidder will be discharged/ returned as promptly as possible but not later than 30 days after expiry of the bid validity period prescribed by the Purchaser.
- The successful bidder's EMD will be discharged upon the bidder's submission of the Performance Guarantee.
- EMD may be forfeited under the following circumstances:-
 - a. If a bidder withdraws his bid during the period of bid validity specified by the bidder on the bid form.
 - b. In case of a successful bidder, if he fails to submit the Performance Guarantee within the time prescribed or
 - c. If he fails to supply the material in terms of the conditions of contract.
- No interest is payable on EMD.
- In case of inadequacy or non-submission of prescribed EMD, the bidder shall be deemed to be disqualified and shall be summarily rejected in the technical evaluation.

6. RFP Process:

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.

- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.
- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in ANNEXURE – 1.
- vi) The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The Authority will not be liable for any costs of any applicant participating in this RFP.
- viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. ***Any query/ requests for clarifications on the RFP by the Applicant should be sent via e-mail (only) to asdmaghy@gmail.com***

7. INSTRUCTIONS TO APPLICANT

A. General Requirements

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- iii) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- iv) All information supplied by the Authority in connection with this RFP shall be treated as confidential.
- v) **Pre-bidding on queries/requests for clarification shall be held in the Conference Hall of ASDMA State Office, Dispur on 2nd May at 2:30 PM.**

B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion. The summary of various activities with regard to this invitation of bids are listed in the table below:

Activity	Date
Issue of RFP Document	20 th April 2015
Deadline for Proposal submission	19 th May 2015 (4:00 pm)

Pre-bid Meeting and submission of queries/requests for clarification	2 nd May 2015 (2:30 pm)
Opening of Eligibility Criteria	Will be notified later
Opening of Technical Bid	Will be notified later
Opening of Financial Bid	Will be notified later

C. Submission of RFP

- i. Potential Applicant must complete and sign the Undertaking at **ANNEXURE - 1**
- ii. Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
- iii. Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word/PDF format. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
- iv. The proposal submitted must be without any overwriting, corrections, double typing, etc.
- v. Applicant will submit their proposal in three parts. The first part will contain documents relating to **eligibility criteria** including **EMD** and the second part will contain the documents relating to **technical proposal**. The third part will contain the **financial proposal**.
- vi. The documents containing the Eligibility Criteria, Technical Proposal and Financial Proposal should be submitted in three separate sealed envelope marked "**Eligibility Criteria**", "**Technical Proposal**" & "**Financial Proposal**".
- vii. The three sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Confidential RFP Document - Do not open**" and this envelope should be clearly marked "**Request for Proposal for Knowledge Management portal - Assam State Disaster Management Authority**".
- viii. The cover thus prepared should also indicate clearly the name, address, e-mail id and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- ix. The Eligible Criteria, Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- x. The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **4.00 PM** on any working day up to **19th May 2015**. Envelopes /documents received after the stated time and date will be rejected.

D. Preparation of RFP Document:**1. Eligibility Criteria:**

- i. Details documents mentioned at clause no. 4.
- ii. Details regarding the year of establishment of the Agency.
- iii. Details regarding the experience in the line of development and maintenance of Knowledge Management Portals.
- iv. Details of the average annual turnover during last three years.
- v. Details of web portals developed and maintained with order copies of the assignment.
- vi. Self declaration certificate that the Agency have not been barred by any PSU/Govt. Dept. in doing projects with them.
- vii. Details of the 5 nos. of Software developers and 10 nos. of backup staff on their payroll.

2. Technical Bid:

The technical bid should contain

- Content and Concept.
- Database Design.
- Time Line for the Completion of Project.
- Arrangement for maintenance and updation

Form for Technical Bid is given at ANNEXURE 2, 3, 4 & 5.

3. Financial Bid:

- i) The financial bid will be the Overall Cost of the development of Web portal and maintenance cost as per the Scope of Work as laid down in the Terms of Reference.
- ii) Bidder should provide all prices as per the prescribed format under this Form. Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate "0" (Zero) in all such field.
- iii) All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- iv) It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- v) The final Financial Bid of the Bidder shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
- vi) Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

The Financial Bid Summary Form is given at ANNEXURE – 6

E) Period of Validity

Proposals must remain open for acceptance for a minimum of 180 days.

8. EVALUATION OF PROPOSAL

The evaluation would consist of following phases:

Phase I: Evaluation of Eligibility Criteria.

Phase II: Evaluation of Technical Bids.

Phase III: Evaluation of Financial Bids.

Phase IV: Combined Evaluation of Technical and Financial Bids.

Phase I: Evaluation of Eligibility Criteria:

In this part the Agency will be evaluated for the fulfillment of the conditions specified in the **Eligibility Criteria** under Clause no. 4.

Phase II: Evaluation of Technical Bids:

1) In this part the technical bid of only those agencies who have qualified the Phase I i.e **Eligibility Criteria** will be evaluated.

The technical bid will be analyzed and evaluated on:

- a) Content & Concept.
- b) Database Design.
- c) Creativity and Innovation
- d) Time line for project completion.
- e) Arrangement for maintenance and updation.

2) The technical bid will be analyzed and evaluated and the technical bid marks shall be assigned to each bid on the basis of following evaluation matrix

Bid Component	Weightage in Technical Score	Minimum Qualification Score
Content & Concept	40	20
Database Design	20	10
Creativity and Innovation	20	10
Project Completion Period	10	5
Arrangement for maintenance and updation	10	5

3) Analysis of technical bid

- i. In this part, the technical bid will be analyzed and evaluated and the technical bid marks (S_{tm}) shall be assigned to each bid on the basis of following above evaluation matrix
- ii. Each competency group will have Minimum Qualification Score and only those Technical Bids receiving marks greater than or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Bidder(s) at this stage. The Authority shall determine the Bidder that qualify for the next phase after reviewing the clarifications provided by the Bidder(s).
- iii. The bidder may be asked to make a presentation before the Purchase Committee to explain the points on the basis of which Technical bids will be evaluated.
- iv. Technical Bid Score: The Technical Bid Score 'St' of the Bidder shall be derived as under

$$S_t = (S_{tm}/S_H), \text{ where}$$

S_t is the Technical Bid Score

S_{tm} = Total technical bid marks of the bid under consideration

S_H = Highest total technical bid marks amongst all evaluated bids

- 4) The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder.

Phase III: Evaluation of Financial Bids:

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows

$$S_f = (F_L / F),$$

Where

S_f is the Financial Score

F_L is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration

Phase IV: Combined Evaluation of Technical & Financial Bid

- i. The Total score of the Bidder will be determined as under

$$\text{Total Score (T}_s\text{)} = (70 \times S_t) + (30 \times S_f)$$

- ii. The Bid of the Bidder, who obtains the highest T_s value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (S_t) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.
- iii. The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

9. Right to Vary Scope of work at the time of Award:

The Authority may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within 15 days from the date of the Bidder's receipt of the Authority's changed order.

10. Right to accept any Bid and to reject any or all Bids:

The Authority reserves the right to accept any bid, and to annul the RFP process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the Authority's action.

11. Notification of Award:

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

12. Issuing the Work Order:

At the same time as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the

successful Bidder shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

13. Performance Guarantee:

The successful agency will execute a Performance Guarantee for **10 %** of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of the project.

14. Confidentiality of the Document:

This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

15. Rejection Criteria:

Besides other conditions and terms highlighted in the RFP document, bids may be rejected under following circumstances:

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the RFP Process
- Technical Bid containing financial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid
- Bids not submitted in Two Bid systems in separate envelopes.
- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids made through Telex /Telegraphic / Fax/E. Mail
- Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP
- Bids in which the Bidder seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

16. General

i) Bidder shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Bidder will not be considered.

ii) If at any stage of RFP process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Bidder.

iii) The Bidder shall deem to have complied with all clauses in the RFP under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.

iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

v) Other important Information

- a) The ownership of the Web Portal and all its elements will at all times vest with Authority and the agency will have no proprietary or other rights or other rights in respect of the same
- b) The Authority is not bound to accept the lowest or any RFP or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.
- c) The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work
- d) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
- e) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- f) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/Institute and the Authority.

UNDERTAKING

TO: The Chief Executive Officer
Assam State Disaster Management Authority
Assam State Secretariat
Dispur, Guwahati

I/We _____

Of (insert business address)

Hereby submit our proposal in response to the Request for Proposal (RFP) for Web Portal and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 180 days from _____.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full:

Agency Name:

Title:

Date:



(On Company/Firm Letter Head)
TECHNICAL BID
REQUEST FOR PROPOSAL FOR WEB PORTAL

Form A: Technical Bid - Content & Concept

In this section the Bidder is expected to showcase understanding of the basic Content & Concept of the Web Portal.

Adi

Annexure - 3**Form B: Technical Bid - Database Designs**

In this section the Bidder is expected to provide the arrangement format on different databases sections on the web portal.



Annexure - 4

Form C: Technical Bid – Time line for Completion of the Project:

In this section the Bidder is expected to provide Project completion period for Official web portal.



Annexure - 5**Form C: Technical Bid – Arrangement for maintenance and updation:**

In this section the Bidder is expected to provide details on arrangement for maintenance and updation for Official web portal.

Adm

Annexure - 6

(On Company/Firm Letter Head)
Financial Bid

SI. No.	Description	Value in INR
1	Development of web portal	
2	AMC of the web portal for 2 (Two) years	
3	Taxes on Development of web portal	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
4	Taxes on AMC of the web portal for 2 (Two) years	
	c. _____ Tax @ __%	
	d. _____ Tax @ __%	
5	Miscellaneous Expenses 1	
	Miscellaneous Expenses 2	
	Miscellaneous Expenses 3	
	Miscellaneous Expenses ...	
6	Taxes if any on Miscellaneous Expenses	
	_____ Tax @ __%	
	_____ Tax @ __%	
	Total Commercial Bid (In Figures)	
	Total Commercial Bid (In Words)	

