

TENDER ENQUIRY

**Due Date of submission of offer
is 30.11.2017 (upto 2.30 P.M)**

**Due Date of opening of Tender
is 30.11.2017 (at 3.00 P.M)**

**Ref No. ND/M&CS/508/2017-18/
Dated 06.11.2017**

Dear Sir,

Please quote your minimum rates in a sealed envelope for AMC of CCI's Private & Public Website in Hindi & English on Linux Server as per the following Scope of work and payment & other terms & conditions: -

Scope of work

1. Maintenance of CCI's Private and Public website <ccilttd.in>, <ccilttd.in/hindi> and <ccilttd.in/private> respectively in English and Hindi.
2. Uploading of different reports and formats/messages/photos in the present modules as and when required.
3. Addition of new module as and when required.
4. Uploading of tender documents in pdf format and drawings in latest Linux compatible format with specific portion of general terms & conditions (part – I and part – II of all open tenders).
5. Uploading of details of tenders awarded by CCI for different job works or purchases under archive section.
6. Uploading of the details pertaining to right to information act 2005.
7. Backup of all relevant files including database files as and when required by CCI should be provided by the successful bidder.
8. Technical support to our employees in regard to maintenance of website as and when required.




Payment & Other Terms & Conditions

- 1 The AMC shall start from 1st January, 2018 shall be for a period of one year.
- 2 **Payment** shall be released by our Finance Department Scope Complex after deduction of TDS (as applicable) in four equal installments i.e. 25% of the total amount of the Work order after satisfactory performance in the preceding quarter, to be certified by M&CS Department. Paying authority shall be HOD (Finance).
- 3 The party has to submit copy of Income Tax return for at least two years, PAN no. and GST registration no. allotted to the Company.
- 4 The contract may be terminated by CCI by giving one month's notice without assigning any reason for the same during the year i.e. from 01.01.2018 to 31.12.2018.
- 5 Initially the contract shall be for one year. On satisfactory performance of the party during the first year, the contract may be extended for one more year on the same terms and conditions as of the original Work order.
- 6 GST if any should be quoted separately or otherwise rate will be considered including GST (18%).
- 7 Validity of offer should be 60 days from the date of opening of the Tender.
- 8 Penalty: In case of delayed service for uploading and in case of disrupted services rate of penalty shall be @0.5% of the order value per fortnight.
- 9 Security Deposit @5% of the order value shall be submitted by the successful bidder on award of contract.

The Offer should be submitted to the undersigned in the SCOPE Office, New Delhi.

Thanking you
Yours faithfully,


(Chandu Sharma)
Sr. Manager (M&CS)