



# HOOGHLY RIVER BRIDGE COMMISSIONERS

(A STATUTORY ORGANISATION UNDER GOVT. OF WEST BENGAL)

HRBC BHAWAN

ST. GEORGES GATE ROAD (MUNSHI PREM CHAND SARANI)

KOLKATA-700 021

Phone No.: 033-2248-5833, 2253-4133; Fax No.: 033-2248-5833

Email: [direc.pldn@gmail.com](mailto:direc.pldn@gmail.com)

## **SHORT NOTICE INVITING QUOTATION**

**NIQ NO. HRBC/PL & DN./08 of 2016-2017, Dated: 26.11.2016**

**Name of Work: Maintenance of HRBC Website and Renewal of Two Domains, Hosting & Email Services for 3(three) years.**

Sealed quotations are invited from reputed firms for providing consultancy services for the above work. Intending quotationers are to first submit applications with all particulars as mentioned below for consideration of eligibility. Only the applicants considered eligible will be permitted to participate in the tender.

1) Scope of Work: The work includes regular maintenance and updating of the website, renewal of two domains, hosting server information and purchasing 30nos. e-mail services for 3(three) years. Details of various elements of the scope of work are as follows:

**A. Technical Maintenance & Support for the Website:**

- a) Daily check of the website and all pages if they are opening properly.
- b) Prompt rectification of bugs in the website within 24 hours of identification of the same.
- c) Rectification and treatment of virus and malware within 48 hours of affecting the website.
- d) Find technical and functional errors in the website and removing them.
- e) Find all non-operative functions in the website and make them operative.
- f) Monthly checking of the website for dead links.
- g) Monthly back-up and archiving of the entire database and content of the website.
- h) Providing a semi-annually backup to HRBC for the entire website.
- i) Online Technical Assistance to HRBC for Uploading of Tenders and Notices as and when required.
- j) Onsite Technical Assistance as and when required by HRBC.
- k) Technical Support for any server related issues or problems and coordination with server service providers for next three years.

**B. Content Updation on the Website:**

- a) Content Updation will include updating information and content on the existing pages of the website as well as creating new pages in the website.
- b) Textual content will be provided by HRBC in an A4 Size page in 12 font size.
- c) Images where required will be provided by HRBC as an attachment in mail.

**C. Renewal of Server Services:**

- a) Renew the two Domains (www.hrbc.in & www.hrbc.co.in) for next three years.
- b) Purchasing a Shared Linux Hosting with Unlimited Storage Space for three years and point it to www.hrbc.in.
- c) Purchase 30 Nos. of Email Services for next three years.

- 2) Eligibility Criteria: Bidders should qualify the following eligibility criteria and submit the relevant documents in support of their experience along with applications:
- The bidder should have an office in Kolkata, West Bengal, India.
  - The Bidder should have a minimum of three years of experience in developing & maintenance services of websites/portals/web applications and managing server services for Domain, Hosting and E-mails.
  - The Bidder should have executed two similar projects.
  - The bidder must have PAN and Service Tax Registration Certificate.
- 3) Quotation inviting authority : Director (Pl. & Dn.), HRBC
- 4) Earnest Money : The successful quotationers will have to deposit Earnest Money @ 2% of the total amount of quotation in the form of Bank Draft in favour of "Hooghly River Bridge Commissioners" at the time of execution of formal agreement as per rules.
- 5) Cost of tender documents : **Rs. 750/-** in cash to be deposited to Cash Section of HRBC for purchase of Tender Document.
- 6) Time of completion : 3 (three) years.
- 7) Validity of offer : 120 days
- 8) Documents to be submitted along with application : Self attested copies of PAN Card and Service Tax Registration Certificate and documents in support of above eligibility criteria. Original documents may be submitted as per requirements.
- 9) Last date of application with all particulars : **30.11.2016** within 14.00 hrs.
- 10) Date of issue of tender documents: **01.12.2016** within 16.00 hrs. from the Accounts Section of HRBC.
- 11) Last date and time of submission of quotation: **02.12.2016** within 14.00 hrs. in the office of the Director (PI & Dn), HRBC.
- 12) Date and time of opening of quotation: **02.12.2016** at 14.30 hrs. in the office of the Director (PI & Dn), HRBC.
- 13) The quotationers are required to quote their rates both in figures as well as in words for each item of work in the specific schedule of items to be issued from this office.
- 14) Correspondence/communication address with Email ID/Fax No./Telephone & Mobile No. may be given along with application.
- 15) Security Money @ 8% of the value of work will be deducted from the progressive bills. The Earnest Money together with the security money will be refunded after 3(three) months from the date of completion of the work.
- 16) The competent authority of HRBC reserves the right to cancel any or all the quotations without assigning any reason thereof.
- 17) Corrigendum/Addendum to NIQ conditions, if any, shall be indicated only in HRBC website i.e. **www.hrbc.in**, It is advised to visit HRBC website regularly.

*Sd/-*  
**(S. Ghosh)**  
Director (Pl. & Dn.), HRBC