



HOOGHLY RIVER BRIDGE COMMISSIONERS

(A STATUTORY ORGANISATION UNDER GOVT. OF WEST BENGAL)

HRBC BHAVAN

ST. GEORGES GATE ROAD (MUNSHI PREM CHAND SARANI)

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Notice Inviting Quotation (NIQ)

Memo HRBC/2M-26/2020/170323-1

Date: 17.03.2023

N.I.Q. No. - HRBC/DYDRPLDN/01 of 2022-23

Name of work: Maintenance of HRBC Website_2023-2024.

HRBC intends to employ an agency for the maintenance of its website (<https://www.hrbc.org.in>). Sealed quotations are invited for the above mentioned work from bonafide, resourceful agencies having the requisite credential as given below in eligibility criteria.

Scope of work: Maintenance of the HRBC website including renewal of domain and server hosting. The work involves technical maintenance and support for the website including technical upgradation and uploading of textual and graphical contents as may be required.

Details of various elements of the scope of work are as follows:

- 1) Daily check of the website and all pages to ensure they are opening properly and confirming the same through e-mail on weekly basis.
- 2) Prompt rectification of bugs in the website within 24 hours of identification of the same.
- 3) Rectification and treatment of virus and malware within 48 hours of affecting the website.
- 4) To find technical & functional errors in the website and remove them.
- 5) To find all non-operative functions in the website and make them operative.
- 6) Monthly checking of the website for dead links.
- 7) Monthly back-up and archiving of the entire database and content of the website.
- 8) Providing a semi-annual backup to HRBC for the entire website.
- 9) Online Technical Assistance to HRBC for uploading of Tenders and Notices as and when required.
- 10) Onsite Technical Assistance as and when required by HRBC.
- 11) Technical support for any server related issues or problems and coordination with server service providers.
- 12) Renewal of Server Hosting for one year.
- 13) Renewal of the Domain (www.hrbc.org.in) for one year.

- Eligibility criteria:**
- (i) The agency should have a minimum of 1(one) year of experience in providing maintenance services of websites, preferably with experience of managing server service for Domain and Hosting during the last 5 years.
 - (ii) The agency should have PAN, valid GST Registration certificate.

To receive quotation papers, intending agencies shall first submit application to the undersigned on their letterhead with **self-attested** photocopies of **Credential Certificate, PAN Card, GST Registration Certificate and Income Tax Return** for AY 2022-23 (FY 2021-22). **Last date of submitting application: 27.03.2023 upto 2.00 PM.** Application to receive quotation papers should be submitted physically at the office of the Hooghly River Bridge Commissioners (application through e-mail will not be considered) within the date and time specified in the NIQ.

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On scrutiny of the applications, a list will be displayed on the Notice Board on **27.03.2023 at 4.00 PM** giving the names of the agencies eligible for getting the quotation papers. The eligible agencies shall have to purchase the same from the cash section of HRBC @ Rs. 250/- (Rupees two hundred and fifty only) payable in cash on **28.03.2023 upto 4.00 PM**.

For participating in the quotation process the required Earnest Money has been arbitrarily fixed as **Rs.2000/= (Rupees two thousand only)** without having any relation to the estimated amount. The Earnest Money Deposit (EMD) has to be made in the form of a Demand Draft drawn in favour of **"Hooghly River Bridge Commissioners"** payable in Kolkata. The Earnest Money of unsuccessful quotationers will be returned against application after the issue of LOA/Work Order to the successful quotationer. The Earnest Money of the successful quotationer will be retained as performance security which will be returned after the completion of the contract.

The agency shall submit a sealed envelope containing (i) its **Financial Offer** (Quotation) by duly filling the Price Schedule given in Annexure-2 **along with the quotation paper** and (ii) the **Earnest Money** as stipulated above at the tender box kept at the chamber of the undersigned on **30.03.2023 upto 3.00 PM**. **Quotations will be opened on the same day at 3.30 PM**. Quotationers' representatives willing to be present during opening of the quotations may do so by furnishing authorization letter. **Quotations submitted without the Earnest Money will be summarily rejected**. The lowest quotation will generally be accepted but HRBC reserves the right to reject any or all quotations without assigning any reason.

Date and Time Schedule:

Sl.No.	Particulars	Date & Time
1	Date of Publishing NIQ in Notice Board and Website of HRBC	17.03.2023
2	Last date of submitting application to receive quotation papers	27.03.2023 upto 2.00 PM.
3	Date of sale of quotation papers to eligible agencies	28.03.2023 upto 4.00 PM
4	Date of submission of quotations	30.03.2023 upto 3.00 PM.
5	Date of opening of quotations	30.03.2023 at 3.30 PM.

The agency's quoted price shall be inclusive of incidental costs and all local taxes, duties etc. but excluding GST which will be paid by HRBC as applicable. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charges in accordance with the provisions of GST Act., 2017.

The successful quotationer shall have to enter into an agreement on a 100-rupee stamp paper as per the proforma given in Annexure-3 after the issue of Letter of Acceptance (LOA).

HRBC reserves the right to cancel the tendering process at any stage.

- N.B.: (i) Joint Ventures will not be allowed.
(ii) Correspondence/communication address with Email ID, Telephone No. & Mobile No. shall be given by quotationers along with application.
(iii) The Annexures 1, 2 and 3 will be available in the quotation papers to be issued to the eligible agencies.
(iv) If any of the stipulated dates as above happens to be a holiday for HRBC, it will default to the next working day.
(v) Bidders are requested to visit the HRBC website regularly to check if any corrigendum to N.I.Q is issued subsequently.


Deputy Director (Pl. & Dn.), HRBC