

**MUNICIPAL OFFICE: KENDRAPARA**

**Corrigendum Notice: 1329 Date 16-03-2021**

Expression of Interest No. 1201, Dtd. 03/03/2021

Name of the Work: "Designing and development and hosting of Official Website of Kendrapara Municipality"

Corrigendum Title:

Change of Price Bid Format

Extension of Bid document download to 5 PM of 21-03-2021 and Submission of Hard copy of bid documents to 5PM of 22-03-2021.

- Details of corrigendum can be downloaded from "**kendrapara.nic.in**" web site.

  
Executive Officer  
Kendrapara Municipality  
OIC  
16/3/21

**Memo No. 1330 /Date 16-03-2021**  
Copy to Office Notice Board for wide publication.

  
Executive Officer  
Kendrapara Municipality  
OIC  
16/3/21

**Memo No. 1331 /Date 16-03-2021**  
Copy submitted to the DIO, NIC for information with a request to publish this Corrigendum Notice along with encloses of bid documents on District website kendrapar.nic.in for wide circulation.

  
Executive Officer  
Kendrapara Municipality  
OIC  
16/3/21

**MUNICIPAL OFFICE : KENDRAPARA**

**No. 1201 /KM, Dt. 03-03-2021**

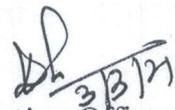
The Executive Officer, Kendrapara Municipality, Kendrapara as per approval of the Administrator on behalf of Council invites sealed Expression of Interest from reputed Registered service Provider/Firm/Company with proven track record of service providing to various Govt. Organization.

Sl. NO.	Description of Work	EMD	Period of Completion
1	Designing Development, Deployment and hoisting of the Official website of the Kendrapara Municipality	Rs. 2,000.00	3 Months

The schedule, terms & conditions, specification and other necessary documents shall down loaded from the site of official website of Kendrapara District <http://kendrapara.nic.in> w.e.f 5PM of Dt. 05-03-2021.

The downloading & receipt of the EOI (Expression of Interest) schedule shall start from 05.03.2021 10 AM and close on 5PM of 15.03.2021. The EOI shall be received in the Office of the Executive Officer, Kendrapara Municipality, Kendrapara on or before 5PM of 16.03.2021. The authority will not held responsible for the postal delay, If any delay in delivery of the documents and non receipt of the same in time. The sealed EOI will be opened on Dt. 17.03.2021 at 11 AM in the Office of the Executive Officer, Kendrapara Municipality, Kendrapara in the presence of the parties or their authorized representatives who may be present at the time of opening of the EOI.

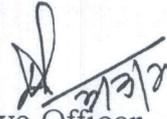
The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.

  
Executive Officer  
Kendrapara Municipality

  
03/03/21

**Memo No. 1202 /KM, Dt. 3-3-21**

Copy to the Office Notice Board/DIO, NIC they are requested to display the said notice in their notice board for wide publication.

  
Executive Officer  
o/c Kendrapara Municipality  
Mansu 3.3.21

**Memo No. 1203 /KM, Dt. 3-3-21**

Copy to the advertising Manager Swadhikar, Malhal, Political Business daily(English). He is requested to publish this quotation call notice in its daily edition in minimum space required for one day and submit bill limiting to Rs. 2000.00 for payment.

  
Executive Officer  
o/c Kendrapara Municipality  
Mansu 3.3.21

**Memo No. 1204 /KM, Dt. 3-3-21**

Copy submitted to the DIPRO with reference to Letter No. 13724/IPR, Dtd. 29-11-2019 & H&UD Department Memo No. 1080, Dtd. 20-01-2021 for publication of this Tender Call Notice on Swadhikar, Malhal, Political Business Daily(English) for wide publication on date. 05-03-2021.

  
Executive Officer  
o/c Kendrapara Municipality  
Mansu 3.3.21

## **TERMS & CONDITIONS**

1. The Firm should be registered for rendering Profession Services.
2. Bid should be enclosed with Complete Bio-Data of the Firm, Organization & Organizational Information.
3. The agency having Head Office/Branch Office in State of Odisha.
4. All qualifications given above should be supported with documentary evidence.
5. Tax as applicable will be borne by the Firm.
6. Time is the essence of the contract. The successful agency will adhere to complete the work as per the mentioned timeline i.e. within 3 months from the date of acceptance of order.
7. EMD as specified in the above table in shape of Demand Draft/Bankers Cheque duly pledged in favour of the Executive Officer, Kendrapara Municipality, Kendrapara shall be attached with the offers, which shall be refunded to unsuccessful quotationer in due Course. No other mode of Payment of EMD shall be accepted. Offers received without EMD shall be rejected out rightly. Request for exemption of EMD by any firm and adjustment for any previous deposits will not be entertained.
8. The duly filled up application in prescribed format is to be sent to the undersigned super scribing on the top of the envelop "Designing, Development, Deployment and Hosting of the Official Website of the Kendrapar Municipality"
9. The Companies, Firm, Seller etc with higher credentials will be given highest Priority.
10. The decision of the Municipal Authority of Kendrapara Municipality shall be final and binding of the firm in this regards.
11. All documents to be submitted by the firm should be self attested and no document will be entertained unless attested.
12. The earnest Money of the applicant will be forfeited if they withdraw their offer/ rates or modify the terms & conditions of the same during the validity of their offer which are adverse to the business ethics.
13. Conditional offer will not be accepted in any circumstances.
14. The Earnest Money of unsuccessful bidder will be returned on finalization of the bid.
15. Any offer which bears cutting, over writing in the rates shall not be considered.
16. Income Tax to be deducted at source in all cases of payment to successful bidder.
17. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
18. All documents to be submitted by the firms should be self attested no document will be entertained unless attested.
19. Municipal Authority reserves the right to change in the web page development and if any new pages required to be added the agency must willing to add it to the website.
20. In case of any legal dispute arises, the matter will be taken in to Law Court at Kendrapara Jurisdiction Only.

**IMPORTANT:-** Offer without prescribed form or not supported with Earnest Money/Authority Letter of agency will not be considered in any circumstances.

All of the above terms and conditions are accepted by me/us.

Authorized Signature of the Firm

Executive Officer  
Kendrapara Municipality

**ANNEXURE-1**

List of Similar Project Executed

S.No.	Particulars of works already executed/In hand	Approximate Amount of each work	Period in which the work is stipulated to be completed (in Months)	Approximate value of work done against each work on the date of submission of tender	Department under which the work is being taken up
1	2	3	4	5	6

N.B. Attested copies of such certificate to be furnished. Use additional sheet if necessary.

I/we also note that the non submission of certificate will render my/our Tender liable for rejection.

**Signature of the Bidder with seal.**

**Dt.**

**Revised**

**TENDER FORM/Financial Cover**  
**(TO BE FILLED BY THE TENDERER)**

For designing, development, deployment and hosting of Official Website of the Kendrapara Municipality  
Bid Documents can be download from District Website till 5PM of 21.03.2021

Form to be deposited on or before **5 PM of 22-03-2021**

Tender to be opened at **11 AM of 23-03-2021**

Name of the Firm \_\_\_\_\_

Address of the Firm. \_\_\_\_\_

Name & Address of the

Proprietor/Partner \_\_\_\_\_

Sl No.	Service to be Provided	Rates to be quoted(Inclusive all Tax)
1	Registration of Domain for 5 year (.gov.in)	
2	Registration of Server Space 10 GB for 5 year	
3	Registration of Oracle/SQL Server database	
4	Designing of the Dynamic Website powered by Content Management System (CMS)	
5	Development of the front end and backend of the CMS	
6	Flash Animation	
7	Creation of at least 3 types of user account (a) Administrative(b) Editorial (c) Limited Account	
8	Payment Integration System should be there for Reservation of TownHall/Kalyan Mandap/Urdu Library/Water Tanker/Cesspool	
9	Creation of 5 email id as per the requirement.	
10	Status of visitors Hit-Counter	
11	Help and Manual in hardcopies as well as PDF file should be provided to the organization for the operation of the admin panel and management of CMS	
12	Video Tutorial CD and Power Point presentation should also be provided to the Organization which should demonstrate a visual tutorial for the effective and efficient management of the website	
13	Client side training should be provided to the Organization staff for smooth operation of the control panel of the website.	
14	<b>Any other hidden charges along with Security Audit Cost</b>	
<b>Grand Total</b>		
Rate Quoted in Figure and Words:		

Signature of the Bidder

P.T.O

**NOTE:**

- \* The rates should be indicated per item & inclusive of all Govt. Levies.
- \* It is the complete responsible of Firm/Company for domain egistration, development, hosting in the govt/nic server.

The tender shall be liable to be rejected if all the column are not properly & completely filled up.

The cover containing the above Price Bid must super scribed with “Financial BID for designing, development, deployment and hosting of Official Website of the Kendrapara Municipality”

**Note:** The firm who have already participated and send their hard copy of documents they are only need to submit the above financial Bid in a sealed envelope through **“Regd. Post/Speed Post/Courier”**

Signature of the Bidder

## **SCOPE OF WORK**

Registration of Domain for 5 years: The registration of the domain name of the website should be done for 5 years and the Domain name Registration Certificate should be provided to the organization.

Registration of 10 GB Server Space: Certificate of the registration of server space should be given to the organization. A print Screen shot of the control panel of the server space showing the actual allocation of space should be also submitted to the organization for the better verification of the documents.

Registration of Date Base as per requirements.

1. User account Management. Administration, Editorial, Limited User.
  - a. The Administration should be able to manage all features of the website.
  - b. The Editorial user should be able to contribute to the website
  - c. The Limited User is only able to access the website.
2. Creation of online Menus and Sub Menus. The CMS should support creation of TOP Level menus as well as Sub Menus.
3. Creation of Sections and Categories: The CSM should provide easy management of all the page of the website (Including Home Page as well as the inner page)
4. Creation, editing and deleting of web pages. The CSM should provide easy management of all the page of the website(Including Home Page as well as Inner Page)
5. One Click Notice Updation: One click facility should be provided for the easy updation of the notice board of the organization website.

### **Content Management System.**

The Content Management System for the website should be only developed in .net/Java/PHP and in the back end database Oracle/SQL Server should be used

The Content Management System for the Website should also provide interface for the website front end as well as the backend control panel of the website.

**Flash Animation:** Flash animation should also be used to improve the overall looks of the website.

### **Modules to Be Developed:**

1. Home
2. About Us
  - a. About Municipality
  - b. Vision and Mission
  - c. Incumbency Chart of Executive Officers
  - d. Staff Details
3. Services
  - a. Apply Holding Tax/Pay Your Holding Tax
  - b. Apply for Trade License/Renew your Trade License

- c. Apply for Marriage Certificate
  - d. Apply for Grievance
  - e. Apply for Birth & Death Certificate
  - f. Town Hall/Kalyan Mandap Booking
  - g. Water Tanker Booking
  - h. Cesspool Booking
  4. Governing Council
    - a. Incumbency chart
    - b. Present Council
  5. Scheme & Programme
  6. Downloads
    - a. Forms
    - b. Notice
  7. Tender/Advertisement
  8. Photo/Video Gallery
  9. Contact us
- All of the above pages are must be designed **dynamically** and corresponding forms must be developed from where the page content can be changes by the Admin user role of the Municipality dynamically.

**Creation of 5 email Ids as per requirement:** Five POP3 email id should be provided to the organization each with 250 mb server space.

**Client side Training:** Should be provided to the organization staff for the smooth operation of the control panel of the website.

**Signature with name & stamp of Bidder.**