

DETAILED NOTICE INVITING TENDER
Gurgaon Technology Park Limited (GTPL)
Infocity-I, Sector-34, Opposite to Hero Honda Company
Gurugram-122001 (Haryana).

e-Tenders are invited for **Hiring of Professional Service Provider for website Maintenance (Billing Applications) & Server Hosting of website of GTPL on contract basis for a period of two years w.e.f. 1st July, 2020 in two bid system** i.e. Technical Bid and Financial Bid:-

Sr. No.	Name of Group/Item	Approx. value (InRs)	EMD to be deposited (In Rs)	Tender Number	Date & Time of downloading of e- Tender	Date & Time of submission of e- Tender
1.	Hiring of Professional Service Provider of GTPL Official website. i) For Maintenance (Billing Applications, SMS Facility) & ii) For Server Hosting (Dedicated IP)	3.60 Lacs 1.20 Lacs	20,000	2/2020	12.06.2020 at 9.00 hours	29.06.2020 at 17.00 hours

The Bidders can download the tender documents from Portal: www.etenders.hry.nic.in or www.gtplinfocity.com.

The Payment for Tender Document Fee of Rs. 2,000/- plus GST and e-service Fee of Rs. 1,180/- (Non-refundable) and EMD of Rs. 20,000/- will be paid by bidders online and the copy of the same will be uploaded online along with other documents.

The Bidders can submit their tender documents Online as per the dates mentioned in the key dates:-

KEY DATES

S. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1	Cost of tender + e service (Non-Refundable) to be paid online	2,000/- + 1180/-	12.06.2020 at 9.00 hours	29.06.2020 at 17.00 hours
2	Amount of EMD to be paid online	20,000/-	-	-
3	Last date of submission of Technical Bid	29.06.2020 at 17.00 hours	-	29.06.2020 at 17.00 hours
4	Technical Bid Opening	-	30.06.2020 at 12.00 Hours	
5	Short listing of Technical Bids & Opening of Financial Bid		30.06.2020 at 16.00 Hours	

In case of any query please contact Company Secretary, GTPL on 8826910868.

Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on eProcurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. www.etenders.hry.nic.in Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be **encrypted and signed** electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website –www.etenders.hry.nic.in

2.3 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.4 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all

partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm

2.5 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.6 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the e-tendering Portal www.etenders.hry.nic.in.

4. Pre-requisites for online bidding:

In order to bid online on the portal www.etenders.hry.nic.in the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at www.etenders.hry.nic.in.

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal www.etenders.hry.nic.in.

7. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees of online Bids:

- a) **Payment :**The Payment for Tender Document Fee of Rs. 2,000/- plus GST and e-service Fee of Rs. 1,180/-(Non- refundable) and EMD of Rs. 20,000/- will be paid by bidders online as given on e tender portal. and the copy of the same will be uploaded online along with other documents.
- b) **Technical Bid:**The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).
- c) **Financial Bid:** The bidders shall **quote** the prices in price bid format.

NOTE:-

- (A) **If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.**
- (B) **Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal www.etenders.hry.nic.in**
- (C) **For help manual please refer to the ‘Home Page’ of the eProcurement website at www.etenders.hry.nic.in, and click on the available link ‘How to..?’ to download the file.**

Hiring of Professional Service Provider for website Maintenance (Billing Applications) & Server Hosting of website of GTPL on contract basis for the two years w.e.f. 1st July, 2020.

Brief Introduction

Gurgaon Technology Park Ltd. (100% Subsidiary of Haryana Sheheri Vikas Pradhikaran) named “**Infocity**” was formed on 07.02.1996 as a joint Venture Company by coming together of HUDA, now Haryana Sheheri Vikas Pradhikaran, Unitech and FCPV - A Singapore Consortium with a view to set up a professionally designed Industrial Park to cater for IT and other non-polluting hi-tech industries on 69.961 acres land which comprises 93 industrial plots varying in size from 0.202 acres to 2.497 acres (sold on free hold basis).

The company is engaged in providing Maintenance services to it's occupants having their offices in infocity, for which maintenance charges and water / sewerage charges etc are being collected online through GTPL website integrated with authorised bank.

Hiring of Professional Service Provider for website Maintenance (Billing Applications) & Server Hosting of website of GTPL .

- I. Scope Of Work**:- Therate(s) quoted shall include the following AMC works for which no extra charges shall be paid other than the AMC charge.
- a.) Maintenance & Updation of website.
 - b.) Renewal of the domain *i.e* www.gtplinfocity.com.
 - c.) Secured DNS server for DNS entry for the above listed domain.
 - d.) Timely generation of maintenance & water/ sewerage bills to plot holders and receipt thereof as per schedule.
 - e.) Ensuring smooth online transaction in Coordination with banks and to provide proper solution to all the plot holders in any kind of technical glitch during online payment and accessing all the documents related with.
 - f.) Maintain and Record all the data's securely in coordination with GTPL.
 - g.) Provide SMS alerts facility to all the Plot holders as well as GTPL for all type of transactions.

- II. Eligibility Criteria**: -The agency should enclose the following documents along with their bids.

- a) The total business turnover of the agency should not be less than **Rs. 10 lakh** every year for the last three years (enclose CA certificate/ Balance sheet for the past three (3) years).
- b) The agency should have ISO9001-2000 certificate (enclose certificate).
- c) The agency should have the experience of working in the government sector/ reputed institutions.(enclose certificate).
- d) The agency should not be blacklisted by any government/ institutions. (enclose affidavit)

- III. Performance Security**: -The successful bidder will have to **deposit an amount of Rs. 50,000/-** as interest free performance Security with GTPL. Performance Security is to be deposited by a specified date (generally 21 days after award/ allotment) and it will be refunded after successful completion of all contractual obligation of the agency.
Amount of EMD will be adjusted in Performance Guarantee.

IV. Payment:- Payment will be released quarterly on completion of satisfactory performance duly certified by the Chief Financial Officer (CFO), GTPL or Company Secretary (CS), GTPL.

V. Penalty:-

- a) In case the agency is not able to execute the job in time or to the entire satisfaction of GTPL, the performance security submitted by the firm shall be liable to be forfeited in whole or part.
- b) Decision of the Administrator, HSVP-cum- CEO, GTPL will have the authority to withhold the payment of AMC or terminate the AMC at any time if the service of agency is not found satisfactory. The decision of the Administrator, HSVP-cum- CEO, GTPL shall be final and binding on the agency.

‘Annexure-III’

**Gurgaon Technology Park Limited (GTPL)
Infocity-I, Sector-34, Opposite to Hero Honda Company
Gurugram-122001 (Haryana).**

Hiring of Professional Service Provider for website Maintenance (Billing Applications) & Server Hosting of website of GTPL.

‘TECHNICAL BID’ PERFORMA

Tender No. & date	
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1. DETAILS OF AGENCY

S.No.	Name of the Agency	Address and other details of the Agency
1.	Website address (if any)	
2.	Phone Number (s)	
3.	Email Id	
4.	Contact Person’s Name	
5.	Contact Person’s Mobile Number	
6.	Contact Person’s Email Id	
7.	Official Address	

2. ANNUAL TURNOVER : Please enclose a copy of Income Tax Return OR Audited Accounts in support of above claim :

S.No.	Financial Year	Turnover (in Rupees)
1.	2016-17	
2.	2017-18	
3.	2018-19	

3. REGISTRATION PARTICULARS: Please give details of registration wherever available/ applicable, if any, with self-attested copy of original registration.

S N	Particulars	Registration No.	Remarks

1	IT Permanent Account No. (PAN)		Attach Copy
2	GST Number		Attach Copy
3	ISO 9001-2000 Certificate Number		Attach Copy
4	Any Other , Please mention		Attach Copy

4. **EXPERIENCE DETAIL:** Tenderer may enclose a list of public/ private sector firms to whom AMC service was provided during last 3 years. Copies of order be enclosed.

S.No.	Name of Client(s)	Details of Order(s) with value
1.		
2.		
3.		
4.		

5. **AUTHENTICATION CERTIFICATE:** The agency should not be blacklisted by any government/ institutions. (enclose affidavit)

6. **ANY OTHER INFORMATION:**

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- **Bidders who don't qualify the criteria of Technical Bid, will be rejected.**

(Signature of Authorized Signatory)

With Name, Designation & Seal

**Gurgaon Technology Park Limited (GTPL)
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**Hiring of Professional Service Provider for website Maintenance (Billing Applications)
& Server Hosting of website of GTPL .**

‘FINANCIAL BID’ PROFORMA

We hereby quote our rates on “All Inclusive” basis for Maintenance , Updation & Server Hosting GTPLwebsite.

S. No.	Description of Work	Amount (in Rs.)	Offered	Remarks
1.	Maintenance & Updation of GTPL website, SMS Facility & Billing Application)			To be offered Monthly
2.	Server Hosting (Dedicated IP)			To be offered annually

(Signature of Authorized Signatory)

With Name, Designation & Seal

We have fully understood and accept all the clauses of the above tender and quote our rates. We have signed on each page of Technical Bid and Financial Bid as token of acceptance of all the clauses as detailed on each page.

(Signature of Authorized Signatory)

With Name, Designation & Seal

(To be on the letter head of the agency)

‘Annexure-IV’

DECLARATION

The information furnished above is true and authentic. We have carefully read all the terms and conditions of the tender and agree with these conditions. We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

(Signature of Authorized Signatory)

With Name, Designation & Seal