

**Invitation of Quotation  
for  
Maintenance of Website of India- Country Coordinating mechanism (India-CCM)**

1. The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) has setup India Country Coordinating Mechanism (India-CCM) and its Secretariat is established in the office of National AIDS Control Organization, Department of AIDS Control, Ministry of Health and Family Welfare. The funds have been allocated for functioning of India-CCM by GFATM. NACO intends to apply part of the proceeds of this fund to eligible payments under the contract for which this invitation for quotations is issued.
2. **Eligibility / Qualification Criteria**
  - a. The service provider should have provided similar services (website maintenance or development of portal) to minimum 3 clients during any one of the 3 last financial years. The copy of work orders should be submitted along with the quotation.
  - b. Support team should be proficient in html, JSP, PHP, RDBMS, FLASH, Applets, serverlets, XML and content management Tools. The CV of the key support team member should be submitted along with the quotation.
3. The All bidders must enclose copy of service tax registration and PAN along with the quotation.
4. **Bid Price**
  - a) The contract shall be for the complete services as described in **Annexure-A**. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
  - b) All duties, taxes and other levies payable by the Service Provider under the contract shall be included in the total price.
  - c) The amount quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - d) The Prices should be quoted in Indian Rupees only.
5. Each bidder shall submit only one quotation.
6. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

7. **Evaluation of Quotations**

The Client will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and description of services.

8. **Award of contract**

The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 8.1 Notwithstanding the above, the Client reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.
- 9. Payment shall be made on quarterly basis and upon submission of certificate of providing satisfactory services during the quarter issued by CCM Coordinator.
- 10. You are requested to submit your offer latest by **2.00 PM hours on 18<sup>th</sup> January, 2012.**
- 11. We look forward to receiving your quotations and thank you for your interest in this project.

(Subash Chandra)  
Under Secretary (Admin & Proc)  
9<sup>th</sup> Floor, Chanderlok Building, 36 Janpath, New Delhi - 110001

**FORMAT OF QUOTATION**

Description of Services	Period of Services	Total Amount (Rs.)
<ol style="list-style-type: none"> <li>1. Fix website and folder applications</li> <li>2. Backup/Restore Databases</li> <li>3. Liaise with the hosting for any related issues</li> <li>4. Liaise with the payment gateway for any related issues</li> <li>5. Ensure life support and creating secure access</li> <li>6. Updating/Optimizing frontend interfaces</li> <li>7. Creating new interfaces and deployment. This may include dynamic or static interfaces.</li> <li>8. Designing newsletters and execution</li> <li>9. Designing weekly I-CCM folder updates and execution</li> <li>10. Any kind of Hardware support on site or off site</li> <li>11. Data processing</li> <li>12. Uploading documents (text/graphics/videos) for updating the website</li> <li>13. A dedicated resource available on phone/email to sort out reported issues and take forward the development. Issues may include the following:               <ol style="list-style-type: none"> <li>a) Webserver stops working</li> <li>b) Email stops working</li> <li>c) Web application malfunctions</li> <li>d) Database corruption</li> </ol> </li> </ol>	<b>12 months</b> (01 Feb, 2012 to 31 Jan, 2013)	

**Gross Total Cost : Rs. ....**

We agree to provide services in accordance with the Description of Services for a total contract price of Rs. ....(amount in figures ) (Rs. .... amount in words) for the period specified in the Invitation for Quotations.

**Signature of Service Provider**