



GOVERNMENT OF INDIA

Capacity Building Commission

**REQUEST FOR PROPOSAL (RFP)
Under Limited Tender Enquiry (LTE)
FOR
Designing & Development of a Website Component
Pitch to showcase evaluation of Public
Administration in India**

RFP No. 17-08/2022-CBC

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LETTER OF INVITATION

**Capacity Building Commission
22nd floor, Jawahar Vyapar Bhavan,
Tolstoy Marg, New Delhi - 110001**

No. 17-08/2022 - CBC

Dated: 5th April, 2022

Dear Sir/Madam,

Capacity Building Commission (CBC) invites proposal from Indian agencies for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India Limited Tender Enquiry (LTE) basis.

The RFP Document containing the details of Project Background, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The RFP Document is also available on the website cbc.gov.in.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **3.00 PM of 18th April, 2022**

"Director"

Capacity Building Commission
22nd Floor, Jawahar Vyapar Bhavan, Tolstoy Marg,
New Delhi – 110001

All terms and conditions of NICS I would apply to this RFP also.

Queries, if any, may be referred in writing to the Director, CBC at the above address or Telephone No. 23701180 or at E-mail: cbc-dopt@gov.in.

1 Invitation for RFP

Capacity Building Commission (CBC) invites bids on two bid system for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India :

1.	Scope of Work	Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India
2.	Bid Reference No.	17-08/2022-CBC
3.	Date of issue	05.04.2022
4.	Date of Opening of Technical bid	18.04.2022 04.00 PM
5.	Date of Opening of Financial bid	19.04.2022 04.00 PM
6.	Contact for any queries	Mr. S.P. Roy, Director, CBC, Tel: 011-23701180 E-mail: cbc-dopt@gov.in
7.	Addressee and Address at which proposals in response to RFP notice are to be submitted:	Mr. S.P. Roy, Director, CBC 22 nd floor, Jawahar Vyapar Bhawan, Janapath, New Delhi – 1. E-mail: cbc-dopt@gov.in

CRITICAL DATE SHEET

Publication of the Tender Document	05.04.2022
Downloading of Bid Document Start Date	05.04.2022
Downloading of Bid Document End Date	18.04.2022 (03:00 PM)
Bid Submission Start Date	05.04.2022
Bid Submission End Date	18.04.2022 (03:00 PM)
Technical Bid Opening Date	18.04.2022 (04:00 PM)
Financial Bid Opening Date	19.04.2022 (04:00 PM)

A. RFP Notice

1. Interested agencies are advised to study the RFP carefully before submitting their proposals in response to this RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of the document with full understanding of its terms, conditions and implications.
2. The RFP document is not transferable.
3. Any subsequent corrigenda / clarifications would be made available on the website of cbc : cbc.gov.in and to all the concerned parties via e-mail cbc-dopt@gov.in.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
5. All terms and conditions of NICS I would apply to this RFP also.

B. Important Information

S. No	Information	Details
1.	Date of availability of RFP	05.04 2022
2.	Last date for submission of written queries for clarifications, through e-mail only	11.00 am on 12.04.2022
3.	Pre-bid meeting on RFP	13.04.2022 at 12.00 Noon
4.	Release of response to queries on cbc.gov.in and through e-mail	14.04.2022
5.	Last date (deadline) for receipt of proposals in response to RFP Notice	3.00 pm on 18.04.2022
6.	Place, Time and Date of opening of proposals received in response to the RFP notice	Conference Hall, 22 nd floor, Jawahar Vyapar Bhawan, Janapath, New Delhi – 1. 18.02.2022 at 4.00 pm

7.	Contact Person for queries	Mr. S.P. Roy, Director, CBC, Tel: 011-23701180 E-mail: cbc-dopt@gov.in
8.	Addressee and Address at which proposals in response to RFP notice are to be submitted:	Mr. S.P. Roy, Director, CBC 22 nd floor, Jawahar Vyapar Bhawan, Janapath, New Delhi – 1. E-mail: cbc-dopt@gov.in

C. Project Background

1. Capacity Building Commission (CBC)

i. Capacity Building Commission was constituted on 1 April 2021, by the Government of India. Its mandate is to drive standardization and harmonization across the Indian civil services landscape named as **Mission Karmayogi: National Programme for Civil Services Capacity Building (NPCSCB)**. The focus of National Programme for Civil Services Capacity Building (NPCSCB) is on promoting ease of living and ease of doing business, by considerably enhancing the citizen-government interface. This involves creation of both functional and behavioral competencies among the civil servants. The core purpose of the Commission is to build credibility and shape a uniform approach to capacity building on a collaborative and co-sharing basis.

ii. CBC has been established as an independent body with complete executive and financial autonomy. It comprises of three members and is supported by an Internal Secretariat. The secretariat is headed by an officer in the grade of Joint Secretary to the Government of India designated as the Secretary to the Commission.

D. Terms of Reference

1. OBJECTIVE

The overall objective of this RFP is to hire a capable and qualified agency for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India.

2. Scope of Services:

The agency will required to carry out the following activities :-

1. **Planning, designing, development, preparation, and monitoring** of the “History of Civil services timeline component” that is to be integrated with the CBC website.
2. Placing of all the contents in the website component with information given via Capacity Building Commission
3. Addition of content (textual, images and videos) of approximately 100 data points/stories, spread across 18 historical eras on 3 levels (Synopsis, Recommendations, and Detailed) to be added as and when required
4. **Study, requirement gathering and analysis, design, development, testing, implementation and maintenance** of the timeline component of the website.
5. **Procurement** of relevant images and videos from marketplaces/owners as per the recommendations given by the Capacity Building Commission.
6. **Support:** One-month support post go-live
7. Interactive, design enabled cover page and timeline under the “History of Civil services timeline component”
8. A call-to-action button should be included that redirects the user to a Contact form.
9. Preparation of a contact form and a central repository that stores all data coming in from the contact form.
10. Interactive synopsis page that includes a dynamically animated map object.
11. Compatibility for translation services as per GIGW guidelines for bilingual translation, specifically Hindi.

Indicative List of Proposed Activities Include:

Phase 1: Study, requirement identification/elicitation and analysis

1. Finalizing the detailed list of activities, scope, and duration of each of the activity and detailed project plan
2. Detailed discussions with concerned stake holders to understand the overall objectives of the assignment
3. Finalization of project objectives/requirements

Phase 2: Design

1. Detailed requirement gathering and analysis
2. Study and analysis of the references given by the CBC team and include best practices in draft design and experience flow
3. Approval of prototype (design interface) developed by agency should be taken from the Capacity Building Commission
4. Approval on the content gathered by the client department & client sign-off for design finalization

Phase 3: Development, testing and implementation

1. Develop the "History of Civil services timeline component" in accordance with the final design sign-off provided by the CBC.
2. Application development and unit testing, integration testing, system testing, functional testing, and data migration (wherever applicable)
3. Submission of report on developed website app and sign-off by the Capacity Building Commission
4. The entire project will be done using frontends technologies using illustrator, animator, UI/UX designer, and HTML Developers.
5. The project will be developed using English language
6. Hosting will be facilitated by Capacity Building Commission
7. Capacity Building Commission will get the approval from NIC, if required

Phase 4: Operation and maintenance support :-

The Agency shall also provide one month support post completion of project.

3. Time Frames

T=Acceptance of Work Order

S. No.	Milestone	Timelines
1	Requirement Elicitation, including detailed list of activities, scope and duration of activity	T+ 1 week
2	Submission of draft design of the timeline component	T+ 2 weeks
3	Approval of Draft Design	T+ 2 weeks
4	Phase 1 development of Timeline component, which contains 60 data stories at 3 levels of content	T+ 4 weeks
5	Go-Live of Timeline component	T+ 4 weeks
6	Phase 2 development of Timeline component, which contains another 40 data stories at 3 levels of content	T+ 7 weeks

4. Payment Terms

S. No.	Milestone	Payment terms
1	Approval of Draft Design	40%
2.	Go-Live of Timeline component	30%
3.	Development of Timeline component, which contains another 40 data stories at 3 levels of content	30%

E.1 Bid evaluation and selection method

Bids will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidders in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

The Purchaser will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Bids are generally in order.

Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in **Clause 12 of Section II A** read with **Section III**, will be treated as non - responsive and will not be considered further.

E.2. Lease Cost selection (LCS)

Selection Procedure will be on the basis of **Price Bases System – Least Cost Selection**.

The total amount quoted by the bidder, for envisaged scope of work, will be considered for selection process.

The letter of award shall be awarded to the responsive Bidder(s) who quoted the lowest price and who meets the laid down Qualification Criteria in the Bid documents.

F. General Terms & Conditions

F.1 Submission of Proposals

The instructions for submitting proposals in response to the RFP are mentioned below:

1. The proposals submitted in response to this RFP, and all associated correspondence shall be written in English and shall conform to **FORM 1** for the technical proposals and **FORM 2** for the financial proposals as prescribed in Annexure. Any interlineations, erasures or over writings shall be valid only if they are initiated by the authorized person signing the proposal. **Note : Prices shall be at NICSI rates which shall also supported by work schedule template at Form -7**

2. **Only physical copy of the proposal will be accepted.** Proposals received by any virtual mode other than Physical copy shall be treated as defective, invalid and rejected. Only detailed complete proposals received prior to the closing time and date for receipt of proposals shall be taken as valid.

3. Two hard copies of the technical proposal in a separate sealed envelope and one hard copy of the financial proposal in a separate sealed envelope, prepared in accordance with the procedures enumerated in the RFP document should be

submitted in a sealed envelope to the CBC no later than the date and time laid down, at the address given in the **Section A-Important Information** .

4. The envelopes should be super scribed with "TECHNICAL PROPOSAL-RFP "for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India" and "FINANCIAL PROPOSAL-RFP "for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India" as the case may be. The sealed envelopes containing the TECHNICAL PROPOSALS and the FINANCIAL PROPOSAL should be placed in a larger single envelope, properly sealed, and super scribed with "RFP for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India – **DO NOT OPEN BEFORE 4.00 P.M ON 18.04.2022**. All envelopes should be addressed to the Addressee specified at **section A** and bear the name and address of the firm /agency submitting the proposal.

5. The Proposals submitted should be concise and contain only relevant information as required under this RFP document.

6. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. CBC shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

F.2. Validity of Proposals submitted

The proposals submitted by the firms/agencies shall remain valid for a period of 90 days after the closing date (deadline) for submission of proposals prescribed in this document. A proposal valid for shorter period may be rejected as non-responsive. CBC may solicit the respondents' consent to an extension of RFP validity (but without the modification in their Proposal).

F.3 Clarifications on proposals submitted

During evaluation, CBC may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame of **2 days**.

F.4 Amendments to RFP Document

At any time prior to deadline for submission of proposals, CBC may, for any reason, modify the RFP document. The prospective respondents having received the RFP document shall be notified of the amendments through e-mail and such amendments shall be binding on them.

F.5 Disqualification

CBC may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:

- a. Submitted the proposal after the response deadline;
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- e. Failed to provide clarifications related thereto, when sought;
- f. Submitted more than one proposal;
- g. Was declared ineligible/ debarred/ blacklisted by the Government of India/State/UT Government for corrupt and fraudulent practices.

F.6 Performance Bank Guarantee

The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee (ePBG) through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 5% of the contract value within 30 days of receipt of the confirmed order.

F.7 Period of Hiring

The Hiring would be for an initial period of one (1) year, which may be extended by another year on the same terms.

F.9 Prices

Prices to be charged by the supplier shall not vary from the corresponding prices quoted by the supplier in its bid.

F.10 Assignment

The supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligation to perform the tender enquiry document, except with the Purchaser's prior written permission.

F. 11 Taxes, Duties and Octroi

Supplier shall be entirely responsible for all taxes, duties, levies etc. incurred until delivery of the contracted items to the Purchaser. Only statutory variations on finished

product if stipulated in contract shall be allowed to the extent of actual payment by the supplier.

F. 12 Terms and Mode of Payment

12.1 Payment shall be made in Indian Rupees as specified in the tender enquiry document in the manner mentioned as per **Payment Term mentioned in Section D.4.**

12.2 The supplier shall not claim any interest on payments under the tender enquiry document. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.

12.3 The supplier shall send its claim for payment in writing, when contractually due, along with following documents duly signed with date, to the Purchaser:-

- (i) Supplier's invoice indicating, inter alia, description and specification
- (ii) any other document (s) as and if required in terms of tender document

10.4 All payments in Indian Rupee will be made through National Electronic Fund Transfer (NEFT)/RTGS systems as per the NEFT Mandate form at **FORM-5.**

F. 13 Delay in the supplier's performance

13.1 The supplier shall deliver the items and perform the services under the tender enquiry document within the time schedule specified by the Purchaser as incorporated in the tender enquiry document/supply order/letter of award. In case the supplier Purchaser/consignee can reject the supplies and inform the supplier accordingly; the Purchaser shall also have the right to cancel the supply order/letter of award with reference to unsupplied items in terms of the tender enquiry document.

13.2 Subject to the provision of Force Majeure, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of items shall render the supplier liable to any or all of the following sanctions:

- (i) Imposition of Liquidated Damages,
- (ii) Forfeiture of its Performance Security and
- (iii) Termination of the letter of award/supply order for default.

13.3 If at any time, the supplier encounters conditions hindering timely delivery of the items, the supplier shall promptly inform the Purchaser in writing about the same and its likely duration and make a request to the Purchaser for extension of the delivery schedule accordingly. On receiving the supplier's communication, the Purchaser shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the letter of award/supply order.

13.4 When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:

- a) The Purchaser shall recover from the supplier, under the provisions of the Force Majeur clause, liquidated damages on the items, which the Supplier has failed to deliver within the delivery period stipulated in the tender enquiry document/letter of award/supply order.
- b) That no increase in price on account of any ground, whatsoever, including any stipulation in the tender enquiry document/letter of award/supply order for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax/CST/VAT/CENVAT Service Tax and Works Contract Tax or on account of any other tax or duty which may be levied in respect of the items specified in the tender enquiry document/letter of award/supply order, which takes place after the date of delivery stipulated in the tender enquiry document/letter of award/supply order shall be admissible on such of the said items as are delivered and performed after the date of the delivery stipulated in the tender enquiry document/letter of award/supply order.
- c) But nevertheless, the Purchaser shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax/ CST/VAT/CENVAT, GST, Service Tax and Works Contract Tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the tender enquiry document/letter of award/supply order.

F. 14 Liquidated damages

Subject to the provision of Force Majeure under GTC, if the supplier fails to deliver any or all of the items within the time frame(s) incorporated in the tender enquiry document, the Purchaser shall, without prejudice to other rights and remedies available to the Purchaser under the tender enquiry document deduct from the tender enquiry document price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of items until actual delivery or performance subject to a maximum of 10% of the letter of award price.

F. 15 Termination for default

15.1 The Purchaser, without prejudice to any other contractual rights and remedies available to it (the Purchaser), may, by written notice of default sent to the supplier, terminate the letter of award/supply order in whole or in part, if the supplier fails to deliver any or all of the items or fails to perform any other contractual obligation(s) within the time period specified in the tender enquiry document/letter of award/supply order, or within any extension thereof granted by the Purchaser.

15.2 Unless otherwise instructed by the Purchaser, the supplier shall continue to perform the tender enquiry document/letter of award/supply order to the extent not terminated.

F. 16 Termination for insolvency

If the supplier becomes bankrupt or otherwise insolvent, the Purchaser reserves the right to terminate the supply order/letter of award at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Purchaser.

F. 17 Force Majeure

17.1 The supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the tender document is the result of an event of Force Majeure.

17.2 For purpose of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees , lockouts excluding by its management, and freight embargoes.

17.3 If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within seven days of occurrence of such event. Unless otherwise directed by the Purchaser in writing, the supplier shall continue to perform its obligations under the tender enquiry document/letter of award/supply order as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

17.4 If the performance in whole or in part or any obligation under this tender enquiry document/letter of award/supply order is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the tender enquiry letter of award/supply order without any financial repercussion on either side.

17.5 In case due to a Force Majeure event the Purchaser is unable to fulfill its contractual commitment and responsibility, the Purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above subparagraphs.

F. 18 Notice

18.1 Notice, if any, relating to the tender enquiry document given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the tender enquiry document/letter of award/supply order.

18.2 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

F. 19 Termination for convenience

19.1 The Purchaser reserves the right to terminate the letter of award/supply order, in whole or in part for its (Purchaser's) convenience, by serving written notice on the supplier at any time. The notice shall specify that the termination is for the convenience of the Purchaser. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the letter of award/supply order is terminated, and the date with effect from which such termination will become effective.

19.2 The items which are complete and ready in terms of the tender enquiry document/letter of award/supply order for delivery within thirty days after the supplier's receipt of the notice of termination shall be accepted by the Purchaser following the tender enquiry documents terms, conditions and prices

F. 20 Withholding and lien in respect of sums claimed

Whenever any claim or claims for payment of a sum of money arises out of or under the letter of award against the Contractor, the Purchaser shall be entitled to withhold and also have the security, if any, deposited by the Contractor and for the purpose aforesaid, the Purchaser shall be entitled to withhold the said cash security deposit or the security, if any, furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the Contractor, the Purchaser shall be entitled to withhold and have lien to retain to the extent of the such claimed amount or amounts referred to supra, from any sum or sums found payable or which at anytime thereafter may become payable to the Contractor under the same contract or any other contract with the Purchaser or the Government, pending finalization or adjudication of any such claim and that The Contractor shall have no claim for interest or damages whatsoever on this account or on any other ground in respect of any sum of money withheld or retained under this clause and duly notified as such to the Contractor.

F. 21 Resolution of disputes

21.1 If dispute or difference of any kind shall arise between the Purchaser and the supplier in connection with or relating to the tender enquiry document/letter of

award/supply order, the parties shall make every effort to resolve the same amicably by mutual consultations.

21.2 **Arbitration:** In event of any dispute or difference between parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Director Capacity Building Commission, New Delhi. The provisions of Arbitration and Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the arbitration under this clause. The procedure and fee of the arbitrators shall be in accordance with the prevalent procedure and policies of CBC.

21.3 **Venue of Arbitration:** The venue of arbitration shall be the place from where the letter of award has been issued, i.e., Delhi only.

21.4 The Courts of Delhi will have the exclusive jurisdiction to try the disputes

F. 22 Applicable Law

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

F. 23 Disclaimer

Proposals received late will not be considered and will be returned unopened to the respondents. CBC reserves the right to (a) reject any / all proposals without assigning any reasons thereof, b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of the Ministry and the objective of the scheme without assigning any reasons thereof and c) include any other item in the Scope of work at any time after consultation in the pre-proposal meeting or otherwise.

This is certifying that I/We have studied the terms & conditions and understood all clause of the tender in case of award of contract/supply order I/We undertake to abide by all terms and conditions mentioned in the same.

**AUTHORUSED SIGNATORY
(NAME IN BLOCK LETTERS) SEAL OF THE TENDERER**

2 Forms & Annexures

Form 1: Notice of Intent to submit proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date }

To

Director, CBC

22nd floor, Jawahar Vyapar Bhawan

Janapath, New Delhi 110001

Ref: RFP Notification no 17-08/2021-CBC dated 21stMarch, 2022

Subject: Submission of proposal in response to the RFP on LTE basis for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your above RFP for Hiring of Agency for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India, in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 90 days from the closing date fixed for submission of proposals as stipulated in the RFP document.
4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. We understand you are not bound to shortlist / accept any proposal you receive.

Our correspondence details with regards to this proposal are:

Sr No	Information	Details
1.	Name of responding firm:	
2.	Address of responding firm:	
3.	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4.	Telephone no. of contact person:	
5.	Mobile no. of contact person:	
6.	Fax no. of contact person:	
7.	E-mail address of contact person:	

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,
[FIRM'S NAME]
Name
Title
Signature
Date

Form 2 : Financial Proposal Submission Form

(To be submitted on the Letterhead of the responding firm)

[Location, Date]

To

Director, CBC

22nd floor, Jawahar Vyapar Bhawan,

Janapath, New Delhi – 1

Ref: RFP Notification no **17-08/2021-CBC** dated **21stMarch, 2022**

Subject: Submission of proposal in response to the RFP for “Hiring of Agency for Designing & Development of a Website component pitch to showcase evaluation of Public Administration in India”.

Dear Sirs:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our Financial Proposal for the Project is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of taxes as listed at the table below.

Work	Rate without Tax (Rs.) (A)	Applicable Tax (Rs) (B)	Rate with Tax (Rs.) (C = A+B)

Note : Prices at NICSI rates to be supported by work schedule template at Form -7

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: _____

Form 3 - LETTER OF AUTHORISATION FOR ATTENDING BID OPENING MEETING

Tender No. -----

**Subject : Authorisation for attending bid opening on ----- (date)
in the tender of -----**

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of----- (bidder) in order of preference given below.

Order of Preference	Name	Specimen
Signature 1.		

2.

Alternate Representative

Signatures of bidder

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. *Maximum of two representatives will be permitted to attend bid **opening. In case where it is restricted to one, first preference** will be allowed. Alternate representatives will be permitted when regular representative are not able to attend.*

2. *Permission for entry to the hall where bids are opened may be refused in case authorisation as prescribed above is not furnished.*

Form – 4 AFFIDAVIT/UNDERTAKING

I/ We have read and understood the instructions and the terms and conditions contained in the document.

I/We accordingly accept all terms and conditions of the tender enquiry document including the essential conditions specially incorporated in the tender enquiry like terms of terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.

I/ We confirm that we do not stand deregistered/debarred/banned/blacklisted by any Govt. Authorities.

I/ We do hereby declare that the information furnished/ uploaded is correct to the best of my/our knowledge and belief.

I/We hereby certify that the prices offered by us in this tender is not higher than the prices we had offered to any other Govt. of India Organization (s)/PSU(s) during the last one year and shall provide the justification for reasonableness of our offered price whenever asked during evaluation of our submitted bid.

I/ We also hereby certify that if at any time, information furnished by us is proved to be false or incorrect; I/ We are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.

Date:

(Signature of the bidder)
NAME & ADDRESS OF THE BIDDER

Form – 5 NEFT MANDATE FORM

Date.....

To
 Direction, CBC
 22nd floor, Jawahar Vyapar Bhawan,
 Janapath, New Delhi – 11001

Sub: NEFT PAYMENTS

We refer to the NEFT being set up by CBC. For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATAE FORM

Name of City	
Bank Code No.	
Bank 's name	
Branch Address	
Branch Telephone / Fax no.	
Supplier's Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Supplier's name as per Account	
Telephone no. of supplier	
Supplier's E-mail ID	

[Signature with date, name and designation]

For and on behalf of M/s

[Name & address of the manufacturers]

Enclosed a copy of Crossed Cheque

Form – 6 BID SECURING DECLARATION

(Declaration by the Authorized signatory on Letterhead)

To,
Director, CBC
22nd floor, Jawahar Vyapar Bhawan,
Janapath, New Delhi – 1

Subject : Submission of Bid Security Declaration for RFP No. ----

Dear Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature:

Name:

Designation:

Organisation:

Seal:

Date:

Form – 7 WORK SCHEDULE TEMPLATE

Work Plan : In this section the responding firm should propose the main activities of the assignment, their content and duration, phasing and interrelations including resources planning to be deployed and delivery dates. The proposed work plan should be consistent with the approach and methodology, showing understanding of the scope of services, deliverables as given in scope of work and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule.

The responding form is to describe the work schedule for different tasks which the responding firm plans to start and accomplish as part of the project, using the following format:

#	Activities, phases and resources	Months						
		1	2	3	4	5	6	N

The work schedule should reflect how and by when the responding firm is expected to complete the assignment for each of the component, as per the major deliverable in the scope of work of the consultant and the timelines of achieving the same as mentioned in the RFP.

Please Note : Number of man hours for managing Bid Process is also to be stated.

Annexure – 1

QUALIFICATION CRITERIA**Bid Reference No. 17-08/2022-CBC****Dated:** _____

The bidder must satisfy the following eligibility criteria

Sl. No.	Criteria	Documentary Evidence Required
1.	The bidder must be a company/firm/sole proprietor registered in India	Enclose copy of certificate of incorporation/ registration issued by relevant authority in India.
2.	The bidder should have a valid GST No. or should have registered under GST.	Enclose copy of GST registration certificate.
3.	Annual sales turnover	The Agency must have an average annual turnover of Rupees 5 lakh or above in each of the last 3 consecutive Financial Years (FY 2018-19, 2019-20 & 2020-21). A certificate from Chartered Accountant should be submitted.
3.	Experience with Govt./Private	Must have work experience with Public Sector organizations / ministries/ departments / enterprises/ undertakings or large private enterprises in last three year : At least three similar completed work costing not less than Rs 5 Lakh Or Two similar completed work costing not less than 6 lakh Or One similar completed work costing not less than 8 lakh
4.	Latest Income Tax Returns filed for the last three financial years (2018-19, 2019-20 & 2020-21).	Document attach
5.	PAN No.	Copy enclose
6.	The bidder enclosed the Affidavit as per Section IV (H) of the TE Document	Document attach
7.	Any other document mentioned in the tender the document	Document attach

Annexure – 2**Scope of Work****Capacity Building Commission Timeline Component Development
Tender Draft**

Scope of work broadly includes :-

1. **Planning, designing, development, preparation, and monitoring** of the “History of Civil services timeline component” that is to be integrated with the CBC website.
2. Placing of all the contents in the website component with information given via Capacity Building Commission
3. Addition of content (textual, images and videos) of approximately 85 data points/stories, spread across 18 historical eras on 3 levels (Synopsis, Recommendations, and Detailed) to be added as and when required
4. **Study, requirement gathering and analysis, design, development, testing, implementation and maintenance** of the timeline component of the website.
5. **Procurement** of relevant images and videos from marketplaces/owners as per the recommendations given by the Capacity Building Commission.
6. **Support:** One-month support post go-live
7. Interactive, design enabled cover page and timeline under the “History of Civil services timeline component”
8. A call-to-action button should be included that redirects the user to a Contact form.
9. Preparation of a contact form and a central repository that stores all data coming in from the contact form.
10. Interactive synopsis page that includes a dynamically animated map object.
11. Compatibility Translation services as per GIGW guidelines for bilingual translation, specifically Hindi.

Indicative List of Proposed Activities Include:**Phase 1:** Study, requirement identification/elicitation and analysis

1. Finalizing the detailed list of activities, scope, and duration of each of the activity and detailed project plan
2. Detailed discussions with concerned stake holders to understand the overall objectives of the assignment
3. Finalization of project objectives/requirements

Phase 2: Design

1. Detailed requirement gathering and analysis
2. Study and analysis of the references given by the CBC team and include best practices in draft design and experience flow
3. Approval of prototype (design interface) developed by agency should be taken

from the Capacity Building Commission

4. Approval on the content gathered by the client department & client sign-off for design finalization

Phase 3: Development, testing and implementation

1. Develop the "History of Civil services timeline component" in accordance with the final design sign-off provided by the CBC.
2. Application development and unit testing, integration testing, system testing, functional testing, and data migration (wherever applicable)
3. Submission of report on developed website app and sign-off by the Capacity Building Commission
4. The entire project will be done using frontends technologies using illustrator, animator, UI/UX designer, and HTML Developers.
5. The project will be developed using English language
6. Hosting will be facilitated by Capacity Building Commission
7. Capacity Building Commission will get the approval from NIC, if required

Phase 4: Operation and maintenance support :-

The Agency shall also provide one month support post completion of project.

Time Line:

S. No.	Milestone	Timelines
1	Requirement Elicitation, including detailed list of activities, scope and duration of activity	T+ 1 week
2	Submission of draft design of the timeline component	T+ 2 weeks
3	Approval of Draft Design	T+ 2 weeks
4	Phase 1 development of Timeline component, which contains 60 data stories at 3 levels of content	T+ 4 weeks
5	Go-Live of Timeline component	T+ 4 weeks
6	Phase 2 development of Timeline component, which contains another 40 data stories at 3 levels of content	T+ 7 weeks

Payment Terms

S. No.	Milestone	Payment terms
1	Approval of Draft Design	40%
2.	Go-Live of Timeline component	30%
3.	Development of Timeline component, which contains another 40 data stories at 3 levels of content	30%