



सातारा जिल्हा परिषद, सातारा
सामान्य प्रशासन विभाग

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जाहिर निविदा सूचना

जाक्र.साप्रवि/जिपवेब/ 23 /2020

दिनांक- 10 / 01 /2020

विषय- सातारा जि.प.वेबसाईट वार्षिक देखभाल मक्ता निश्चित करण्यासाठी दरपत्रक सादर करणेबाबत..

वरील विषयान्वये तमाम सेवा पुरवठाधारकांस कळविणेत येते की, सातारा जिल्हा परिषदेची अधिकृत वेबसाईट www.zpsatara.gov.in या नावाने कार्यान्वित असून, सदर वेबसाईटसाठी 1 वर्ष कालावधीचा म्हणजेच दि.1.1.2019 ते 31.12.2019 अखेरपर्यंतचा वार्षिक देखभाल मक्ता दि.31.12.2019 रोजी संपुष्टात आला आहे. यापुढील एक वर्षाचा म्हणजेच आदेशाच्या दिनांकापासून ते 31.12.2020 या कालावधीसाठी जि.प.चे अधिकृत वेबसाईटसाठी खालील तत्सम कामांसाठी 1 वर्षाचा देखभाल मक्ता करण्याचा असून या वार्षिक देखभाल मक्त्यामध्ये करावयाच्या कामांचा तपशिल खालीलप्रमाणे आहे.

Annual Maintenance

Maintenance involves overall maintenance of all Websites / Softwares/ Database Servers and Applications

Website maintenance: www.zpsatara.gov.in

- Uploading of Tenders every week, Provision of CMS
- Submitting website to Google every month for listing
- Scanning Website Server for malware
- Automatic backup of entire server every 2 weeks
- Manual backup of entire server every month
- Uploading news & announcements on homepage through CMS
- Updating photos of ZP members from time to time through CMS
- Uploading event photos in gallery section
- Updating Circulars on the website
- Submitting website to Google every month for listing
- Scanning website for malware
- Automatic backup of entire server every 2 weeks
- Manual backup of entire server every month

General Requirements

1. **Content Management:** Content Management Module(CMS) - Dept. user shall able to upload the Content such as Photo, News, Contact detail etc. on website. Contents must be in Unicode format. Content Management System should have following features or capabilities:
 - Content Authoring , Publishing, Delivery, Content Storage Management, Content exit and Archival
 - Should have preconfigured generic templates and workflows for the content management Distributed authorship of portal content across divisions.
 - Separation of content from presentation, which allows authors to focus on

content rather than web design.

- Management of revision, approval, publishing and archiving processes in an easy and automated manner.
- Centralised template management for consistency within portal.
- Content repurposing for different audiences and different interfaces.
- Unlimited Web space, Unlimited Bandwidth.

Facilitated metadata generation and management which enables effective content discovery.

Content storage management of all types of content; text graphic, audio, video etc. In context contribution, purview, updates and approvals.

Email notifications for automated content edits and reviews.

Both dynamic and scheduled publishing models.

CMS should be able to generate content feeds.

CMS should be able to be integrated with any workflow systems, which supports e-forms.

2. **Feedback:** Should have options for online filling the feedback form. Necessary field such as contact detail i.e. Name, address, City, Pin code, State, e-mail, Phone no. & Comment Box should be available. It should be Bilingual, Printable with Logo & as a letter head, Report generated.

Technical Requirements

1. Website should run independent of IP Address. i.e. IP Addresses should be not be hard coded in the source code/configuration.
2. Website should be IPv6 compliant.
3. Website should be able to open in all six ways. For example,
 - a. <https://www.zpsatara.gov.in>
 - b. <http://www.zpsatara.gov.in>
 - c. www.zpsatara.gov.in
 - d. <https://zpsatara.gov.in>
 - e. <http://zpsatara.gov.in>
 - f. zpsatara.gov.in
4. Website should be running on SSL i.e. http request should automatically get redirected to https
5. Website should be compatible to run on multi server environment for load sharing
6. Website should be compatible for accessibility from any device, any Operating System and any browser.
7. Platform used for Website such as OS, DB, Java, etc. software should be minimum N-1 where N is the latest version prevailing.
8. Intellectual Property Rights(IPR) should be with the Department
9. CAPTCHA should be present for web pages with form field such as feedback form, registration form etc.
10. Logging to be enabled for Web Server / DB Server.
11. Password should not be hardcoded in any website configuration files or stored in plain text. Passwords should be properly hashed and salted to reduce the effectiveness of password cracking.
 - Be able to operate on various Operating Systems like Windows, UNIX, LINUX, etc.
 - The pages should be printer friendly i.e. all the pages shall be displayed and printed upon demand by user

- To improve the experience of the Web on mobile devices and other handheld devices like iPad, tablets etc. the website needs to be developed with One Web concept/ One Web means making, as far as is reasonable, the same information and services available to users irrespective of the device they are using.

Security Audit:

- a. Website Security Audit:
- b. Guidance to developers and the Security Audit of websites should be conducted by an external agency other than the bidder at the bidders expense and submitted to Zilla Parishad, Satara.
- c. Security Audit Certificate to be mandated along with Hash5 code. Source code along with Hash5 code of the website to be submitted by Developer.
- d. Documentation of Source Code along with Administration/User Manuals needs to be submitted.
- e. Any vulnerability found during the security audit, bidder has to close the same accordingly and ensure complete security audit done successfully.

Inspection and Testing

The inspection of installation of services shall be carried out to check whether the services are in conformity with the mentioned in the tender. The bidder will test all operations and accomplish all adjustments (tuning) necessary for successful and continuous operation of the systems to the satisfaction of the Zilla Parishad, Satara.

The project will be treated as complete only if.

- UAT / FAT is completed
- Handover to the Department is completed
- Final Source code along with Security Audit Certificate (with Hash5) of the project along with detailed documentation and IPR is being transferred to Zilla Parishad, Satara.

Copyright

All concerned information would be absolute property of Zilla Parishad, Satara.

Operational Acceptance

Successful completion of the contract will be gauged through a series of formal acceptance tests performed on all aspects of the system/sub systems:

- 1) Bidder must host the services from its own testing server.
- 2) The integration should be completed before the official launch of the application.

Operations and Maintenance

The Successful bidder shall maintain and Support the supplied software for a period of 1 years after the successful operational acceptance

- 1 year maintenance for the portal.
- Resolution of errors/bugs (if any), software updates, changes in the software that may be necessary due to legal/statutory changes etc.
- Providing all software updates and patches released by the hardware OEM, update and patch management, resolution of any issues/problems with the hardware etc
- Deploy adequate facilities management personnel to maintain the Portal as per the service level requirements including servicing/updation and maintenance of IT assets.
- Successful bidder shall provide a dedicated project manager (though not required to be deployed full time) during the period of the contract that should be present for discussions, important meetings and should act as one point contact for Zilla Parishad, Satara
- Resources (need not be onsite) for maintenance of portal.

- One Dedicated resource to be appointed for Email trouble shooting, Web Query resolution, website updates etc.

Service Levels Installation and Deployment

S.No.	Milestone	Timelines T = Date of work order
1	Security Audit	T+ ----- days

Form 1: Details of responding firm -

Sr. No.	Particulars	Details to be Furnished
1	Details of Responding Firm	
	Name	
	Address	
	Telephone	Fax
	Email	Website
2	Information about Responding Firm	
	Status of Firm/ Company (Public Ltd., Pvt. Ltd., Proprietor etc)	
	Details of Registration (Ref eg., ROC Ref #)	Date
		Ref #
	Number of professionals (on the rolls of the firm) providing managed services (excluding temporary staff)	
	Locations and addresses of offices (in India and overseas)	
	Certificates (Please attach copy) as required in the Prequalification and Technical Evaluation Criteria	

Annexure 2 – Guidelines for Financial Proposal

1. Unless expressly indicated, bidder shall not include any technical information regarding the services in the financial proposal.
2. Prices shall be quoted entirely in Indian Rupees.
3. No adjustment of the contract price shall be made on account of any variations in costs of labour and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The contract price shall be the only payment payable to the bidder for completion of the contractual obligations by the Bidder under the Contract, subject to the terms of payment specified in the contract. The price quoted would be inclusive of all taxes, duties, and charges and levies as applicable. Prices quoted for all Hardware and software shall be inclusive of supply at site, installation and commissioning. No extra payment on any account shall be admissible.
4. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.

Form 2: Financial Proposal Submission Form

(To be submitted on the Letterhead of the bidder)

[Location,
Date] To,

Chief Executive Officer
ZILLA PARISHAD, SATARA
Satara Koregaon Road, Satara - 415001

Ref: RFP Notification no <<>>

Subject. Submission of Financial proposal in response to the RFP for Design Development and Maintenance of Zilla Parishad, Satara Portal/

Dear Sir,

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 attached Financial Proposal for is for the sum of [*Insert amount(s) in words and figures*]. We are aware that any conditional financial offer will be outright rejected by Zilla Parishad, Satara.

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 are aware that Zilla Parishad, Satara reserves the right to accept or reject any or all bids without assigning any reasons thereof.

We remain,

Yours sincerely,
Authorized Signature [*In full and initials*]: Name and Title of Signatory:

Name of Firm:
Stamp of the Signatory:

Form 5: Details for Financial Proposal Consolidated Cost Summary (Inclusive of taxes)

	Item-wise amounts (Inclusive of Taxes)	Amount in Figure (Rs.)
A	Operation and Maintenance Cost for 1 year Inclusive of Server Maintenance (Extendable up to 5 yrs.)	
B	Security Audit	
Grand Total in Words:		

Form 3: Format of providing citations

Sr. No	Item	Guidelines	Attachment Ref. No for details
1	Name of the Project		
2	Date of Work order		
3	Client Details	Name. Contact person's Name & No/	
4	Scope of Work	Provide Scope of Work: Highlight Key Result Areas expected and achieved	
5	Contract Value	Provide particulars on Contract value assigned to each major phase and milestone	
6	Complete Project Duration	Provide particulars on the total time taken on completion of the project including time details on various activities	

Annexure 3 - Non-Disclosure Agreement

This Non-Disclosure Agreement ("Non-Disc") is made and entered into day of _____ month _____ year (effective date) by and between _____ ("Department") and _____ ("Company").

Whereas, Department and Company have entered into an Agreement ("Agreement") _____ effective _____ for _____; and

Whereas, Each party desires to disclose to the other party certain information in oral or written form which is proprietary and confidential to the disclosing party, ("CONFIDENTIAL INFORMATION").

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

1. Definitions. As used herein:

(a) The term Confidential Information shall include, without limitation, all information and materials, furnished by either Party to the other in connection with citizen/users/persons/customers data, products and/or services, including information transmitted in writing, orally, visually, (e.g. video terminal display) or on magnetic or optical media, and including all proprietary information, customer & prospect lists, trade secrets, trade names or proposed trade names, methods and procedures of operation, commercial or marketing plans, licensed document know-how, ideas, concepts, designs, drawings, flow charts, diagrams, quality manuals, checklists, guidelines, processes, formulae, source code materials, specifications, programs, software packages, codes and other intellectual property relating to the disclosing party's data, computer database, products and/or services. Results of any tests, sample surveys, analytics, data mining exercises or usages etc. carried out by the receiving party in connection with the Department's Information including citizen/users/persons/customers personal or sensitive personal information as defined under any law for the time being in force shall also be considered Confidential Information.

(b) The term, Department shall include the officers, employees, agents, consultants, contractors and representatives of Department.

(c) The term, Company shall include the directors, officers, employees, agents, consultants, contractors and representatives of Company, including its applicable affiliates and subsidiary companies.

Protection of Confidential Information. With respect to any Confidential Information disclosed to it or to which it has access, Company affirms that it shall:

- (a) Use the Confidential Information as necessary only in connection with Project and in accordance with the terms and conditions contained herein;
- (b) Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed hereunder, but in no event take less care with the Confidential Information that the parties take to protect the confidentiality of its own proprietary and confidential information and that of its clients;
- (c) Not to make or retain copy of any commercial or marketing plans, citizen/users/persons/customers database, Proposals developed by or originating from Department or any of the prospective clients of Department except as necessary, under prior written intimation from Department, in connection with the Project, and ensure that any such copy is immediately returned to Department even without express demand from Department to do so;
- (d) Not disclose or in any way assist or permit the disclosure of any Confidential Information to any other person or entity without the express written consent of the other party; and
- (e) Return to the other party, or destroy, at Department's discretion, any and all Confidential Information disclosed in a printed form or other permanent record, or in any other tangible form (including without limitation, all copies, notes, extracts, analyses, studies, summaries, records and reproductions thereof) immediately upon the earlier to occur of (i) expiration or termination of either party's engagement in the Project, or (ii) the request of the other party therefore.
- (f) Not to discuss with any member of public, media, press, any or any other person about the nature of arrangement entered between Department and Company or the nature of services to be provided by the Company to the Department.

1. **Onus.** Company shall have the burden of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the foregoing exceptions.
2. **Exceptions.** These restrictions as enumerated in section 1 of this Agreement shall not apply to any Confidential Information:
 - a. Which is independently developed by Company or lawfully received from another source free of restriction and without breach of this Agreement; or
 - b. After it has become generally available to the public without breach of this Agreement by Company; or
 - c. Which at the time of disclosure to Company was known to such party free of restriction and evidenced by documentation in such party's possession- or
 - d. Which Department agrees in writing is free of such restrictions.
 - e. Which is received from a third party not subject to the obligation of confidentiality with respect to such Information;
3. **Remedies.** Company acknowledges that (a) any actual or threatened disclosure or use of the Confidential Information by Company would be a breach of this agreement and may cause immediate and irreparable harm to Department; (b) Company affirms that damages from such disclosure or use by it may be impossible to measure accurately; and (c) injury sustained by Department may be impossible to calculate and remedy fully. Therefore, Company acknowledges that in the event of such a breach, Department shall be entitled to specific performance by Company of Company's obligations contained in this Agreement. In addition Company shall indemnify Department of the actual and liquidated damages which may be demanded by Department. Moreover, Department shall be entitled to recover all costs (including reasonable attorney's fees) which it or they may incur in connection with defending its interests and enforcement of legal rights arising

due to a breach of this agreement by Company.

4. **Need to Know.** Company shall restrict disclosure of such Confidential Information to its employees and/or consultants with a need to know (and advise such employees of the obligations assumed herein), shall use the Confidential Information only for the purposes set forth in the Agreement, and shall not disclose such Confidential Information to any affiliates, subsidiaries, associates and/or third party without prior written approval of the disclosing party.
5. **Intellectual Property Rights Protection.** No license to a party, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to such party.
6. **No Conflict.** The parties represent and warrant that the performance of its obligations hereunder do not and shall not conflict with any other agreement or obligation of the respective parties to which they are a party or by which the respective parties are bound.
7. **Authority.** The parties represent and warrant that they have all necessary authority and power to enter into this Agreement and perform their obligations hereunder.
8. **Dispute Resolution.** If any difference or dispute arises between the Department and the Company in connection with the validity, interpretation, implementation or alleged breach of any provision of this Agreement, any such dispute shall be referred to the Secretary, Information Technology, Zilla Parishad, Satara.
 - a. The arbitration proceedings shall be conducted in accordance with the (Indian) Arbitration & Conciliation Act, 1996 & amendments thereof.
 - b. The place of arbitration shall be Mumbai.
 - c. The arbitrator's award shall be substantiated in writing and binding on the parties.
 - d. The proceedings of arbitration shall be conducted in English language.
 - e. The arbitration proceedings shall be completed within a period of 180 days from the date of reference of the dispute to arbitration.
9. **Governing Law.** This Agreement shall be interpreted in accordance with and governed by the substantive and procedural laws of India and the parties hereby consent to the exclusive jurisdiction of Courts and/or Forums situated at Mumbai, India only.
10. **Entire Agreement.** This Agreement constitutes the entire understanding and agreement of the parties, and supersedes all previous or contemporaneous agreement or communications, both oral and written, representations and understandings among the parties with respect to the subject matter hereof.
11. **Amendments.** No amendment, modification and/or discharge of this Agreement shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized officers or representatives.
12. **Binding Agreement.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.
13. **Severability.** It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under applicable laws, and such invalidity or unenforceability shall not affect the other provisions of this Agreement.
14. **Waiver.** If either party should waive any breach of any provision of this Agreement, it shall not thereby be deemed to have waived any preceding or succeeding breach of the same or any other provision hereof.
15. **Survival.** Both parties agree that all of their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement shall survive till perpetuity even after any expiration or termination of this Agreement.
16. **Non-solicitation.** During the term of this Agreement and thereafter for a further period of

two (2) years Company shall not solicit or attempt to solicit Departments employees and/or consultants, for the purpose of hiring/contract or to proceed to conduct operations/business similar to Department with any employee and/or consultant of the Department who has knowledge of the Confidential Information, without the prior written consent of Department. This section will survive irrespective of the fact whether there exists a commercial relationship between Company and Department.

17. **Term.** Subject to aforesaid section 17, this agreement shall remain valid up to 1 year from the effective date/

IN WITNESS HEREOF, and intending to be legally bound, the parties have executed this Agreement to make it effective from the date and year first written above.

For Department,

Name:

Title:

WITNESSES:

1.

2.

For Company

Name :

Title :

सातारा जिल्हा परिषद वेबसाईटसाठी एक वर्ष कालावधीसाठी देखभाल मक्ता निश्चित करण्यासाठी इच्छूक सेवा पुरवठादारांची दरपत्रके भरण्यापूर्वी दिनांक- 15 / 01 /2020 रोजी स.11.00 वा.बैठक (Pre Bid Meeting) घेण्यात येईल. वर नमूद केलेप्रमाणे सातारा जिल्हा परिषदेच्या वेबसाईटसाठी 1 वर्षासाठीचा वार्षिक देखभालीचा मक्ता करणे यासाठी येणाऱ्या खर्चाचे दरपत्रक या कार्यालयास दि. 17 / 01 /2020 रोजी दु.3.00 वाजेपर्यंत सादर करावित. सादर पत्रकामध्ये सर्व समावेशक कर समाविष्ट करूनच दरपत्रके सादर करावित. प्राप्त दरपत्रके दि. 18 / 01 /2020 रोजी स.11.00 वा. उघडण्यात येतील. तसेच मंजूर दराचे देयकातून 5% सुरक्षा ठेव, 2% आयकर व इतर आवश्यक कर कपात करण्यात येतील. एक वर्षाचा देखभाल मक्ता निश्चित करणेसाठी अंदाजे रक्कम रु.85000/- व सिक्युरिटी ऑडिटसाठी अंदाजे रक्कम रु.60,000/- असे एकूण अंदाजे रक्कम रु. 1,45,000/- (अक्षरी रक्कम रु.एक लक्ष पंचेचाळीस हजार फक्त) इतका खर्च अपेक्षित आहे. सेवापुरवठादारांनी त्यांची दरपत्रके विहित दिनांकास व वेळेत अथवा तत्पूर्वी या कार्यालयास प्राप्त न झालेस ती स्विकारली जाणार नाही. एक अथवा सर्व दरपत्रके स्विकारणे अथवा नाकारणेचा अधिकार खाली सही करणार यांनी राखून ठेवला आहे.

सही/-

(संजय भागवत)

मुख्य कार्यकारी अधिकारी

जिल्हा परिषद सातारा

प्रति,

1) -----

प्रत- कार्यालयीन नोटीस बोर्ड, सामान्य प्रशासन विभाग, जि.प.सातारा