

Apparel Export Promotion Council

REQUEST FOR PROPOSAL

FOR

**“ENGAGEMENT OF AGENCY FOR RE-DESIGNING, RE-DEVELOPMENT &
MAINTENANCE OF THE OFFICIAL WEBSITE OF THE COUNCIL”**

Date:- 24th January 2024

IMPORTANT DATES

1.	Issue of RFP/Tender	24 th January 2024
2.	Last date & time for submission of RFP/Tenders	14 th February 2024
3.	Date & time of opening of Bids	15 th February 2024, 3 P.M.

REQUEST FOR PROPOSAL FOR

“ENGAGEMENT OF AGENCY FOR RE-DESIGNING, RE-DEVELOPMENT & MAINTENANCE OF THE OFFICIAL WEBSITE OF THE COUNCIL”

Apparel Export Promotion Council invites Tender for **“ENGAGEMENT OF AGENCY FOR RE-DESIGNING, RE-DEVELOPMENT & MAINTENANCE OF OFFICIAL WEBSITE OF THE COUNCIL “**

Tenders are invited from established agencies/firms (single entity) who have successfully undertaken the similar projects in the Web application development with a minimum experience of 3 Years in the same domain. Consortium with lead company with a minimum 3 years of experience in same domain are also eligible.

The offer of tender for designing, development & maintenance of website will be valid for 60 days after opening of Bids & Annual Maintenance Contract for a period of 1 year after commissioning and launching of developed website.

Apparel Export Promotion Council reserves the rights to amend the dates mentioned in the tender document.

SCOPE OF WORK

Website Pages & other Functionalities

The scope of the project includes Re-Designing, re-development & maintenance of comprehensive website of the council which would publish the following information which can be modified/updated at regular interval.

General Website requirements

- a. Introduction and background information of AEPC.
- b. Details of the event, Exhibition conducted by the council etc.
- c. Directory of event, which will be updated on a regular basis by designated staff.
- d. Links to important national and international Sponsor's/partner's website.
- e. Publishing Multimedia items such as photos, videos or audio recordings.
- f. Publishing Notices/Documents.
- g. Presentations & Publications (Power point and PDF).
- h. The website should be easy to use & easy to upload/download the data.
- i. Archiving news, photos, Videos, documents etc.
- j. Others modification and amendments as desired.
- k. Publishing Contact Details & Maps.
- l. Login for Employees to access the Employee section of the portal

Pl. Refer www.aepcindia.com

SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

The web designing & development agency's main task shall be to design & develop the new responsive & mobile browser compatible website for the council.

The Website should be mobile/tablet browser compatible & it should create a system for a single site to react as per the size of user device & with one URL & one content source. Responsive website should have fluid & flexible layout which adjust according to screen size.

The Website shall have compressive website with menus, sub-menus providing all information about the council.

The agency should design and complete high quality website using latest technology within a given time frame and guidelines.

The concern agency shall implement automated regular backup of all the data and associated database to ensure availability of data in case of any disaster.

All functions and outputs should be admin managed & user management module should be there as per user rights to upload & download the required data.

The work should be undertaken under the supervision of IT department of the council.

To suggest, conceptualize and designs Website layout, graphics, logos and banners as per the requirement of the council.

Meet relevant officials to discuss the needs & to integrate in designing of website.

Agency shall organize review meeting from time to time and receive suggestions, comments from the meeting which should be incorporated by the agency without extra charges.

To update and maintain the website for a period of one year.

Upon expiration of contract the agency should handover all the data and the source code of the website to IT department of the council.

The agency should ensure proper security coding in place so that there are no data leakages in the system. The confidential data should only be visible to authenticated and authorized users. Unauthorized users should not be able to view/copy/edit/export/save the confidential data.

The web designer shall be encouraged to make use of his/her expertise and creativity to propose and implement relevant website enhancements.

A service contract period of one year should be agreed once the website is developed over within which all services should be provided by the agency.

The website traffic should be regularly monitored to analyze the usage pattern as well as visitors profile preferences. Traffic analysis tools should also give reports on broken links.

The concern agency shall be responsible for any kind of data theft/hacking and non-functionality of part/whole website. Under any incidents as such happening, the agency should undertake corrective measures at the earliest and ensure minimal downtime of the website. In any circumstances, the downtime of the website should not be more than one hour.

TIMELINES

1. The Website should be ready within 8 weeks of issuance of work order & with all the above mentioned functionalities.

PAYMENT TERMS

Sr. No.	Stage	%ge of payment
1.	Advance	20%
2.	Successful Completion & handover of the website.	80%

PROCEDURE FOR SUBMISSION OF BIDS

The bidders will be required to submit quotation and documents latest by 14th February 2024. The quotes should be received only on e-mail tender@aepecindia.com addressed to the General Manager - IT, AEPC. The proposal should consist of followings documents:

1. Fully filled Technical Bid Format as mentioned in Tender document.
2. Photocopies License /Registration Certificate of the firm.
3. Copy of PAN Card
4. Copy of GST Registration
5. Copies of the work orders evidencing that the agency has experience in similar work
6. **Detailed Technical Proposal** with signature of the bidder or his/her authorized signatory & stamp on each page.
7. **Financial bids in format as mentioned in Tender document.**
8. Demand Draft for Rs. 10,000/- towards EMD in favour of “**Apparel Export Promotion Council**” payable at **Gurugram**.

Terms & Conditions

1. The last date of receipt of quotation on E-mail id tender@aepecindia.com is 14th February 2024. The offers received after the due date and time will not be entertained. The quotation received through any other mode would not be considered.
2. The EMDs of the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/Banker's Cheque duly endorsed by the Competent Authority without any interest.
3. Conditional quotations are liable to be rejected.

4. Apparel Export Promotion Council reserves the right to reject or accept any or all application(s) without assigning any reason(s).
5. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
6. There will be no escalation in the price during the entire contract period.
7. The contract shall be terminated in respect of the followings:-
 - a) If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
 - b) In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be executed through other agencies at the agency's risk and cost.
 - c) The decision of the AEPC will be final and binding on the agency and no request will be entertained in any manner.

DISCLAIMER:

This tender is being issued by the AEPC for inviting bids for the **“Re-Designing, Re- Developing, & Maintenance of the official website of the council”**. The words 'Tender', 'Quotation' and 'RFP' are used interchangeably to refer to this document. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. AEPC reserves the right not to proceed with the project, to alter the functionalities/specifications & timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting a Bid.

Technical Bid format for Re-Designing, Re-Developing & Maintenance of official Website of the council

Name of Company: _____

Contact Person: _____

Phone No: _____

Email id: _____

Address: _____

Performance Guarantee Details: Rs. _____ DD/Cheque/UTR No _____

_____ Bank _____ Date/Transfer _____

Statutory Details (Copies to be attached)	
Company Registration	
GST No.	
PAN No.	
ITR of 3 years	
Turnover of 3 years	
Whether agency read all requirements, Terms & conditions ?	Yes / No
Has agency ever been blacklisted?	Yes / No
Has agency made any virtual trade platform For Apparel/textiles/Handicraft/carpet etc. industry	Yes / No

Name and contact details of past clients:

Format for submission of Financial Bid for **“Re-Designing, Re-Developing & Maintenance of the official website of AEPC”**

Details	Amount in Rs. (In both figure and word)
Re-Designing, Re-development, & maintenance of website for 1 year	
Taxes & Levies	
Total Amount (Incl Taxes & levies)	

Name and Signature with Stamp