



**CENTRAL GOVERNMENT EMPLOYEES WELFARE  
HOUSING ORGANISATION**

(An Autonomous body of Govt. of India, M/o HUA)  
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**TENDER NOTICE FOR WEBSITE MAINTENANCE WITH HOSTING OF  
WEBSITE**

**CGEWHO, an Autonomous body of Govt. of India** invites sealed tenders/ quotations from reputed Agencies for website maintenance with hosting of website. Tender may be studied and downloaded from the website [www.cgewho.in](http://www.cgewho.in). Last date for receipt of quotations is **24.01.2018** upto 1600 hrs at the address mentioned above.

# **CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION**

## TENDER NOTICE FOR WEBSITE MAINTENANCE WITH HOSTING OF WEBSITE

Central Government Employees Welfare Housing Organisation (CGEWHO), an Autonomous organisation, under Ministry of Housing & Urban Affairs, Govt. of India invites quotation/tender in two envelopes 'A' & 'B' from registered, well-established and reputed agencies for cgewho website maintenance as under:

1. Minimum pre-qualification criteria in envelope 'A' for website maintenance with hosting of website to contain following details:
  - a. Agency should have at least 5 years experience of maintaining for website maintenance with hosting of website.
  - b. Agency should have a team of skilled professionals who must be accustomed with the latest technologies and skills for the website development and maintenance.
  - c. The minimum turn over shall be 1.5 cr. for the last year.
  - d. A minimum 25 employees must be on the payroll of the agency as on date.
  - e. The Agency should have ISO certification.
2. Interested vendors can download Tender Document containing detailed information and terms & conditions from CGEWHO's website [www.cgewho.in](http://www.cgewho.in).
3. The Agency shall quote in envelope 'B' for one year charges for website maintenance with webhosting. The same contract may be extended for 03 years on same terms & conditions. Payment will be released annually in advanced on submission of GST INVOICE in original containing CGEWHO GST NO. 07AAATC1861B2Z9.
4. The Agency may submit its bids in two envelopes 'A' & 'B' alongwith supporting documents towards para 1 above as per enclosed annexure within prescribed date & time.

**The schedule of receipt of Quotations is as under :-**

Last Date and Time for receipt of Bids/ Quotations : **24.01.2018** (1600 hrs)

Opening of Bids : **24.01.2018** (1600 hrs)

5. Quotations received after the stipulated date & time and incomplete quotations, will be summarily rejected.
6. The requisite forms, information and terms & conditions of tender is mentioned in Annexure-I & II.

**PROFORMA OF FINANCIAL BID FOR WEBSITE MAINTENANCE WITH HOSTING OF WEBSITE**

<b>Particulars</b>		
a.	Whether ISO-9000 certificate	[Yes/No]
b.	Last year turnover (in cr.) (min. 1.5 cr.)	Rs. _____
c.	IT Manpower on your payroll (min. 25)	No. _____
<p><u>Detailed scope of the work:</u></p> <ol style="list-style-type: none"> <li>1. Website maintenance services include regular updations like content updates, update images and videos files, change webpages (including home page) and adding additional web pages according to our needs, support services for all uploading file formats usually submitted by the organisation.</li> <li>2. Provide full website backup regularly and make ensure a full site backup before applying updates, check website and extension functions after applying updates.</li> <li>3. Secure website from hackers and assurance of Virus, Bugs and browser incompatibility removal and also provide SSL certificate.</li> <li>4. Provide support and positive response as per requirement of website updation(s) via telecon and e-mail immediately.</li> </ol>		
<p><b>Note: - The Agency in envelope ‘B’ shall quote for one year charges for website maintenance with webhosting. The same contract may be extended for 03 years on same terms &amp; conditions. Payment will be released annually in advanced on submission of GST INVOICE in original containing CGEWHO GST NO. 07AAATC1861B2Z9.</b></p>		
Item	AMC Charges (Rs.)	
<b>One Year/AMC Charges:</b> (Please see note above.)		
Total		
GST/Taxes		
Grand Total		

Signature and seal of the  
Authorised Person/Proprietor of the agency

Encl: Terms & condition(s) duly signed

Date:

Place:

**TENDER DOCUMENT CONTAINING DETAILED INFORMATION AND TERMS & CONDITIONS FOR WEBSITE MAINTENANCE WITH HOSTING OF WEBSITE**

1. The offer of the intending agency must be valid for acceptance for a period of four months.
2. The agency has to ensure that the processing and implementation works are carried out without any disruption in the day-to-day working of the organization.
3. That after successful implementation, software should generate zero defect results.
4. The agency which do not fulfill the minimum qualify criteria shall NOT be considered and will be rejected.
5. That the agency has to quote the rate as per Performa given in ANNEXURE(S)
6. Offer of the agency shall be all inclusive cost and necessary taxes. The GSTIN of the agency may be indicated separately. All the bills raised by the agency must bear the GSTIN of CGEWHO. TDS as applicable shall be deducted from the bills to be raised by the agency.
7. If the agency fails to provide satisfactory performance, the CGEWHO shall be at liberty to terminate the contract forthwith.
8. The tendering agency will comply with all data security, back up and confidentiality regulations of CGEWHO. Any breach of this condition will render the entire contract as null and void apart from compensation to CGEWHO for damages (if any), apart from fine/penalty/recovery as imposed by the CGEWHO.
9. The technical & financial bid will be evaluated on the basis of the technical soundness and total bid amount. Financial bid shall contain price bid only and those documents shall be attached, which are specially mentioned.
10. The CGEWHO reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, decision of the CEO, CGEWHO will be final and binding on both the parties.
11. The owner/partner/authorized person or manager of the agency should be available on his own direct telephone (office as well as residence) and also on mobile phone for assistance in relation to contract work under progress.
12. There should be no cutting/overwriting in the Financial Bid/ Quotations.

**SIGNATURE OF THE TENDERER** \_\_\_\_\_

**NAME IN BLOCK LETTERS** \_\_\_\_\_

**FULL ADDRESS WITH TELEPHONE NUMBERS** \_\_\_\_\_

**OFFICIAL STAMP** \_\_\_\_\_