

Embassy of India

Praia

E-NOTICE

Tender for hosting, design and management of new website of Embassy of India, Praia

Tender No.: PRAI/551/06/2024

Dated: 17/05/2024

Important Dates	
Published date	20/05/2024
Bid document download start date	20/05/2024
Bid submission start date	20/05/2024
Clarification start date	20/05/2024 (0900 IST)
Pre-Bid meeting [if required; virtual format]	29/05/2024 (1730 IST)
Clarification end date	29/05/2024
Bid submission end date	10/06/2024 (1730 IST)
Date of Technical Bid opening	11/06/2024 (1600 IST)
Date of Technical Presentation (Virtual)	12/06/2024 (1600 IST)
Date of Financial Bid opening (those who qualify for technical bid)	13/06/2024 (1600 IST)

The bids on <https://eprocure.gov.in> are not available to the Mission abroad. Therefore, the submission process is explained in the Tender Notice .



(H.S Negi)

Head of Chancery Embassy of India

Praia, Cabo Verde

Email: hoc.praia@mea.gov.in

TENDER NOTICE

The Embassy of India, Praia, Cabo Verde (also referred to as Mission or Embassy in this document) , invites bids from reputable agencies/vendors, for design, hosting, maintenance and security audit of its website.

Broad Scope of work:

The work would broadly include:

- I. Creation of a new website with a layout that is aesthetic, user-friendly, practical and compatible with multiple operating systems such as iOS, Android, Windows, Linux and MacOS platforms across multiple browsers such as Firefox, Chrome, Edge and Safari.
- II. Website design, hosting and maintenance of the Embassy website for a duration of three (3) years.
- III. Update the website, add new pages, application forms, and applications for the needs of Embassy and Ministry of External Affairs, insofar as it concerns the Mission from time to time as part of the scope of work.
- IV. Deployment of a dedicated team on a 24 x 7 basis. This will be in addition to the tech support the agency is expected to provide. The team should consist of a designer, developer, security auditor and database administrator.
- V. Editing & uploading of content may include documents, PDFs, images, videos, web links, etc and content should be uploaded and published within two hours of the request irrespective of the time of the day or the time zone of request. Instances where the need is immediate will be brought to attention of the points person for the Mission in the agency (to be conveyed by the selected agency).
- VI. The agency needs to handle contents in English language within built DeepL translation app for translation into Portuguese language.
- VII. Designing of web pages/modules on special occasions on a case-to-case basis as per Mission's requirements. E.g. on the occasion of International Day of Yoga, National day events etc.
- VIII. To ensure that the website is GIGW (Guidelines for Indian Government Websites) compliant and has the requisite features ensuring accessibility. The website should also observe the W3C guidelines available at www.w3.org/TR/WCAG20-TECHS/PDF7.html
 - I. Carrying out security audit of the website and procurement of digital and other security certificates (eg. SSL, website quality certificate etc.) as and when required.
 - I. Creating a URL shortener for the Embassy.

Detailed scope of Work

A. Website Design

- I. Website must be responsive.
- II. Website must be designed, developed, deployed and maintained according to W3C Guidelines and the Guidelines for Indian Government Websites (GIGW).
- III. The website must be developed using well-established technologies preferably Open-Source environment without using any third-party tool or framework, which may incur any financial implication to the Embassy.

- IV. Enterprises Database and SSL to be used for the website development and maintenance
- V. Hosting will be done on servers located in India by Indian agency. If the website is to be hosted in NIC Cloud (Meghraj), the agency must ensure and use the available technology environment at NIC Cloud for the development. Agency will need to get clearance of security audit of the website by Ministry of Electronics and Information Technology (MEITY)/ CERT-empaneled agency.
- VI. Compliance of web standards and guidelines issued by Government of India from time to time and certification by the CERT empanelled agencies, MEITY for GIGW compliance. A cyber audit including a VAPT as per OWASP Top 10 vulnerabilities must be carried out by a CERT-empanelled auditor before making the site live.
- VII. Creation of documents including user and technical manuals.
- VIII. Providing training to the users of the Embassy.
- IX. Transfer of Source code and other credentials for the website.
- X. Responsive design compatible with all handheld devices and browsers.
- XI. Aesthetic and contemporary
- XII. At least three design options/templates need to be provided with technical presentation for home page as well as inner pages of the website.
- XIII. Upon selection, selected agency will need to provide FRESH designs incorporating inputs from the Mission, if any.
- XIV. Embassy will reserve the right to choose and finalize the new design for the website. Development of the website will start only after the design of the website gets finalized.
- XV. Design must have Search Engine Optimization (SEO) boosting elements/be SEO-friendly, high user-friendly information architecture (IA) and clear navigation. The Design of the website may undergo changes during the period of contract as per the guidelines of MEA from time to time. The company should make such mandatory changes without any additional cost to the Embassy.
- XVI. Website speed optimization.
- XVII. Customization of user interface in terms of color, font size and language, etc.
- XVIII. Social Media Integration on the website (Embassy's social media handles like Twitter, Instagram, Facebook, etc to be integrated)
- XIX. Display of digital notice board displaying forthcoming events and digital calendar to display details.
- XX. Consular Appointment System
- XXI. Event registration system and verification of registered individual at venue site.

B. CMS Maintenance:

- I. Maintenance and redevelopment of a customized Content Management System (CMS). CMS must be flexible and scalable to accommodate suggested changes/modifications including design and IA, as

and when required during the contract period.

- II. CMS must have simple workflow and publishing controls.
- III. CMS should have simple and easy administration.
- IV. CMS must have Search Engine friendly attributes.
- V. CMS must have security features.
- VI. CMS must have robust content templates.
- VII. CMS must support detailed analytics for each section of the website.
- VIII. Comprehensive SEARCH functionality on homepage as well as each section of the website. Auto archival mechanism to maintain the archived documents with proper classification and auto archival system.
- IX. Content optimization including images.
- X. Role/Level based access to users for content updates.
- XI. Audit trails of the documents hosted on the website should be maintained and should be accessible to the administrator as and when required.
- XII. Content of some sections should be sharable by the user on multiple platforms such as Facebook, Twitter, WhatsApp, Email, Instagram, Linkdin, etc.

C. Technology & Security:

- I. The website must be designed with higher and stable versions of PHP / Java /Apache /Tomcat with secured framework like Laravel, Codginetor, Spring etc.
- II. Any obsolete /end of life support versions should not be deployed on the server end. The vendor will check the CERT-In/MEITY websites for latest reported vulnerabilities and patch it within a period of 15 days of its publication.
- III. The server should be hardened and secured before hosting of the website. Vulnerabilities of the hosted server should be patched every quarter.
- IV. Daily backup of the website & database should be synced to some other server location within India through some secured mechanism like secure ftp, VPN etc.
- V. The website should not run on commonly used ports like 22,80,8080,21. However, the vendor may use the port redirection through iptables / firewall.
- VI. The security audit of the website must be conducted every year as per the guidelines of GOI/MEITY/NIC/CERT-in and vendor will share the security certificate and audit report with the Embassy's contact point.
- VII. Website should be capable to handle the load of about 5000 concurrent connections. The contents and database of the website should not be available to any other server / staging server or any public domain.

VIII. Sharing of public IP is not allowed to any other domain.

IX. The server/website should have latest cyber security features like WAF, DDOS protection, Data encryption etc.

D. Website Maintenance:

The maintenance support for three (3) years after the successful launching of the website, extendable for two (2) more year at Embassy's discretion.

It would include the following:

- I. Maintenance of CMS and technical modifications as and when required.
- II. Creation of new web pages within existing site as and when required.
- III. Website design changes as and when required.
- IV. Website technical functionality upgrade as and when required.
- V. Monitoring and maintaining website speed, sign up process, navigation links etc.
- VI. To design and upload banners, iQuery, graph artwork, info graphics and audio-video files etc. on the website.
- VII. Formatting and posting of content updates, images, videos etc. on regular basis.
- VIII. Conversion of documents to required format such as HTML/HTMLS.
- IX. Bug fixing and keeping website secured from possible cyber-attacks and hackers at all times.
- X. Security audit once a year and on specific requirements. Vendor will give the security audit certificate from CERT-In empaneled vendor once in a year. Cost of additional audit would be borne by the Embassy.
- XI. Content upload and website support on 24X7 basis.
- XII. Keeping activity log for all web updates.
- XIII. Creation and maintenance of archive section on the website.
- XIV. Trouble shooting.

E. Website Hosting

Website should be hosted on MEITY approved cloud service providers or NIC cloud. The Servers of the website should be hosted in India.

Validity & Extension of Contract

The contract will be signed initially for a period of three (3) years commencing from successful launching of the website. This period may be extended for a further period of two years, one year at a time, at the sole discretion of the Embassy on the existing terms & conditions and with the written consent of the

selected agency. The agency during the period of contract will carry out changes to the website, without any additional cost to the Embassy, as may be necessary [viz., technical, content, design, security features or other parameters] if and when such changes are mandated by the Ministry of External Affairs, Government of India.

Bids

A two-bid system (Technical & Financial Bids) will be followed.

The technical bids shall be opened on 11/06/2024 at 1100 hrs (1730 IST) at HoC's office (Address: Embassy of India, Av. Jorge Barbosa, Opposite Praia Shopping, C.P. 450 Praia, Cabo Verde) in the presence of those bidders who may desire to be present at that time.

The Technical Bid/presentation will be evaluated by the Technical Evaluation Committee of the Embassy.

Minimum Eligibility Criteria:

- I. The agency/vendor is required to submit Bid Security Declaration as per Annexure-III. The agency/vendor should hold valid PAN, Sales tax/GST/VAT registrations.
- II. A minimum of three years of experience in the relevant area such as working with Indian Government websites, including Indian Embassy/High Commission/Consulate websites, portals applications and execution of a work of similar nature of projects value worth at least INR one crore (₹1,00,00,000) per year, in the last three financial years (FY 2021-22, FY 2022-23 and FY 2023-24).
- III. The average annual turnover of the agency should be at least INR three (3) crore in the last three financial years. The agency is required to submit a certificate from its auditor to this effect. The turnover figures for the preceding three financial years should also be marked clearly on the balance sheet. Turnover figures only for complete (not partial) financial years shall be accepted. In case the agency has multiple business wings, turnover figures of only the software development /related branch shall be considered and the agency will have to submit the said figure.
- IV. The agency should neither have been blacklisted by any Govt. Department nor should any criminal case- be registered against the agency or its owner or partners anywhere in India or abroad
- V. Agency must have filed Tax Returns for the last three years.
- VI. Agency must be at least a CMMI level 3 company. However, ISO 9001:2015 (Quality Management) and ISO 27001:2013 (Information Security) may also apply.

Technical Evaluation committee (TEC)

- I. An evaluation committee comprising of three officials of Embassy may be formed for evaluation of the tendering process.
- II. The committee will be responsible for examination of tendering process at all levels to determine the competence of the bidders.
- III. TEC may consider waiving off the minor deviations after examinations of technical competence of the bidders in view of maximizing the competition and in interest of reasonable costs.

Pre-bid Meeting

- I. A prospective bidder, requiring a clarification on the Tender document shall notify Embassy of India, Praia, Cabo Verde via email to: hoc.praia@mea.gov.in within the time- frame as indicated in the Data Sheet.

- I. Embassy of India, Praia will conduct the pre-bid meeting on 28/05/2024 at 1100 hours (1730 IST) virtually to address the queries.

Uploading Bids

As the bidders will not be able to upload their bids for the Mission on CPP Portal, following mechanism is devised in lieu:

- I. **Technical Bid:** The bidding agencies are required to submit documents as detailed in Annexure I to hoc.praia@mea.gov.in as password protected PDF. The password should be at least 9 characters long. First three characters of the password shall be sent to adm.praia@mea.gov.in, the next three to attadm.praia@mea.gov.in and the remaining to com.praia@mea.gov.in.
For example, if the password is **Abc!@#789**,
Abc may be conveyed to **adm.praia@mea.gov.in**;
!@# to **attadm.praia@mea.gov.in**; and
the remaining **789** to **com.praia@mea.gov.in**.
It is reiterated that only part of the passwords shall be shared with each of the three email addresses. The part passwords may be conveyed to the aforementioned emails between 1730 hrs IST of the bid submission end date [10 Jun] and 1200 IST of the Technical bid opening date [11 Jun].
Only the Technical Bids complying with the Minimum Eligibility Criteria shall be considered for further evaluation.
- II. **Financial Bid:** to be submitted in the format at Annexure II. The financial bid may also be submitted in a password-protected PDF with at least 9-character long password.
Only the agencies/companies qualifying for the Financial bid will be asked to share passwords. These may be shared in the manner explained under Technical Bid before.
However, these have to be shared between 0900 hrs and 1500 hrs of the date of opening of financial bid [13 Jun].
- III. **Disclaimer:** It will be the responsibility of the bidder to submit uncorrupted PDF of the bids and provide correct passwords to each document in the manner prescribed. The Mission will be constrained to reject the bids which do not open or are corrupted.

Technical Evaluation:

- I. Only the agencies who fulfill the Minimum Eligibility Criteria and upload the documents as mentioned in Annexure-I shall be eligible for technical evaluation. Such agencies shall be required to undergo a technical evaluation.
- II. As part of the technical evaluation, agencies will have to give a technical presentation to the Embassy covering the points as mentioned in the table below. The technical evaluation of the bidders shall be made on the following points:

Scoring points

Number of websites including portal maintenance contracts (duration equal/more than 1 year) in last 3 years	10 marks [<= 20 = 02 marks 21 <= 30 = 04 marks 31 <= 40 = 06 marks 41 <= 50 = 08 marks 50 >= 10 marks]
Number of contracts for development of Web Applications for Government of India in last 3 years	10 marks [<= 02 = 02 marks 03 <= 04 = 04 marks 05 <= 06 = 06 marks 07 <= 08 = 08 marks 09<=10 >= 10 marks]
Company Standards	10 marks ISO 9001:2015 and ISO 27001:2013 : 7 Marks CMMI Level 3: 7 Marks Both CMMI and ISO : 10 Marks CMMI Level 5 : 10 Marks
TOTAL	30 marks

Companies must obtain at least 70% (24marks) from above said criteria to gain Minimum Eligibility Criteria

Technical Presentation: * (described below)	70 marks
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*** In addition to the criteria of Scope of Work, the Technical Presentation will be evaluated on the following criteria covering but not limited to the below mentioned areas:**

Proposed web design (Weightage: 30 marks)	Technical specifications (Weightage: 20 marks)	Proposed improvements (Weightage: 10 marks)	Resources (Weightage: 10 marks)
-Contemporary, -aesthetically appealing design -Well structured, clutter free -Ease of navigation -Improved GUI	-How does the bidder plan to make the website more secure -Compliance with GIGW norms -Compatibility across devices / operating systems. -Search ability of content -Systems/ database, record keeping, troubleshooting, bug testing etc. -Other security features.	-New interactive features -How does the bidder plan to drive more traffic to the site	-How much manpower the bidder plans to dedicate to this contract (front and backend) -Estimated response time for creating a simple module/web page -Time required to switch to the new design -Responsiveness to Ministry's requests for customization

III. The minimum qualifying score shall be 75 (out of 100).

Financial round:

- I. Only the agencies, who qualify the Technical evaluation round, will be eligible to participate in the financial bidding round.
- II. Contract will be awarded to the technically qualified Lowest Bidder.
- III. The bidder will quote their 'per year rate' (exclusive of applicable taxes) for carrying out the entirety of the scope of work. The rates shall be quoted in the Financial bid.
- IV. No change in financial bids is allowed after the last date of submission of tender documents.

Terms & Conditions:

- I. Tender bids received after the closing date and time will not be entertained.
- II. The Embassy reserves the right to extend the last date and time for submission of the bids on its own discretion.
- III. The bidding agency shall bear all costs associated with the preparation and submission of its bids and the Embassy of India, Praia, Cabo Verde will in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship will exist between any of the bidders and the Embassy until execution of a contractual agreement
- IV. The bids shall remain valid for a period of 180 (One hundred & eighty) days from the date of opening.
- V. Failure to furnish all the required information may result in rejection of the bid.

VI. Agencies applying for the tender will submit a certificate that the information submitted by them is correct and they will abide by any decision of the Embassy. In case the information submitted by the agency is found to be false and/ or incorrect in any manner, the agency can be suspended and/or debarred.

VII. Any notice by one party to the other, pursuant to the Contract shall be sent by e-mail/letter and confirmed in writing to the address specified for that purpose in the Contract.

VIII. The Embassy reserves the right to call for any clarification from any/all bidding agencies during the evaluation of the Technical bids. Such clarification should be submitted only in writing. However, no other correspondence on bids will be entertained.

IX. Participation in this bid will imply that the bidder has accepted the terms and conditions and subsequent modifications, if any, of this bid document.

X. The Embassy shall have the sole proprietary rights over the content created/edited/provided by the agency who has been awarded the contract through this tender.

XI. In all matters related to dispute relating to this tender, the decision of this Mission will be final and binding upon the agency.

XII. The Embassy reserves the right to accept or reject any or all bids without assigning any reasons at any stage of tender process. No bidders shall have any cause or claim against the Embassy for rejection of their bid.

XIII. **Periodic review.** A project review committee for contract monitoring and periodic review of performance of vendor should be constituted as per rule 195 of GFR.

XIV. Payment terms:

- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- The agency who has been awarded the contract shall submit the bills within a week of expiry of the billing period.
- Only applicable taxes shall be applied in addition to quoted rates.

XV. Agency must procure and provide all the hardware and software required by its project team to enable them to meet the target assignment.

XVI. The Embassy expects the agency to engage professionals to undertake the project and reserves the right to call for resumes, documents relating to their professional background, expertise and their achievements.

XVII. Quality of work and completion of task within the time schedule (as notified with each assignment) are of paramount importance and any lapse may lead to cancellation of the contract with the agency without any further notice.

XVIII. Notwithstanding any of the provisions mentioned above, for rates and other terms and conditions, in case of any disagreement etc., decision of the Embassy will be final and binding on all bidders participating in this bid.

XIX. Bidders are required to submit Bid Security Declaration as prescribed in Annexure III.

XX. The Agency has to provide services on a 24 x 7 basis.

XXI. Bidders are required to upload documents exactly as described in Annexure I.

Performance Bank Guarantee:

The successful bidder shall provide a Performance Guarantee for the due and faithful performance of contract for a sum of 10% of the total contract price before the signing of Agreement. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations.

Refusal or inability or delay by successful bidder to supply all deliverables as per scope of work at the contracted rate may result in termination of the contract and forfeiture of Performance Guarantee (PG) as well as disqualification of the bidder from participating in future tenders.

PBG will be refunded without interest after completion of contract in all respects. In case of extension of contract, the validity of PBG shall also be extended to suitably cover the extended period.

Exit clause. Minimum of 60 days intimation period must be given to the bidder for exit from the contract.

Agreement deed:

The successful bidder shall execute an agreement for the fulfillment of the contract at the time of award of contract. The incidental expenses of execution of agreement/Contract shall be borne by the successful bidder. Agreement/contract will be signed after the submission of the Performance Bank Guarantee (PBG) which shall be 10 percent of the contract value.

Penalty Clause:

- I. If the bidder withdraws or alters the bid before the expiry of bid validity period, Embassy may take the decision to forfeit the EMD and debar it from participating in future tenders.
- II. If at any future point of time it is found that the bidder has submitted information which is factually incorrect or if the bidder does not fulfill any of the contractual obligations, the Embassy may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the Embassy and take any other action as deemed necessary. The penalty with respect to its time period shall be quantified by the Embassy at its own discretion/satisfaction.
- III. It would be the first and foremost responsibility of the contractor to ensure that the services are being provided satisfactorily and contract is executed as per agreed terms and conditions. In the event of delayed or unsatisfactory services, this Embassy may recover a sum from the contractor equivalent to a minimum of 0.5% of the price for any portion of services delayed/ negligence in service. The maximum amount which shall be recovered would be 10% of the price for any portion of services delayed/ negligence in service.

Settlement of Disputes and Arbitration:

If any dispute or difference arises between the parties hereto as to the transmission, interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this agreement, which cannot be settled amicably between the parties within 30 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, shall be referred to be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force. The award made in pursuance thereof shall be binding on the parties.

- (a) The place of arbitration shall be at New Delhi
- (b) The Language to be used in the arbitral proceedings shall be English.
- (c) Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.
- (d) The provisions of this Clause shall not be frustrated, abrogated or become inoperative, notwithstanding this Agreement expires or ceases to exist or is terminated or revoked or declared unlawful.

Compliance with applicable local labour and other laws shall be the sole responsibility of the service provider.

FORCE MAJEURE:

- I. The Embassy may consider relaxing the penalty and delivery requirements as specified in the tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.
- II. Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.
- III. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the contract.
- IV. The affected Party shall also notify the other party of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of any cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- V. If the contractor is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Embassy of India, Praia shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the Embassy shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of force majeure.

Liquidated damages and termination:

- In case of quality of service provided by the contractor found wanting / inadequate, the competent authority may terminate the contract agreement after giving 15 days' notice. In that case the competent authority may forfeit the Performance Guarantee deposit.
- In case of a material breach of any of the terms and conditions mentioned in the tender document, the competent authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Embassy in that event and the Performance security deposit may also be forfeited.

Closure of Contract

While making the final payment to the contractor and before releasing the PBG, a "no claim certificate" shall be taken from the contractor as per the format given in the Annexure 21 of Manual for the Procurement of Goods, 2017 (ANNEXURE IV of tender document below).

H.S Negi
Head of Chancery
Embassy of India, Praia
Tel: +47-92952251
e-mail:hoc.praia @mea.gov.in

Annexure I

S. No.	Document	File type
1	Bid Securing Declaration (BSD) as per Annexure-III	.pdf
2	Copies of registration	.pdf
3	Copy of NIF or PAN & GST number as applicable.	.pdf
4	Copy of Tax returns for the last three years.	.pdf
5	Copy of Latest Tax/VAT/GST Clearance Certificate or copy of latest tax deposit challan.	.pdf
6	A list of their owners/partners etc. of the agency	.pdf
7	Copy of Certificate to the effect that the agency is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the agency or its owner or partners anywhere in India.	.pdf
8	Copies of award of contracts	.pdf
9	Copy of an audited statement of account of the agency and relevant documents in support of Annual Turn-over. (Turnover figures must be highlighted)	.pdf
10	Details of the bank account for release of payment through Electronic Fund Transfer System.	.pdf
11	Contact details of the agency's representative.	.pdf

Tender Inviting Authority: Embassy of India, Praia, Cabo Verde

Name of Work: Designing, hosting, maintenance and Security Audit of the website of Embassy of India, Praia, Cabo Verde

Contact No: ++238-262-4906 Email: hoc.praia@mea.gov.in

Name of the bidder/bidding firm/Company			
PRICE SCHEDULE			
Sl no	Item Description	Rate	Amt in words
	Website Design		
	Website hosting		
	Maintenance		
Total			
Applicable tax			
Grand total			

This template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and values only.

Amount to be entered by bidder in Indian Rupees or US Dollar.

(On Company Letterhead)

I/We accept that if I/We withdraw or modify our Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of 2 years from being eligible to submit Bids for contracts with the Embassy of India, Praia.

Dated

Name and Signatures

(On company letterhead)

To,

The Head of Chancery
Embassy of India
Praia

NO CLAIM CERTIFICATE

Sub: Contract Agreement no.....dated..... for the designing, hosting and maintenance of Website of Embassy of India, Praia, Cabo Verde

We have received the sum of US\$. (US\$ only) in full and final settlement of all the payments due to us for the designing, hosting and maintenance of website of Embassy of India, Praia, Cabo Verde under the above mentioned contract agreement, between us and Embassy of India, Praia, Cabo Verde. We here by unconditionally and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against Procuring Entity, against aforesaid contract agreement executed by us. We further declare unequivocally, that with this payment, we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,
Signatures of contractor or
officer authorized to sign the contract documents
on behalf of the contractor (company stamp)

Date:
Place: