



**TENDER DOCUMENT  
FOR  
DEVELOPMENT, DESIGN AND  
MAINTAINCE OF WEBSITE FOR  
OMFED**

**Cost of Tender Document-Rs.1000/- + GST@12%= Rs.1120/-**

**Submission** of filled in Tender Documents  
by **03:00 P.M. on Dtd 23.03.2019**

**Technical Bid Opening** at 03:30 P.M on Dt. 23.03.2019  
at OMFED Corporate Office, D-2, Sahidnagar,  
Bhubaneswar-07

**Name of the Tenderer:**

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No:

Fax No : \_\_\_\_\_

E-Mail : \_\_\_\_\_

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.,  
D-2, SAHID NAGAR, BHUBANESWAR**

**PHONE : 0674 – 2546030/ 2546121/2540417 FAX NO: 0674 – 2540974**

**Website : [www.omfed.com](http://www.omfed.com); E.mail : [omfed@yahoo.com](mailto:omfed@yahoo.com)**



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**SHORT TENDER NOTICE FOR DEVELOPMENT, DESIGN AND  
MAINTAINCE OF WEBSITE FOR OMFED**

**Tender Notice No- 971**

**Date - 03.03.2019**

Sealed Tenders are invited from software firms DEVLOPMENT, DESIGN AND MAINTAINCE OF WEBSITE FOR OMFED. The tender paper can be downloaded from our website **www.omfed.com** where the details of specification are available. The downloaded tender documents duly filled in with cost of tender document Rs1120/- (including GST) in shape of Demand Draft/Cash in favor of OMFED, Bhubaneswar will accepted during office hour from 10:00 A.M. to 05:00 P.M. Bids will be accepted up to 03:00 P.M. and the same will be opened at 03:30 P.M. on dtd. 23.03.2019. OMFED reserves the right to cancel the Tender wholly or partially without assigning any reason thereof.

The corrigendum/amendment to this notice if required shall be published only in the OMFED web site [www.omfed.com](http://www.omfed.com) and shall not be published again in news paper.

**MANAGER (IT)**

## **TENDER DOCUMENT**

- 1) Sealed Tenders are invited from reputed & experienced software firms for DEVELOPMENT, DESIGN AND MAINTAINCE OF WEBSITE FOR OMFED.
- 2) The Tender document may be obtained,
  - a. On payment of Rs.1000/- (Rupees One Thousand) (+) GST 12% i.e Rs.120/- only between 10 A.M. to 5 P.M. on each working day from the Finance Division, Omfed Corporate office, Saheed nagar, Bhubaneswar.
  - b. By sending a self-stamped envelope of size not less than 35 cm x 25 cm along with a Demand Draft of Rs.1120/- (Rupees One Thousand One Hundred Twenty only) payable at Bhubaneswar drawn in favour of Managing Director, OMFED, D-2 Saheed Nagar, Bhubaneswar.
  - c. By downloading from OMFED Web Site i.e. [www.omfed.com](http://www.omfed.com).
- 3) The Tender documents shall be submitted in the office of the undersigned duly signed by the authorized signatory in each page and duly authenticated with seal in token of having read, understood and accepted the terms and conditions of the contract. However in case of downloaded Tender document, Demand Draft of Rs.1120 payable at, Bhubaneswar drawn in favour of Managing Director, OMFED, D-2 Saheed Nagar, Bhubaneswar towards cost of Tender document shall be enclosed. Bids submitted other than in the manner prescribed in the Tender document shall be rejected.
- 4) Tender calling authority has right to accept or reject the Tender(s) without assigning any reason thereof.
- 5) The concerned bidders may depute their representatives to remain present during opening of the Technical Bids on dtd. 23.03.2019 at 03:30 P.M. at OMFED Conference Hall.
- 6) The Tenders received after the stipulated date & time will not be taken into consideration and liable for rejection.
- 7) All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.
- 8) It is to certify that this tender document **contains 16 pages**.

**Manager (IT), OMFED**

## **A. INTRODUCTION:**

The Orissa State Cooperative Milk Producers' Federation Limited (OMFED) is an apex level Dairy Cooperative Society registered under Cooperative Society Act – 1962. It has come into existence to integrate the milk producers in rural areas with consumers in the urban areas with an enterprising aptitude.

OMFED's main activities include promoting, production, procurement, processing and marketing of milk & milk products for economic development of the rural farming community in Odisha.

### **1. KEY POINTS:-**

- Website design should be done kept in mind about OMFED Brand Guidelines along with GIGW guidelines. A completely new responsive design is required by using latest technology. Must be citizen centric & visitors' friendly. Visitors can give suggestions & feedback through the website. This ensures a high degree of consistency and uniformity in the content coverage & presentation and further promotes excellence.
- Website conform to the essential prerequisites of UUU trilogy i.e. Usable, User-Centric & Universal Accessible.
- Website design should be made on the latest trends being followed globally. It need to use material design with the customized concept belong to dairy business.
- It should provide simple & intuitive navigation, interactive content & call-to-actions to encourage visitors to know more about entity & yet, easily find the details they are looking for.
- It should provide dynamic pages to OMFED, where slider image, gallery images, milk processing video, scrolling latest news, history, training at union level video, overall achievement by organization, information like milk ingredient with percentage data & many other things can be uploaded to the web application via admin panel.
- The website should be responsive and mobile friendly, irrespective of mobile devices sizes, each section shall resize itself automatically when viewed on a mobile devices.
- Social media sections like facebook, twitter, instagram etc. as widgets will be present in layout, through which all can view latest updates and posts to our social media pages.

## **2. Terms of Reference:-**

### **2.1 Features of the Web Portal**

1. Display of bilingual information in Odia and English.
2. Interactive multimedia oriented home page design. Multiple banner of inner page.
3. Design of the website as per the GIGW guideline of Govt. of India and to make it user friendly.
4. Compatible with modern browsers like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera.
5. Web portal should be Responsive i.e. compatible to Mobile, Tabs, i-Pad.
6. Database driven website with CMS (Content Management System).
7. Web portal should free from vulnerabilities.
8. Users should be able to access the social pages & e-commerce site from the web portal.

### **2.2 Scope of Work**

1. Design and Development of web site as per requirement.
2. Migration of content of old website of OMFED to new website.
3. User Acceptance Testing.
4. Resolve all the vulnerabilities found during security audit before Go-live of the website. Security audit will be done at least once in a year by any Cert-in empanelled firm/any other organization assigned by OMFED. However, bidder has to resolve all the vulnerabilities found during security audit.
5. Installation of required software and hosting of website in a secured environment such as OSDC, NIC etc. or any designated location identified by OMFED.
6. Optimization of website time to time for better performance.
7. Support and maintenance of the portal for a period of 3 years from the date of Go-live
8. Refurbishment of website at appropriate interval.
9. Home page improvement, as may be necessary from time to time.
10. Making portal more accessible through popular search engines.

### **2.3 Indicative functionalities of the website**

1. The following functionalities will be incorporated in the web site
2. The web portal will have two parts:
  - Public view and interaction which is called as client part.
  - Interface to manage the requirement by the administrator from admin interface which is called as backend.

3. The website covers information for the following heads/subheads for public view

- About the Organization
- News and Events
- Notification
- Tender
- Contact us
- Who is who
- Program and Schemes
- Photo gallery
- Schemes/Services
- Forms/Application
- Documents
- Directories
- Links
- Archive
- Sitemap
- RTI
- Citizen Charter
- Publication ( News Letter/Articles etc)
- Feedback (Along with the interface for online feedback submission, this page will also display number of feedback received, responded and to be responded as on date)
- Social media ( link of Facebook/Twitter/LinkedIn Page)
- Success stories/Achievements sector wise
- Search box.
- History
- Officially Whatsapp no.
- Link to e-commerce site.

a) **Admin: Admin section will have the following options:**

- Users
- Menus
- Content management
- Banner management
- Functional modules management
- Feedback

- Photo gallery / Video
- Recruitment
- Tender

**b) Users**

- Module wise access rights and authentication for functions as: Publish Add, Delete, Edit, View and Archival.
- Audit logs for the users to store for 30days operation on page wise and after the periods the logs will be auto cleared.

**c) Menu**

- Creation of menu as global, primary, secondary and sub secondary menu as up to 4th level with the option of edit, view, delete and publish.
- Creation and management of highlighted menus with banner and to display as menu with hyper link.
- Link in client side will be hyper linked only on addition of information and published for public view.
- Positioning and sequencing of menus in the appropriate section i.e. top bar, middle bar, footer, left side, right side in the home page and central panels in the home page.

**d) Content Management**

- Information can be managed for the defined menu under global, primary, secondary and sub secondary heads with the option of create, add, edit, delete, publish/unpublished view and archive.
- System should have the option to enable the features like subject, description, attachment, links to URL and content editor to attach the information as per the requirement.
- Content editor should be user friendly with the features as inserting image, presentation, video, uploading video in the you tube, links to URL, font, creation of tables, graphs, inserting buttons, different colors and shadings.
- Shall support content in multiple formats including PDF, DOC, DOCX, TXT, JPEG, JPG, PPT, XML, EXCEL, XPS etc.
- Video Format as like MP4, FLV etc should be supported by the portal.

**The following options will be managed from the content management Section:**

Except tender, feedback, progress, photo gallery and video all options will be managed from the content management section from the admin interface and the page information will be changed dynamically.

**e) Banner Management:**

- System should have the features to add and manage banner in the banner container with size as per the requirement.

**f) Functional Module Management:** This module will manage the following sub module:

**i. Photo Gallery and Video:**

- Option to create and manage different types of categories with the thumb image.
- Option to add and manage photo/video with captions under the category with auto compressive size of the photo/video as defined.

**ii. Feedback:**

- System should have the option to display in the dashboard all the feedback on date wise in the order of last in first out.
- System should have the option to view, accept & reply, print and delete the feedback as per the requirement.
- System should have the option to store all the communication to the senders in respect to the reply in tree structure for future reference.
- System should have the facility to display in the client side feedback page as number of feedback received, respond given and respond to be given till date.
- System should have the option for the administrator to publish good feedback and the reference details for public view in this page.

**iii. News & Events:**

- System should have the option to add news & events in the respective module.
- It will give the option to give the headings of news, photo, more news or link to other URL for display of more information.
- System should have the option to select the news headline to display in the home page of the web portal for client view.



**iv. Tender:**

**A standardized tender with corrigendum option will be provided to manage with the following options:**

- Option should be provided to add the information as tender reference number, date of publicity, last date of publication, field to add more information with the option of attaching the document.
- Option to update and manage multiple corrigendum with their management with reference to the tender reference number.
- Option to display and manage the final results of the tender.

**2.4 Support and Maintenance**

- Support and Maintenance will be provided by the selected agency for 3 years from the date of Go-live which will be renewed subject to the satisfactory performance.

**2.5 Placing a Service Request**

- Service requests will be directed and sent by our technical support team. These requests may be placed preferably by e-mail and can also be placed through telephone.

**2.6 Content Migration**

- After development of website, the bidder should migrate the existing content from old website of OMFED and place it at required place in new website.

**2.7 Training**

- The bidder should provide adequate training to the concern staffs of the OMFED on entire functionality of the application software.
- The venue of such training programme will be at OMFED Corporate office.
- After completion of one year from the date of Go-live, the bidder should carry out another round of refresher training to the officials of OMFED.

**B. ELIGIBILITY /QUALIFICATION CRITERIA:**

1. The bidder must have valid GST and PAN and relevant tax clearance certificate.
2. The bidder should have 03 years experience, preferably in website creation/development, maintenance & digital marketing etc. Bidder may also allow for consortium, if they have sufficient experience in this field.
3. The average business turnover of the agency should not be less than Rs.50 lakhs in the last three years (CA certificate/Balance sheet for the past 03 years may be enclosed with the document).
4. Should have developed & maintained at least 5 portal of similar nature as mentioned in scope of work.
5. Support team should be proficient in HTML5, CSS3, Dot Net, C++, JSP, PDF, RDBMS, FLASH, Applets, Servlets, XML and content management tools.
6. The bidder shall have to provide services required at OMFED, Bhubaneswar, and they should have their offices at Bhubaneswar, Odisha.
7. The bidder may enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.
8. The bidder should have the experience of working in the Government sectors (Enclose documents)
9. The firm should not have any previous known hacking incidents and should not have any pending case with cyber crime.

**C. TENDER EVALUATION:**

1. The technical details to be submitted in Technical Bid & rates in Financial Bid. Tenderers are required to fill up and submit the “Technical” & “Financial” bids in two separate sealed envelopes. “Financial bid” envelop only contain the quoted rates. The “Technical Bid” envelope should contain all the other required / essential documents mentioned in this tender. Both these envelopes must be sealed separately and should be super scribed by words “Technical Bid”/ Financial Bid”, as the case may be. These two sealed envelopes should then be placed inside a third big envelope, which should also be sealed properly and super scribed with words “Tender Document for Website Development, Design & Maintenance of Website for OMFED”.
2. A duly constituted committee of OMFED would examine the technical bids and after that the financial bids of only those firms shall be opened who are found eligible.

3. The competent authority of OMFED reserves the rights to reject any or all the quotations without assigning any reason.
4. The contract should be extended for a maximum of three more years upon satisfactory performance of the same rates and same terms and conditions.
5. The decision of OMFED, Bhubaneswar shall be final and binding upon the firm in the event of any dispute arising out of the terms of the contract at Bhubaneswar jurisdiction.

**D. TERMS & CONDITIONS:**

**6. Rate:**

The rate(s) quoted shall include the cost of design, development & maintenance of website for 01 year for the work mentioned in the scope of work following works for which no extra charges shall be payable other than the AMC rate/charges.

**7. EMD:**

The offers should be submitted along with the **Tender fee Rs.1120.00 (Rupees one thousand twenty only) non refundable and Earnest Money Deposit (refundable conditions apply) deposit of Rs.2000/- (Rupees two thousand only)** in the form of Bank Draft/ cheque issued by a Nationalised Bank in favor of the Managing Director, OMFED, D-2 Saheed Nagar, Bhubaneswar. The tender applications without tender fee & EMD will not be accepted. EMD will be refunded to the unsuccessful bidders.

**\*Note:** DIPP or NIC registered startups are exempted on EMD, past experience and turnover.

**8. PENALTY:**

The office will have the right to withhold payment of AMC or terminate the AMC at any time if the service of firm/agency is not found satisfactory. The decision of the competent authority in this regard will be final and binding. In case of any major break down in website, the firm /agency shall have to rectify the problems within 24 hrs. Deduction will be made from the AMC amount if persists as per prescribed rate of OCAC/IT dept., Govt. of Odisha. If the breakdown in website last for more than 72 hrs, Omfed reserves the right to terminate the contract.

**9. Purchaser's right to accept or reject any or all bids:**

- a. The purchasers reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without

thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or bidders of the grounds for purchases action.

- b. The acceptance of tender will rest with OMFED who does not bind itself to accept the lowest bid and reserves him/herself the right to reject any or all the tenders received without the assignment of the reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- c. The OMFED reserves the right of accepting the whole or any part of tender and bidder shall be bound to perform the same at the lowest rate quoted.

**10. OWNERSHIP OF SOURCE CODE:**

The entire website (along with all the programs and contents developed to achieve the desired functionality mentioned in the scope of work or any subsequent communication in this regard) will be the intellectual property right of OMFED and will be sole property of OMFED. No content of the same will be produced or used by the firm/agency for purpose other than OMFED website without the prior permission of OMFED. The firm/agency must return all the data to OMFED following expiry or termination of the contract.

**11. AWARD OF CONTRACT:**

OMFED shall consider the bidder whose offer has been found technically and financially acceptable by the committee based on the experience, past performance, technical capability and financial position.

**12. TAXES AND DUTIES:**

Bidder shall be entirely responsible for all taxes, duties, etc. incurred until delivery of the contracted goods & services to the purchaser. If there is any enhancement in the taxes, duties, etc, during the service period, the enhanced expenditure will be paid by purchaser.

**13. PAYMENT:**

The payment will be made to the as per the work order issued basing on the L1 price arrived at as per the break up. Full amount of the cost of successful design, development and launching of website will be paid on receipt of the bill duly certified by the authorized officer along with all requisite documents as per the work order.

AMC will be paid after completion of each quarter with successful and satisfactory maintenance and management of the website with submission of documents & proofs.

**14. MISCELLANEOUS:**

Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry documents.

Signed and stamped compliance sheet of the technical specification of the proposal with technical literature must be enclosed with the bid.

After due evaluation of the bid(s) agency will award the contract to the lowest evaluated responsive tenderer.

Conditional bid will be treated as unresponsive and it may be rejected.

The agency reserves the right to accept in part or full or reject any or more quotation(s) without assigning any reason or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

**15. APPLICABLE LAWS:**

- a. The contract shall be governed by the laws and procedure established by Government of Odisha, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealing / processing.
- b. Any disputes are subject to exclusive jurisdiction of Competent Court and forum in Bhubaneswar, Odisha only.

I do hereby agree to all the terms and conditions in the tender document.

Authorized signatory of the bidder with seal

Address:

### TECHNICAL BID

Name of the firm/Agency/Contractor		
Complete address and telephone number		
Name of the Proprietor/Managing Director/Director with Contact No.		
Whether the firm/agency is a registered firm/agency (Yes/No.) enclosed copy of certificate.		
Whether the firm/agency has enclosed Bank Draft/cheque of <b>Rs.1120.00</b> as Tender fees and <b>Rs.2000.00</b> as EMD.	Tender fees	Earnest Money Deposit
PAN No. (enclose the attested copy of PAN Card)		
Sales tax No. (Enclose the attested copy of service tax certificate)		
Whether the firm/agency has signed each and every page of Tender.		
Any other information, if necessary.		

Signature of the bidder with seal

**TECHNICAL BID PROFORMA**

**DETAILS OF FIRM/AGENCY:**

Name of the Agency/Firm	
Address and other details of the Firm/Agency	
Website Address (If any)	
Contact No.	
Email	
Contact person's Name	
Contact person's Mobile No.	
Contact person's E-mail	

## **FINANCIAL BID FORMAT**

1. Name and address of the Bidder :
2. Whether a manufacturer /Authorized agent Authorized Dealer :
3. States in which Business run :
4. State from which solutions would be deliver if found successful in the bid. :
5. GST Registration Number :
6. CST Registration Number :
7. IT Permanent Account No.(PAN) :
8. Annual Turnover of Financial Year (2015-16) :
9. Annual Turnover of Financial Year (2016-17) :
10. Annual Turnover of Financial Year (2017-18) :
11. Whether the above Registration Certificate are valid/suspended/Cancelled at the time of filling tender. :
12. Whether up to date returns under all Acts filed :

**Seal & Signature of the Bidder**