



OFFICE OF THE MUNICIPALITY  
NABAANGPUR

(BID DOCUMENTS)



---

## DETAIL TENDER CALL NOTICE

---

Requirement of Software, Design, Development & Maintenance of Web Portal  
for Nabarangpur Municipality



QUOTATION CALL NOTICE NO: 1215 /NM-2021

**ODISHA, NABARANGPUR-764059**

LAST DATE OF RECEIVED BID DOCUMENTS FROM 22/08/2021. TO 06/09/2021 TILL 1.00PM DATE &  
TIME OF OPENING THE BID DOCUMENTS: 07/09/2021 AT 4.00PM.

N.B. Please check that all the 10 pages are intact in the document



OFFICE OF THE  
**MUNICIPALITY, NABARANGPUR**

NABARANGPUR (ODISHA), PIN- 764059

TEL./FAX. NO.- 06858-222031

E-mail- nabarangpurm.hud@ori.nic.in, municipalityngpr@gmail.com



Letter No 1215/NM-2021

Date: 19/08/2021

**Detail Tender Call Notice**

**Notice inviting Tender for requirement of Software, Design, Development & Maintenance of Web Portal for Nabarangpur Municipality**

Executive Officer, Nabarangpur Municipality invites Tender Call Notice through Sealed Quotations proposed for the "Software, Design, Development & Maintenance of Web Portal for Nabarangpur Municipality". The intending bidders should submit their quotations before the undersigned on or before **Dt.06/09/2021 at 1.00pm**. The same will be opened on **Dt.07/09/2021 at 4.00pm**. The bidders should have valid GST registration and also enclose copy of GST & Income Tax clearance certificate with PAN card. The bidders should quote their rate including any other charges. The bids received after due date & time will not be entertained. The undersigned reserves all right to reject any or all tender without assigning any reason thereof. The Work Plan for Municipality Web Portal Design, Development, Maintenance & Software requirement with General Terms & Conditions are Given below.....

**NOTE: -**

1. No Advance will be paid in this regard.
2. Rate should be inclusive of all Govt. Levies/Taxes & GST etc....
3. Opening & Completion of website in the office of the undersigned.
4. The Firms should mention the guarantee periods.
5. The payment will be made after successful launch, demonstration & certification of website.
6. The firms should be ISO certified & registered through IT Company act or Certified under MSME (Govt. of Odisha) ...
7. Preferences will be given to the firms which have developed maximum web portals at ULB level (for Municipality Corporation / Municipality/ NAC) of Govt. of Odisha as previous experience of job.
8. The sealed cover containing the quotation shall be super scribed with Notice No. & Date with due mentioning name & address of the bidder on it.



SL.No	Item Name & Description	Specification & Scope of Work
<b>SOFTWARE-BASED</b>		
1	DEVELOPMENT, DESIGN & MAINTENANCE OF WEB PORTL	<ol style="list-style-type: none"> <li>1. Registration of Domain in (gov.in/.in/.org)</li> <li>2. Registration of Server Space.</li> <li>3. Database space for (dedicated server)</li> <li>4. Design &amp; Development of the Dynamic Website (Frontend &amp; Backend) using current technologies available including HTML, CSS, JAVA Script, jQuery, MySQL Database with .Net features powered by customized CMS with full control of operation &amp; management of Admin Panel.</li> <li>5. Search Engine Optimization (SEO) for finding the website quickly in Google search engine.</li> <li>6. Upload of Flash Animation in Dynamic</li> <li>7. Uploading of files with Add / Edit /Delete in Dynamic (.pdf, .jpg, .xlsx, docs, .ppt x, .mp3, .mp4)</li> <li>8. Citizen e-Governance management system with SMS &amp; email account notification.</li> <li>9. The Domain &amp; Hosting Server should be fast.</li> <li>10. The Web portal must be pass Cyber Security auditing from CERT in empaneled auditor.</li> <li>11. The source code of the website and cyber security Audit Certificate should be made available to Nabarangpur Municipality.</li> <li>12. Self-managed Standard SSL Certificate for website (to avoid hacking)</li> <li>13. The company should also quote the fees that would be incurred in case of furnishing future addition has to be made to the website along with annua l maintenance.</li> </ol>

Memo No. 1216

Date: 19/08/2021

Copy submitted to the Joint Secretary to Govt., H & UD Department, Govt. of Odisha Bhubaneswar for favor of y6ur kind information.

Executive Officer  
Nabarangpur Municipality  
Date: 19/08/2021

Memo No. 1217

Copy submitted to the Collector-cum-Administrator, Nabarangpur Municipality/ P.D, DUDA, Nabarangpur / Tahsildar, Nabarangpur / B.D.O, Nabarangpur for favor of your kind information with request to publish in their Office Notice Boards for public information.

Executive Officer  
Nabarangpur Municipality  
Date: 19/08/2021

Memo No. 1218

Copy submitted to the office Notice Boards for public information

Executive Officer  
Nabarangpur Municipality

## TENDER FORM

(To be Filled by the Tenderer)

Name of Work: Requirement of Software/Hardware, Design, Development & Maintenance of Nabarangpur Municipality Web Portal

Name & Address of the Firm: \_\_\_\_\_

Name of the Proprietor/Partner: \_\_\_\_\_


Website of the Firm: \_\_\_\_\_ Contact No: \_\_\_\_\_

Mail ID of the Firm: \_\_\_\_\_

No of website developed at Govt. level: \_\_\_\_\_

Sl. No	Item Name & Description	Specification & Scope of Work	Quoted Rate in (Rs.)
<b>SOFTWARE-BASED</b>			
1	DEVELOPMENT, DESIGN & MAINTENANCE OF WEB PORTL	<ol style="list-style-type: none"><li>1. Registration of Domain in (gov.in/.in/.org)</li><li>2. Registration of Server Space.</li><li>3. Database space for (dedicated server)</li><li>4. Design &amp; Development of the Dynamic Website (Frontend &amp; Backend) using current technologies available including HTML, CSS, JAVA Script, jQuery, MySQL Database with .Net features powered by customized CMS with full control of operation &amp; management of Admin Panel.</li><li>5. Search Engine Optimization (SEO) for finding the website quickly in Google search engine.</li><li>6. Upload of Flash Animation in Dynamic</li><li>7. Uploading of files with Add / Edit /Delete in Dynamic (.pdf, .jpg, .xlsx, docs, .ppt x, .mp3, .mp4)</li><li>8. Citizen e-Governance management system with SMS &amp; email account notification.</li><li>9. The Domain &amp; Hosting Server should be fast.</li><li>10. The Web portal must be pass Cyber Security auditing from CERT in empaneled auditor.</li><li>11. The source code of the website and cyber security Audit Certificate should be made available to Nabarangpur Municipality.</li><li>12. Self-managed Standard SSL Certificate for website (to avoid hacking)</li><li>13. The company should also quote the fees that would be incurred in case of furnishing future addition has to be made to the website along with annua l maintenance.</li></ol>	
		<b>TOTAL</b>	Rs.
		<b>GST@18%</b>	Rs.
		<b>Grand Total</b>	Rs.

Signature with Name  
Seal of Bidder & Date

  
Executive Officer  
Nabarangpur Municipality  
Nabarangpur Municipality



## 1. Work Plan for Nabarangpur Municipality Website Design & Development.

### Home Page

- i. Office Name (Both Odia & English) at the Top Left.
- ii. Logo at the Top Left Side.
- iii. Auto update Date and Clock at the Right Side of Banner and count visitor attendance.
- iv. Header Menu at the bottom of Logo.
- v. Chairperson/ Executive Officer's Photo and Message.
- vi. Photo Sliders. (Top Middle & bottom of Header Menu)
- vii. Banner (Recent) at the Top Middle.
- viii. On Scrolling of News and Update, Events & Tenders Notice at the bottom left of Photo Slider, Name, Photo & Message of Minister, Administrator/Chairperson & E.O at bottom right of Banner along with tender.
- ix. Image Gallery and Achieve at the Bottom.
- x. Content about Municipality Vision & Mission, Objective & Guide Map at the bottom of News and Update, Events & Tenders after banner section.
- xi. Image Gallery & Archive at the Bottom.
- xii. Nabarangpur Municipality Address, Social media & quick links at the bottom of Home page.
- xiii. Left side of photo Slider (ULB at glance, Download forms, e-Municipality, Facebook, Twitter, important link (H & UD Dept., District Office, State Govt. office links)

### Header Menu

- A. Home, B. About us, C. Section, D. Programme & Schemes, E. Services, F. Citizen Corner G. Gallery, H. Tender, I. Notice & Information, J. Accounts, K. Contact us)
- B. **About Us:** - All Councilor's Photo, Name, Contact Number, Nabarangpur Municipality at glance.
- C. **Section:** - All Sections Name (Description, Staff Details with Designation and Contact Number)
- D. **Programme & Schemes:** -
  - 1) PMAY(U) AWAS
  - 2) Swachh Bharat Mission (SBM)
  - 3) AAHAR
  - 4) NFSA & SFSA
  - 5) Harishchandra Sahayata Yojana (HSY).
  - 6) DAY-NULM
  - 7) PDS
  - 8) Social Security
    - a. NSAP (1. IGNOAP, 2. IGNDP, 3. IGNWP)
    - b. MBPY (1. MBPOAP, 2. MBPWP, 3. MBPDP, 4. MBPSDOAP, 5. MBPWPAIDS, 6. MBPDPAIDS, 7. MBPUMW, 8. MBPCLP, 9. MBPSDP, 10. NFBS)
- E. **Services:** -
  - 1) Booking of Town Hall and Guest House
  - 2) Hiring of Cesspool and Water Tanker
  - 3) Building Plan Approval.
  - 4) Trade License
  - 5) Birth and Death Certificate
  - 6) Marriage Certificate.
  - 7) Holding/Property Tax
  - 8) No Objection Certificate
- F. **Citizen Corner:** -
  1. e-Notice Board for Public.
  2. Link to e-Abhiyog Grievance for Public Grievance.
  3. Link to e-Municipality Birth & Death, Marriage, Trade License for Digital Certificate issuance.

**G. Gallery: -**

1. Recent
2. Archive

**H. Tender section: -**

All the tenders & Quotation of the Municipality will be display in this section with the facility to download it.

**I. Notice & Information: -**

- i) Events
- ii) Notification
- iii) Advertisement

**J. Accounts & Audit: -**

- a) Account Section Details
- b) Annual Budget
- c) Annual Action Plan
- d) Audit Reports

**K. Contact US: -**

Detail Address with contact no & mail ID of Municipal Office.

**Left Side Pane**

- A. Budget Section. (Current Year)
- B. Annual Account: -Income and Expenditure of last 3 years.
- C. Annual Plan: -Details of Plan.
- D. Downloads
- E. Archive
- F. ORTPS Act
- G. RTI
- H. Tender/Quotation Call Notice
- I. Ward Profile
- J. e-Municipality
- K. Social Media (Face Book, Twitter, LinkedIn, WhatsApp)
- L. State Govt. Holidays

**Quick Links (on the Bottom)**

- a. India.gov.in
- b. Odisha.gov.in
- c. e-Municipality
- d. e-Tender Odisha
- e. District Office (NIC)
- f. Mygov.in
- g. Digital India
- h. Make in India
- i. Gem Portal

## **2. General Terms and Condition**

1. Scope of work / details specification for Website Design & Development for Nabarangpur Municipality Search engine optimized web design.
2. Display of various activities of Nabarangpur Municipality, uploading Tender, Notice, Minutes of meeting, Budget, Audit Report & Status of visitors Hit-Counter etc.
3. Development using Current technology available including PHP, Java, SQL Server, MySQL and XML to develop efficient application.
4. The website should be compatible with all present browser available like, IE, Firefox, Chrome, Edge etc... with screen resolution 1024X768 pixels and various LED monitor screen sizes & any mobile devices with security.
5. Facility y to upload files with Add/ Edit / Delete in Dynamic (.pdf, .jpg, .xlsx, docs, .pptx, .mp3,.mp4 & also flash animation files and pictures) to these records.
6. User can download these files via the websites.
7. Any requirement of modification would be done by the concern Firm.
8. The entire website should be dynamic in nature with a CMS (Content Management System). The content management infrastructure should give the flexibility to modify the design.
9. Successful bidder will have to validate the design from Nabarangpur Municipality before finalization.
10. The Design, development, database design should make the portal with professional look user friendly.
11. Main navigation panel, Administrator can Add/Edit/Delete menu, which will change of navigation.
12. News & events update latest news and events will appear on home page with read more link after clicking on this, all details will appear.
13. Archive: An archive for all the uploaded news / Events /Meetings / Photos / Documents.
14. Contact Us: A contact us with email, telephone numbers, address, office Face book and twitter etc., with Google Map to display the office location.
15. The website module should have free support/ facilitation for a period of 1(One) Year from the date of commissioning of the website.
16. Submission of Tender: All quotation must be forwarded in sealed cover addressed "**To the Executive Officer, Nabarangpur Municipality, Dist.-Nabarangpur, Pin-764059**" through **Registered Post/Speed Post** so as to reach within the specified period.
17. Executive Officer reserved to right to postponed and / or extend the date of receipt of tender or to withdraw the tender notice without assigning any reason thereof, in such an event bidder shall not entitled to any compensation, in any form whatsoever.
18. Terms and conditions described in the Nabarangpur Municipality shall be binding on all bidding agencies.
19. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signature may be attached.
20. The agency shall not be allowed to transfer, assign, pledge or sub-contracts its right and liabilities s under the contract to any other agency without the prior written consent of the Nabarangpur Municipality.
21. Opening of the Tender: Tender will be opened at the chamber of Executive Officer of Nabarangpur Municipality the tim e on the date indicated. The intending suppliers and their authorized agents may be present at the time of opening of Tender.
22. Income tax clearance: UpToDate Current Income Tax and Service Tax / GST return must be enclosed with the bid submission of PAN, GST Xerox copy of PAN card and GST certificate is must.
23. The firm should have experience on minimum 03(Three) Years in such field. **The firm should produce the maximum previous Workorder/Completion/Experience certificate from the offices of Govt. of Odisha will be given prior preferences.**
24. Payment terms: fees will be given after successful development Software of the website & DPR (both soft copy & hard copy in print).



19. The **EMD @1% of bidding amount will be deposited by selected firm in favor of EXECUTIVE OFFICER, Nabarangpur Municipality** with technical documents.
20. Rejection of offer: Nabarangpur Municipality, reserve the right to ignore or reject any offer including the lowest without assigning any reason. The Nabarangpur Municipality is not binding itself to accept the lowest offer.
21. Dispute: In case of dispute, the matter shall be settled mutually failing which the decision of the committee. Nabarangpur Municipality shall be final and binding on the bidders.
22. In case the intended dates for opening of tenders is declared a holiday, the tender will be opened on the next working day.

### **3. Technical Bid Documents to be attached**

The agencies are required to enclosed photocopies of following documents falling which their quotations be summarily rejected and will not be considered any further:

- i. Name of the Agency
- ii. Profile of agency
- iii. Name of the Proprietor/Director of Agency.
- iv. Full address of registered office, Telephone No, Email address.
- v. The firm should have GST Registration Certificate, PAN, & Registration through company act.
- vi. Copy of PAN Card/GST Certificate/Income Tax Return of Agency
- vii. Experience the bidder should have minimum experience of 3 years of website design and development is attached to be in **Annexure-I** as per maximum extent.
- viii. The Company who is registered through ISO Certification/IT Company Act/Certified MSME (Govt. Of Odisha) mandatory.
- ix. Registration Certificate of the Agency under State/Central Govt.
- x. Copy of IT return as filed by the agency for the last 3(Three) financial Years.
- xi. EMD @1% of bidding amount will be deposited by selected firm in favor of EXECUTIVE OFFICER, Nabarangpur Municipality with technical documents.
- xii. Copies for the contract awarded by the ULBs of Odisha State Govt. for website Design/ Development. (At maximum no's on competition basis)
- xiii. The agency should have a prior experience in developing websites for of minimum value of Rs.2,00,000/- (One Lakh and above).
- xiv. The Company Annual income should have 10 lakhs or above for last three year
- xv. Last one-year financial Audit Report i.e. (2020-21)



### **ANNEXURE-I**

I/We do hereby certify that, the Project Completed by me/our Company in past and Project in hand.

<b>Sl. No</b>	<b>Particulars of Work already executed/in hand</b>	<b>Period in which the work is stipulated to be completed (in months)</b>	<b>Departments under which the work is being taken up</b>	<b>Website Address</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**N.B.** Attested copies of such certificate to be furnished. Use additional sheet if necessary.

- 1) I / We also note that the non-submission of certificate will render our tender liable for rejection.
- 2) Submit the xerox copy of work order and Completion Certificate of all Project .

**Signature of the Bidder with Seal.**

**Date:**



OFFICE OF THE  
**MUNICIPALITY, NABARANGPUR**

NABARANGPUR (ODISHA), PIN- 764059

TEL./FAX. NO.- 06858-222031

E-mail- [nabarangpurm.hud@ori.nic.in](mailto:nabarangpurm.hud@ori.nic.in), [municipalityngpr@gmail.com](mailto:municipalityngpr@gmail.com)



**Tender Call Notice**

No.....1215..... Date :19/08/2021

The Executive Officer, Nabarangpur Municipality invites sealed Expression of interest from reputed registered Firm/Company with proven track record of service providing to various Govt. organizations for project of "Software/Hardware, Design, Development & Maintenance of Web Portal ". The DTCN with details schedule, Tender form, Work Plan, General terms & Conditions & other necessary documents can be seen /download from the official website of Nabarangpur District <https://nabarangpur.nic.in/> will be available in working days from **Dt.22/08/2021 at 11.00A.M to Dt.06/09/2021 1.00P.M.** The EMD in shape of DD should be deposited in favour of EXECUTIVE OFFICER, Nabarangpur Municipality. The tender documents of the bidder should reach to the undersigned on or before **Dt.06/09/2021 by 1.00P.M** by Registered post/Speed post and shall be opened on **Dt.07/09/2021 at 4.00 P.M** in the presence of the bidders or their authorized representatives.

Memo No.....1216.....

Copy submitted to the Joint Secretary to Govt., H & UD Department, Govt. of Odisha Bhubaneswar for favor of y6ur kind information.

Memo No.....1217.....

Copy submitted to the Collector-cum-Administrator, Nabarangpur Municipality/ P.D, DUDA, Nabarangpur / Tahsildar, Nabarangpur / B.D.O, Nabarangpur for favor of your kind information with request to publish in their Office Notice Boards for wide publication/ Copy to the Office Notice Board for public information.

Memo No.....1218.....

Copy submitted to the D.I.O, NIC, Nabarangpur for information & requested to publish the advertisement on Nabarangpur NIC portal.

Memo No.....1219.....

Copy forwarded to the e-mail: [ipr.adv@gmail.com](mailto:ipr.adv@gmail.com) with copy to [iprenews@gmail.com](mailto:iprenews@gmail.com) for information & necessary with a request to publish the quotation on one daily Odiya wide circulated local newspaper for one day only with reference to the letter no. 1078/HUD Dt.20.01.2021 of H&UD Dept. Govt. of Odisha at I&PR Dept. rate to submit the bill for necessary payment.