



**TEXTILES COMMITTEE  
GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
P. BALU ROAD, PRABHADEVI  
MUMBAI – 400 025**

**REQUEST FOR PROPOSAL (RFP)**

For engagement of a Software Development firm for Developing a Dedicated Website and related work for the “India Handlooms Brand” Programme of the Government of India.

**10<sup>th</sup> June, 2015**

## 1. Critical Information and important dates

1.1 Textiles Committee under the Ministry of Textiles, Government of India invites bidders to submit their technical and financial offer to participate as software developer for organising the software development, name & domain registration, up-linking etc. for developing and putting in place a dedicated website in accordance with the conditions and manner prescribed in this RFP document.

1.2 Bidder agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

### 2.1 Important dates and information

S.No	Information	Details
1.	RFP release date	10/06/2015
2.	Pre-bid Meeting date	<b>22/06/2015 (11.00 AM)</b>
3.	Last date (deadline) for submission of bids	<b>03/07/2015</b> (latest by 4.00 PM)
4.	Opening of technical bids	Time on 03/07/2015 (by 5.00 PM)
5.	Technical presentation by bidders	Will be intimated later to the eligible bidders
6.	Place, time and date of opening of financial proposals received in response to the RFP notice	Will be intimated later
7.	Bid validity period	60 days from the last date (deadline) for submission of proposals
8.	Contact persons for queries	Shri T.K Rout, Deputy Director (MR) Tel: 022-66527516 Shri S Krishna Kumar, Market Research Officer; Tel: 022-66527658
9.	Addressee and address at which proposal in response to RFP notice is to be submitted	Textiles Committee (Ministry of Textiles, Government of India) P. Balu Road, Prabhadevi, Mumbai - 400 025 Tel: 022 -66527507 e-mail: <a href="mailto:secytc@gmail.com">secytc@gmail.com</a>

2.2 The RFP document containing the details regarding the scope of work/term of reference and qualification criteria can be downloaded from the websites of the Textiles Committee ([www.textilescommittee.gov.in](http://www.textilescommittee.gov.in))

2.3 All communications related to this RFP including the submission of the Proposal shall be addressed to:

Dr. P. Nayak, Textiles Committee (Ministry of Textiles, Government of India), P. Balu Road, Prabhadevi, Mumbai - 400 025, Tel: 022 -66527507, e-mail: [secytc@gmail.com](mailto:secytc@gmail.com)

## Background

### 1. INVITATION OF BID:

The Secretary, Textiles Committee under the Ministry of Textiles, Government of India invites sealed offers from reputed consultancy organizations having proven competence in software development for organising the software development, name & domain registration, up-linking etc. for developing and putting in place a dedicated website for the proposed “**India Handloom Brand**” programme of the Government of India. Under this project, a dedicated website is proposed to be hosted for interacting with the stakeholders of the handloom industry such as B2B transactions and also the consumers in the domestic and the international market. The RFP is meant for all the work related to putting in place of an operational dedicated website enabling the stakeholders for downloading application forms, submitting the filled-in application forms, correspondence through e-mail, linking the website of Textiles Committee for payment of fees through its payment gateway and also enable the Textiles Committee to upload the registered users under the said project, etc.

### 2. **Terms of Reference & Scope:**

Development of software, name & domain registration, up-linking etc. for developing and putting in place a dedicated bilingual website (English/Hindi) using appropriate programming language preferably open source software; for establishing (a) Linkages and interaction with the stakeholders for downloading application forms, submitting the filled-in application forms, correspondence through e-mail, payment of fees through its payment gateway and also enable the Textiles Committee to upload the registered users under the said project, showcasing the products and its specifications to the consumers etc. ; (b) showcasing the activity wise profile of the registered users; (c) such other information decided by the competent authority from time to time, (d) organisation of the website as per visitors’ expectations by structuring content to give direct access to most sought-after/ important information through the home page itself and also by ensuring that user is able to reach any part of the website with 3 clicks, (e) ensure professional look and feel for the website by working together with Department in ensuring that all of its expectations related to the overall aesthetics, content presentation structure and content organisation structure are achieved. While preparing designs, make sure that they are developed as per the relevant guidelines, (f) ensure that the website has fresh look & feel on continuous basis. Three color design themes based on the approved UI design be developed to facilitate this should be able to adapt new look through the website management system control panel, (g) the website developed shall comply with the latest guidelines for Indian Government Websites (GIGW) with Content Management System (CMS) and to stage workflow, (h) security clearance certificate required by NIC data centre which will be audited by Cert-in empanelled auditor and fix all the vulnerabilities. Submission of security clearance certificate of cert-in empanelled auditor, (i) the website shall be ready in all aspects to be hosted on NIC data centre, (j) co-ordinate with NIC, NIC data centre for hosting the site.

### **3. BASIC QUALIFICATIONS OF THE BIDDERS:**

Technically qualified and financially sound Software Developing Firms, having experience of providing software management consultancy service to textile sector and/or similar area may apply. The bidder will have to submit credentials and documents in support of their experience of working with textile sector and/or similar area. The firm should have minimum 3 years of experience and an average turnover of minimum Rs. 1 crore in last 3 years.

### **4. TIME-FRAME AND DELIVERABLES:**

The project duration is for 3 months from the date of placement of the work-order. The selected firm would be required to the model website within 60 days alongwith the application software for approval from the Textiles Committee and the Final dedicated website with all its statutory registrations such as name, domain etc. be made operational at the end of the 3<sup>rd</sup> month. Textiles Committee will carryout quality checking activity of the website and its operations.

### **5. SUBMISSION OF BIDS:**

Interested parties shall submit three sealed covers containing Packets "A", "B", & "C" with the following content:

**Packet A:** Qualification, Credentials and Earnest Money Deposit

**Packet B:** Technical bid

**Packet C:** Financial bid

All 3 envelopes should be put in a bigger envelope - duly sealed and clearly marked Bid for Consultancy Assignment for 'for Developing a Dedicated Website for "Indian Handlooms Brand" and submitted to: **The Secretary, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai – 400 025, Tel: 022 66527507** by 4:00 pm on 3<sup>rd</sup> July, 2015.

The bids will be opened on the same day at 5.00 pm in presence of the bidders who choose to be present.

### **6. PROPOSAL CONTENTS**

(A) PACKET 'A' SHOULD CONTAIN -

(a) Details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project.

(b) Earnest Money of Rs. 50,000/- by way of Demand Draft drawn in favour of Textiles Committee, Mumbai . The Earnest Money Deposit of the successful bidder will be retained as Security Deposit while those of unsuccessful bidders will be refunded.

(c) Documents in support of the establishment of the company

(d) Unabridged annual reports or audited financial accounts for last three years

(e) List of projects of similar nature. Similar project means software developed for textile or similar sectors

(f) Copies of PAN Card and Service Tax Registration

(g) A covering statement as follows:

1	Name of the Bidder				
	Address				
	e-mail address, Telephone / Fax				
	Contact person with Mobile No:				
2	Details of Earnest Money Deposit:	DD No:			Enclosed
		Date:			
		Drawn on:			
3	PAN Card Details				Copy attached
4	Service Tax Registration Details				Copy attached
5	Experience in similar assignments	(list of projects)			
6	Annual turnover	2014-15 (Rs. Crores)	2013-14 (Rs. Crores)	2012-13 (Rs. Crores)	Unabridged annual reports or audited financial accounts attached
7	Document in support of the establishment of the company				Copy attached

**(B) PACKET 'B' SHOULD CONTAIN** the Technical Proposal, which should give following Information-

1. Brief Profile of the Organization
2. Detailed technical approach and methodology to be followed for developing the Dedicated Website and its statutory obligations
3. Time-plan for executing the work
4. Manpower deployment with indicative outline of the qualifications of the personnel deployed

**(C) PACKET 'C' SHOULD CONTAIN** the Financial Proposal, as per the following format-

The financial proposal should quote the professional fee and expenses as detailed below in INR:

1	Total fees including expenses* for the assigned work	
2	Plus taxes	
	Total	
	(Rupees.....)	

\* Travel, board & lodging, communication, out of pocket expenses, etc.

## **7. PAYMENT SCHEDULE:**

Following is the payment terms for each assignment under this assignment will be as under:

(i) First Installment: 20% - on completion of required specifications, designing of three themes, user interface, etc. within 30 days from the date of awarding of the contract.

(ii) Second installment: 30% - on completion of coding etc. within 60 days from the date of award of work.

(iii) Third & final Installment: 50% - on completion of security audits and getting the site online, etc. and its acceptance by the Textiles Committee.

**Penalty:** Any delay in submission of report without the approval by the Textiles Committee will attract a penalty of 5% per week from the stipulated date.

## **8. DELIVERABLES:**

- a. Project Plan
- b. Periodic Status Reports
- c. Requirement Specification document
- d. Check list of 'Guidelines for Indian Government Websites'
- e. Web Security Check list
- f. Guidelines compliant source code
- g. Documentation and User Manuals

## **9. RIGHTS OF TEXTILES COMMITTEE:**

(i) Textiles Committee reserves the right to accept / reject the offers received, or call for any additional information /clarification, or modify / cancel the bidding process, if so required, without assigning any reasons whatsoever.

(ii) Textiles Committee reserves the right to cancel/terminate the agreement any time without assigning any reason or failing to submit the report within stipulated time or unsatisfactory report or any reason as deemed fit.

## **10. EVALUATION CRITERIA:**

A Techno-financial evaluation of the submitted proposals will be carried out on a relative basis. The details are as follows:-

I. Packet A will be opened first for ascertaining the basic eligibility of the bidder. The technical proposals bids viz. Packet B, of only those agencies will be opened which meet the minimum standard as detailed in basic qualification section above.

II. Technical score will have a 70% weightage while financial offers will have a 30% weightage out of total 100 points each in deciding the final selection of the consultant. The financial proposals bids (Packet C) of only those consultants who qualify technically will be opened.

III. Financial bid value will be calculated using following formula Financial bid value = Total fees including taxes

IV. The technical score will be evaluated on the following parameters

Evaluation parameters and criteria for Technical Score-

S. No.	Heading	Description	Criteria for point allotment	Max. Points
1	Firm's Experience	i) Years of Experience as software developer	<ul style="list-style-type: none"> <li>• More than 10 years = 10</li> <li>• 5 to 10 years =7</li> <li>• 3 to 5 years = 5</li> </ul>	10
		ii) Proven and demonstrable experience, expertise and resources in undertaking the software development and related work in Indian Textile Sector or similar sectors in last 3 years	<ul style="list-style-type: none"> <li>• More than 07 assignments= 15</li> <li>• 3 to 07 assignments = 10</li> <li>• Upto 3 assignments = 5</li> </ul>	15
		iii) Experience of working with Ministry of Textiles and its bodies	<ul style="list-style-type: none"> <li>• More than 10 assignments = 5</li> <li>• 5 to 10 assignments = 3</li> <li>• &lt;5 assignments = 1</li> </ul>	5
		iv) Average Turnover of last 3 years	<ul style="list-style-type: none"> <li>• &gt;Rs. 5 crores = 5</li> <li>• 3 to 5 crores = 3</li> <li>• 1 to 3 crores= 1</li> </ul>	5
2	Key Personnel	Personnel having experience of working in textile sector	Would be assessed by the Committee	15
3	Project Methodology, approach and work plan	i) Technical Approach & Methodology for the project	Criteria, adequacy and appropriateness of the proposed methodology and work plan w.r.t. scope of work	30
		ii) Work Plan & manpower deployment		20
	Grand Total			100

V The minimum qualifying score for Technical Evaluation will be 60 marks.

I. The financial proposals bids of only those consultants who qualify technically will be opened. The financial proposal shall be allocated weightage of 30%.

II. Financial Marks (F) =  $30 * \frac{\text{Financial Quote given by the Lowest bidder}}{\text{[Financial Quote Given by the Bidder]}}$

[Financial Quote Given by the Bidder]

## VI Selection criteria

- The selection of the Consultant shall be based on a Quality and Cost Based Selection (QCBS) system – 70:30 (technical score: financial score) and procedures as described above. In final Evaluation, the weightage of the Technical Bid would be 70%.
- The weightage of the Financial Bid would be 30%. The Financial Marks would be determined by the formula:

Financial Marks (F) =  $30 * \frac{\text{Financial Quote given by the Lowest bidder}}{\text{[Financial Quote Given by the Bidder]}}$

- The Bids would be finally evaluated on Total marks determined by following formula:

$$\text{Total Marks (M)} = (0.7 \times T) + F$$

Where, T = Technical marks (out of 100) awarded to the bidder; F = Financial Marks

- The Bidder obtaining highest Total Marks (M) would be selected
- The decision of the Evaluation Committee in this regard will be final.

**Final Score = [S(t)] + [S(f)]** , where:

$$S(t) = \text{Technical Score} \times 70\%$$

$$S(f) = \text{Financial Score} \times 30\%$$

## 11. INTELLECTUAL PROPERTY RIGHT

1. The IPR of all the registrations, program, source code, formats etc, would vest with the Textiles Committee.
2. The webspace, website registration, database servers etc, if any, for operating the project shall be purchased/ registered in the name of Textiles Committee. Textiles Committee would have full right to control the information put on the same.



**12. OTHER TERMS AND CONDITIONS:**

1. Confidentiality of any data and information provided by Textiles Committee and other government agencies to the Consultant should be maintained.
2. The website and its registration will be the sole property of the Textiles Committee/ Ministry of Textiles; any portion or part of the report should not be produced / published or sold to others.
3. The website development work would be treated as final only after its approval by Textiles Committee/ Ministry of Textiles.
4. All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the Textiles Committee/ Ministry of Textiles.
5. Governing Law and Jurisdiction: This agreement shall be governed by the laws in India.

**13. FORCE MAJEURE:**

Both the parties shall bear with the force majeure, which could not be reasonably foreseen.

## CERTIFICATE

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The institution/organisation shall stand liable for any information given above which is later found to be FALSE.
2. Our institution/organisation is interested to undertake the proposed development of dedicated website and its statutory registrations and related work.
3. I am competent to sign this Certificate.

(Signature of the bidder)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place:

Date:

Seal of the Institution/Organisation: