

## **India Country Coordination Mechanism (CCM) Secretariat for the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM)**

Invites proposals for development and maintenance of India CCM website for the CCM Secretariat for the GFATM located at Ministry of Health & Family Welfare, New Delhi.

The contract will be signed for a period of 1 year. The contract may be extended for another two years (one year at a time) subject to satisfactory performance and mutual consent. Detailed invitation for quotation with scope of work is attached below.

Proposals may be submitted along with supporting documents to India CCM Secretariat via email and hard copy as per details in the document. Last date for receiving the applications is **5<sup>th</sup> December 2017**.

File No. Z 28015/90/2015-IH  
India Country Coordination Mechanism (CCM) Secretariat for the  
Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM)

\*\*\*\*\*

Nirman Bhawan, New Delhi  
14<sup>th</sup> November 2017

**Invitation of Quotation  
For  
Maintenance of Website of India Country Coordinating Mechanism (I-CCM)**

1. The Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM) has setup India Country Coordinating Mechanism (India CCM) and its Secretariat is established in Nirman Bhawan, Ministry of Health and Family Welfare. Funds have been allocated to India CCM Secretariat for functioning of India-CCM by GFATM.

India CCM Website is currently functional at domain name '[www.india-ccm.in](http://www.india-ccm.in)' with its contract expiring on 16<sup>th</sup> February 2017. The India CCM Website showcases details of regular activities of India CCM, grant detail received by the country and details of members of India CCM and governance manuals.

India CCM Secretariat intends to apply part of the proceeds of its fund to eligible payments under the contract for which this invitation for quotations is issued.

2. **Scope of Work** includes Hosting of website, Maintenance of website, Content uploading (.doc, .xls or .pdf files/text/graphics/ videos), addition of regular India CCM reports, adding new features/ enhancement of current website, Ensuring security compliances are implemented in the website. The selected agency will be responsible for developing, hosting and maintaining the application for one year. The vendor will also be responsible for complete take-over of knowledge and information pertaining to India CCM website from the existing vendor. More than 90% uptime of website during AMC period is to be ensured.
3. The vendor will provide the IPR of the website to India CCM, ie. The developed website will be the property of India CCM
4. **Eligibility/ Qualification Criteria**
  - a) The service provider should have provided similar services (website maintenance or development of portal) to minimum three clients during any one of the last three financial years. The copy of work orders should be submitted along with the quotation.
  - b) Support team should be proficient in html, JSP, PDF, RDBMS FLASH, Applets, serve lets, XML and content management tools. The CV of the key support team members should be submitted along with the quotation.

5. All bidders must enclose copy of service tax registration, PAN and copies of last 3 years financial audit reports issued by competent authority along with the quotation.

**6. Bid Price**

- a) The contract shall be for the complete services as described in **Annexure- 1**. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes, and other levies payable by the Service Provider under the contract shall be included in the total price.
- c) The amount quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.

7. Each bidder shall submit only one quotation

**8. Validity of Quotation**

Quotation shall remain valid for a period not less than 90 days after the deadline date specifies for submission.

**9. Evaluation of Quotations**

The Client will evaluate and compare only those bids/ quotations which are determined to be substantially responsive on technical parameters/ description services and are properly signed.

**10. Award of Contract**

The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- Notwithstanding the above, the Client reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award.
- The bidder whose bid is accepted will be notified of the award of contract by the Client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

11. Payment shall be made on quarterly basis and upon submission of certificate of providing satisfactory services during the quarter issued by the CCM Focal Point.

12. Upon termination of the contract, the vendor is liable to hand over the documentation and source code to India CCM Secretariat. The selected vendor should make proper documentation of application and deployment. Application will be the property of the Client (India CCM Secretariat) and vendor must provide complete precompiled source code and database / data.

13. You are requested to submit your offer in the prescribed format and supporting documents to the India CCM Secretariat electronically and in hard copy. The electronic copy should be sent at the email id **iccmsect-mohfw@gov.in** and the hard copy at the following address in person or via speed post– India CCM Secretariat, Room No. 243, Wing-A, Nirman Bhawan, New Delhi-110011. Ph. No.

23063398/ 23061334. The last date for submission of application to the India CCM Secretariat is **5<sup>th</sup> December 2017, Tuesday** by **5:00 PM**. Please note that applications submitted later than this date will not be accepted by the CCM Secretariat.

14. We look forward to receiving your quotations and thank you for your interest in this project.

**Format of Quotation**

<b>Description of services</b>	<b>Period of Services</b>	<b>Total Amount (Rs.)</b>
<ol style="list-style-type: none"><li>1. Fix website and folder applications</li><li>2. Backup/ Restore databases</li><li>3. Liaise with the hosting for any related issues</li><li>4. Ensure life support and creating support access</li><li>5. Updating/optimizing frontend interfaces.</li><li>6. Designing I-CCM folder updates and execution</li><li>7. Any kind of hardware support on site or off site</li><li>8. Any kind of antivirus and malware support on hosting server.</li><li>9. Uploading documents (text/ graphics/ videos/.xls/.pdf) for updating the website</li><li>10. Adding new features/ enhancement of current website</li><li>11. A resource available on phone/ email to sort out reported issues and take forward the development. Issues may include the following:<ol style="list-style-type: none"><li>a. Web server stops working</li><li>b. Web application malfunctions</li><li>c. Database corruption</li></ol></li></ol>	1 year	

**Gross Total Cost: Rs. ....**

We agree to provide services in accordance with the Description of services for a total contract price of Rs. .... (Amount in figures) (Rs. ....Amount in words) for the period specified in the Invitation for Quotations.

**Signature of Service Provider**