

REQUEST FOR PROPOSAL (RFP)

FOR

Development, Deployment and Maintenance of Website Portal (www.nirc-icai.org)

Issued on: 30th November, 2017

**NORTHERN INDIA REGIONAL COUNCIL
Of
INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)
NEW DELHI**

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SECTION-I

TENDER NOTICE (WEBSITE)

Request for Proposals (RFPs) are invited by NIRC of ICAI in two sealed covers (Techno-commercial and Financial bids) from reputed and experienced entities for **Development, Deployment and Maintenance of Website Portal (www.nirc-icai.org)** for the NIRC of ICAI.

Nature of the work:

The Bidder is expected to develop a separate website portal for NIRC of ICAI namely nirc-icai.org which will have the following features:

1. Provision for Online Registration for Annual Membership of Members.
2. Provision for Online Registration for Seminars/Events.
3. Online registration for Classes (CPT/IPCC/Final).
4. Online registration for Library with/Without Locker facility.
5. Provision for E-NewsLetters.
6. Availability of various links and material related to NIRC for Members and Students.
7. Provisions for tenders.
8. Hosting of Video lectures/events recording.
9. Photo galleries of events.
10. Payment Gateway.

PLEASE SUBMIT ALL DOCUMENTS IN INCLUDING PART – I & PART – II.

Sr .No	Name of Project	<u>Development, Deployment and Maintenance of Website Portal named nirc-icai.org</u>
1	Scope of Work	As per Section IV
2.	Cost of RFP Document	Nil
3	Earnest Money Deposit	Earnest Money Deposit of Rs.5000/- in the form of Demand Draft in favour of “NIRC of ICAI” payable at Delhi.

4.	Availability of RFP Document	At ICAI's Website at www.nirc-icai.org
5.	Last date, time and address for submission of tenders	December 26 th , 2017, 12.00p.m. addressed to Head of Department NIRC of ICAI 5 th Floor, Annexe Buliding The Institute of Chartered Accountants of India
6.	Date of opening the Technical Bid (Cover-1)	The Technical bids shall be opened at 1.00 PM on December 26 th , 2017 or any other date as per discretion of the NIRC of ICAI as notified even if bidders are not present.
7.	Date of opening of Financial bid (Cover -2)	After evaluating the technical bids on ICAI's/NIRC of ICAI Parameters the Financial bids of successful bidders shall be opened on same or any other date as per discretion of the NIRC of ICAI as notified/informed even if tenderers are not present.
8.	Goods and Service Tax	As per the extant laws
9.	VALIDITY OF OFFER	90 days from the last date for submission of bids.
10.	Term	45 days for development and deployment of the portal and maintenance contract will be for five years on yearly review basis

Note:

1. A Bidder cannot be allowed to submit more than one Bid.
2. Bidder should have meet all legal requirements.

3. Any amendment/corrigendum to the RFP document shall be posted on the NIRC's Website www.nirc-icai.org
4. The NIRC of ICAI reserves the right to call for any other details or information from any of the Bidders.
5. NIRC of ICAI reserves all rights to reject any bid at any time, at any stage, fully or partly for whole process and/or for particular bidder and also reserves all rights at any time to add, alter, modify, change, edit & delete any condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular bidder or vary all or any of these terms and conditions or modify without assigning any reasons whatsoever. In this regard, the decision of ICAI shall be final and binding on all the participants. NIRC of ICAI also reserves the right to cancel the entire tender process without assigning any reason.
6. The vendor will study the parallel websites of ICAI, viz, <http://www.sircoficai.org/> , <http://www.eirc-icai.org/> , <https://www.wirc-icai.org/> , www.circ-icai.org/ to incorporate the best features in the website of NIRC of ICAI.

SECTION II

Background

The Northern India Regional Council (NIRC) is a constituent of the Institute of Chartered Accountants of India, a body established by an Act of Parliament to regulate the profession of Chartered Accountancy. The NIRC is representing over 50,000 Chartered Accountant spread across the states of Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab and Union Territory of Chandigarh.

SECTION III

ELIGIBILITY CRITERIA

This invitation to respond is open to individuals/partnership/proprietary firms/company who is engaged in web development and maintenance activities.

The eligible entities must be incorporated and registered under the Indian Companies Act, 1956 or 2013 or The Partnership Act, 1932 or under relevant law.

The parent company of any subsidiary company, which is seeking qualification on the financial strength of its parent company, would have to give a written undertaking that it would bear all financial or contractual liabilities of the subsidiary with regards to this tender and contractual obligations there under and the subsidiary has been authorized by them to submit the tender for and on their behalf.

The parent company of any subsidiary company, which is seeking qualification on the technical strength of its parent company, would have to give a written undertaking that its technical capabilities/ resources would be available to the subsidiary company as and when required for the completion of the subject contract.

Along with the General Eligibility criteria, bidder has to satisfy the following criteria also.

1. The bidder should have valid registration No. of GST and PAN No. (Copies to be enclosed).
2. The bidder should have average annual turnover of at least Rupees 25 Lacs during last three financial years. Copies of the P&L Account and Balance Sheet duly certified by Chartered Accountant must be enclosed with the tender.
3. The bidder shall have minimum 5 years' experience in developing/managing Web based applications and Web Portals.
4. The bidder should have never been blacklisted/ barred by any regulator/statutory body.

5. All vendors shall have an established record of 5 years (excluding ICAI contracts, if any). Financials and other supporting shall be provided for this purpose.

SECTION -IV

SCOPE OF WORK

The Scope of work includes the following:-

1. Study of current system of NIRC Website and give the suggestion as per industry best practice, if any to enhance the same as an Automated Software Tool.
2. Recreate or modify existing Website wherein the vendor is required to redeploy the existing application on the latest platform. The system to be completely paperless so that no manual interventions like an automated software tool.

3. Technical Details

S. No.	Specification of Existing Application
1	<p>NIRC of ICAI shall provide :</p> <p>Existing database to be kept as repository in Flat File (MS Access, Excel etc.).</p> <p>The Vendor need to import the Data into Proposed System</p> <p>Migration Scope needs to be added, if required existing database structure can be mentioned at high levels</p>
S. No.	Requirement for Proposed Application
1.	Software should be 100% Web based cloud based application
2.	Software should be developed on Open Source technologies which are well known and have credible value in the market. The Bidder need to propose the Open Source Technology as per best fitment.
3.	Software should have a provision for Data backup so that in case of any natural disaster, application availability is not affected. The readiness of the alternate data centre and network infrastructure, in case of a disaster, should be staged well in advance. (The data to periodically come to NIRC of ICAI as backup. Even the cloud would have replication at separate geographically locations.)

4.	Software should be compatible with all popular operating environments including windows, IOS, Linux, etc and should work on common browsers such as Internet explorer, Google chrome, Firefox, Opera etc
5.	Uptime/availability of software should be $\geq 99\%$ on a quarterly review. The proposed system must be highly available and a system uptime of 99.99% is expected.
6.	The application must be capable or running in a clustered environment for high availability configuration of various tiers of the proposed solution running multiple workloads. The System should be capable of handling ICAI stakeholder load (i.e. approx. 60,000 Members and 1, 50,000 Students) and scalable to incremental load.
7.	System will be required to maintain daily backups of the database on reliable backup mechanism as per best business standards and practices.
8.	The system should be flexible enough to allow upload / entry of data through different excel Templates or flat files.

Develop and deploy a separate Website Application Portal for NIRC of ICAI named **nirc-icai.org** as per the broad work flow given below. This is subject to changes.

It should have the following Module as mentioned below:

- I. Home page Module
- II. Members Module
- III. Students Module
- IV. Admin Module
- V. Mass Mail Module
- VI. Faculty Module
- VII. Classified for Members Module

On home page there would be following tabs: (Subject to modification)

- a) About us
- b) Members
- c) Students
- d) MCS
- e) Tenders
- f) Contact us
- g) ICAI Announcements
- h) Knowledge Management
- i) E Newsletters
- j) Branches

- k) Photo gallery
- l) Feedback
- m) NIRC directory

About us: There will be brief introduction about NIRC of ICAI

- Past Chairman
- Office Bearers
- Regional Council

Members:

1. Seminars
2. NIRC Directory
3. CPE hours (link to ICAI website)
4. Background Materials
5. Study Circle
6. Member directory (link to ICAI website)
7. List of Members
8. Benevolent fund
9. Regulatory

Seminars:

1. There will be registration form for Annual Membership.
2. Details of upcoming Seminar – Registration for onetime events (For Members & Non Members)

NICASA

1. CA Students norms
2. NICASA Members
3. Background Materials
4. Photos of Students activity

MCS

Link GMCS to www.icaionlineregistration.org so that it will open in new window.

Tenders

1. New Tenders with details
2. Existing tenders
3. A system for empanelment of vendors

Contact Us:

1. Address and Map

ICAI announcements:

Link to www.icai.org

Knowledge Management

1. link to <http://pdicai.org/>

E-newsletters

Branches

1. Name of Branches
2. Link to the particular website
3. Ex-officio details

Members Module

1. Online Registration for Annual Membership

- a) There should be one time registration form for members. Photographs would be collected.
- b) There would be a system to verify the email address and phone no through system such as one time password.
- c) A member has to accept terms & conditions.
- d) There would be a system for retrieve forgotten password.
- e) Members can select annual membership or individual events.
- f) Members can view the past events attended.
- g) There would be system of online collection of fees.
- h) Information on successful collection of fees and registration etc would be given through email and SMS. Same acknowledge should be mailed to nirc@icai.in
- i) There would be a CPE hours specified for each event.
- j) There would be maximum CPE hours that can be used by annual member, presently 150. These CPE hours credit would be consumed by the member and reflected in their login area.
- k) The membership number will be control point.

2. Online Registration for Online Registration for Seminars/Events

a) A non Members can register for individual events by paying requisite fees.

3. Online Registration facility for Reading room with/without Lockers

- a) There should be one time registration form for Students. Photographs would be collected.
- b) There would be a system to verify the email address and phone no through system such as one time password.
- c) A student has to accept terms & conditions.
- d) There would be a system for retrieve forgotten password.
- e) A student can view the past events attended.
- f) There would be system of online collection of fees.
- g) Information on successful collection of fees and registration etc would be given through email and SMS.
- h) The Registration number will be control point.
- i) Students can opt for following :
 - a) Classes in various subjects at various locations
 - b) Reading room at various locations.
 - c) Reading room with locker at various locations.
 - d) Various events of NIRC

4. For Administrator

Admin will have all controls to add, delete, and modify:

- a) Events/Seminars/ Conference
- b) Reading rooms
- c) Lockers
- d) Classes/ Subject wise or composite

Administrator will be able to specify maximum possible registration for each activity i.e hosted on the website. Calculation of classes would be done subject wise and group wise.

Administrator will be able to generate reports in different formats such as pdf, excel or Word, csv etc

Administrator will be able to send emails and SMS through the portal.

5. Availability of various links to www.icai.org

6. Mass email Module

7. Mass SMS Module

8. Faculty module

To register faculty for NIRC events and classes

9. Classified for Members

There will be facility of classified advertisement by the members. Users desiring to submit classified/advertisement would be able to upload content of their advertisement subject to restriction of word limits & make payment for the advertisement. These advertisements would be hosted after approval of NIRC of ICAI.

SECTION V

INSTRUCTIONS TO BIDDERS

1. Every page of the RFP document shall be signed by the bidder or by a person duly authorized by the bidder.
2. Bidder shall submit letter of authorization, authorizing the person signing the RFP document on behalf of the bidder and the written power of attorney in the name of person who is empowered for making such authorizations.
3. All changes, alterations, corrections in the RFP document shall be signed in full by the person(s) signing the RFP document, with date. No eraser and/or over writing without authentications is/are permissible.
4. The complete RFP document along with the documentary evidence should be numbered.
5. The Bidder shall submit its RFP in two (2) parts, namely; Part-I will have Technical Bid (as enclosed as Annexure-B) and Part-II will have Financial Bid (as enclosed as Annexure-C) in separate envelopes. Technical Bid and Financial Bid shall be submitted on the Bidder's letter head.
6. RFP shall accompany a covering letter in the prescribed format as given in Annexure A and shall also have the relevant documents including documentary evidences.
7. Bidder must submit the original 'Technical' and 'Financial Bid' with each bid sealed separately and put again in a sealed envelope.
8. The Bids completed in all respects as specified in this RFP shall be sent/submitted by post/courier to :

Head of Department
NIRC of ICAI
5th Floor, Annexe Buliding
The Institute of Chartered Accountants of India

9. The Bids shall be valid for a period of 90 days from the last date for submission of the Bid.
10. Date & Time of submission of Bid: Till 26th December, 2017 up to 12.00 PM.

11. The complete bid document should be submitted before due date and time as given at Clause 10 above. Bid received after the stated time and date would not be considered and are liable for rejection.
12. The NIRC reserves the right to select or reject any/all the bid(s) including the lowest bid without assigning any reason and no correspondence in this regard shall be entertained. The NIRC of ICAI takes no responsibility for delay, loss, or non-receipt of response to this RFP.
13. The bidder shall carefully examine and understand the scope of work, specifications/conditions of RFP and seek written clarifications, if required, to ensure that they have understood all scope of work, specifications/conditions of RFP.
14. The bidders should have presence in India with one of their offices in India until the completion of the contract. The Bidder shall authorize a representative for interacting with the NIRC of ICAI during evaluation of the Bid.
15. The successful Bidder shall be required to enter into an agreement with the NIRC of ICAI, within fifteen (15) days from the date of receipt of letter of intent or within such extended period, as may be specified by the NIRC of ICAI in this regard.
16. Submission of illegible documents shall lead to disqualification of the bidder.
17. Date & Time of opening of Bids- Technical Bid shall be opened 1.00 PM on 12th October 2017 and the date and time of opening of Financial Bid shall be communicated to the short listed bidders.
18. The bid must be accompanied with earnest money deposit (interest free) for the amount indicated in the Notice Inviting RFP in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank in favor of NIRC of ICAI payable at Delhi. Tenders not accompanied with EMD shall be summarily rejected.
19. If the bidder, after submission, revokes his bid or modifies the terms and conditions thereof during the validity of his bid except where the NIRC of ICAI has given opportunity to do so, the earnest money deposit submitted by Bidder shall, in such case, be forfeited. The Earnest Money Deposit of unsuccessful bidders shall be returned within reasonable time, after award of contract.
20. NIRC of ICAI may at any time cancel or withdraw the invitation to bid without assigning any reason and the earnest money deposit submitted by Bidder shall in such case be refunded to him.
21. The EMD of the successful bidder shall automatically convert into interest free, Security Deposit and shall be retained during the contract period. In case, the successful Bidder

Fail or refuse to sign the contract or furnish within the period as indicated above, the earnest money shall be forfeited. The EMD of successful bidder shall be returned only after expiry of contract period after adjusting the dues, if any. Besides, the successful bidder i.e Service Provider, within 15 days of receipt of Letter of Intent or within such extended time, shall submit a Bank Guarantee for 10% of the total contract value valid for a period of 24 months as performance security. In case of extension of maintenance contract, the Service Provider shall submit a fresh Bank Guarantee for the Contract value covering the extended period of contract.

SECTION –VI

General Conditions of the Contract

1. Application

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation/clarification of the NIRC of ICAI shall be final and binding on the Bidder.

2. RFP Clarifications

During technical evaluation of the bids, NIRC of ICAI may, at its sole discretion, ask Bidders for clarifications on their bids. Any word used in singular shall have the connotation of plural as well.

3. Amendments in RFP

At any time prior to deadline for submission of bid, NIRC of ICAI may for any reason, modify the RFP. The Bidders having received the RFP shall be notified of the amendments by posting the same at NIRC of ICAI's Website www.nirc-icai.org and such amendments shall be binding on them.

4. Partnership /Company

If the Bidder is a Partnership Firm/Company, the full particulars of the composition of the firm in detail should be submitted along with name(s) and address(es) of the partners, copy of the Articles of Association /Power of Attorney/any other relevant document.

5. Disqualifications

The NIRC of ICAI may at its sole discretion and at any time during the evaluation of Bid, disqualify any bidder, if the bidder has submitted the Bid documents after the response deadline; made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; submitted bid that is not accompanied by required documentation or is non-responsive; Failed to provide clarifications related thereto, when sought; Submitted more than one Bid; Declared ineligible by the Government of India or any other body for corrupt and fraudulent practices or blacklisted; or modified the terms and conditions of RFP.

6. Preparation of Bid

The Bidder shall comply with the following related information during preparation of the Bid. The Bid and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Bid. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or duly authorized person(s) to bind the Bidder to the contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the Bid.

Bidders are not permitted to modify, substitute, or withdraw bids after its submission.

7. Submission, Receipts and Opening of Bids

Technical & Financial bids must be submitted in separate sealed envelopes.

Deadline for submission of Bids

Bids from Bidders, complete in all respects must be received by the NIRC of ICAI at the address and by the date specified in the RFP.

8. Payment Schedule

The payment shall be made as per the following:

a) Payment for Development of Portal

- 10% on Capturing Requirements and submission of Requirements Documentation
- 30% on Successful Conducting of User Acceptance Test (UAT)
- 40% Balance on Successful Completion of the Project after system goes Live & Submission of Source Code Design Documents and User Manuals.
- 20% After Six Months of successfully running of portal from the date of going live.

b) Maintenance

The Service Provider shall submit the bills on quarterly basis. Payment shall be made by fund transfer on submission of bills after deducting liquidated damages, if any. Failure to maintain the site will invite for immediate termination of agreement.

- c) All bills will be settled within 30 days of their receipts.

9. Right to Accept Bid

With regard to the RFP, the NIRC of ICAI has the following rights:

- a) Accept or reject any of the proposals, without assigning any reasons thereof.
- b) Ask for re-submission.
- c) Request clarification from bidders.

- d) To accept any Bid in whole or in part
- f) Reject whole process

10. Conflict of Interest

ICAI requires that Bidders should provide professional, objective, and impartial advice and at all times hold the NIRC of ICAI's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests .

11. Confidentiality

Nothing shall be disclosed by any bidder with any other person not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Bid. Except with the prior written consent of the NIRC of ICAI, the Bidder(s) and its/their personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

12. Standards of Performance

The selected Bidder i.e. Service Provider shall perform the services and carry out their obligations under the Contract with due diligence and efficiency. The Service Provider shall always act in respect of any matter relating to this contract as faithful advisor to the NIRC of ICAI. The Service Provider shall always support and safeguard the legitimate interests of the ICAI in any dealings with the third party.

13. Term

The Development work of Portal shall be completed within 45 days from the receipt of the Letter of Intent. The Maintenance contract is for five years, subject to satisfactory performance to be reviewed by NIRC of ICAI every year.

14. Assignments

The Service Provider shall not assign the work to any other Agency/individual, in whole or in part, to perform its obligation under the Contract, without the prior written consent of NIRC of ICAI.

15. Performance Assessment

If during the contract period, following problems are found, a Liquidated damages @ 0.5% of contract value per week on each default and maximum up to 5% of the total Contract value shall be imposed on the Service Provider by the NIRC of ICAI:

- Quality of support is not up to the mark (till the quality is improved to the required extent)
- Delays in Maintenance and extending support. Not able to execute the work as mutually agreed
- Shifting of responsibilities and creating inordinate delays and asking for unreasonable timeframe.
- Delays in extending off site support 24*7 and not supporting ICAI during holidays.
- The Service Provider is prohibited to earn any revenue of this site, including any third party. If found at any later stages the Service Provider shall adequately compensate NIRC of ICAI for the same.

If the delay is beyond 2 weeks then the NIRC of ICAI may rescind the Contract and shall be free to get the work done by another agency at the risk and costs of the Service Provider.

16. Termination

Either party has the right to terminate the contract by giving one month prior written notice of termination to the other without assigning any reason.

The NIRC of ICAI may, by giving 15 days advance written notice to the Service Provider, terminate the contract for the following -

- for Default to perform obligations under the Contract or if the quality is not as per the specifications/satisfaction of the NIRC of ICAI or in the event of non adherence to time schedule by the Service Provider.
- becomes incapable of or unable to perform the Contract; death or dissolution of Service Provider or commencement of liquidation or winding up proceedings or appointment of a Receiver or insolvency of the Service Provider;
- Service Provider assigns or sub-lets the work under the contract without the prior written permission from the NIRC of ICAI
- Service Provider violating any of the terms and conditions of the contract

However, the termination notice may be revoked provided the Service Provider rectifies the default within notice period to the satisfaction of the NIRC of ICAI. No consequential damages shall be payable to the Service Provider in the event of such termination.

17. Consequences of Termination

Upon Termination of the Contract, the work undertaken by the Service Provider shall become the property of the NIRC of ICAI and all its rights shall vest in the NIRC of ICAI.

18. Resolution of Disputes

In case any dispute arising between the parties in relation to or in connection with any of the terms and conditions of RFP or the contract arising there under, in the first instance, the parties shall try to resolve the dispute amicably, failing which the dispute shall be referred to arbitration. Each party shall nominate one arbitrator and the two nominated arbitrators shall nominate a Presiding Officer. In case of difference of opinion between the two arbitrators, the matter shall be referred to the Presiding Officer for resolution. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Delhi and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be shared equally by the parties.

19. Jurisdiction

Subject to the arbitration clause herein contained, all disputes between the parties pertaining to this contract shall be subject to the jurisdiction of the competent Courts at Delhi only.

20. Taxes and Duties

The Bidder(s) shall fully familiarize themselves about the applicable taxes such as GST etc on amount payable by NIRC of ICAI under the contract. The Bidder shall pay such tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

SECTION –VII

Bid Opening, Evaluation Process and Selection Procedure

Evaluation Process

Response to this RFP would be evaluated in two phases. Initially technical bids will be opened and evaluated. Those bidders who satisfy the technical requirements of the work, as per the requirements/specifications and the terms and conditions of this RFP, shall be short-listed. Financial bids shall be opened only for the short-listed bidders who have qualified in the technical bid.

Technical Evaluation

The bids will be technically evaluated on various components. Each response to the RFP from each bidder will be judged on its own merit. As part of the Technical Bid Evaluation, bidders may be required to demonstrate to the NIRC of ICAI, their works of similar nature, which forms part of the knowledge base of the bidder for the work and also exhibits bidder's domain expertise.

Financial Evaluation

The Financial bids of the short listed bidders will be evaluated on the basis of the amount quoted in the Bid.

COVERING LETTER (ON THE BIDDER'S LETTER HEAD)

DATE:

Dear Madam/Sir,

Sub: Development, Deployment and Maintenance of Website Portal named www.nirc-icai.org

Having examined the RFP, I/we, M/s _____, offer our proposals for the subject works and are in full conformity with the said RFP. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bid shall not be given effect to.

We agree to abide by the terms and conditions of this Bid, including this letter, the Technical and Financial Bid, the duly notarized written power of attorney, and all attachments and it shall remain binding upon us and may be accepted by you at any time before the expiry of the validity period.

I/We confirm having deposited one demand draft: -

Earnest Money of Rs.5000/- (Rupees Five Thousand Hundred Only) by Demand Draft no.....dated.....drawn on Bank.....Branch attached hereto

We hereby declare that all the information and statements made in this bid are true and any misleading/false information contained in it may lead to our disqualification.

We understand that you reserve the right to accept or reject any bid.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Bid for and on behalf of [Name of Respondent]

Name of Firm:

Address:

Note: This will be enclosed in original along with both Technical & Financial Bid.

**TECHNICAL BID
(On the Letterhead of the Bidder)**

1. Name of the Individual /Firm/Company:
2. Physical address:
3. Address of the company/Firm (Pl. Enclose Proof):
4. Contact details (Telephone/email/Fax):
5. Date of incorporation/registration (Pl. Enclose Proof, if applicable):
6. Date of commencement of business (Pl. Enclose Proof, if applicable):
7. Net worth of the company/firm ((Pl. Enclose Proof, If applicable):
8. Name(s) of the directors/Partners:
9. Names of the major customers:
10. Details of similar assignments handled in the past (Pl. Enclose Proof):
11. Current related assignments on hand (Pl. Enclose Proof):
12. Details of turnover for the past 5 years (Pl. Enclose Proof):
13. Attach copies of audited annual accounts for the past 5 years
14. Number of employees:
15. Number of technical personnel:
17. Persons authorized by the company to execute documents on its behalf, with
NIRC of ICAI
18. PAN Number (Pl. Enclose Proof):
19. Service Tax Number (Pl. Enclose Proof, if Applicable):
20. Detail of any such portal to access the quality. Username and password to be
provided of such portal to access the quality.

Declaration: We hereby declare that the above information furnished is true to the best of our knowledge and information and if it is discovered at a later date that any or all of the above information is incorrect, we shall be disqualified and that if the assignment is already awarded, NIRC of ICAI shall be within its rights to cancel the contract forthwith without assigning any reasons whatsoever.

Place

Date:

Signature

FINANCIAL BID
(On the Letterhead of the Bidder)

The Bidder is required to submit the financial bid in the following format. The rates agreed upon with the bidder by NIRC of ICAI shall be inclusive of all taxes and other levies.

Rates by Bidder –

S. No	Scope of Work	Rates (In Rs.) (including GST)
1.	<p>1. Cost of development and deployment of portal with testing on VPS (Virtual Private Server Hosting) on Open Source Platform.</p> <p>2. Go Daddy Virtual Private Server Hosting</p> <ul style="list-style-type: none"> • OS: Linux CentOS • RAM: 8 GB • Storage: 120 GB †† • Bandwidth: 4,000 GB/monthly <p><i>Note: Payment will be based on actual billing.</i></p> <p>3. Maintenance cost per month 24*7 off site support (Maintenance would mean a) Deploying the solution on the cloud b) Ensuring Continuous uptime of the site c) Troubleshooting for Prevention from DDOS and other attacks d) Maintaining backups and restoring the same as per need e) Changing clouds if needed if NIRC of ICAI needs the same. F) Providing SQL extracts from the data that cannot be sufficed in the form of reports. g) Minor Modifications to the system and fine tuning (as per change in NIRC of ICAI rules & decisions).</p>	<p>Rs.....</p> <p>....</p> <p>Rs.....</p> <p>..</p> <p>Rs.....</p> <p>..</p>

1. No TA/DA and no local conveyance or any travel cost will be reimbursed by NIRC of ICAI.
2. NIRC of ICAI reserves the right to award the work either to a single bidder or may split the work and award the same to more than one bidder.
3. NIRC of ICAI shall not be responsible for any another payments apart from the aforesaid commercials.

Name:

Date:

Sign:

Address with Phone No and E Mail ID:

Note: Please sign on each sheet submitted to NIRC of ICAI.

Stamp: