TENDER NOTICE

Ref: PUB/AAI-2017/7/WEB/HO 20.01.2017

TENDER FOR CREATING NEW WEBSITE “www.aquaaquaria.mpeda.gov.in” OF MPEDA

Sealed bids are invited from reputed firms for domain registration, hosting, website development, maintenance and online registration software system with payment gateway as per the requirements indicated in the tender document, which will be available on our web site www.mpeda.gov.in

The bid must be submitted to Secretary MPEDA on or before 30-01-2017 at 3 pm in the following address superscribing ‘Bid for AAI Website’

The Secretary
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
P.B. No. 4272, Panampilly Avenue, Cochin – 682 036.
Tel: 0484 2321722 Fax: 0484 2312812
E-mail: sreekumar@mpeda.gov.in
TENDER FORM
for
DOMAIN REGISTRATION, HOSTING, WEBSITE DEVELOPMENT, MAINTENANCE & ONLINE REGISTRATION SOFTWARE SYSTEM WITH PAYMENT GATEWAY
**Name of the work** | Appointment of Agency for domain registration, hosting, website development, maintenance & creation of online registration software system with payment gateway for the 4th Aqua Aquaria India 2017 scheduled to be held at Nehru Maidan, Mangalore, Karnataka from 12th to 14th May 2017

**Bid Security (Earnest Money Deposit)** | Rs. 50,000/- (Rupees fifty thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of “AQUA AQUARIA INDIA”, payable at Ernakulam

**Last Date and Time for receipt of Bids** | 30-1-2017 3 PM

**Time and Date of Opening of Bid** | 31-1-2017 2 PM

**Place of Opening Bid** | Office of the Secretary, Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi – 682 036, KERALA
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A. Introduction
The Marine Products Export Development Authority (MPEDA) (hereinafter referred as “Authority’) is a statutory body under the Ministry of Commerce and Industry, Government of India, MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products.

MPEDA is organizing the 4th edition of Aqua Aquaria India 2017 at Nehru Maidan, Mangalore, Karnataka.

B. Job Description
Sealed Tenders in prescribed format are invited from reputed Agencies for domain registration, hosting, website development, maintenance & creation of online registration software system with payment gateway for the 4th edition of ‘AQUA AQUARIA INDIA 2017’ (hereinafter referred as ‘Event’), one of the largest international aquaculture cum aquariculture shows in Asia., scheduled to be held at Nehru Maidan, Mangalore, Karnataka from 12th – 14th May 2017. The Event will have an exhibition having 270 stalls and expects about 3000 delegates to participate.

Tender document can only be downloaded from our website www.mpeda.gov.in. The last date for submission of tenders is 30-1-2017 at 3 PM. The technical bids shall be opened on 31-01-2017 at 2 PM in the presence of the bidder's representative who chooses to be present at the office of the undersigned during the evaluation process. The Technical bid and price bid should be given in separate envelops.

Those who are meeting the eligibility criteria and are interested to organize the assignment to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.
C. Eligibility Criteria

(i) Essential
1. The bidder shall be an agency having minimum financial turnover of Rs.100 lakh and above in a single year, during the last three years commencing from 2014-16.
2. The bidder should have arranged web support for similar events / activities.
3. The bidder should have audited balance sheet for last 3 years.
4. Experience with proof of arranging the programs of Union/State government / PSUs/Private Enterprises etc. on various social / service and business meet.

(ii) Desirable
1. Awards / certificates of excellence received, if any.

D. Terms and conditions
1. The vendors will have to submit an interest free, refundable Earnest Money Deposit (E.M.D.) of Rs. 50,000/- (Rupees fifty thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of AQUA AQUARIA INDIA payable at Ernakulam. The DD should be kept along with Technical bid envelop.
2. The Agency shall not sublet whole or part of the work to any other agency.
3. The Agency shall execute, comply and organize the function, in accordance with the contract to the complete satisfaction of the Authority.
4. In case of default on the part of the agency in carrying out any order, Authority shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Authority and will be deducted by the Authority from any money due or it may become due to the agency.
5. The decision of the Authority in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
6. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction in Ernakulam, Kerala.
7. In the event of the Agency committing breach of any of the above terms and conditions or the services of the Agency being found to be unsatisfactory, the contract can be terminated by the Authority even before the expiry of the period of agreement by
giving 15 day’s notice to the Agency. Even otherwise the Authority will have the right to 
terminate the engagement of Agency by giving one month’s notice.

8. The Authority shall have right to issue addendum to tendered documents to clarify, 
amend, modify supplement or delete any of the condition, clause or items stated 
therein. Each addendum shall form a part of the original invitation to tender.

9. The successful bidder/contractor/agency will have to sign a contract agreement with 
the authorized official of the Authority on a Rs. 300/- non-judicial stamp paper. All the 
terms and conditions, scope of work etc. contained in the tender documents shall form 
part of and shall be taken as if they were included in contract agreement to be executed 
with the agency.

10. The Authority reserves the right to accept or reject tender without assigning any reason 
thereof. No claim or complaint in this regard will be entertained by the Authority.

11. Tender document should be signed on all the pages by the Authorised signatory along 
with seal of the agency.

12. Resolution of the Company (if the Tenderer is a Company) authorizing the person 
signing the Tender, to sign the Tender on behalf of the Company is to be provided.

13. In the event of the Agency committing a breach of the contract the Authority is entitled 
to receive from the Agency compensation to the extent of loss incurred as determined 
by the Authority for any loss or damage caused to the Authority.

E. Scope of work

(a) New domain registration (www.aquaaquaria.mpeda.gov.in)

(b) Hosting of website in siteground.com

(c) Development of complete website

(d) Regular updation of information on the website

(e) Maintenance of website for one year

(f) Creation and maintenance of online payment gateway through Internet banking / 
credit card system on the website towards registration of delegates and exhibitors 
for the event ‘Aqua Aquaria India 2017’.

(g) Development and maintenance of an online registration software for the event 
‘Aqua Aquaria India 2017’ in connection with registration of stalls (through dynamic 
interactive layout) and online delegates from India and abroad, including SMS 
based registration of delegates through a representative of MPEDA and offline
registration of delegates by field offices of MPEDA, as per the general terms and conditions of registration through the website

The software shall be capable to generate adequate and accurate report as per the requirements of the organizers

(h) Sending registration acknowledgements to delegates and exhibitors through email and SMS

(i) SMS broadcasting to all registered delegates and exhibitors every three hours prior to the show

(j) Daily updation of the site during the Show days indicating the activities and milestones.

(k) Spot registration of delegates and exhibitors at the venue during the event on 11th to 14th May 2017 (Hardware/Computers/printers/networking and manpower requirement for setting up 10 Registration Booths need to be quoted)

(l) Post event support & maintenance on feedback and business development information of the site

F. How to apply

Only application of agencies that fulfill the criteria would be considered by the Authority. Accepting the application for engagement by the Authority would not guarantee the award of contract.

The application in sealed envelope superscribing “TENDER FOR DOMAIN REGISTRATION, HOSTING, WEBSITE DEVELOPMENT, MAINTENANCE & ONLINE REGISTRATION SYSTEM FOR ITS WEBSITE IN CONNECTION WITH THE 4TH EDITION OF AQUA AQUARIA INDIA 2017’ along with the copies of the relevant certificates and other specified documents may please be forwarded to:

THE SECRETARY
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
P. B. No. 4272, MPEDA House,
Panampilly Avenue, Kochi – 682 036.
Technical Bid

Last date for receipt of application is upto .......... on .................

From
...........................................
...........................................
...........................................

To
THE SECRETARY
The Marine Products Export Development Authority
P. B. No. 4272, MPEDA House,
Panampilly Avenue, Kochi – 682 036.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Details to be filled in by the Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Firm/Agency</td>
<td></td>
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<tr>
<td>2</td>
<td>Registered office/business address of the agency with telephone, cell, Website, Email and fax number</td>
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<tr>
<td>3</td>
<td>Name of Contact Person(s)</td>
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<tr>
<td>4</td>
<td>Address with telephone, Fax numbers, Email and name(s) of the contact person(s)</td>
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<tr>
<td>5</td>
<td>Year of Incorporation &amp; Constitution</td>
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<td>6</td>
<td>Income Tax - PAN No. (Attach copy of PAN)</td>
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<td>7</td>
<td>Service Tax No. (Attach copy of Service tax registration No.)</td>
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<td>8</td>
<td>TIN No. (Attach copy)</td>
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<tr>
<td>9</td>
<td>Turnover during last three years (copy of audited Balance sheet to be enclosed)</td>
<td>Turnover in Rupees lakhs (in words and figures)</td>
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<tr>
<td></td>
<td>Year</td>
<td>Year</td>
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<tr>
<td></td>
<td>2013-14</td>
<td>2013-14</td>
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<td>2014-15</td>
<td>2014-15</td>
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<td></td>
<td>2015-16</td>
<td>2015-16</td>
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<td>10</td>
<td>Whether registered with Registrar of Firms / Companies? If yes Date of Registration (Attach copy of Registration)</td>
<td></td>
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<tr>
<td>11</td>
<td>Customer Profile (Attach copy of work orders/proof)</td>
<td></td>
</tr>
</tbody>
</table>
| 12     | Infrastructure details
|        | 1) Details of network/branches of agency in Karnataka and other states in India. |                                       |
|        | 2) Whether the agency have adequate professionally trained manpower.         |                                       |
3) Whether the agency is providing services to Union Govt./Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past three years.

13 Details of Previous experience (Copies of experience certificates, work orders and proof of Work order value to be attached)

14 Details of Contracted Organization, its address and contract numbers

<table>
<thead>
<tr>
<th>Period of contract</th>
<th>Work order value</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
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</tbody>
</table>

15 Whether the agency is an income tax assesse with valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2014, 2015 and 2016. *(Attach copy of Income Tax returns for all the above mentioned years).*

16 Any other relevant information

17 **Verification** - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Authority.

18 Format for giving details of key personnel of the agency

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of key personnel</th>
<th>Designation</th>
<th>Years with the Agency</th>
<th>Contact number</th>
<th>Any other information</th>
</tr>
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<tbody>
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</table>

**Name & Signature of authorized signatory**

**Date:**

**Name & Seal of Agency**
Financial Bid

Last date for receipt of application is upto .......... on .................

From

..................................................
..................................................
..................................................

To
THE SECRETARY
The Marine Products Export Development Authority
P. B. No. 4272, MPEDA House,
Panampilly Avenue, Kochi – 682 036.

I/We have read and examined the documents relating to the appointment of an Agency for website updation, maintenance & creation of online registration software system on its website www.aquaaquaria.gov.in for the 4th edition of the Exhibition of Aqua Aquaria India 2017 scheduled to be held at Nehru Maidan, Mangalore, Karnataka from 12th to 14th May 2017.

<table>
<thead>
<tr>
<th>Details of Activities</th>
<th>Rate</th>
</tr>
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<tbody>
<tr>
<td>a) New domain registration (<a href="http://www.aquaaquaria.mpeda.gov.in">www.aquaaquaria.mpeda.gov.in</a>)</td>
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<td>b) Hosting of website in siteground.com</td>
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<td>c) Development of complete website</td>
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<td>d) Regular updation of information on the website</td>
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<td>e) Maintenance of website for one year</td>
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</tr>
<tr>
<td>f) Creation and maintenance of online payment gateway through Internet banking/credit card system/QR code mobile apps such as SBI Buddy/BHIM on the website towards registration of delegates and exhibitors for the event ‘Aqua Aquaria India 2017’.</td>
<td></td>
</tr>
<tr>
<td>g) Development and maintenance of an online registration software for the event ‘Aqua Aquaria India 2017’ in connection with registration of stalls (through dynamic interactive layout) and online delegates from India and abroad, including SMS based registration of delegates through a representative of MPEDA and offline registration of delegates by field offices of MPEDA, as per the general terms and conditions of registration through the website. The software shall be capable to generate adequate and accurate report as per the requirements of the organizers.</td>
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<td>h) Sending registration acknowledgements to delegates and exhibitors through email and SMS</td>
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<td>j) Daily updation of the site during the Show days indicating the activities and milestones</td>
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</tr>
<tr>
<td>l) Post event support &amp; maintenance on feedback and business development information of the site</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL : Rs.______________

Taxes (if any)______________

(In words)______________________________________________________

1. Price has to be quoted in India Rupees only.
2. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
3. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
4. The Agency agree that the above price have been quoted after reading and understanding the complete tender documents.

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

Name :

Designation:

Date: Seal of Agency