


भारत सरकार  
फिल्म समारोह निदेशालय  
सूचना और प्रसारण मंत्रालय

गेट नंबर. 01  
सिरी फोर्ट सभागार परिसर  
अगस्त क्रांति मार्ग  
नई दिल्ली -110049  
दिनांक: - 02.01.2019

वेबसाइट के वार्षिक रखरखाव अनुबंध के लिए निविदा  
(हिंदी और अंग्रेजी)

फिल्म समारोह निदेशालय, दिल्ली अपनी वेबसाइट (अंग्रेजी और हिंदी) [www.dff.nic.in](http://www.dff.nic.in) और [www.iffigoa.org](http://www.iffigoa.org) को बनाए रखने के लिए प्रतिष्ठित एजेंसियों / फर्मों से बोलियों को आमंत्रित करता है। दो बोली प्रणाली के तहत एक वर्ष की अवधि के लिए। तकनीकी बोली और वित्तीय बोली। इच्छुक एजेंसियां / फर्म तकनीकी और वित्तीय बोली के साथ सीपीपी पोर्टल के माध्यम से ऑनलाइन अपना उद्धरण भेज सकते हैं, जो **22/01/2019 को दोपहर 2.00 बजे** तक नवीनतम होगा। नियम और शर्तें और प्रासंगिक जानकारी DFF वेबसाइट [www.dff.nic.in](http://www.dff.nic.in) से देखी और डाउनलोड की जा सकती है। और सीपीपी पोर्टल निविदा दस्तावेज 17/01/2019 को शाम 5.00 बजे तक नवीनतम फिल्म निदेशालय के कार्यालय से भी एकत्र किए जा सकते हैं। केवल CPP पोर्टल के माध्यम से ऑनलाइन बोली स्वीकार की जाएगी। कोई भी भौतिक बोली स्वीकार नहीं की जाएगी। हालांकि 20,000 / रुपये का EMD का डिमांड ड्राफ्ट वेतन और लेखा अधिकारी (एमएस) के पक्ष में सूचना एवम प्रसारण मंत्रालय को निविदा जमा करने की अंतिम तिथि और समय से पहले इस कार्यालय में जमा किया जाना चाहिए। डिमांड ड्राफ्ट की स्कैन कॉपी सीपीपी पोर्टल पर अपलोड की जानी है।

बोली जमा करने की अंतिम तिथि 22/01/2019 है। अपलोड किए जाने वाले प्रत्येक दस्तावेज़ पर मुहर लगी रबर के साथ हस्ताक्षर किए जाने चाहिए। बोलियाँ 23/01/2019 को दोपहर 2.30 बजे एजेंसियों / फर्मों के प्रतिनिधियों की उपस्थिति में खोली जाएंगी जो उपस्थित होना चाहते हैं। केवल उन प्रतिभागियों की वित्तीय बोलियां खोली जाएंगी, जो तकनीकी बोली के आधार पर अर्हता प्राप्त करते हैं। इस निदेशालय के वीआईपी लाउंज में 10/01/2019 दोपहर 2.30 बजे एक पूर्व बोली बैठक भी आयोजित की जाएगी।

  
उप-निदेशक (प्रशासन)  
फिल्म समारोह निदेशालय  
011-26499386

Government of India  
**Directorate of Film Festivals**  
**Ministry of Information & Broadcasting**

Gate No. 01  
Siri fort Auditorium Complex  
August Kranti Marg  
New Delhi-110049

Dated:- 02.01.2019

**TENDER FOR ANNUAL MAINTENANCE CONTRACT OF WEBSITES**  
**(Hindi & English)**

The Directorate of Film Festivals, Delhi invites Bids from reputed agencies/firms for developing, maintaining of its websites (English & Hindi) [www.dff.nic.in](http://www.dff.nic.in) and [www.iffigoa.org](http://www.iffigoa.org). for the period of one year under two bid system viz. Technical Bid and Financial Bid. Interested Agencies / Firms may send their quotations online through CPP Portal with Technical & Financial Bids, latest by **2.00 PM on 22/01/2019**. The terms and conditions and relevant information may be seen and downloaded from DFF website [www.dff.nic.in](http://www.dff.nic.in). & CPP Portal. The tender document can also be collected from the office of Directorate of Film Festivals, latest by 5.00 PM on 17/01/2019. Only online bids through CPP Portal will be accepted. No physical bids will be accepted. However Demand draft of EMD of Rs. 20,000/- in favour of Pay & Accounts Officer (MS), Ministry of I & B should be deposited in this office before the last date & time for submitting the tender. The scan copy of demand draft is to be uploaded on CPP Portal.

The last date for submission of bid is 22/01/2019. **Each & every document to be uploaded should be signed with rubber stamped.** The bids shall be opened on 23/01/2019 at 2.30 PM in the presence of the representatives of the agencies / firms who wish to be present. The financial bids of those participants will be opened only, who qualify on the basis of technical bid. **A pre bid meeting will also be held on 10/01/2019 at 2.30 p.m.** in the VIP lounge of this Directorate.



Dy. Director, (Admin)  
Directorate of Film Festivals  
011-26499386

**TERMS & CONDITIONS OF TENDER FOR ANNUAL  
MAINTENANCE CONTRACT OF WEBSITES :-**

**(A) Qualifications for Tendering for bidders :**

1. The bidder shall be registered company in India.
2. The bidder should have executed similar kind of work in at least five government agencies or corporate companies.
3. The bidder shall not have been black listed by any state or Central Government or its agencies in India. A self certification has to be provided for the same by the bidder.
4. Annual turnover of the bidder should be more than Rs.20 Lakhs.
5. Company should be ISO 9001:2008 Certified or CMM Level 3 certified.
6. During the past five (5) Years, the Bidder must have completed at least one
  - (1) successful contract involving the Design, Supply, implementation, training, support & maintenance of website or similar functional/technical characteristics and of a comparable scale.
7. Bidders must have software for the entire system. Bidders must be able to supply and support the necessary hardware to run the proposed solution.
8. The Bidder must have on its current staff at least one key person in each of the following specialist areas involved in the project:
  - i. Application software design and development
  - ii. Systems integration
  - iii. Software Testing
  - iv. Training of non-technical end-users.
9. Each key person should meet the following minimum requirements:
  - i. Five years of relevant experience, with the last three years in the particular specialist area;
  - ii. The last two years of industry experience in a management/team leadership capacity.

## **B) Procedure for filling Tender Forms :**

1. The bids are to be submitted online through CPP Portal only under "Two Bids System" i.e. Technical and Financial.
2. The demand draft of EMD of Rs.20,000/- in favour of Pay & Accounts Officer (MS), Ministry of I & B in original is to be deposited in this office before the last date & time. Scan copy of demand draft is to be uploaded on CPP Portal.
3. Tenders received after the due time & Date shall not be entertained.
4. Tenders submitted on plain paper or without signature will be invalid and shall be Summarily rejected.
5. Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender/offer as invalid.
6. All documents should be in English/Hindi and readable. There should be no cuttings. If striking out is resorted to, it should be signed.
7. Offers submitted by telex, telegram, fax or email shall not be considered.
8. No alteration or amendments shall be allowed after submission of the Tender.
9. For a tender to be valid the individuals signing the tender document must specify, whether they are signing as the sole proprietor/manufactures/ partners or attorneys (with proof provided); or as Authorized Dealers/ Distributors (with proof provided) Offers not accompanied with letters of authority, in cases required, are liable to be rejected.
10. The tender shall be valid for acceptance for the period as indicated in the bid and shall not be withdrawn on or after the opening of tenders till the expiration of the validity period or any extension thereof. On award of Contract, it is expected that the website maintenance would be carried out within the validity period.
11. Technical Bids will be evaluated for qualifications for opening the financial bids. Only those 'Financial bids' will be opened whose technical Bids are qualified and fulfilling all the technical specifications of the tender documents.
12. All the documents must be attested/self signed. The total cost of manpower and scope of work should be included in the bids.



**13. Financial Statement:-** A full and detailed presentation of the true condition, as on 31.3.2017, of the proponent's assets, liabilities and net worth. The report should include a balance sheet and income statement. If the proponent is a new partnership or joint venture individual financial statements must be submitted for each general partner or joint venture thereof. If firm is a publicly held corporation, the most current annual report should be submitted.

**14. LICENSING AND UPGRADES:**

The software must be installed with full perpetual license and should not require any license renewal after its acquisition and installation. The cost of the software should not be based on the number of users utilizing the application (per seat licensing model). The Software should be enterprise level software allowing any number of users to use it without extra costs. Any Update if need be must be done using the Internet and must be free of charge. The software should prove to have a full software development life cycle and have regular upgrades and a strong technical support. Above mentioned licensing and upgrade should be valid throughout the tender period.

**15. Performance Security:**

Within Ten (10) days from date of the receipt of award letter, the Company/agency shall furnish performance security to the department for an amount equal to ten percent (10%) of the total value of contract, valid up to sixty days after the date of completion of all contractual obligations by the Company/agency, including the warranty obligations.

**16. General Terms:**

DFP reserves the right without assigning any reason, thereof to:

Accept or reject whole or any part of an offer Reject any or all offers partly or wholly. Cancel or withdraw the tender notice Reject or accept any tender or part thereof Accept or reject any deviations from these conditions

**17. Disputes:**

- a. All queries and disputes arising of this contract shall be referred to the Director, DFP whose decision shall be final and binding.
- b. The Courts at Delhi shall have jurisdiction to try all suits and Proceedings related to these contracts.

18. Acceptance: Signing of the Tender form and the detailed terms and the conditions shall be deemed as the final acceptance of these terms and conditions.

19. In case the firm fails to respond the requests of website updation/ Maintenance within a reasonable period of time, the contract may be terminated forthwith.

20. The Contract period will be for one year which may be extended further upto two year on successful completion of the work of the initial Contract period. The payment to the Contractor may be made on quarterly basis after the successful completion of the work assigned.

### **C) Earnest Money Deposit**

- i) Tenders have to submit Earnest money Deposit of **Rs.20, 000/-** in the form of bank draft in favour of "Pay & Accounts Officer (MS), M/o I&B" payable at New Delhi, in this office before last date.
- ii) It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit unless exempted by Government of India.
- iii) Tenders submitted without EMD shall be primarily rejected.
- iv) EMD in respect of parties, which are not short-listed for the work, will be returned immediately after finalization of the contract.

### **D) Scope of Work for both English and Hindi Websites**

i) Maintenance & development of CMS of both websites, IFFI website [www.iffigoa.org](http://www.iffigoa.org) and DFF website [www.dff.nic.in](http://www.dff.nic.in). Both websites are fully functional.

ii) Modification of both Websites if required.

iii) Website maintenance contract cover alterations, updates and repairs, In addition to completing all maintenance requests, your contract includes internal and external links, on- line Forms, search facilities, site maps and any dynamic functionality.

iv) Services covered in Annual Maintenance Packages are.

- Graphic Design Support
- Catalog Management.
- Advertisement,
- Email Campaigns and Newsletters Management.
- Flash Advertisements & Presentation Updates
- Content Management

- Graphic updates or New Designs
- Altering the usability of website
- Search Engine Optimization
  
- SMS integration & E-mail alerts with the applications
- Security audit of the modules developed from empanelled vendor
- Audit trail of CMS Admin, user etc
- Incorporation of audio & video gallery in the website and conversion and uploading of videos in suitable format Maintaining of web-based applications relating to online booking of auditoriums and current inventory management including past database.
- Uploading/downloading of Tender on CPP Portal & websites of this Directorate

v) Online submission of applications relating to the National Film Festival, Indian Panorama and International Film Festival of India & booking of Siri Fort Auditoriums

vi) In addition, the applications relating to online booking of Auditoriums and inventory management including past database (partially developed). The maintenance and development of CMS of both the websites [www.dff.nic.in](http://www.dff.nic.in) and [www.iffi.nic.in](http://www.iffi.nic.in) is under the scope of work of the current AMC.

vii) The Websites should be disable friendly.

Viii) Email and SMS integration with the online submission of forms, payment and approvals.

ix) Development of Content Management System with workflow.

X) Creation of Admin, user and roles for Content Management System to upload the content.

**E) Deployment of Staff** -the firm shall deploy atleast one technical staff and one Hindi writer-cum-translator at the premise of the Directorate for speedier update/maintenance of websites. Technical person should hold a B.Tech./BCA/MCA or equivalent degree & must have at least two years of experience in website creation/maintenance. The Technical staff deployed should also have strong background in designing the websites. The firm should deploy the technical staff & Hindi staff at the premises of the Directorate on all working days from 09.30 to 6.00pm. At occasions he may be required to work beyond office hours & even on holidays.

Technical Bid

The following documents should be submitted along with Technical bid:

Sl.no.	Particulars	Yes/No.	Deviation if any
I.	Proof of registered company in India viz. GST Registration etc.		
II.	Proof of similar kind of work executed in at least five government agencies		
III.	Proof of bidder turnover of more than Rs.20 Lakh during FY 2016-17		
IV.	ISO 9001:2008 certified		
V.	Proof of PAN Number of company if any		
VI.	Provide a list of five references, with current contact person, e-mail address and phone number		
VII.	Include the risk profiling involved		
VIII.	Detailed technical proposal for the web solution as per the requirement of DFF scope of work in the Tender document		
IX.	Experience in assisting as with integration of software with other products		
X.	Availability to implement the software & ensure the system is working properly		
XI.	Experience in content management & alteration of website		
XII.	Profile of the technical staff as mentioned in the tender document		
XIII.	Profile of the Hindi staff as mentioned in the tender document		

Signature and Stamp of the Bidder



Financial Bid

S. No.	Particular	Rupees
1.	Rates for the maintenance and development of Websites as per Scope of Work mentioned in the Tender document for one year (Manpower)	
2.	Audit Of Online applications relating to the National Film Festival, Indian Panorama and International Film Festival of India.	
3.	Total Cost :	
4	Total Cost with GST	

Signature and Stamp of the Bidder