

No. 3459/KFD/MKG/2023

Date: 12-07-2023

1.0 Tender Notice for Revamping and the maintenance of website

Tenders in sealed envelopes are here by invited from reputed, experienced website designing companies for the revamping and the maintenance of Kerafed website and construct standard business e-mail accounts for Kerafed employees. Interested companies/ firms may submit their technical bid and financial bid in separate sealed envelopes super scribed as **“Tender bid for the Revamping and the maintenance of Kerafed Website”** on or before 21-07-2023.

Name of Work	1) Revamping the existing website of Kerafed 2) Standard E-mail Account with 5GB space each (50 Nos)
Tender Documents	Tender Documents and detailed notification can be downloaded from www.kerafed.com
Date of Releasing Notification	12-07-2023
Last Date of Submitting bid	21-07-2023 5PM
Date of Opening Technical bid	24-07-2023 2PM at Head Office Kerafed
Date of Presentation and Opening Financial Bid	26-07-2023 2PM at Head Office Kerafed
Contact Person for Queries	Assistant Manager (Marketing), Kerafed Head Office, Thiruvananthapuram Phone : 8921105578
Submission of Proposal to be addressed to	The Managing Director, Kerafed Kera Bhavan, Waterworks Compound, Vellayambalam, Thiruvananthapuram – 695033

S/d
Managing Director
Kerafed

2.1 Introduction

KERAFED is the Apex Co-operative Federation of coconut farmers in Kerala and is the largest producer of coconut oil in India. The official website of Kerafed (www.kerafed.com) is already operational in English, and is being hosted by Asianet Broadband Ltd. Tenders in sealed envelopes are here by invited from reputed, experienced website designing companies for the revamping and the maintenance of Kerafed website and construct standard business e-mail accounts for Kerafed employees.

2.2 Prequalification Criteria

1	The bidder should be registered as a company / Firm in Kerala.
2	Company should have a minimum of three years' experience designing / developing websites / working on successfully running e-commerce applications.
3	The bidder should not be debarred or blacklisted in any supplies, products or services by any Government department /organisation.
4	Company should have a registered / branch office in Kerala.

2.3 How to apply :

Duly filled Technical bid and Financial bid (Annexure 1 and 2) should be submitted with supportive documents to “The Managing Director, Kerafed, Kera Tower, Waterworks Compound, Vellayambalam, Thiruvananthapuram 695033”.

The sealed envelope should be super scribed with the wordings “ **Technical Bid / Financial Bid for the Design and Development of Website for Kerafed**” and include the following documents :

Documents for sealed cover 1	<ol style="list-style-type: none"> 1) Technical Bid (Annexure 1) 2) Copy of PAN and GSTIN 3) Copy of Tender Notification Duly Signed with office seal 4) Copy of previous work orders /certificates /documents to prove their experience in developing websites.
Documents for sealed cover 2	<ol style="list-style-type: none"> 1) Financial Bid with signature and office seal (Annexure 2)

The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened.

2.4 Evaluation Criteria :

- a) Technical bids shall be opened by the Tender Evaluation Committee and verify the documents submitted by each bidder.
- b) Firms those qualify Technical bid will be asked to present the draft template before the Tender Evaluation Committee.
- c) Presentation should include the “Proposed Methodology, execution plan and features, support offered” etc.
- d) Assessment will be done on the basis of “Technical bid and Presentation” by the Tender Evaluation Committee

2.5 Award of Contract

- a) Kerafed shall award the contract to the lowest priced bidder subject to being found technically, commercially and financially acceptable to Kerafed based on the qualification criteria, experience, past performance and technical capability.
- b) The successful bidder will have to sign a contract agreement with The Managing Director, Kerafed on a Rs. 500/- non-judicial stamp paper.
- c) The bidder whose tender accepted, will be required to furnish a Security Deposit for an amount equal to 5% of the contract value of the work. Security Deposit may be furnished in the form of Account Payee Demand Draft, Fixed Deposit Receipt/Bank Guarantee from a Commercial bank.

2.6 Modification and Withdrawal of Bids

The Bids once submitted may not be allowed to be modified or amended or withdrawn at any cost.

2.7 Payment Terms

Payment for the contract value shall be given in four stages. Final 20% of contract value shall be released only after completing the project and after getting the performance certificate issued from the Managing Director.

10% of Project Value after the Submission of draft /dummy content
50% of Project Value after the completion of software
20% of Project Value after the security audit
20% of Payment after the hosting the website in cloud server

Security Deposit shall be returned only after work completed certificate issued by the Managing Director, Kerafed.

3.1 Scope of work

The official website of Kerafed (www.kerafed.com) is already operational in English, and is being hosted by Asianet Broadband Ltd. The bidder should consider the following points while quoting the price

- a) Kerafed website should be revamped with the latest website designing technology keeping in mind creativity, appearance, functionality, easy access, and fast loading of website pages.
- b) Website should be dynamic and designed with attractive display of Kerafed's products, ingredients, features, , its uses, and other functions through the dynamic display of pictures on Kerafed website home page and other pages.
- c) Website's home page and other web pages will have different category of Kerafed's activities/services and functions as mentioned below.
 - Dynamic picture banner on website home page displaying the high quality images of Kera Products, features, Ingredients, uses etc.
 - Blogs, Podcasts and Video posts
 - Web page on "About Kerafed" - Displaying the history / Vision & Mission / Board of Directors / Message from Chairman etc.
 - Web Page on " Gallery, Tender Notifications, Career, Price of Copra.
 - Web Page on "Banner for Feedback / RTI / Offices"
 - Web Page on "Contact Details" - Location Map and Online Sales
 - Integration of Social Media Platforms (Facebook/Instagram/YouTube)
- d) Website should have hyperlinks to other government websites.
- e) Website modules and related pages before hosting on the server has to be securely audited and Safe-to-Host certificate should be issued by the CERT-in (the Indian Computer Emergency Response Team) empanelled agency.
- f) The website and related pages have to be got Standardisation Testing and Quality Certification (STQC) .
- g) As and when dynamic changes are made to the website, a re-audit of the website is required to be done. Website and related pages have to installed with valid SSL security certificate.
- h) The successful bidder will be providing support for change requests, maintenance, updating and modifications including onsite support for personnel on the new system for a period of one year.
- i) The successful bidder shall advise for making provisions for server space and maintenance of the data base.
- j) Operating Platform PHP-Laravel framework and MySQL DB

3.2 Preparation of hosting environment

The successful bidder on execution of the contract shall advise on the hardware requirements needed for stable and secure hosting of the website. The successful firm

shall also assist in making suitable installation of the hardware and software, configuration of the firewall, hardening of the servers and network.

3.3 Warranty

The module should be covered with a minimum of one year warranty from the date of completion of work. All critical issues will be addressed and fixed within 48 hours.

3.4 Other Terms and Conditions

- a) The Web modules have to be developed as per the Guidelines for Indian Government Websites (GIGW) published by the Ministry of Electronics and Information Technology.
- b) The language/ framework/database applications etc. used for the development of the website should be of the latest industrial standard with Long Term Support.
- c) The web modules and database structures should have provisions to facilitate the expansion of the modules.
- d) The existing source code and data will be provided to the successful bidder and they have to share source code with Kerafed from time to time during the period of contract.
- e) The websites developed should be compatible for viewing on laptops, desktops, and Mobile.
- f) The websites should have suitable translation features to present the content of the websites in English and Malayalam.
- g) The information pertains to a person, login details, or of any sensitive nature should be encrypted and stored in the database.
- h) The reset password request has to be processed through OTP authentication.
- i) The website should be audited [undergo penetration testing] and certified by an agency recognized by the Government of India.
- j) The decision of Kerafed in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
- k) 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 Kerafed even before the expiry of the period of agreement by giving 15 day's notice to the Agency.
- l) Necessary training on the module shall be imparted to Kerafed Officials. User manuals for Kerafed officials and end-users have to be provided.
- m) Content creation and development, Graphic works, HD quality images etc. has to be done by the Agency. Kerafed will provide only the data.
- n) All disputes are subject the jurisdiction of the Courts in Kerala
- o) The Managing Director reserves the right to reject all quotations with out assigning any reason there of.

Signature
Name
Name of Company



Annexure 1
Technical Bid for the Redesigning of Kerafed Website

To
 The Managing Director,
 Kerafed.
 Thiruvananthapuram

Sir,

Sub : Tender Notification No. 3459/KFD/MKG/2023

We would like to participate in the tender process and here by provide the technical details about our product.

01	Name of the Company / MSME			
02	Registered Office Address			
03	GSTIN		PAN	
04	Name of Contact Person and Designation			
05	Email ID		Website	
06	Phone Numbers			
07	Experiences in developing websites (work order/certificate copies to be attached)			
	Name of Firm		Govt. /Private	Website Address
08	Have you debarred or blacklisted by any Government department /organisation in doing IT related projects. (If Yes give details)			Yes / No
	If Yes Give Details of Blacklisting			

07	Core team members dedicated for the Project			
	Name of Professional	Designation	Area of Expertise	Experience
Proposed Website for Kerafed				
10	Operating Platform (Technology Used)			
11	Minimum number of web pages			
12	E-Mail ID creation - 50 Numbers		Yes/ No.	
13	Size / space for each mail ID			
14	Responsive to Computer and Mobile Phone		Yes / No	
15	English and Malayalam Web pages		Yes / No	
16	Additional Benefits offered if any			
17	Stages of Project and Time required for completion			
	Stages	Activities /Process		Time Period
	1			
	2			
	3			
	4			
18	Annual Maintenance Contract Period and Payment if any (First Year of Project)			
19	Period of Warranty			
20	Time of Completion of Project			

Date :
Place :

Signature
Name
Name of Company



Annexure 2
Financial Bid for the Design and Development of Website for Kerafed

To
The Managing Director
Kerafed
Thiruvananthapuram

Sir,

Sub : Tender Notification No. 3459/ KFD/MKG/2023 dated 12-07-2023

We provide the Financial bid for the product as mentioned in Technical bid.
Basic price and GST should be shown separately in the financial bid.

Sl. No	Particulars	Rate Process /stage
01	Development of Dynamic web site for Kerafed	
02	Content creation (English and Malayalam) including High quality pictures of products	
03	Website Hosting Charges (For First Year)	
04	Any other expenses including expenses for security systems	
05	Creation of Email ID's 50 Nos. with 5GB space (Expenses For First Year)	
06	Total Price Excluding GST	
07	GST	
08	Total Contract Value (Inclusive of GST)	

Signature
Name
Name of Company