

**Expression of Interest (EoI) for “Redesigning,
Developing and Updating the data on the Website of
Telangana State Renewable Energy Development
Corporation Limited (TSREDCO) along with 1 year
AMC**

Last Date & Time for Receipt of Document: 15th April, 2021, 3:00PM Date
& Time of Opening: 15th April, 2021, 4:00PM



**Telangana State Renewable Energy Development Corporation Ltd.,
(TSREDCO)**

Regd. Office: Visvesvaraya Bhavan, 2nd floor,
The Institution of Engineers Building, Khairatabad,
Hyderabad - 500 004. (TS)
TEL: +91-40-2320 1502 / 03
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Email: ec@tsredco.telangana.gov.in

Expression of interest (EoI)

The TSREDCO inviting interested firms/organizations for the Expression of Interest (EOI) for **Re-designing, developing and updating the data on the website of TSREDCO along with one year AMC**. The Web Portal of TSREDCO needs to be redesigned and developed as per research done on the related websites. The firms/organizations must be registered with the Commercial Taxes Department having a valid GSTIN and mandatorily registered with Central or State Government (Telangana) for the said activities. It is required to submit detail proposal for the above assignment, as per the brief contained in the Terms of Reference (ToR) and Scope of Work.

Your offer comprising of creative, technical proposal with theme presentation (in colour printout) & supportive necessary documents in **“Envelope I – Technical Proposal”** and **“Envelope II- financial proposal”**, are separately sealed and both the envelopes shall be placed in an outer most envelope and it shall be super-scribed as **“EoI for Re-designing, developing and updating the data on the website of TSREDCO along with one year AMC”** should reach the following address on or before **15th April, 2021, 3:00 PM**

To

**The Vice Chairman & Managing Director,
TSREDCO, D.No. 6-2-910, Visvesvaraya Bhavan,
The Institution of Engineers Building, II floor,
Khairatabad, Hyderabad - 500 004. Telangana State, India**

The same will be **opened on the same day at 4:00 PM** in the office of TSREDCO, Khairatabad, Hyderabad in the presence of the bidders who wish to present. The TSREDCO shall not assume any responsibility for any delayed delivery of the said proposal by post/ courier. If 15th April 2021 happen to be a holiday for any reason, the submission and opening of the said document will be done in the next working day and at the same time.

1. Eligibility Criteria:

- a. The Organization/firm shall have an average turnover of more than **10 lakhs** in last three financial years. Copies of Company balance sheet, certified by the chartered accountant.
- b. The Organization/firm shall have minimum of 3 years of experience of Designing, Developing and Hosting of website.
- c. The Organization/firm shall have experience of working on cross platforms and must have experience of designing, developing and hosting website, for at least 5 clients. Also shall be currently working with at least one client including AMC. At least any one Government client is desired.
- d. The Organization/firm shall have a registered/ branch/ unit office at Hyderabad such that the representative may visit the TSREDCO office whenever required (even with a short notice).
- e. The Organization/firm shall not be blacklisted/ banned by any private or state / central Government agencies/organisations. The firm shall submit a self-declaration on company letter head mentioning the same duly signed by the authorised person.

2. Competencies:

- a. Past experience in creating and maintaining the websites, very professionally and exceptionally and also providing the online solutions.

- b. Excellent IT skills and project management skills.
- c. Strong editorial team with communications skills to write clearly and compellingly in English and Telugu.
- d. Ability to prioritise the activities and deadlines defined by the clients
- e. Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- f. Awareness on the latest smart technologies for website development and online solutions.
- g. Ability to regularly maintain, update the developed website and online solutions

3. Essential knowledge and experience:

- a. Good information technology skills, with previous experience of website designing, developing, hosting and/or maintenance, management, editing and online solutions.
- b. Expertise with HTML/.net/Java/php/any other related latest technologies and content-systems and latest trends and technology in website content and social media.
- c. Strong analytical and research skills, including the ability to analyse audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites and online solutions.
- d. Knowledge of the mandate and work of a government department website and online solutions would be desirable.

4. Final Deliverables:

- a. Development and implementation of the online web strategy with major upgrades in the redesign and content of the proposed website.
- b. The redesigned website to be hosted and maintained.
- c. Editing and proof reading of the website content and online solutions.
- d. Development of new content for the website and online solutions.
- e. Frequent updates on the website and online solutions.
- f. Prompt and Proper Maintenance of website and online solutions.
- g. Option for translating the page in English to Telugu and vice versa

5. Theme Presentation:

The theme presentation shall comprise of the following information

- Researched websites details
- Plan for redesign and development of TSREDCO website
- Security systems for payment gateway
- Login security
- Data management and security
- Themes/ views of the conceptual website should include different logins for data updation.
- Interlinking with the related GoTS and GoI websites
- Option for future Customization etc.

6. Theme Presentation Date:

The organizations who submitted the hard copies of the EoI will be intimated through email for the theme presentation a day before the schedule. **The tentative schedule will be on 16th April 2021.**

7. Criteria for evaluation:

This evaluation process consists of 2 stages. Only those companies, that have passed the first technical evaluation stage, will be considered for financial evaluation. During the first stage participants' technical proposals are examined against the following evaluation criteria:

Sl. No.	Evaluation Criterion	Max. Marks
1	Registration of organization, existence in Telangana & Turn over for the past three years	15
2	Proven practical experience with all stages of developing Website and online solutions, technology skills, with website designing, developing, hosting and/or maintenance, management, editing & handling similar assignments (past work orders)	15
3	Qualifications (education, general qualifications, publications, articles, previous experience within or outside the company) of proposed staff	10
4	Theme presentation	40
	Total	80

8. Evaluation and comparison of proposals:

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any finance/budget proposal being opened and compared. The financial proposal will be opened only for submissions that acquires the minimum technical score of 60 marks of the obtainable score points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference. In the Second Stage, the financial proposal of all organizations, which have attained minimum 60 marks score in the technical evaluation, will be compared. The lowest quoted price will be awarded a maximum of 20 marks in the financial proposal, the proportionate marking will be awarded so on. The contract will be awarded to the organization offering the highest score using a cumulative analysis of both technical and financial proposals.

Example:

Case A – Technical Score – 70 marks, Financial score – 20 marks, Total: 90 marks

Case B – Technical Score – 70 marks, Financial score – 10 marks, Total: 80 marks

In the above cases, Case A will be awarded the work

9. Award criteria, award of contract:

The procuring entity TSREDCO reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization's action. The

organization/firm whose proposal after being evaluated is considered to be the most responsive to the needs and activity of TSREDCO will be awarded the contract. TSREDCO have right to negotiate the successful bidder for further reduction of price. TSREDCO may ask for the same.

10. Terms of Reference:

- a) The firm must be registered bodies with Govt. of India/ Govt. of Telangana.
- b) Rate should be quoted inclusive of the cost of Services, Manpower cost, Transportation, maintenance for a minimum period of 1 year, inclusive of charges of GST and other taxes as applicable as per the format is provided in annexure II.
- c) TSREDCO will pay the amount with reference to the works completed as mentioned in the financial proposal breakup. However, AMC charges will be paid on quarterly basis. The details of the payment terms will be mentioned in the respective work order.
- d) All information, document, photos and data coming in the possession of firm, as a result of the execution of the job shall all at time remain the property of TSREDCO.
- e) The firm shall not make or allow making an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by TSREDCO. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- f) The Successful firm shall have to enter into an agreement on non-judicial stamp paper of Rs. 200 value of 2 sets (Rs.200 X 2 no.s) with TSREDCO. At the time of entering the agreement, the firm should deposit 10% of the contract value (quoted price) as security deposit in the form of DD/ BG in favour of TSREDCO payable at Hyderabad or online transfer to TSREDCO. The security deposit will be released to the firm after completion of the AMC period.
- g) After development of website, the firm shall appoint their representative/s at TSREDCO HO for updating the data on the website.
- h) TSREDCO will have no liability regarding transportation, boarding and loading of firm and their staff.
- i) Under no circumstances the firm shall not appoint any sub-contractor or sub lease the contract. If violated the conditions, the firm will be terminated.
- j) The, rate quoted once will be remain firm for that particular dealing. Any Conditions of the firm sent along with proposal if any, shall not binding on us.
- k) The price accepted by the committee is final and no deviation from it will be accepted in this regard. Except the price quoted may be reduced as per the negotiations made by TSREDCO.
- l) In case of any dispute between the parties, the arbitration shall be at Hyderabad High Court.
- m) The selected firm will have to complete the job as per term and conditions specified above.
- n) The procuring entity reserves the right to accept or reject any or all EoIs without assigning any reason thereof.
- o) Conditional offer/ EoI submitted by fax/email or after the due date and time will be rejected.
- p) For any query please write to ec@tsredco.telangana.gov.in

11. Scope of Work

The Successful bidder should redesign and develop the TSREDCO website with the following scope.

- The successful bidder shall redesign the website in coordination with the existing TSREDCO's AMC Firm and should understand the existing systems/ technologies and may suggest to TSREDCO on latest available technologies.
- Research shall be conducted on all the State Designated Agencies websites, BEE website, BEE Star label website, SAATHEE portal of BEE, PATNET portal of BEE, MNRE website, State Nodal Agencies of MNRE websites or any other related websites.
- Redesign and development of a website to showcase all the associated/ related programmes that are being implemented in Telangana State. The developed website also should include logins for TSREDCO unit offices and HO for updating the respective information. The website shall also comprise of the MNRE, BEE and its related websites information.
- Updating the necessary information on the developed website regarding programmes being implemented and implementing in Telangana State by TSREDCO.
- Initially, Post website development, the successful bidder shall appoint their representatives at TSREDCO HO for updating the data and information on the website. Once after the updation, during AMC, any updation requested by TSREDCO shall be attended without fail and update the respective request immediately.
- The successful bidder shall also update any associated works assigned during website development, if any.
- During the AMC period, the selected firm shall perform all the updates required from time to time as mentioned/ informed by the officials/representatives of TSREDCO without fail. If the firm is not performing as per the TSREDCO's requirement, the same will be treated as non-responsive and the 10% of the security deposit will be forfeited and the remaining, if any, amount will not be paid by TSREDCO.

Annexure 1: Technical Bid for Website Development for TSREDCO

Sl.No.	Particulars	Description						
1.	Name, Address, email and telephone number of the agency/firm							
2.	Name, Designation, Address and telephone no. of the authorized person							
3.	Whether firm is registered, PAN & GST (Please attach copies)							
4.	Please enclose the list of permanent professional and no. of years in association with the organization. Describe organization knowledge about website development application (Human Resource skill set and profiles)							
5.	Detail of experience with all stages of developing Website, technology skills, with previous experience of website designing, developing, hosting and/or maintenance, management, editing. List the works and enclose the proof of documents such as copies of work orders, work completion certificates etc.							
6.	Details of experience in developing website and online solutions and maintenance for the past three years (please attach proof)							
7.	Detail of similar assignment (Please attach copy with sanction letter/ work order)							
8.	Latest Tax Return (Please attach copy)							
9.	Annual Turnover: 2017-18, 2018-19 and 2019-20. Enclose turnover certificate certified by CA	<table border="1"> <tr> <td>2017-18</td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> </tr> </table>	2017-18		2018-19		2019-20	
2017-18								
2018-19								
2019-20								
10.	Proposed Work Plan and Approach:							

(Attach separate sheets, if necessary)

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the officer with name,
designation, seal and date**

Signature of the Authorised
representative with Stamp

Annexure 2: Financial Bid for Website Development and online solutions for TDA

(to be printed and signed on the company letter head))

Name of the work: **Re-designing, developing and updating the data on the website of TSREDCO along with one year AMC**

Sl. No.	Description	Quoted Rate (in INR)	GST (in INR)	Total (in INR)
1.	Organization/ Agency charges for website - redesigning, developing, updating and Hosting of TSREDCO website.			
2	AMC Charges for one year period			
3.	Others, if any (please specify)			
Grand Total				

Note:

Please provide detail financial implication to the organization with break up. (All prices/rates quoted must comply with the terms and conditions of ToR.)

Declaration:

This is to certify that I/We Name of the authorised person, Name of Organization before signing this financial price, have read EoI and fully understood all the terms and conditions mentioned in the document and undertake myself/ourselves to strictly abide by them

**Signature of the firm with name,
designation, seal and date**

Checklist

S.No	Description	Submitted in Envelope 'I'	Page No. (see Note below)
1	Certificate of Incorporation issued under Indian Companies Act, 1956/ latest year from Registrar of Companies or partnership deed or GST certificate in case of proprietorship companies.	Yes /No	
2	Turnover certificate certified by CA	Yes /No	
3	Work Experience certificates (for 3 years)	Yes /No	
4	Details of the 5 clients (Work Order Copies)	Yes /No	
5	One AMC certificate (Work Order copy)	Yes /No	
6	Proof of Local Branch/ unit/ corporate office	Yes /No	
7	Self-declaration on company letter head mentioning the organization is not blacklisted/ banned by any organization	Yes /No	
8	Copy of GST Certificate	Yes /No	
9	Copy of IT returns	Yes /No	
10	Duly signed and stamped scan copy of the complete EoI document on all pages	Yes /No	
11	Presentation of the conceptual website design	Yes /No	

Note:

* the interested organizations shall provide the respective page no. in the above table for the respective attachments to be enclosed along with tender document.