

GULATI INSTITUTE OF FINANCE AND TAXATION
Sreekariyam , Thiruvananthapuram, Kerala
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NOTIFICATION FOR WEB RELEASE

No. ^{951/A}.../GIFT/2023

Date: 12/05/2023

Selection of Web Designing Company for Redesigning GIFT Website

Detailed Request for Proposals (**RFP**) are invited from competent companies to redesign Gulati Institute of Finance and Taxation (GIFT) websites.

A company will be selected under Quality and Cost Based Selection procedures based on their detailed RFP document prepared and submitted as per the general outlined specified in this document and thereafter a detailed presentation before GIFT officials.

The selected firm should neither transfer their invitation to some other firms nor sub-letting their undertaken tasks to another firm(s). They have to enter into a detailed agreement with GIFT

The RFP along with the financials should be submitted under a sealed cover to The Director, Gulati Institute of Finance and Taxation, Thiruvananthapuram on or before 31 May 2023


J. J. J. pb
REGISTRAR

1. General outline for preparation of the RFP

- 1.1. Gulati Institute of Finance and taxation is a premier research institute in Kerala that deals with issues of public finance, taxation and other policy issues related to Government of Kerala. GIFT has a Ph.D. programme affiliated to the CUSAT. Further, the GIFT offers a postgraduate diploma in Goods and Service Tax (PGDGST), a research capacity building programme (RCBP) and provides training to the multilevel marketing personnel (MLM).
- 1.2. In this regard, the GIFT has decided to update the institute website at par with other premier institutes of the country of the similar nature.

2. The expected outputs

- 2.1. The website should retain all the existing features.
- 2.2. The website should be optimized for mobile screens
- 2.3. The website should be having a blog facility
- 2.4. The individual faculty profiles must be set up in such a way that it could be updated by the faculty with minimal effort.
- 2.5. Search Engine Optimization
- 2.6. Home page slider
- 2.7. Search Functionality
- 2.8. Name & Logo of GIFT should be clearly visible on every page
- 2.9. Other add-on features based on mutual discussion

3 Minimum Pre-Qualification Criteria

3.1 Bidder should have the experience completing at least five similar works during last 5 years

3.2 Turnover: Average Annual Financial Turnover of the Bidder during the last 5 years, ending 31 March of the previous financial year i.e. 2021-22, should be at least 150% of the estimated cost of this project. Audited Annual Report & Balance Sheets along with profit and loss account duly Certified by Chartered Accountant for the last five years is to be enclosed.

3.3 The Bidder should not have incurred any losses in more than two years during the immediate last five consecutive financial years, ending 31.03.2022, copies of Annual report /balance sheet and a Certificate from Chartered Accountant along with UDIN issued by ICAI is also to be submitted.

3.4 The Bidder should have valid Permanent Account Number of Income Tax.

3.5 Joint Ventures / consortia of firms / companies are not allowed

3.6 The Bidder must have an administrative and work office at Kerala with adequate organizational setup as well as experienced manpower in sufficient number with technical know-how, and infrastructure to complete the project well within the time frame.

3.7 The Bidder should have GST Registration Number.

3.8 . The relevant work-order of considered similar work should be submitted by the Bidder.

3.9 The Bidder may request clarification on the RFP / empanelment document within ten days of publication of this Notice for Empanelment. No request for clarification will be considered after that date.

4 Request for proposal documents & conditions for submission

4.2 Request for proposal documents comprising of the following are available on the website of GIFT: www.gift.res.in

4.3 In case of the last day of submission of Request for Proposal turns out to be a holiday, the next working day will be treated as scheduled day and time for submission of Request for proposal

4.4 The corrigendum or addendum, extension, cancellation of this RFP, if any, shall be hosted on the website of GIFT : www.gift.res.in The bidders are required to check the website regularly. All Corrigendum and addendum are to be uploaded duly signed & stamped with Request for proposal documents as bid Annexure.

4.5 The Bidder should not have been blacklisted or debarred in any State Govt./Municipal Corporations/Central Govt./any State Govt. Organizations, Urban Local Body and/or its Undertaking company during last 15 years.

4.6 Overwriting should be avoided. Correction if any should be made by neatly crossing out initialing, dating and rewriting. Pages of the pre-qualification documents are to be numbered additional sheet, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of application.

4.7 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.

5 Disqualification/ Grounds for Rejection of Request for Proposal

5.2 The Bidders may note that they are liable to be disqualified and not considered for the opening of Technical Bid if details provided in the forms, statements and attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.

5.3 Record of poor performance during the past 15 years such as abandoning the work, rescinding of contract for which the reasons are attributable to the non-performance of the contractor, inordinate delay in completion, consistent history of litigation / arbitration awarded against the Firm or any of its constituents or financial failures due to bankruptcy etc. in their ongoing / past projects. The decision of GIFT in the matter of disqualification due to poor performance in any project ongoing/completed shall be binding on the applicants

5.4 If the bidder has submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Request for proposal.

5.5 If the applicant attempts to influence any member of the committee. GIFT

reserves its right to take appropriate action including disqualification of applicant(s) as may be deemed fit and proper at any time without giving any notice to the contractor in this regard. The decision of GIFT in the matter of disqualification shall be final and binding on the Applicants.

6 Documents to be submitted along with Request for Proposal

The Bidders shall submit duly stamped & signed copy of following documents along with the Request for Proposal in Annexure 1:

- (i) Structure & profile of organization of the Bidder in **Form A**.
- (ii) Financial Information of the Bidder in **Form B** along with Chartered Accountant (CA) certified Annual Reports including Audited balance sheets and profit and loss accounts along with schedules for the last five years.
- (iii) Details of similar works executed year-wise during the last five years in **Form C** alongwith completion certificate & copy of Work order for qualification as per PQ criteria. indicating the name of the Client, value, date of commencement and completion along with completion certificate.
- (iv) Details of manpower available with Bidder in **Form D**
- (v) Declaration / Undertaking of the Bidder duly Notarized in **Form E**
- (viii) Copy of GST Registration certificate along with other details
- (ix) Copy of PAN Card /EPF registration certificate.
- (x) Copy of Registration Certificate/Memorandum and Articles of Association/ Partnership Deed.
- (xi) Any other information/ documents considered necessary but not included above.

7. Procedure for submission of Bids

Interested bidders should prepare and submit the Technical bid documents

The Technical Bid:

The Technical Bid may include, but not limited to, details of the experience of the bidder, organizational description and details of the Bidder's firm, details of key personnel proposed to be deployed on this project, financial capability of the bidder, conceptual scheme including the methodology proposed for performing the assignment demonstrating the Bidder's knowledge of the project requirements and understanding of the requisite tasks as set forth in the scope of services, a report on bidder's visualization of the project, drawings/ master plan/ landscape plan, etc.

The Technical Bid should include an affidavit declaring that the bidder has not been debarred/restrained/ black listed by any Central Govt. / State Govt. agency/Autonomous body of the Central or State Govt./PSU etc.

that the envelope has reached the designated authority within the stipulated time.

7. Bid Opening

- 7.1. The technical Bids will be opened in the presence of the Bidders or their representatives who choose to attend on the date, time and venue as mentioned in the Notice Inviting Bids.
- 7.2. On opening of technical bids, they will be examined to see if they are complete, and if the documents do not meet the requirements of the RFP, a note will be recorded accordingly and the said Bidder's Proposal will not be considered for further processing /evaluation.

8. Evaluation of Bids

- 8.1. The GIFT would examine and evaluate the bids in accordance with the evaluation criteria. Financial Bids will be invited from those bidders who qualify in Technical Bids, and shall be opened on a further date.
- 8.2. Evaluation of technical packages submitted by Bidders shall be undertaken based on the details submitted in the technical package only. Bidder shall not be allowed to submit, on their own, additional information or material subsequent to the date of submission and such material if submitted will be disregarded. It is therefore essential that all the details are submitted by the Bidder accurately and specifically in their technical proposal avoiding ambiguous answers. However, The GIFT reserves the right to seek any clarification from Bidders for details submitted with technical package.

9. Presentation of Project

The envelopes marked 'Technical Bid' will be opened on the specified date and time. After evaluation of the Technical Bid, all those Bidders who qualify in Technical Bid will make a presentation on the before the Committee constituted by The GIFT on the specified date and time. The presentation shall cover, in sufficient detail, the appreciation of the project, proposed conceptual scheme, methodology of planning, and conceptual structural design along with the proposed organizational structure for coordination, monitoring and reporting of the project activities including responding to queries/question raised by the GIFT, work program, etc. The objective of presentation is to evaluate the bidder regarding their understanding and preparedness for the assignment as well as evaluation of their concept scheme

10. Evaluation Criteria

The evaluation criteria and the maximum marks are as follows:

No.	Criteria	Maximum Marks
1	Financial Strength	10
2	Experience of similar projects	40
3	Organization Structure and Capability	20
4	Presentation on the concept	30
	Total	100

11. Final decision-making authority

GIFT reserves the right to extend the date of submission of the Request for Proposal or cancel the Request for Proposal or accept any Request for proposal or reject any or all Applicants or annul this Request for proposal process without assigning any reason and liability whatsoever and to re-invite Request for proposal at its sole discretion.

12. Cancellation of empanelment

The empanelment of contractor shall be cancelled by GIFT in case of their poorperformance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of GIFT and the decision of GIFT shall be final and binding on the contractor.

