

“शेड्यूलड बैंक”

दि हिमाचल प्रदेश
राज्य सहकारी बैंक मर्यादित
दि माल, शिमला - 171 001 (हिमाचल प्रदेश)
फोन नं. : 0177 - 2804490, 91, 92 फेक्स : 2804491, 93
ई मेल : info@hpscb.com



“SCHEDULED BANK”

**THE HIMACHAL PRADESH
STATE COOPERATIVE BANK LTD.**

The Mall, Shimla - 171 001 (Himachal Pradesh)
Phone : 0177 - 2804490, 91, 92 Fax : 2804491, 93
E-Mail : info@hpscb.com

Ref. No. StCB/ ITP / / 6153 /2022-2023

Dated:- 03.09.2022

M/S Janartha Advertising Private Limited.
Kitiyar Cottage Ground Floor Near Bus Stand Sanjauli
Shimla-171006(HP)

Dear Sir

Reg:- Release of EOI.

Please find enclosed here with a notice of “EOI” to be published on 04.09.2022 in “The Indian Express & Dainik Bhaskar” and requested to get the same published in the minimum possible space of $8 \times 4 = 32$ sq cm. in the all Edition of “Indian Express & North Edition of “Dainik Bhaskar ” Newspaper.

Yours faithfully

Assistant General Manager

Copy to:

Sr. System Analyst, Data Centre, HPStCB, at Sangti Summer Hill with the request to upload the enclosed “EOI” document on Bank’s Website www.hpscb.com

Assistant General Manager

“संयुक्त बैंक”

दि हिमाचल प्रदेश
राज्य सहकारी बैंक मर्यादित
दि माल, शिमला - 171 001 (हिमाचल प्रदेश)

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The HP State Co-operative Bank.

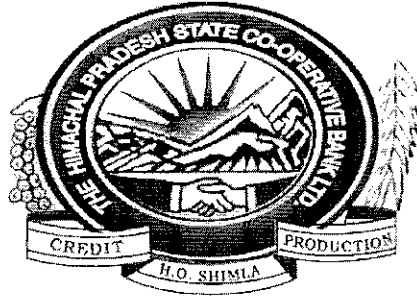
HO The Mall Shimla-171001 Ph.0177-2656306.

Expression of Interest (EOI).

Bank invites sealed item rate tenders from registered contractor of having GST Number for “**Design and Development of New Website of Bank**”. For detailed terms and conditions of EOI as well as downloading the documents, refer to Bank’s website **WWW.hpscb.com.**

sl-
General Manager.





Expression of Interest (EOI)

for

Design and Development of New Website of the Bank.

Last Date of Submission : 27.09.2022.

Date of Opening : 28.09.2022.

General Manager

The HP State Cooperative Bank Ltd
Head Office, The Mall Shimla



Introduction:

The Himachal Pradesh State Cooperative Bank Ltd (HPSCB) is an Apex Cooperative Bank of HP State of India. HPSCB Ltd is one of the fast growing Banks in India having 217 branches and 23 extension counters spread throughout the state. HPSCB Ltd offers a full range of financial products and services in Himachal Pradesh including deposit taking, electronic banking, term loans and commercial bill acceptances.

The HP State Cooperative Bank intends to invites EOI to design and develop bilingual (English /Hindi) website. Therefore submit a proposal for "Website Design, Hosting & Maintenance " as per brief contained in the ToR.

Your offer comprising of creative, Technical proposal and financial proposal , in separate sealed envelopes should reach on the flowing Address not later than 27.09.2022 at The General Manager, HP State Co-operative Bank, Head Office the Mall Shimla. 171001.

Bidding Process (Two Stages):

For the purpose of the present job, two stages for bidding process will be followed. The response to the present tender will be submitted in two parts, only short listed bidder based on technical bids will be called for demonstration. Only recommended bidder based on demonstration will be called for Commercial bids.

Technical Bid : (Part-I) in separate envelope.

Commercial Bid : (Part-II) - do-

The Bidder will have to submit the Technical Bid and Commercial bid separately in red lakh-sealed envelopes (wax Seal) duly super-scribing only short listed bidders based on Technical bids will be called for Demonstration and only recommended bidders based on demonstration will be called for Commercial Bidders.

Bid Earnest Money Deposit

Bidder has to submit the bid earnest money of Rs.50,000/- (Rs. Fifty Thousand) only in the form of FDR/ favouring The General Manager, HP State Cooperative Bank Ltd payable at Shimla or a fixed deposit of an equivalent amount pledged to General Manager, The HP State Cooperative Bank Ltd.

The technical proposals without EMD/FDR will be rejected straight away. No interest will be paid on EMD/FDR.



Scope of work.

Development of responsive Website on the latest platform.

Last Date Receipt of Documents/ Bids:

Last date for submission of Bids. **27.09.2022 .**

Eligibility Criteria:

- i) The Agency/Firms should have minimum of 5 years of experience of Web site development.
- ii) The Agency/ firm should have experience of working on cross platforms and must have experience of developing and designing website for at least three Reputed organisation (list to be attached).Having turnover more than 50 lac during last 3 years.
- iii) Completion Certificate / purchase order contact details to be submitted as proof.

Competencies:

- i) Past Experience in creating and maintaining very professionally and exceptionally creative Websites.
- ii) Excellent IT skills.
- iii) Strong editorial team with communication skills to write clearly and compelling in English/Hindi.
- iv) Ability to juggle priorities and deadlines and performs well under pressure;
- v) Awareness and belief in the Urban local bodies mission and mandate.

Essential Knowledge and Experience:-

- i) Good information technology skill, with previous experience of website maintenance, management, editing and / or development.
- ii) Expertise with HTME/PHP/ASI any other/latest platform and trendy technology in website content and social media.
- iii) Strong analytical and research skills, including the ability to analyse audiences, attitudes, communications, products and messages and to translate them into design and implementation of effective Website.
- iv) Knowledge of the mandate and work of the Urban Local bodies would be desirable.



Award Criteria award of Contact:

The Bank reserve the right to accept or reject any proposal and to annul the solicitation process and reject all proposal at any time prior to award of contract, without thereby incurring any liability to the affected organisations.

The award of the contract to the qualified organisations whose proposals after being evaluated is considered to the most responsive to the needs of the organisations and activity concerned.

Terms of Reference (ToR)

1. The firms/ Company must be registered bodies with Govt. of India.
2. Rate should be quote inclusive of the cost services, Manpower's Cost.
3. The firms/ Company shall also ensure complete confidentiality of the information and data provided to carrying out the job.
4. The firms has to complete the job assigned within the joint agreement time and if the job is not completed within the stipulated time, a penalty @ 10% of the cost of uncompleted job for each day will be imposed on the firm.
5. Under no circumstances the firms shall not appoint any sub- contractor or sub lease the contract. If violated the conditions the firms will be terminated.
6. The rate quoted once will remain firm for that particular dealing.
7. Any conditions of the firm sent along with proposal if any shall not binding on us.
8. It is not binding on Bank that to accept the lowest of the bidding.
9. In case if any dispute between the parties the arbitration shall be at Shimla.
10. The Bank reserve the right to accept or reject any or all EOIs without assigning any reasons.
11. EoI submitted by firms through post after due date and time will be rejected.

Governing Law and Disputes

Any dispute or differences what so ever arising between the parties which cannot be resolved amicably, shall be referred to arbitration under The HP State Cooperative Societies Act, 1968 to Registrar Cooperative Societies, H.P. and his decision will be binding on both the parties. In case of any dispute, Shimla H.P. shall be the area of jurisdiction.

The bidders shall take "B-Class" nominal membership of the bank under HP State Cooperative Societies Act, 1968.



Proposal Submission Forms.

Dear Sir/Madam

Having examined the Solicitation Documents we, the under signed , offer to undertake a scoping study as per the TORs for sum as may be ascertained in accordance with the Technical and Finance/ Budget Plan attached herewith technical and Finance/ Budget Plan attached herewith and made part of this proposal.

We undertake, if our proposal is accepted to commence and complete all activities specified in the contract within the time frame stipulated.

We agree to abide by this proposal for a period of -----days from dated fixed for opening of proposals in the Invitation for proposal and shall remain binding upon bank may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.

Date

Signature (in capacity)

Duly authorised to sign proposal for and on behalf of.



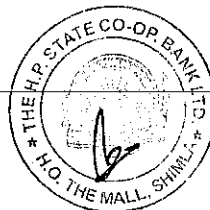
Technical Bid- (Annexure- I)

S. No.	Descriptions	
1.	Name , Address, email and telephone Number of Agency/ Firm.	
2.	Name , Designation, Address and telephone number of Authorised person.	
3	Registered Number of Firms / Company/ firm/PAN (Copy attach pl.)	
4	Details of experience in developing Website and maintenance of past five years (please attach copy)	
5	Details of similar assignment of Govt.(Pl. attach copy)	
6	Copies of sanction letter/ work order of similar assignment to Govt. agencies/Multi state Cooperative Banks.(attach Copies)	
7	Latest Tax return .	
8	Annual Turn over of past three years. (copy attach)	
9	Proposed Work Plan and Approach.	
10	Please enclose the list of permanent professional and no. of years of association with organisation.	
11	Details of experience with all stages of development Website, Technology skills, with previous experience of Website maintenance, management , editing and /or development.	
12	Please explain organisation knowledge / Experience before the authorities of the bank.	

Declaration:

This is to certify 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 firms with name, designation, seal and date.



Financial Bid (Annexure- II)

Sr. No.	Descriptions	Amount
1	Please provide details of financial implications the organisation with break up.	
2	All prices / rates quoted must be inclusive of all taxes.	
3	The Financial /Budget plan must provide the detailed cost breakdown.	
4	Please provide separate figures for each functional grouping or category.	

Declaration:

This is to certify 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 firms with name, designation, seal and date

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