

Notice inviting “Expression of Interest” (EOI) for Design, Development, Implementation & Maintenance of Official DDCA Website.

The Delhi & District Cricket Association (DDCA) invites Expression of Interest (EOI) from Firms for Design, Development, Implementation & Maintenance of DDCA Official Website.

Interested Firms are requested to go through the Eligibility Criteria carefully given in **Annexure-A** and submit their applications (along with quote for Professional Fee and relevant documents) in prescribed format given in **Annexure-B**.

The Scope of work is given in **Annexure-C**.

*Important instructions to Professional Firms are given in **Annexure-D**.*

Firms are also requested to provide an Undertaking that there is no Conflict of Interest in providing the services of Website.

Applications in a sealed envelope addressed to Chief Executive Officer, The Delhi and District Cricket Association, Ferozshah Kotla Ground, New Delhi-110002, should reach latest by **1400 Hrs. 24th June, 2019** and shall be opened on the same day at **1500 Hrs.**

DDCA reserves the right to reject any or all the bids without assigning any reason therefor.

ELIGIBILITY CRITERIA

1. The firm should have been in practice for minimum 5 years after its registration and should have at least 3 years' experience in Design, Development, Implementation & Maintenance of Official Website having a turnover of Rs. 25 Lakh or more in any one of the last 3 Financial Years.
2. In addition to the partners, the firms should have more than 10 professional staff members (professional staff consists of Developer, Tester, Programmer, Analyst, Software Engineer, Technical Head, etc.) and engaged in on-site support at the place of software/website support.
3. The firm should have successfully undertaken at least 03 similar works of providing Design, Development, Implementation & Maintenance of Website in Public Sectors/Govt. Departments, etc. during the last 03 years with at least one work order amounting to Rs. 5 lakh or more.
4. The firm should be an **ISO 9001:2015** and have experience in IT services excluding supply of hardware/IT infrastructure and their associated maintenance services with Central Govt./State Govt./PSU/Autonomous/Statutory/Municipal bodies, etc.
5. The firms who have at least 03 similar work each contract for providing Design, Development and Implementation of Website to any Central Govt. / State Govt./ PSU/Autonomous/Statutory/Municipal bodies etc. during last one year.
6. The Firm should have its Registered / Main Office in New Delhi/NCR.

Format of Covering Letter

Date:

To

Chief Executive Officer
The Delhi and District Cricket Association,
Ferozshah Kotla Ground
New Delhi – 110 002

Subject: Appointment of Design, Development, Implementation & Maintenance of DDCA Official Website.

Dear Sir,

We are enclosing herewith the particulars and details of the Firm in prescribed application format in connection with the above assignment.

We also state as follows:

- a. That all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.
- b. The fee quoted by us in our proposal is valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.
- c. Fees have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- d. We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
- e. I confirm that I have authority of _____(Name of the firm) to submit the proposal and to negotiate on its behalf.

Thank you

(Name of Authorized Signatory)

Name of Firm

<To be printed on the letterhead of the Firm>

Application for “Expression of Interest” (EOI) for Design, Development, Implementation & Maintenance of DDCA Official Website of The Delhi and District Cricket Association

i.	Name of the Firm	
ii.	Head Office Address	
iii.	Firm’s registration No.	
iv.	Date of Registration	
v.	Firm’s PAN No. (Attach Copy)	
vi.	Firm’s GST Registration No. (Attach Copy)	
vii.	Contact details Name of Person Telephone / Mobile No:	
viii.	Email address	
ix.	No. of years of Firm experience (cut-off dated 31/03/2019, attach copy of certificate of incorporation / registration	
x.	Turnover Details (Average turnover from professional services for last 3 years)	

	(Attach Certified Copy of Balance Sheets and other relevant documents as per Income Tax Return for the last 3 years)	
xi.	Number of Branches (Attached Supporting Documents)	
xii.	Names & particulars of Full-Time partners as on 31/03/2019	
xiii.	Names of other Full-Time Professional employed by the firm as on 31.03.2019	
xiv.	Whether any of the partners of the Firm are members of the DDCA, if yes, provide the details of the same.	

Schedule of Fee

Particulars	Fee	GST	Total Fee (Rs. In Figures)	Total Fee (Rs. In words)
1. Fee for 3A(i) and (ii) of Scope of work (Annexure-C)				
2. Fee for 3(B) of scope of work (Annexure-C)				

SCOPE OF WORK

(A) GENERAL

1. Safeguard privacy by not sharing, renting or selling its information. It will be the responsibility of the agency/bidder/company to install, configure, implement necessary OS, Database, software, plugging etc. required to host the Web portal, at their own cost. The DDCA will not pay any such cost.
2. The DDCA reserve the rights to host the web portal and database on any other server, location, etc. at any time. In such case the vendor will be required to provide all support and services to the DDCA,
3. **Functionality Covered in Website:**
 - Website-Components: The proposed website should have:

A(i) Visitor Side

- a) **Responsive website design for every device**
- b) **All Section should be Dynamic**
- c) **Menu**
- d) **Photo Gallery**
- e) **Video Gallery**
- f) **Players Profile**
- g) **Result Panel**
- h) **Match score Archive**
- i) **Key-officials**
- j) **Directions**
- k) **Blog**

(ii) Admin Side

- a) **Tender Management**
- b) **Add new page dynamically**
- c) **Blog Functionality**
- d) **User Management**
- e) **Media Management**

3(B) One year website maintenance

SEO Enabled

Important Instructions to Professional Firms

1. Format of Application must be strictly followed while giving technical details and Professional Fee Quote. The application should be completely filled; incomplete applications will be rejected outrightly.
2. Application may be submitted in or by post/courier. DDCA does not take any responsibility for loss of application in transit. Applications sent through Fax or E-mail will not be considered.
3. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outrightly.
4. There would be confidentiality clause in the appointment letter to be issued to each firm.
5. The work of Website allotted to firm should not be assigned to any other third party by the said firm.