

**REQUEST FOR QUOTATION**

**Procurement of Non-Consulting Services under RFQ/Shopping  
Procedures**

**Purchaser:** *Meghalaya Basin Management Agency (MBMA)*

**Contract title:** *Hiring of an agency for NRM Centre of Excellence - website development*

**RFQ No:** *MBMA/CLLMP/52/2020-21/NCS-4/891*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>March 20, 2021</b>
<b>2</b>	<b>Last Date and Time of submission of RFQ</b>	<b>April 3, 2021 by 1400 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>April 3, 2021 at 1430 Hrs.</b>

**Applicable Procurement Guidelines/Regulations Date:**

*[Procurement Regulations July 2016]*



**MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,  
Shillong, East Khasi Hills, Meghalaya- 793003  
(CIN No. U75144ML2012NPL008509)  
Phone: +91-364- 2522921/2522992  
Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

**MBMA/CLLMP/52/2020-21/NCS-4/891**

**Date: March 20, 2021**

**INVITATION FOR QUOTATION FOR COE - WEBSITE DEVELOPMENT UNDER RFQ/SHOPPING PROCEDURES**

To,

.....  
.....  
.....

**Subject: INVITATION FOR QUOTATION FOR COE - WEBSITE DEVELOPMENT**

Dear Sir,

Government of India has received a funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan toward the cost of **Meghalaya Community- Led Landscape Management Project (MCLLMP)**, **Meghalaya Basin Management Agency (MBMA)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

You are invited to submit your most competitive quotation for developing website for "Centre of Excellence" which should comprise the following scope of work:

**1. Background**

The Government of Meghalaya and the World Bank have entered into an agreement to support selected communities in Meghalaya to plan and implement community-driven landscape management of their natural resources, through the Community-Led Landscape Management Project [CLLMP, 2018-2023] (Project hereafter) which will help restore and sustainably manage forests, land and water resources, and biodiversity in the state. This project is being implemented by the Meghalaya Basin Management Agency (MBMA).

At present, due to a combination of climate change impacts and anthropogenic activities leading to rampant mis-use of natural resources, forests, land and water resources are rapidly degrading. A majority of Meghalaya's population relies on these natural resources for their livelihood. This degradation, therefore, is a major cause of concern, from socio-economic- ecological point of view. The project seeks to address these issues holistically – by adopting a community- based approach to stem the natural resources degradation.

The Centre of Excellence (CoE) on NRM for the state of Meghalaya will be established by MBMA to be the nodal agency for anchoring all NRM.

The CoE on NRM will cater to the requirements of the state and the entire NE Region. The key functions of the CoE is as follows:

- a. Consolidation of all NRM knowledge into a central repository which will be made accessible to all.
- b. Identification, adoption and development of tools, resources, methodologies and strategies for enabling large scale planning and implementation of NRM.
- c. Onboarding and developing the technical capabilities of government functionaries, institutions, communities, etc. to enhance the overall capabilities of the state on NRM. This includes maintenance of database of all trained practitioners and knowledge holders for future programmes and projects.

The Meghalaya Centre of Excellence on NRM needs a website design to update its brand and presence on the web. The site design will be built to allow the public and institutional users to access information, facts and data pertaining to NRM, Programs and initiatives across the state, the COE, and its operations. Furthermore, the COE needs a website that can be maintained by a COE employee, without the need to regularly employ the vendor to make changes. The employee needs to be able to add and revise both text and photos and additional pages if necessary.

The vendor will provide NRM COE with a fresh new web design that is easy to navigate and provides useful information to current subscribers. The design will also convey to potential subscribers that COE is a professional entity that is entrusted with the responsibility to enabling NRM programs across the state. The design should include the creation of a logo (brand identity) and color palette so it will maintain a consistent look across the site and can also guide any extensions in the future. It would also include login access for users that have access to restricted elements of the site where they can access detailed program data, documents, and other artefacts (which may also be opened for unrestricted/ open use in the future).

**1. Content Management System**

Central to the new design will be a robust Content Management System (CMS or similar capability based on WordPress or other Website builder tools) that will allow COE to make changes easily to the website, without requiring a dedicated workstation or additional software, to ensure that the website stays fresh and up to date.

**2. Design and Organisation of Website**

The new design will have 5-7 main landing pages– each linked to multiple sub-pages. The CMS should allow for as many pages as necessary.

Working in conjunction with MBMA, the vendor will recommend templates based on their needs. Once a template is approved by MBMA, the vendor can begin incorporating the Content Management System and getting it ready for initial design and content setup.

The preliminary design concept for the new website will include the basic layout, color palette, font choices, logo, infographics, sitemap, etc. MBMA will provide the basic website content within the first week of initial design beginning. The vendor will provide a basic template to assist in developing the site content if needed upon request.

**3. Website Design review**

Designated focal point from MBMA along with vendor will conduct the website design review at least twice to go through the changes/edits as required and suggested by MBMA.

**4. Training Once the site is ready to go live**

The selected agency will run ONE day onsite/online training session with MBMA staff, showing them how to use the Content Management System and User Management System.

**5. Launch of Website**

Upon final approval by MBMA, the website will be made live.

**6. PROJECT SUMMARY**

- Work with client to create a custom website interface - layout, colors, fonts, logo, infographics, sitemap, etc.
- Set up website / information architecture and navigation system.
- Implement nameplate/logo placement/ brand identity and design.
- Integrate content management system and user management system
- Enhance Website Graphics and Functionality
- Customize website to tailor to both the prospective and current client, with less clicks to get where they are trying to go.
- Update website content that is provided and create menu items based on sitemap.
- Add high resolution images and custom graphics based on the intended audience to make the website more appealing to the user.
- Create custom form for inquiries (if needed)
- Create latest news and resources section of website.
- Setup meta description, keywords, and page titles to help with SEO Additional Components
- Set up a Gmail account to link directly to Google Analytics to allow the ability to monitor traffic and retrieve analytic statistics.
- Integration of social media on the website through multiple channels – ability for Facebook, Twitter, Instagram, YouTube, Google+, LinkedIn, Pinterest, Etc.
- Hosting on a commercial hosting site will be preferred.

**7. Integration with (and display of) 3<sup>rd</sup> party data**

- The website will also feature a sign-in page using credentials from a 3<sup>rd</sup> party registry.
- Once signed in, users will have access to data from such 3<sup>rd</sup> party systems (up to 2 systems)
- Vendor will coordinate with partners to enable the integration and help ensure that data presents in a user friendly, professional and visually appealing manner in the website.

**8. Website Training**

ONE day onsite/online training session for MBMA Representatives on using site tools & how to read and access google analytics tracking software

**9. Duration of the assignment:**

Three months from the date of signing the contract. Any changes in the duration of the assignment will be mutually agreed between the parties and made through an amendment to the Purchase Order. For any downstream activities like operations and maintenance (if required), the service provider may be contacted.

## 10. Deliverables, Timelines and Payment Terms

Sl. No.	Deliverable	Timeline	Payment (% of PO)
1	Completion of Website Architecture (layout, colors, fonts, logo, sitemap, etc.)	T + 4 weeks	35
2	Version 1 Launch; by May 28, 2021	T + 7 weeks	30
3	Completion of all Onsite/online Training and Launch of final version (Go Live)	T + 12 weeks	35

NOTE: MBMA will have the ownership of the website and domain name; all arrangements pertaining to the same will be made by MBMA; though support to obtain the same should be provided by the agency.

## 11. Reporting:

The Service Provider will report to Project Director – CLLMP; however, for day to day operations on website development, single point of contact will be Deputy Project Director – NRM, CLLMP.

MBMA will constitute a review committee comprising of the following MBMA representative to review the work submitted by the firm.

- a. Project Director /Additional Project Director – CLLMP (Chair)
- b. Deputy Project Director (NRM)
- c. GM, Knowledge Management
- d. Senior Manager, M & E, MBMA

## Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
2. **Place of Delivery:** The website will be developed offsite and handed over to MBMA along with source code and databases. All invoices must be submitted at this address: Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, c/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong - 793003
3. **Quotation Price**

- a) The services offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- b) All duties, taxes and other levies payable shall be included in the total price.
- c) Goods and Service Tax (GST) should be indicated separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

#### 4. Qualification of Bidder

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

#### 5. Documents Evidencing Qualification: Bidder is requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate.
- b. Valid certificate of GST registration;
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
- e. Documents as stated under the evaluation criteria.

#### 6. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

#### 7. Evaluation of Quotations: as per the criteria mentioned hereunder:

Evaluation criteria:

- a. **Mandatory Criteria** - The firm should be in the business of website development for the last two years at least. (copies of registration, PAN, TAN, GST or any other relevant registrations etc. to be enclosed)
- b. **Mandatory Criteria** - The firm should have an average annual turnover of INR 50 Lakhs in last three financial years. (Financial year 2017 – 18, 2018 – 19 and 2019 – 20); alternatively, a statement on the annual turnover duly certified by a Chartered Accountant may also be acceptable.
- c. Firm to submit their design work, reference/links to the websites that they have developed.

- d. The firm must have successfully executed at least one similar assignment in past two years. (purchase order/s indicating the scope of work and value of the assignment should be enclosed)

**NOTE:**

- i. Quotations submitted by the bidder must be properly signed by the competent authority of the bidder and company stamped;
  - ii. confirm to the terms and conditions and specifications.
  - iii. GST/Taxes will not be taken into consideration while evaluating the quotations.
  - iv. Any historical information, if required may be asked from the bidders during evaluation of quotes.
8. **Award of contract:** The Purchaser will award the Purchase order to the bidder whose quotation has been determined to be substantially responsive to the evaluation criteria and who has offered the lowest evaluated quotation price.
- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject the quotation at any time prior to the award of contract.
  - b. The bidder will be notified of the issue of Purchase Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
9. Payment shall be made as per the milestones achieved as mentioned under deliverables and timelines
10. You are requested to provide your sealed quote latest by 1400 hours on April 3, 2021. Quotations that have been submitted on or before time will be opened at 1430 hours on April 3, 2021. Late quotes will be rejected.
11. We look forward to receiving your quotation and thank you for your interest in this project.

  
**Name:** Shri Shantanu Sharma, IAS

**APD, CLLMP Project**

**Address:** Meghalaya Basin  
Management Agency, Office of  
Meghalaya Basin Development  
Authority, Upper Nongrim Hills,  
Shillong – 793003; Meghalaya

**Tel. No.:** 0364 -2522921

**Email:** [mbdaprocurement@gmail.com](mailto:mbdaprocurement@gmail.com)

**FORMAT OF QUOTATION \***

Sl. No.	Description of Goods	Unit Rate (INR)	Offered Rate (INR)	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1	Development of CoE Website	Lump Sum (consolidated for development)				

**Gross Total Cost: Rs. ....**

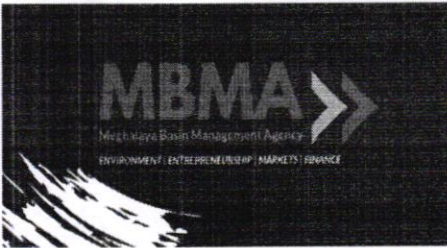
We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (amount in figures ) (Rs. .... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that commercial warrantee/guarantee of 36 months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Signature of Supplier**





**MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,  
Shillong, East Khasi Hills, Meghalaya- 793003  
(CIN No. U75144ML2012NPL008509)  
Phone: +91-364- 2522921/2522992  
Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

**PURCHASE ORDER**

To:  
M/s

.....  
.....  
.....

Dear Sirs,

Sub: Supply of .....

Reference: Your Quotation no..... Dated .....

1. Your quotation no.....of .....(Date) for the supply of ..... **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

SL. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
			Total		

1. Delivery Period: .....days from the date of issue of this supply order.
2. website duly developed to be handed over to MBMA along with source code and databases.
3. GST if any will be paid at actual prevailing.
4. Payment shall be made as per the terms mentioned in the Scope of Work; and acceptance of the deliverables.

**(Purchaser)**

Date:

Name: Shri Shantanu Sharma, IAS  
Designation: Additional Project Director,  
CLLMP, MBMA  
Place: Shillong, Meghalaya