



THE WBCARD BANK LTD.

THE WEST BENGAL STATE CO-OPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD.

ICMARD Building, 6th Floor, 14/2, CIT Scheme- VIII (M), Kolkata-700 067
PBX : 033-2356-0028, 033-2356-0065
Email : wbscardb@gmail.com

No. 1677/C/IV/120

Date: 04.05.2021

Notice Inviting Expression of Interest (EOI) for Design, Development and Hosting of New Website For The West Bengal State Co-operative Agriculture & Rural Development Bank Limited.

Please submit Annexure-I & II along with relevant documents.

Sl. No.	Event	Date
1.	Last Date of submission	15.05.2021 up to 05.00 PM
2.	Date & Time of Opening	17.05.2021 at 2.00 O'clock

The West Bengal State Co-operative Agriculture & Rural Development Bank Limited.

ICMARD Building, 6th Floor, 14/2 C I T Scheme-VIII(M), Ultadanga,
Kolkata 700067

Tele:033-2356 0018/0026/0028/0065

Email: wbscardb@gmail.com





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Notice Inviting Expression of Interest (E.O.I) for Design, Development and Hosting of Website of The West Bengal State Co-operative Agriculture & Rural Development Bank (The WBSCARD Bank Ltd.)

The West Bengal State Co-operative Agriculture & Rural Development Bank Limited (The WBSCARD BANK LTD.) invites Expression of Interest (EOI) to Design, Development and hosting of a Website for the organization. The Bidder is to submit detailed proposal for the above assignment, as per the brief contained in the Terms of Reference (ToR).

Last date of Submission of EOI : 15.05.2021 up to 05.00 PM at the address mentioned below.

The Managing Director,
The West Bengal State Co-operative Agriculture
& Rural Development Bank Limited.
ICMARD Building, 6th Floor,
14/2, C.I.T Scheme-VIII(M),
Kolkata-700067

1. Eligibility Criteria:

- General
 - The Service Provider should be a Registered Firm.
 - Should be in operation for at least 3 years since Inception.
 - Should be in the relevant business segment for more than 2 years.
 - Should have GST Registration and have submitted Income Tax return for last two years
 - Should have a valid PF Registration Number.
 - Should have a minimum turnover of Rs. 20 Lakh or more for last 3 consecutive financial years.
- Specific
 - 02 years of experience in developing Websites and Web-portals on the latest technology.
 - Certification of completion of Website Development from at least 2 organizations to be submitted as a proof.
 - Firm/Company preferably having experience of end-to-end execution of Computerization projects/website development in Co-operative Sector in West Bengal.

2. Competencies:

- a) Past experience in creating and maintaining very professionally and exceptionally creative websites.
- b) Excellent I.T. skills and project management skills.
- c) Strong editorial team with communication skill to write clearly and compellingly in English.
- d) Ability to juggle priorities and deadlines and perform well under pressure;

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Email of ICMARD, Ultadanga : icmard.kol@gmail.com



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- e) Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- f) Awareness on the latest smart technologies for website development.

3. Final Deliverables:

- a) Development and implementation of the online web strategy in the design and of the website
- b) The Website will contain the following pages as per Annexure-I.
- c) The pages as stated above will be dynamic in nature.
- d) An Admin panel should be provided for day to day updating and maintenance of the website including uploading of latest circulars, formats, publications and papers
- e) Server space for hosting and maintenance of the website to be provided by the bidder
- f) The website should be responsive and would be mobile friendly.
- g) The website should be Content Management System (CMS) driven and The WBSCARD Bank Ltd. would have the flexibility to upload, change or modify the content within the existing structure.
- h) Designing, editing and proof reading of the website content
- i) Prompt and proper maintenance and up-gradation of the website

4. Award criteria, award of contract:

The procuring entity The WBSCARD Bank Ltd. 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 contract will be awarded to the qualified Organization whose proposal after being evaluated is considered to be the most suitable as per the needs of the organization and activity concerned.

Evaluation will be done in two phases. Technical Evaluation will be based on the eligibility criteria and competencies as specified above. Bidders may be asked to give demonstration before the evaluation body of this Bank.

Financial Bid shall be opened only for those bidders who will qualify after technical evaluation.

Financial Bid in prescribed format shall have to be submitted in a separate sealed envelope, in the letterhead of the Firm and Financial Bid has to be marked on the envelope along with other necessary particulars. Papers in support of technical qualification and other documents shall be submitted in the other separate sealed envelope and marked accordingly. Both these envelopes shall be submitted together in a sealed envelope.

5. Payment Terms:

- a) 90% of the work order value for new website will be released after the successful completion of the work & web-hosting of website. Rest 10% will be released after successful and satisfactory support and maintenance from the Service Provider for the next six months.
- b) Domain and mail services should be registered in Bank's name and such recurring renewal charges will be paid by this Bank through the selected Service Provider. Bank would not provide any maintenance charges for any troubleshooting/further development initially for a period of 6 months after successful web hosting and thereafter Maintenance Charges would be given to the Service Provider on per-call-basis. (Taxes will be extra as applicable).



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6. Terms of Reference:

- a) The Firm must be registered bodies with Govt. of India / State.
- b) **Rate should be quoted inclusive of the cost of Services, Manpower cost, transportation, Printing of Questionnaires and report generation. Only GST and other taxes, as applicable will be extra.**
- c) Maintenance Charges should be quoted as on-call-basis beyond 6 months of successful web-hosting. Such Rate will be fixed for next 3 years and no escalation request will be accepted by this Bank. (Taxes will be extra as applicable).
- d) All information, document, photos and data coming in the possession of Firm, as a result of the execution of the job shall all the time remain the property of The WBSCARD Bank Ltd.
- e) The Firm shall not make or allow to make any unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by The WBSCARD Bank Ltd. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- f) The firm has to complete the job assigned within the agreed time frame and if the job is not completed within the stipulated time, a penalty @2% of the cost of the incomplete job for each day will be imposed on the firm.
- g) The WBSCARD Bank Ltd. will have no liability regarding transportation, boarding and lodging of Firm and their staff.
- h) Under no circumstances the Firm shall appoint any subcontractor or sublease the contract. In case of violations of any of the conditions, the contract will be terminated.
- i) The rate quoted once will remain unchanged for that particular dealing. Any Conditions of the firm sent along with proposal if any, shall not be binding on us.
- j) TDS as applicable on date will be deducted from the actual bill submitted for payment.
- k) The price accepted by The WBSCARDB Ltd. is final and no deviation from it will be accepted in this regard.
- l) The selected service provider will have to complete the job as per terms and conditions specified above.
- m) Conditional offer/E.O.I submitted by email or after the due date and time will be rejected.
- n) For any query please contact Manager (Computer)/DGM (BDD) at the above address on any working day.


04/05/21
Managing Director

No. 1677/C/IV/120/1(1)

Date: 04.05.2021

Copy forwarded for kind information & necessary action to:-

The Principal, ICMARD with a request to upload such document in ICMARD website.
c.c. Notice Board of H.O. & ICMARD

Managing Director



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7. Technical Bid format: Annexure – I

(Bidders are requested to furnish the Bid Form in the Format given below and submit the same in the Letterhead of the bidder)

Bidders information to be provided in the following format

Sl Num	Particulars	Details to be furnished by the bidder
1	Name of the Bidder	
2	Constitution and year of establishment	
3	Registration number in case of companies	
4	PAN registration number	
5	Service Tax registration number	
6	Registered Office/Corporate Office and address along with pin code	
7	Mailing address along with pin code	
8	Telephone number	
9	Authorized email IDs of the Bidder	
10	Names and designations of the persons authorized to make commitments to the Bank	
11	Name and designation of the person authorized to sign and submit the BID to the Bank	
12	Submit description of Business, service profile	
13	Since when the bidder is in the IT	

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	consulting business of similar nature as defined in this document		
14	Gross annual turnover of the bidder (not of the group) in lakhs	2018-19	
		2019-20	
		2020-21	
15	Net profit of the bidder (not of the group) in lakhs	2018-19	
		2019-20	
		2020-21	
16	Name of Organizations in co-operative sector where the Bidder has/is providing the IT consultancy services which are similar as sought in this Bid document		
17	Name of Organizations in other sectors where the Bidder has/is providing the IT consultancy services which are similar as sought in this Bid document		

Place:

Date:

Bidders authorized signatory and seal of the Bidder

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ANNEXURE 1

1. Home Page
2. About us
 - a. The Organization
 - b. Objective & Mission
 - c. Salient Features
 - d. Board of Directors
 - e. From the Chairman / MD / GM Desk
3. Branches Network
 - a. List of Branches
 - b. Lists of ARDBs/Member Banks
 - c. Training Centre
 1. Locations
 2. Training Calendars
 3. Accommodation/Hall booking
4. Product & Services
 - a. Deposit
 - b. Loans and Advances
 - c. Refinances
 - d. Third Party Product (Loan Linked insurance etc.)
5. Interest Rate
6. Activities
 - a. Empowerment of Woman
 - b. SHG/JLG
 - c. Eradicate unemployment through SCCY Scheme
 - d. Different Government Sponsored Self Employment Schemes
7. Financial Statement & Audit Report
8. Notices & Circulars
 - i. Inter-office Circular
 - ii. Upload/Download section (PCARDBs/WBSCARDB upload max 15GB data in public cloud/Google drive)
9. Photo Gallery
10. Contact us
11. Sitemap
12. Email management (max 15 domain server email id & management tool)
13. Feedback

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ANNEXURE II

Commercial Part

(To be submitted in the Letterhead of the Bidder)

Requirement	Amount in Rupees
1.Design and Developmental Cost	
2.Domain and hosting Charges (including 6 months free maintenance charges)	
3.On call basis charges per call (beyond 6 months of successful web hosting)	
4.Tax details	
GRAND TOTAL (1+2+4)	Rs.

Total Price in words:-

(Price should be quoted as Lump sum and both in words and figures especially for the 'Grand Total'.
In case of any discrepancy between words and figures, words will prevail.)

Place:

Date:

Signature and Seal of the authorized Signatory of the Bidder

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