



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)



NCCT/Website/ARC/2025

Date: 22.02.2025

Subject: Invitation for Tenders for One-Time Modification of NCCT Website in Hindi & Change of Signatory on Certificates and Maintenance Services on Annual Rate Contract Basis

1. INTRODUCTION

The National Council for Cooperative Training (NCCT), an autonomous society registered under the Societies Registration Act, 1860, and functioning under the Ministry of Cooperation, Government of India, invites sealed tenders from eligible vendors for One-Time Modification of Website in Hindi & Change of Signatory on Certificates and Maintenance Services on Annual Rate Contract (ARC) basis at NCCT Headquarters. The purpose of this proposal is to ensure that the NCCT website (<https://ncct.ac.in>) remains secure, up-to-date, and fully functional while incorporating necessary updates, including setting the default language to Hindi and updating the signatory on certificates.

2. SCOPE OF WORK

The vendor must provide rates for the following services:

- A. Default Website Language Change & Signatory Update: Setting the default language of <https://ncct.ac.in> to Hindi and updating the signatory on certificates.
- B. Annual Website Maintenance: Ensuring smooth and uninterrupted functioning of the website with the following maintenance services:
 - Website Performance Monitoring: Tracking website speed, uptime, and performance.
 - Security Updates: Installing security patches and updates to prevent vulnerabilities.
 - Content Updates: Minor content changes, text edits, signature changes, and image replacements (up to 10 updates per month).
 - Technical Support: Providing email and call support during business hours for any technical issues.
 - Backup & Recovery: Weekly data backups with quick recovery in case of data loss.
 - Bug Fixes: Identifying and resolving website bugs and errors in a timely manner.
 - Server Monitoring: 24/7 monitoring of server health and performance.
 - SSL Certificate Renewal Assistance: Providing support for SSL renewals to maintain website security.
 - Domain & Hosting Certificate Renewal Assistance: Supporting domain and hosting renewals to ensure the website runs smoothly.

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3. ELIGIBILITY CRITERIA

Bidders must meet the following eligibility criteria:

- The bidder must have Minimum two years' experience in providing website maintenance and modification services to government, PSU, Autonomous Bodies or private organizations (supporting documents must be enclosed).
- The bidder must have valid GST registration and proof of registration under the Micro, Small & Medium Enterprises (MSME) Act, Preference will give to MSME (copy of documents must be enclosed).
- The bidder must have a registered office in Delhi/NCR with documentary proof (such as a utility bill or rent agreement).

4. TERMS & CONDITIONS

- Contract Period: The contract of AMC will be awarded for a maximum period of three (03) years.
- Initial Term: One (01) year (extendable annually up to three years based on performance review).
- Service Timeline: Necessary changes on the website must be implemented within 24 hours of intimation.
- Compliance Requirements: The vendor must adhere to GST, labour laws, and environmental regulations.
- Bid Rejection: Late bids will not be considered and will be rejected.

5. BID SUBMISSION DETAILS

- Bid Submission Period: From 22.02.2025 to 03.03.2025 (by 3:00 PM).
- Bid Opening Date: 03.03.2025 at 3:30 PM.
- Proforma For Quotation Of Rates (To be submitted on the bidder's letterhead)- Annexure:I
- Venue: NCCT HQ Office. Bidders/representatives may attend.
- Submission Process: Sealed bids labelled "Tender for One-Time Modification of Website in Hindi and Maintenance Service" must be submitted to: The Secretary, National Council for Cooperative Training,3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.


6. GENERAL CONDITIONS

- NCCT reserves the right to cancel the tender or reject any bid without assigning any reason.
- Any corrigendum or updates regarding this tender will be published on the NCCT website (<https://ncct.ac.in>).
- Bidders are required to thoroughly review the tender document. No claims will be entertained after submission.

- No additional payment other than the quoted amount shall be made.
- Time for completion of modification of website -20 Days
- If disputes or differences of any kind shall arise between the NCCT and vendor is conviction with the contract the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their disputes or differences by such mutual consultations then either the NCCT or the contractor may give notice to the other party of its intention to commence arbitration as per Arbitration & conciliation Act, 1963, of India.
- The contract can be terminated by either side with one month's notice.
- The value of Security Money to be deposited by the successful tenderer in the form of Bank Draft/ Bank Guarantee of any Scheduled Bank shall be 10% of the value of the awarded contract.
- The successful bidder shall sign a contract on non-judicial stamp paper.

7. Payments Terms: No advance payment will be made.

- For modification of website in Hindi, online payment will be made within 15 days after satisfactory completion of the work and submission of Tax invoice.
- For AMC online payment will be made on quarterly basis after providing satisfactory service and submission of tax invoice.
- Bidders are required to thoroughly review the tender document. No claims will be entertained after submission.
- No additional payment other than the quoted amount shall be made.
- Time for completion of modification of website -20 Days


22.2.23-

M. G. Maratkar,
Administrative Officer
Email: admn-ncct@gov.in
Phone: 011-41096510

On Vendor Letter Head

Annexure: I

To,
The Secretary,
National Council for Cooperative Training (NCCT),
3, Siri Institutional Area,
August Kranti Marg,
Hauz Khas, New Delhi-110016

Subject: Tender for One-Time Modification of NCCT Website in Hindi & Change of Signatory on Certificates and Annual Maintenance Services of website at NCCT (Hq) reg.

Sir,

We, the undersigned have examined and understand the above mentioned tender enquiry document and now offer to execute the work in conformity with your above documents for the same as shown below :-

S. No	Description of Work	Amount (INR)
1	One-Time Modification of Website in Hindi & Change of Signatory on Certificates	
2	Annual Website Maintenance Cost	
3	GST	
4	Total	

2. We confirm that the rates quoted above are exclusive of all applicable taxes and charges. Tax will be charged as per the prevailing rate as on the date of claim.

3. If our tender is accepted, we undertake to execute the work and perform the services as mentioned in the tender inquiry, in accordance with the delivery schedule.

4. We confirm that we do not stand deregistered /banned / blacklisted by any govt. authorities. We confirm that we fully agree to the terms and conditions specified in above tender enquiry documents, including amendment/ corrigendum, if any.

5. We have gone through the terms and conditions of the Tender document and those are acceptable to us.

Authorized Signatory:
(Signature with Stamp)
Name:
Designation:
Company Name: