

**THE TRAVANCORE CEMENTS LTD**  
**(AN ISO 9001:2008 COMPANY)**  
**(A GOVT. OF KERALA UNDERTAKING)**  
**NATTAKOM, KOTTAYAM - 686 013.**

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Ref. No. TCL/MM/2015-16/10

23.12.2015

**QUOTATION NOTICE**

The Travancore Cements Limited invites Sealed Bid from reputed and experienced Companies/Firms for revamping and development for our current website. The website [www.travcement.com](http://www.travcement.com) would be remodelled and additional services/facilities would be incorporated as required by the Company. The bidder should be able to integrate and improve the existing facilities of website. Company may arrange server for domain hosting and hosting of online contents etc at our own cost. Contractor has to intimate the requirement to company for arranging the same.

Details regarding how to submit bid, Terms and conditions of the bid etc will be available in our current website [www.travcement.com/Tenders/quotations](http://www.travcement.com/Tenders/quotations).

Last date of submission of bid at Company: [4.1.2016@5PM](#).

Earnest Money Deposit (EMD): Rs 2000/- (Rupees Two thousand Only)

EMD may be remitted either in the form of DD favouring The Travancore Cements Ltd Payable at Kottayam or directly paying to Company by cash.

The Travancore Cements Ltd, shall have no responsibility for any delay or non receipt of bid document sent by post / courier. Email offers will not be accepted. Travancore Cements Ltd. reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

For The Travancore cements Ltd,

Chief Manager (O) i/c  
For Managing Director

## **I. ELIGIBILITY**

1. The bidders should have 3 years of experience in web designing/ similar works.
2. Bidder must have successfully completed at least 2 assignments of similar nature and complexity.

## **II. SCOPE**

The current website with domain at [www.travcement.com](http://www.travcement.com) would be remodelled and additional services/facilities would be incorporated as required by the Company. The bidder should be able to integrate and improve the existing facilities of website. Website must be compatible with different latest versions of browsers. Approved model is the website of M/s Malabar Cements Ltd, Palakkad.

### **1. Website requirements:**

- i. Website may be designed in English and Malayalam on option basis
- ii. Least site opening time
- iii. Clean and professional design
- iv. Search engine friendly website
- v. Security Clearance from concerned authority
- vi. Usage of existing domain name
- vii. Attractive and user friendly.
- viii. Should be developed in cross platform

### **2. Functionality to be covered in the website will be 2 broad components.**

- i. Visitor section:
- ii. Administrator section:

#### **Visitor Section**

##### **(i) Home Page with English and Malayalam version**

##### **(ii) About Us**

- a) History
- b) Plant details
- c) Company policy
- d) Board of Directors
- e) Certifications

##### **(iii) Products**

##### **(iv) Projects**

##### **(v) Marketing**

##### **(vi) Notices and Circulars:**

##### **(vii) RTI information**

##### **(viii) Photo Gallery**

##### **(ix) Careers**

##### **(x) Tenders**

##### **(xi) Feedback**

##### **(xii) Important Links to other Websites**

### **Administrator Section:**

- i. Secure Login:
  - a) Employee login
  - b) Dealer login
- ii. Webmail up to 25 users needed and each must have capacity 2 GB.
- iii. Uploading Tenders/recruitment advertisement.
- iv. Control of Feedback management System.

### **III. IMPLEMENTATION APPROACH :**

- i. On receipt of work order the Developer should start interacting with Company officials for the requirement analysis for 2 -3 days.
- ii. Requirement Analysis will be documented.
- iii. Based on the Requirement Analysis, will prepare 4-5 sample layouts for the website and submit it to Company for approval. Suggestions received from Company will be incorporated by the Developer to finalize the Homepage.
- iv. Data for most of the links will be provided by Company. Mostly the Data will be given in the form of softcopy. However the same need to be set as per desired format by the developing team. Some data may have to be picked from existing website or if required need to be collected by the developers.
- v. Work may be completed within 2 months from the date of issue of work order. However company may extend the allotted time for a further period of at its discretion.

### **IV. DELIVERABLES**

- i. User Manual & Web Site Contents, Security details.
- ii. Web site Setup/Installation, Maintenance Guidelines.
- iii. Source Code.
- iv. Maintenance/bug fixing.

### **V. HOW TO SUBMIT BID**

Bids shall be submitted in two sealed covers simultaneously as mentioned below addressed to **THE CHIEF MANAGER(O)IC, TRAVANCORE CEMENTS LTD, NATTAKOM P O, KOTTAYAM, KERALA - 686 013**. Each separate sealed covers shall super scribed as follows.

#### **a) Cover No.1:**

**This cover should be marked as 'Cover No.1'** and it shall contain

1. Complete profile of the firm with address, Service Tax Registration No, VAT Registration No, PAN details, financial status/Turnover etc.
2. Details of experience, previous works and previous clients.
3. Details of websites they developed earlier.
4. Detailed business profile along with details of professional, technical and other manpower.
5. Evidence of having successfully undertaken 2 similar works (copy of work order, Completion certificate etc).

6. EMD amount of Rs2000/- (Rupees Two thousand only). EMD may be remitted either in the form of DD favouring The Travancore Cements Ltd Payable at Kottayam or directly paying to Company by cash. If in case the payment made to company directly, copy of cash receipt should be enclosed.

**b) Cover No.2:**

**This cover should be marked as 'Cover No.2'.** Price bid in the letter head shall contain

1. Lump sum rate (in Rs) excluding taxes.
2. Details of Taxes.
3. Annual rate (in Rs) for website maintenance, domain hosting etc
4. The Financial bid shall not contain any condition. Bidder should ensure that his bid amount is not mentioned anywhere in any other documents directly or indirectly. Every bid shall be in English. All amounts shall be indicated by the bidder in figures and words. When there is any difference between price quoted in figures and in words, the amount quoted in WORDS shall prevail. Bid should be free from overwriting. All corrections and alterations should be duly attested by the bidder.

**c) Cover No.3:**

The bid (**Cover No.1** and **Cover No.2**) shall be put in a single cover which shall be sealed and super scribed as "Quotation for remodelling of current website".

**VI. PAYMENTS**

Payment will be released on successful remodeling of website to the satisfaction of the Company.

**VII. IMPLEMENTATION SUPPORT**

Company may arrange server for domain hosting and hosting of online contents etc at our own cost. Contractor has to intimate the requirement to company for arranging the same.

**VIII. SECURITY**

One of the main issues of concern in any website or web application is the security. The security should be based on the latest technologies. For any security related problems or occurrences the contractor will bind to provide support.

**IX. GENERAL CONDITIONS OF CONTRACT**

1. Work indicated above are only illustrative and any work(s) not mentioned in the scope of work, but essential requirements realized afterwards will be a part of the scope of work and the selected bidder will be required to execute such jobs without any additional financial liabilities.
2. Time shall be considered to be the essence of the contract.

3. Appointing sub consultant/sub contracting the work/outsourcing the work by the successful bidder in any form will not be permitted.
4. It would be advisable if the organization familiarize themselves with the Company before preparing their Proposals. To obtain first-hand information on the assignment, agencies are encouraged to visit to the Company before submitting a Proposal. All visit to the company in connection with this bid, are not reimbursable.
5. Company may extend the due date of submission of bid in exceptional cases, if desires so.
6. Company reserves the right to cancel the quotation at any stage.
7. **Termination** : Company may terminate this Contract, by not less than Ten (10) days written notice of termination to the Contractor,
  - i if the Contractor fails in the performance of their obligations under the Contract.
  - ii if the contractor, in the judgment of the TCL, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
  - iii if the service from the contractor is unsatisfactory
  - iv if in case, TCL takes a decision to alter/cancel the plan for cancellation of website related works and such decisions of TCL shall be final and shall not be called in question.
8. If the Contractor fails to fulfill the obligations under the Contract, contract may be terminated after forfeiting EMD.
9. The rate quoted should be valid for 90 days and in case order is placed the rate approved shall be valid for completion of the work. No rate enhancement will be entertained during the above period. No bidder shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted.
10. Company reserves the right to carry out technical inspection of the website through any other certified agency/consultant designated by company. Based on its recommendation, contractor shall take necessary corrective measures to comply the parameters to improve the scope of the bid. Any deficiencies pointed out after technical inspection and agreed by the company, shall be rectified by the Contractor without additional cost.
11. **Documents Prepared by the Contractor to be the Property of the TCL:** All plans, specifications, designs, reports, other documents and software prepared by the Contractor for the TCL under this Contract shall become and remain the property of the TCL, and the Contractor shall, not later than upon termination or expiration of this Contract, deliver all such documents to the TCL, together with a detailed inventory thereof. The Contractor may retain a copy of such documents and software. However it is restricted the future use of

these documents and software only with company's permission.

12. Special conditions, if any, of the bidders attached with the bid will not be applicable to the contract unless they are expressly accepted in writing by the company.
13. The decision of the company shall be final on any other matters not mentioned in this document.
14. Company will not be held responsible for any sort of delay or the difficulties faced by the bidders during the submission of bids/payment.
15. **Court of Jurisdiction:** In case any difference or dispute arises in connection with the contract all legal proceedings relating to the matter shall be instituted only in the court of Law, having Jurisdiction over the Registered Office of the company at Kottayam.
16. **Force majeure:** Company will not be liable and responsible for any matters beyond the control of company.
17. In the above clauses, the contractor means successful bidder against this bid and Company means Travancore Cements Limited (TCL).

For The Travancore Cements Ltd,

Chief Manager (O) i/c  
For Managing Director