

INVITATION OF EXPRESSION OF INTEREST

**Loka Kerala Sabha Secretariat
6th Floor, NORKA Centre, Thycaud,
Thiruvananthapuram - 695014**

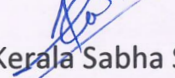
No. LKS/24/2024-25

Date: 14.02.2025

Loka Kerala Sabha Secretariat, Govt. of Kerala intends to take services from firms/agencies having experience in developing, maintaining, and overall management of its website as per Govt. guidelines and regulations from time to time. Tender form along with terms and conditions is available on www.lokakeralasabha.com

SCHEDULE OF BIDDING

Tender form is available at	www.lokakeralasabha.com
Last date for submission of bids	01.03.2025 by 3.00 P.M
Opening of technical bids	07.03.2025 by 3.00 P.M


Director
Loka Kerala Sabha Secretariat



LOKA KERALA SABHA SECRETARIAT
Expression of Interest No. LKS/24/2024-25 Dated 14.02.2025

OVERVIEW:

The Sabha was formulated with the objective of encouraging cooperation of non-resident Keralites across the globe, to integrate the diaspora community with social, cultural and economic development of the state, to facilitate discussions on these matters and as a public platform to discuss issues related to migration. The 351-member Sabha comprises members of the Legislative Assembly of Kerala, Members of the Indian Parliament from Kerala, members who are Non-Resident Keralites (NRK's) of Indian citizenship, Eminent NRK's nominated by the Government of Kerala, and selected members of the returnee community.

PURPOSE:

The purpose of the EOI is to maintain the website, which should function as a single point source for all information pertaining to the Sabha and related activities. The website should, in addition to providing the required information to the public, also be an interactive one where queries and doubts of public can be answered and their opinions and suggestions received and acknowledged.

Scope of Works:

The scope of work includes regular maintenance and updating of the website. Details of various elements of the scope of work are as follows:

1. The website Maintenance would include updating of content of all existing pages and designing new pages as per the requirement of the office. It would also include the upload images and all types of work, and timely Domain Renewal procedures as and when required, instructed by the concerned from time to time.
2. Add more feature in the Content Management System (CMS) of the website (as and when required).
3. Publishing of Notice, Tender etc. on the website as per instruction of the office.
4. Updating of data elements on existing pages.
5. Designing and/or updating and publishing of new or revised pages.
6. Address all the errors regarding the websites and their rectification.
7. Various types of content should be delivered through the Websites. The Indicative content types may be PDF documents, Images, Photographs etc.
8. Support for shifting of websites from shared hosting to cloud hosting.(if required)
9. Web pages customization in English and Malayalam
10. Developing an online registration platform for NRKs abroad (including the admin page) as part of LKS selection process. The portal should capture the basic details of the applicant and necessary credentials (registration form attached before annexure 1)
11. Annual maintenance and technical support for the website
12. Any other work of similar nature required by LKS during the pendency of contract
13. The ICT Solution provider will also be responsible for developing required tools and implementing the plan.
14. Onsite support of experience team members for enabling live casting, Content/Photo updating etc. during LKS meetings and other major events.

PRE-REQUISITES

The vendor is expected to provide response specifically to the minimum eligibility criteria's and support the same with necessary documentation, wherever applicable.

- a) Vendor should be an organization/company incorporated in the state of Kerala with minimum 6 years' experience in Web Portal and Application development.

- b) Vendor must have valid GST Number, other applicable licenses and certificates.
- c) The bidder should have completed at least three projects having Project Cost ≥ 5 lakhs and one among them having project Cost ≥ 7 lakhs.
- d) The Bidder should have technically qualified and well experienced strong In house resource base of IT professionals (Proof must be attached)
- f) The Vendor should not have been blacklisted by Governments or PSUs and should not be in the currency of any punitive measures against itself on the date of opening the tender.

Quotation submission Process

The bidder **should submit the TECHNICAL and FINANCIAL proposals in two separate sealed envelopes** (duly super-scribed as "Loka Kerala Sabha Portal Development- TECHNICAL BID" and "Loka Kerala Sabha Portal Development - FINANCIAL BID")

The quotation is to be submitted to

Director,
Loka Kerala Sabha Secretariat
NORKA Centre,
Near Govt. Guest House,
Thycaud, Thiruvananthapuram -14

Last date for submission of bids: 01.03.2025 at 3.00 PM

Opening of technical bids: 07.03.2025 at 3.00 PM

- (ii) The proposals should be submitted in the prescribed format, proposals not adhering to the prescribed format will be rejected.
- (iii) Bids received (by post/mail/hand) after due date and time will be summarily rejected. Loka Kerala Sabha Secretariat will not be responsible for any postal delay.
- (iv) The technical proposal must be accompanied by all document proof establishing the eligibility of the bidder.
- (v) Enclose company registration certificate, memorandum & articles of association and work orders etc as proof of eligibility. Registered company/production houses/ should have GST Number, Pan Number etc. Enclose certificates and copy of last three years Income Tax returns, PAN and GST Number.

TECHNICAL INFORMATION AND UNDERTAKING:

Essential Documents to be attached:

- i. Copy of PAN & GST Certificate.
- ii. Duly signed copy of Tender Document by the authorized person of the bidder.
- iii. The firm should be registered and should have existence of at least 6 years. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years in website development/maintenance. Copies of the experience certificates should be self-

- attested and enclosed with the Tender Document.
- iv. A certificate to be submitted from the firm that the firm has not been debarred for award of contract during past 5 years.
 - v. Certified copy of Income tax returns for last 3 years (2021-22, 2022-23 and 2023-24).
 - vi. Certificate from the Auditor mentioning that minimum annual turnover of Rs.20 lakhs each year continuously (2021-22, 2022-23 and 2023-24).
 - vii. All the documents including tender document must be self-attested by authorized person.

Note: All the essential documents mentioned at Sl.No. i to vii are mandatory for qualifying the Bidding process. Bids not accompanied by documentary evidence may be subject to rejection. Clarifications/Additional documents, if any, sought by Loka Kerala Sabha from the bidder have to be submitted within the stipulated time.

TECHNICAL BID DOCUMENTS [ENVELOPE : I]

The following documents should be enclosed in the Envelope - I (Technical Bid).

1. Covering Letter and Self Declaration (Annexure 1)
2. Organizational Details (Annexure 2)
3. Eligibility Criteria (Annexure 3)
4. Copies of all evidentiary proof requested in Annexure 3
5. Related Experience Details (Annexure 4)
6. Any other relevant documents, if any. (print-outs/CDs having PPT/Word/PDF/HTML documents shall be included. Technically Presentation has to be done, if requested)

All documentation is required to be in English. The person(s) signing the Bid shall initial all pages of the Bid. The Technical Bid should be placed in a sealed envelope super-scribed “Loka Kerala Sabha Portal Development - TECHNICAL BID”

FINANCIAL BID DOCUMENT [ENVELOPE : II]

Hard copy of financial bid in the format given in this Tender [Annexure: 6]

Signed and stamped hard copy of the Financial Bid should be placed in a sealed envelope super-scribed “Loka Kerala Sabha Secretariat - FINANCIAL BID”

Bidder should submit their Financial Quotes ONLY in the FINANCIAL BID [Envelope: 2]; otherwise the entire Tender response shall be liable to be rejected. The Financial Bid must be filled in completely, without any error, erasure or alteration.

EVALUATION CRITERIA

The objective of the evaluation process is to evaluate the bids to select an effective and best fit Service at a competitive price. The Technical Committee Constituted will undertake the evaluation. Loka Kerala Sabha Secretariat may call for any clarifications/additional particulars required, if any, on the technical/ commercial bids submitted. The bidder has to submit the clarifications/ additional particulars in writing within the specified date and time. Award of contract will be done on line basis of commercially lowest quotation. The decision of Loka Kerala Sabha Secretariat shall be final.

The competitive bids shall be evaluated in the following stages:

Stage 1 - TECHNICAL BID EVALUATION

Sl. No	Description	Required Marks
1	Eligibly Criteria (Annexure: 3)	20
2	Bidder's Experience (Annexure:4 & Annexure:5)	20

Bidders achieving the required marks for all the three individual evaluation activities will be considered as eligible for financial evaluation process.

PAYMENT TERMS

The payments will be paid on production of bills after the successful Commissioning of the System, as per Purchase Order. The AMC charges will be released annually on production of AMC bill.

DISQUALIFICATION

Loka Kerala Sabha may at their sole discretion and at any time during the evaluation of the proposal disqualify any proposers, if the proposers have,

- Submitted the documents after the last date.
- Submitted the proposal without required documents.
- Misled or false representation in the forms, statements and supporting documents with the proposal.
- Declared ineligible by the state government for corrupt and fraudulent practices or black listed.

EOI Documents can be downloaded from the website www.lokakeralasabha.com. The bidders are requested to examine all instructions, forms, terms and other details before submitting the application. The EOI is not an offer and is issued with no commitment.

Registration form for Loka Kerala Sabha Membership

1. Name (As given in the passport) ***:
2. Address (in Kerala):
3. Email:
4. Mobile Number:
5. Date of birth:
6. Gender:
7. Current status: (Migrant worker/returnee)
8. Country/state of destination:
9. Citizenship status: (Indian/ OCI cardholder)
10. Visa type (for Indian citizens): (Employment visa/dependent visa/Investor visa/Others: specify)
11. Occupation:
12. The total duration of migration:
13. Do you have any affiliations to Kerala/Indian diaspora associations in the destination country? If yes, specify the name of the organisation and affiliation.
14. Have you attended any of the previous Loka Kerala Sabha? If yes, describe your experience?
15. Describe your efforts to ensure the welfare of Keralites in the destination country? Provide web links to the supporting documents (If any)
16. Have you won any awards/achievements during your stay in the destination country or after you returned to Kerala? Provide the details.
17. Why do you wish to be a member of Loka Kerala Sabha? Specify the reasons (Limit your answer to 500 words)

Upload:

1. Photo
2. Front and back page of passport
3. Visa/work permit/OCI card

Note: The Loka Kerala Sabha membership is limited to Indian citizens only. OCI card holders will be given Special Invitee status in the Sabha. The Kerala government will be the sole responsible authority to select members and special invitees. Applications with false and incomplete information will be rejected.

Disclaimer:

This is an application procedure for the selection of Loka Kerala Sabha member/invitee. I understand that the government of Kerala is the responsible authority for the selection procedure and I will not raise an objection if my application is rejected.

Confirm

Annexure 1:

Covering Letter and Self Declaration
(To be taken in Bidder's Letter head)

To,

The Director

Loka Kerala Sabha Secretariat
6th Floor, NORKA Centre,
Near Govt. Guest House, Thycaud
Thiruvananthapuram

Sir,

Sub:- Tender submission for the maintenance of the website of Loka Kerala Sabha Secretariat

Ref: Tender No. LKS/14/2025 Dated: 14/02/2025

Having examined the Bid documents including all Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to Design/Re-Design, Develop and Implement the Loka Kerala Sabha Web Portal as mentioned in the BID document in conformity with the said documents in accordance with the Technical and Financial Bids and made part of this Tender.

We understand that the Tender provides generic requirements and it has not been prepared by keeping in view any specific bidder. We have read, understood and accepted the Terms/ Conditions/ Rules mentioned in the Tender.

We have never been barred/black-listed by any regulatory/Statutory Authority/PSU/ Government undertaking in India.

We also understand that the whole bidding exercise may be scrapped without assigning any reason and it is acceptable to us.

We certify that we have provided all the information requested by Loka Kerala Sabha Secretariat in the format requested for. We also understand that Loka Kerala Sabha Secretariat has the exclusive right to reject this offer in case Loka Kerala Sabha Secretariat is of the opinion that the required information is not provided or is provided in a different format. It is also confirmed that the information submitted is true to our knowledge and Loka Kerala Sabha Secretariat reserves the right to reject the offer if anything is found incorrect.

Place:

Date:

Name and signature of the bidder
Office Seal

Annexure 2:

SL No	Organizational Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Company/Partnership firm/Individual	
4.	If it is a company/ partnership firm : A. Registration no. B. Name of country	
5.	Address of registered office with telephone no & E mail	
6.	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
7.	Address of offices in India	
8.	Name and Designation of the official with telephone no. & e- mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of Sl. No 3 above.
3. Undertaking in respect of Sl. No. 4 above

Place:

Date:

Name and signature of the bidder
Office Seal

**Annexure 3:
Eligibility Criteria**

Sl No	Eligibility Criteria Requirements	Supporting Documents
1.	The bidder should be a registered entity in Kerala. Copies of certificate of incorporation /registration, PAN Card and Service Tax registration should be submitted. Proof Attached	YES/NO
2.	The Bidder should have been in operation for at least 7 years in the field of Surveillance System implementation, as on date of Tender. Proof Attached	YES/NO
3.	The bidder should have completed at least three projects having Project Cost \geq 5lakhs and one among the projects completed have project cost \geq 7lakhs. Proof Attached.	YES/NO
4.	Details of in house resource base of IT Professionals (Proof attached)	YES/NO
5.	Related Experience Details (Annexure 4)	YES/NO
6.	Audited account statement of the last three financial years attested by the responsible officer/ authority.	YES/NO
7.	Any Government or PSUs should not have blacklisted the bidder on the date of the Tender. Attached Signed Annexure-1	YES/NO

Certify that we fulfill all the eligibility criteria listed above and have enclosed copies of all relevant documents for verification. We understand that, the bidders who meet the eligibility criteria would only be qualified for Technical and Financial bids and Loka Kerala Sabha Secretariat reserves the right to reject the offer if anything is found incorrect.

Place:

Date:

Name and signature of the bidder
Office Seal

**Annexure 4:
Experience in Related Fields**

Overview of the past experience of the Organization in all aspects related to consultancy/Agency			
SL. No	No Items	Number of Assignments during last 3 years	Mention the name of Client/ Organization (Enclosed completion certificates)
1	Experience of assignments of similar nature in Govt agencies		
2	Experience in carrying out Similar assignments in other agencies		
3	Deployment status Direct / Indirect		

*Give Details in Annexure 5

Place:

Date:

Name and signature of the bidder
Office Seal

**Annexure 5:
Bidder's Past Experience**

Sl No	Client's Name & Address	Work Order Amount	Work Order copy enclosed [Yes / No]	Client's satisfaction letter enclosed [Yes / No]	Remarks

Place:

Date:

Name and signature of the bidder
Office Seal

Annexure 6:

FINANCIAL BID

Sl. No.	Description of Work	Cost	GST	Total
1.	Annual Maintenance of Website, all charges including domain renewal, server uptime etc.			
2.	Development of registration portal			
Grand Total				

Note: No other cost/ amount would be paid over and above the aforesaid proposal amount.

Place:

Date:

Name of the bidder
Designation
Signature
Name of Organization

[Office Seal]