

**File. No. WAS/PIC/322/84/2019
Embassy of India
Washington DC**

TENDER NOTICE NO. 07/23/2019

11 October, 2019

ON BEHALF OF THE PRESIDENT OF REPUBLIC OF INDIA, SEALED BIDS ARE INVITED FROM REPUTED AND EXPERIENCED COMPANIES for development and maintenance of Primit (PRAVASI Mitra) Help Line Web Application and Indian Students in USA Registration for Embassy of India.

FOR COMPLETE DETAILS, SCOPE OF WORK, CONDITIONS AND INSTRUCTIONS TO TENDERERS, WEBSITE OF EMBASSY OF INDIA IN WASHINGTON DC COULD BE VISITED AT www.indianembassyusa.gov.in AND AT <https://eprocure.gov.in/cppp/>

THE LAST DATE OF SUBMISSION OF BIDS IS 1 November 2019 BY 10AM



**(Gopalakrishnan Subbiah)
HEAD OF CHANCERY
EMBASSY OF INDIA
WASHINGTON DC
TEL: 202-939-7767**

EMAIL: hoc.washington@mea.gov.in

File. No. WAS/PIC/322/85/2019
Embassy of India
Washington DC

Invitation of Bid

Name of Works: Embassy of India invites proposal for Development and Maintenance of Pravit (PRAVASI Mitra) Help Line Web Application and Indian Students in USA Registration for Embassy of India

The company also has to develop a system to registration of Indian students in USA based on jurisdiction of consulates.

The Tender shall be submitted in a Sealed Cover before 10:00AM on November 1, 2019 in the office of First Secretary (PIC), Embassy of India, Washington DC, (2107 Massachusetts Avenue NW, Washington DC 20008). Any Tender received after this date and time will not be considered. Tender shall be opened on November 1st 2019 at 3:00PM

- The Tender shall remain valid for a period of Sixty (60) days from the date of opening or any extended period.
- Tenderer shall quote his/her price based on the enclosed **Scope of work in Annexure-A**.
- The Embassy will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
- The successful tenderer shall be responsible for coordinating his work with various Sub-tenderers on the Works coordinating his work between various trades.
- The Embassy of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
- The Embassy of India will satisfy itself about the Scope of Work in Tender Document. They are free to add/delete items which are needed for completion of the job.
- No alteration shall be made by Tenderer to the Tender Document unless otherwise permitted.
- The amount and rates for variations must be quoted both in figures and words in US Dollars only. In case of any discrepancy between figures or words, the amount or rates quoted in words shall be taken to be correct for this tender.

- The Tenderer shall strictly comply with all the conditions stated in the Tender. Decision on bid will be taken based on the final price quoted on the Form of Tender. Any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid. The rates on schedule of quantity or elsewhere shall be adjusted in the ratio to match with quoted Final price on the form of tender.
- The acceptance of the tender shall be conditional and not finally binding upon the Embassy until the actual contract signed between the Tenderer and the Embassy of India. Should the tenderer fail to sign the contract within the stipulated time or for any other reason withdraw his participation in the Tender, the Embassy may withdraw his acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works. No payment shall be released to the tenderer unless the agreement is signed.
- Any further information or clarification which the Tenderer needs may be obtained from **Mr. Tejinder Anand, Attache(PIC), Embassy of India, Washington DC (Email: attpress.washington@mea.gov.in.** All information requested by and supplied to one bidder will be supplied to all bidders.
- The date and time for submission may be deferred by an official communication in writing issued by the Embassy of India to all Tenderer. Tenders received after this date will not be considered.
- Tender may be disqualified for any reason including, but not limited to the following:
 - If Tenderer sets forth any conditions which are unacceptable to the Employer.
 - If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender Document.
 - If there is evidence of collusion between Tenderer.
 - If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- Scope of Work: Scope of Work is enclosed in the Tender Documents as Annexure 'A'.
- Tenderer shall have deemed to have read carefully the Scope of Work and acquainted himself with the work by visiting the site.

Special Terms and Conditions

- The Tenderer need to deploy the professional trained in the field. The quality of work should not be compromised.
- If, at any time during the period of contract, it is observed by the Embassy or its authorized representative, that the services rendered by the company are not to

the satisfaction of the corporation or any terms of the contract are violated, Embassy reserves the right to terminate the contract without any notice.

- Work will be authorized by means of a works order issued under the authority of Embassy of India, Washington DC.
- The Tenderer is to maintain during the period of the contract the level and quality of service offered in the contract documents.
- At no time during the continuance of the contract shall the principal or its representative, servant or agent act or be deemed to act in any manner whatsoever for or on behalf of the tenderer or so as to relieve or release the tenderer in any way from his contract responsibilities.
- No cost additional to the contract price shall accrue on account of the tenderers obligations under the Act and the tenderer shall indemnify the principal against costs arising from any failure of the tenderer to meet his obligations.
- All work is to be carried out as per best trade and accepted working practices, using current market of standards.
- **Eligibility of Tenderer** - Tenderer should have good experience in relevant field of work and submit recent list of jobs done with specified names of clients.

SCOPE OF WORK

Development/ Maintenance of PRAMIT Web application as per mission's requirement and Application and Indian Students in USA Registration for Embassy of India.

➤ Development of Web application using PHP, database using MySQL, Framework using Laravel, codeigniter and web server using apache.

➤ Hosting at Virtual Private Cloud High End server which can handle the huge load of data, Linux OS

➤ Annual Maintenance and Technical support

➤ Creation of query forms for different services and Back end system as follows:

1. Consular:

➤ Visa

➤ Passport

➤ Emergency Travel Document (Only for Indian Nationals)

➤ OCI

➤ Renunciation

➤ VISA + Renunciation

➤ PIO to OCI Conversion

➤ Emergency Visa (in case of death/serious illness)

➤ Miscellaneous Service (Attestation of Documents Etc.)

➤ Transfer of Mortal Remains to India

➤ Request for Consular Camp

➤ Document Adviser

➤ General Queries on Consular Matters

➤ FAQs

• FAQs on Visa

• FAQs on Passport

• FAQs on OCI

➤ Dashboard

➤ Ambassador Review

• All Services

• Service Filter

Scope of the Work Students Registration:

Indian Students Registration in USA

*Frontend Form

*Email Module

1. Confirmation of Registration

2. Annually email for updating fields (Phone, City, State, Zip Code, US University Name, Degree, Name the office)

*Admin Dash board

1. Seven login for each consulate

2. Students Details (Add, View, Update, Delete, Export as Excel)

3. Consular Jurisdictions wise view

* Quarterly Login link for each registered student

