

**EMBASSY OF INDIA
KATHMANDU
(PIC Wing)**

NOTICE INVITING BIDS

Embassy of India, Kathmandu invites tenders through email from established/reputed Vendors who are hosting and maintaining websites/portals of Go's Ministries/Department, other Missions/Posts' websites for **“developing a digital database of all the projects implemented by Embassy of India in Nepal and integrate the same with an online interactive portal”**.

2. The quotation should include maximum corporate discount and the rate should be given without Tax/GST clearly. Interested parties are requested to contact FS(PIC), PIC Wing at the Embassy of India, Kathmandu, Nepal through email cpic.kathmandu@mea.gov.in & picsection.kathmandu@mea.gov.in

3. The last date of receipt of offer through email is on or before 05 December 2022 up to 1730hrs (Kathmandu Time).

4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

No. Kat/P&I/306/02/2022 dt 15th November 2022

Sd/-
First Secretary (PIC)

**Embassy of India
Kathmandu**

Request for Proposal for developing a digital database of all the projects implemented by Embassy of India in Nepal and integrate the same with an online interactive portal accessible by general public at large across the globe.

Contact details for queries:

Dr. Sahil Kumar, FS (Press, Information & Culture)

Email: cpic.kathmandu@mea.gov.in

picsection.kathmandu@mea.gov.in

Request for Proposal for developing a digital database of all the projects implemented by Embassy of India in Nepal and integrate the same with an online interactive portal accessible by general public at large across the globe.

1. Introduction

Embassy of India, Kathmandu hereafter referred to as 'Mission' is one of the Indian missions and posts located around the world under Ministry of External Affairs, Government of India. Missions abroad carry out jobs like issuing visa, passports, other consular services, bilateral relationships, defense co-operations between countries, educational co-operation, commercial and social-cultural activities.

Existing website of the mission is **<https://indembkathmandu.gov.in>**

The interactive portal proposed to be developed will be a web-page of our existing website's URL i.e. <https://indembkathmandu.gov.in/dashboard> and hereafter will be referred to as 'Portal'.

Subsequent pages of the proposed Portal will be after URL <https://indembkathmandu.gov.in/dashboard> i.e. <https://indembkathmandu.gov.in/dashboard/new-page>. Any visitor of the mission's website can visit the portal by clicking on the info graphic link given on the home page of the mission's website.

The portal will be hosted in the same server as our mission's website with the coordination of our existing website maintenance agency i.e. M/s Jadon Webtech Pvt. Ltd.

The Missions/Posts main portal and its sub-domain/web-pages are now becoming one of the attracted sites among netizens. This has resulted in frequent access of portal and its sub-domains/web-pages from various locations across the world. There have been incidents of some of the accesses which contained targeted Distributed Denial of Service (DDoS) and attack against source code vulnerabilities amongst other. This entails that portal and its sub-domains should be hosted on a platform which provides enhanced security, auto-failover and redundancy features.

The objectives of this RFP are

A. Develop/ create an online database of all the projects implemented by Embassy of India in Nepal & develop an interactive Portal and its subsequent maintenance:

- India has developed many projects in Nepal (such as school, road, bridges etc.) to promote infrastructural development. This RFP envisages developing a digital database of all the projects implemented by Embassy of India in Nepal.
- Create an interactive portal integrated with the digital database of all the projects undertaken by India in Nepal in line with MEA's DashBoard website <http://meadashboard.gov.in>
- The portal proposed to be developed will be hosted in the same server as our mission's website with the coordination of our existing website maintenance agency i.e. M/s Jadon Webtech Pvt. Ltd.
- The vendor to be selected through this RFP will develop the portal and subsequently manage & maintain and update the portal for one year after launch of the portal.
- The portal will be accessed by the Embassy officials for various purposes, citizens of Nepal & India and public at large across the globe and will be providing real-time information to different stakeholders.
- The portal should be accessible/ compatible with different platform such as desktop, mobiles and handheld devices etc.
- CMS updation and Website security.
- Security auditing before launch of the portal by CERT-In empaneled auditor.
- 24 X 7 portal content updates
- Search engine optimization
- Language – English with select language option

B. Portal hosting:

- Currently mission's website is hosted on MeitY empaneled Virtual Private Cloud infrastructure with data center in India by website agency M/s Jadon Webtech Pvt. Ltd. The proposed portal will be hosted in the same server as our mission's website with the coordination of our existing website maintenance agency i.e. M/s Jadon Webtech Pvt. Ltd.

2. **Scope of Work**

The primary focus of the portal proposed to be developed is to provide real time information in easily understandable manner to different stake-holders about projects implemented by Embassy of India in Nepal. The portal will be accessed by the Embassy officials for various purposes, citizens of Nepal & India and public at large. Broadly the scope of work includes:

1. **Portal development & Security management**

- i. **Develop a digital database and an interactive online portal in line with MEA Smart DashBoard (i.e. <https://meadashboard.gov.in>) providing information regarding India's development activities in Nepal through various projects done by India.**
- ii. The portal, proposed to be developed, will be one stop place of information regarding all the projects implemented by the Embassy of India in Nepal.
- iii. Develop and manage/update the portal as per Mission's requirement/ instructions and as per MEA and NIC website guidelines as a responsive website.
- iv. This RFP also envisages management/maintenance & update of the portal for 1 (one) year period after launch on the direction of the Mission.
- v. The portal will be hosted in the same server as our mission's website with the coordination of the existing website maintenance agency (Jadon Webtech Pvt. Ltd)
- vi. Make changes, if any in the future, in **Content Management System (CMS)** of the portal for contents like addition of new project, make new category for projects, sorting of the projects etc, if any and periodic archiving the old contents automatically, etc.
- vii. Providing 24 X 7 unlimited update of the content for all the tasks related to the portal design and maintenance and updates respectively.
- viii. Agency would be required to provide Maintenance, and Technical Support for the period of contract for all matters related to portal development, management/ maintenance & its security.

- ix. Preparation of User Manual/SOP and provide online technical support for Training of Indian staff for content upload/change on the portal.
- x. To ensure that the portal complies with the “Guidelines for Indian Government Websites (GIGW)” <https://guidelines.india.gov.in/>
- xi. Vendor will apply/ update security patches to remove vulnerability in the source code/module of the portal on receipt of report regarding such vulnerability from the Ministry/Mission or any other Indian Government Department under the intimation to the Mission.

2. Hosting Portal on Virtual Private Cloud Infrastructure

- I. Currently mission’s website is hosted on MeitY empaneled Virtual Private Cloud (VPC) infrastructure with data center in India by website agency M/s Jadon Webtech Pvt. Ltd. The proposed portal will be hosted in the same server as our mission’s website with the coordination of our existing website maintenance agency.
- II. The agency/vendor selected for developing and maintaining the portal will be responsible for the audit/security of the portal (i.e. <https://indembkathmandu.gov.in/dashboard>)
- III. Mission’s website maintenance agency i.e M/s Jadon Webtech Pvt. Ltd will be responsible for underlying Operating system software, server software licenses, infrastructure, bandwidth, and hosting it with Mission’s website.
- IV. If need arises to change VPC for any reason, the vendor selected & M/s Jadon Webtech Pvt. Ltd will coordinate for smooth migration from previous VPC to new VPC with data center in India with least downtime of the website/portal (not more than 4 hours). Task of VPC migration, if need arises, will be performed by Mission’s website maintenance agency i.e M/s Jadon Webtech Pvt. Ltd. Full cooperation of the selected vendor is required in this case.
- V. The portal development/ maintenance agency will provide Non-Disclosure Agreement (NDA).

2.1 Detailed Scope of Work

This section provides indicative scope of work for vendors. However, below work is only indicative and would vary depending upon actual requirements of Embassy of India, Kathmandu.

2.2 Development and General Features of the portal:

- a) Develop an interactive online portal in line with MEA Smart DashBoard (i.e. <https://meadashboard.gov.in>) providing information regarding India's development activities in Nepal through various projects done by India. The portal, proposed to be developed, will be one stop place of information regarding all the projects implemented by the Embassy of India in Nepal and is envisaged to be updated on regular basis.
- b) This portal will be used by Embassy officials for various purposes. This will act as a one stop gateway of information regarding projects implemented by Embassy of India in Nepal.
- c) Develop and manage/update the portal as per Mission's requirement/ instructions and as per MEA and NIC website guidelines as a responsive website. This RFP also envisages management/maintenance & update of the portal for 1 (one) year period after launch as per directions/instructions of the Mission. In no case, will Mission pay for such update/ change.
- d) Study and analysis of existing /similar websites and make changes, if any, from time to time to incorporate best practices.
- e) Coordination and collection of required content for portal update.
- f) Portal should comply on all parameters with guidelines issued by Government of India for websites.
- g) Comply with website security guidelines issued by CERT-In, NIC, GOI.
- h) The portal should have features like an event calendar which would be updated from time to time.
- i) The page download response should be quick and fast.
- j) The portal should be database driven / modular so that it can store & handle all the information and be able to handle the documents that would get uploaded on it on a regular basis.
- k) Agency selected for the development will also develop CMS (Content Management System) to change/ update the portal and will provide front-end user interface/ network login details that allows a user (i.e. Embassy official), even with

limited expertise, to add, modify and remove content from the portal.

- l)* Make changes in the CMS, if any, on the request of the Mission to incorporate new data edit link by designate/authorized employees of the Mission.
- m)* Post the design, development and the audits, the vendor shall hand over the complete code of the Portal applications to the Mission in specified location.
- n)* Mission shall hold frequent meetings with the design agency/vendor to ensure that the project is running on time and all the technical and functional requirements of the mission are being addressed by the design agency.

2.1.2 Maintenance of the portal

- a.* Upgrade/update content and structure of portal, if required by the Mission during period of the agreement.
- b.* Update Content on the portal on a regular basis, as provided by Mission.
- c.* Develop banners/images/info graphics/flyers or any other graphics as may be needed from time to time.
- d.* It is the responsibility of the Mission to get .Gov.in domain from NIC and subsequent renewal of the same. The vendor will coordinate with M/s Jadon Webtech Pvt. Ltd. for hosting of the portal with mission's website.
- e.* Regularly monitoring of the portal with 24 X 7 monitoring tools and intrusion detection system facility.
- f.* Complete regular repairs as needed to scripting languages, basic HTML, broken images, broken links and all other malfunctioning code or components.
- g.* Periodic full backup of the portal through the duration of the contract.
- h.* Provide a report on portal traffic statistics and search engine analysis reports on a monthly basis.
- i.* Give monthly updated reports to Mission about no. of visitors, geographical distribution of visitors, average time spent on the portal, most visited sections/pages etc. besides other analysis.
- j.* Apart from uploading the contents, the CMS will also enable the user to assign specific timeline for the contents to be displayed on the website.

- k. Provide Mission with two off site coordinator for all the tasks related to the portal maintenance and repairs respectively.

2.1.3 Content Management System

- a. Content Management System- Develop, manage CMS, edit, revise, update or create new textual content and graphics on existing pages based on mission's request. The content (Text & Graphics) updates will be on mission's requirement basis.
- b. Layout/homepage to be redesigned/changes according to Mission and MEA strategy periodically.
- c. A few must have options in CMS:
 - i. There should be an option in CMS so that an authorised mission's official can add a new project and related information for that project (such as location, year of completion, its usefulness & other information)
 - ii. There should be an option in CMS so that an authorised mission's official can add a new category & sub category of projects (example of new category "Education" and its subcategory "Primary School" etc).
 - iii. Every project must be related to a category & its sub category. (No project should be orphaned i.e. not coming under any category)

2.1.4 Database Management

- a. Content archiving in a local server for periodic review of the content up on need from the mission.
- b. Database- requires periodic bug fixing, troubleshooting and the periodic update of searchable data.
- c. Maintain Site Search Engine by ensuring any content updates and new pages are searchable.
- d. Advanced search option to be incorporated.
- e. Automated reconciliation and generate necessary reports etc.

2.1.5 Adherence to Web Application Audit/ Compliance and Approval / Security Features.

Comply with Security Audit and other security instructions issued by the Mission as and when issued. **Before the launch of the portal, it is the responsibility of the vendor selected to get the portal audited by CERT-In empanelled auditors.**

2.1.6 Indicative Deliverables

- High Level Design/ Architecture Document.
- Provide a report on portal traffic statistics and search engine analysis reports on a monthly basis.
- Give monthly updated reports to Mission about no. of new visitors, geographical distribution of visitors, average time spent on the portal, most visited sections/pages etc. besides other analysis.
- Show number of visitors to the portal.
- Development and implementation of the online web strategy with major upgrades in the design and content
- Editing and proof reading of the portal content.
- Development of new content for the portal as per the need of the mission.
- Regular updates on the portal.
- Prompt and Proper Maintenance of portal.
- Registered and online information database.
- Post the design, development and the audits, complete code of the Portal should be handed over to the Mission.

2.1.8 Manage Portal on Virtual Private Cloud Infrastructure

Currently mission's website is hosted on MeitY empaneled Virtual Private Cloud infrastructure. Hosting of the portal should be done along with Mission's website on MeitY empaneled Virtual Private Cloud with Data center in India (Server Type: Linux). Vendor selected for development will coordinate with M/s Jadon Webtech Pvt Ltd for hosting.

2.2 Expected deliverables: Home page will be of 2 scrolls (Image 1 - 1st scroll & Image 2 – 2nd scroll). Image from 1 to 6 should be read in sequential order to have a better understanding of expected deliverables of the final portal:

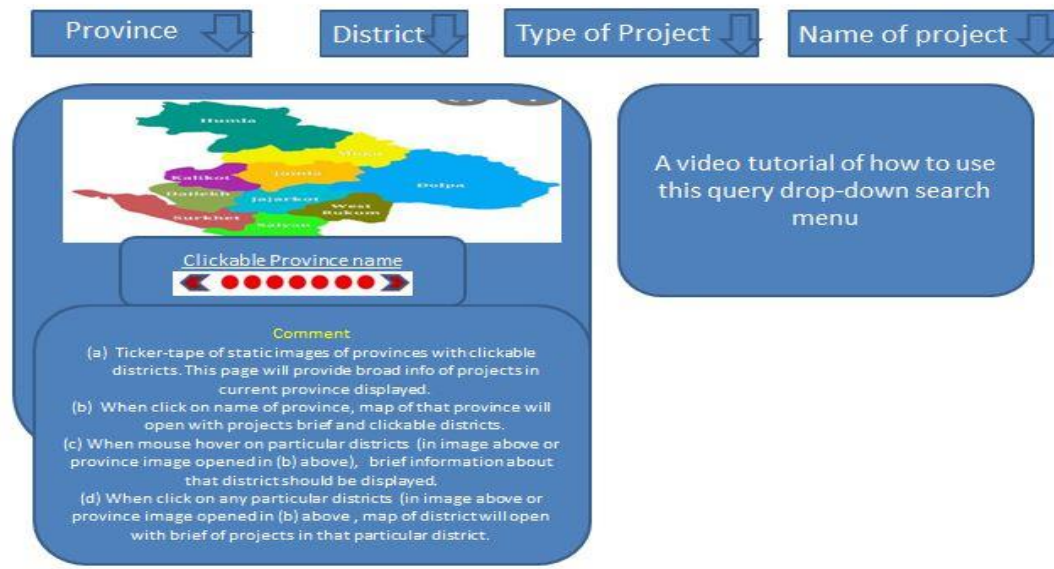


(Image 1- 1st scroll of home page)

When a user hovers mouse pointer over any province on map of Nepal (Image 1), brief details in r/o that province should be displayed to user (e.g. category wise total no. of projects such as 20 schools, 10 hospitals, 7 roads etc.).

When a user click on any province on map of Nepal (Image 1), map of that province should be displayed to user (along with information on top such as 20 schools, 10 hospitals, 4 roads etc. in r/o that province). The map of province such opened should have districts wise hover-able/clickable information.

When a user clicks on any district on map of a province, map of that particular district should be opened (along with information on top such as 2 schools, 2 hospitals, 1 roads etc. in r/o that district). District map such opened should also have hover-able/clickable dots for projects (miniature image of school, hospitals etc.).



(Image 2- 2nd scroll of home page)

Image 2 is 2nd scroll of home page which offers visitors of the portal to search information regarding a particular Province or District in query format.

He can also search with different combination of search query such as (a) only Province (b) Only District (c) only Province & Type of Project (d) only District & Type of Project (e) only name of the Project. Such information generated from query should be displayed on respective map of a province or district.

Scenario 1

Comment: When user select a province through drop down or click on a particular province on slide 1, map of that province will open with hover-able and clickable districts along with brief of projects in that province.

Province

District

Type of Project

Name of project

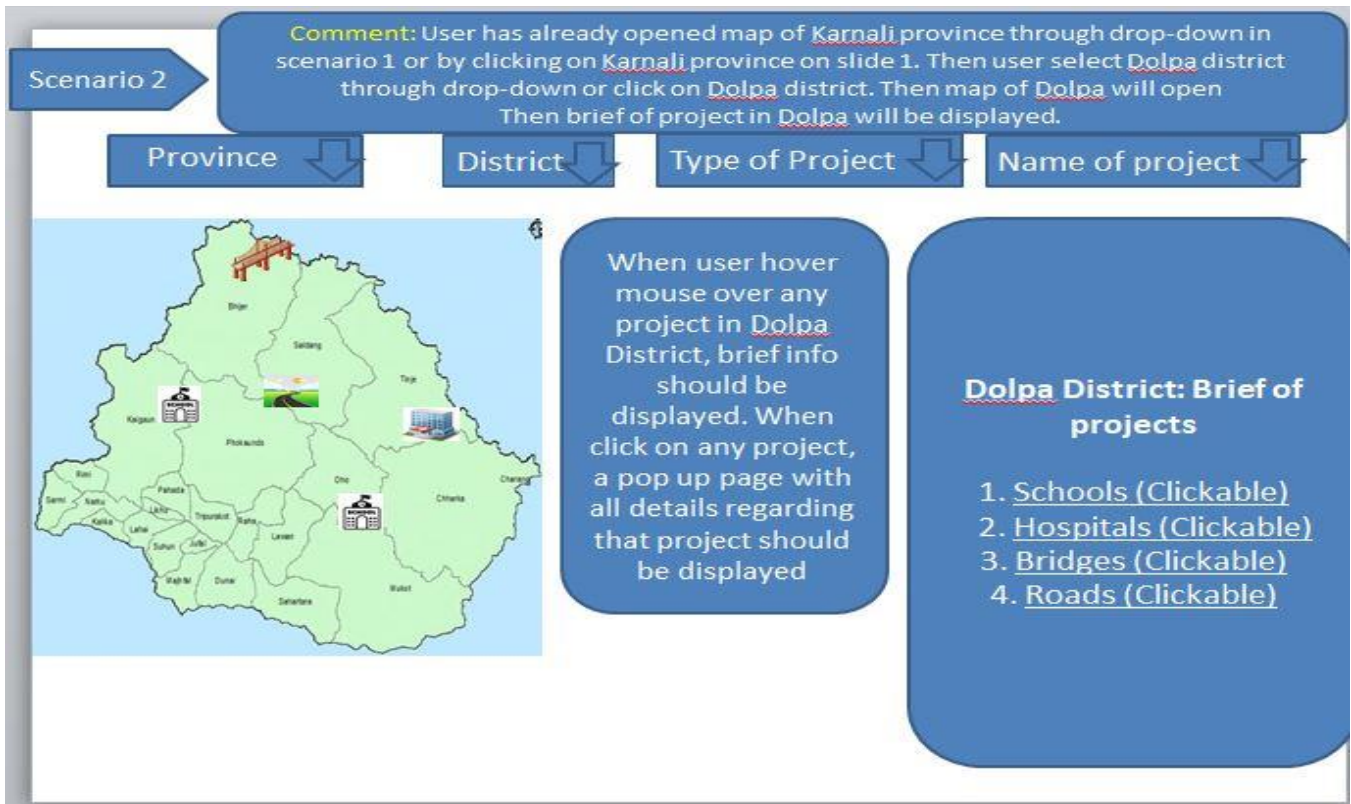


Mouse pointer hover over Dolpa: Brief of projects in Dolpa District

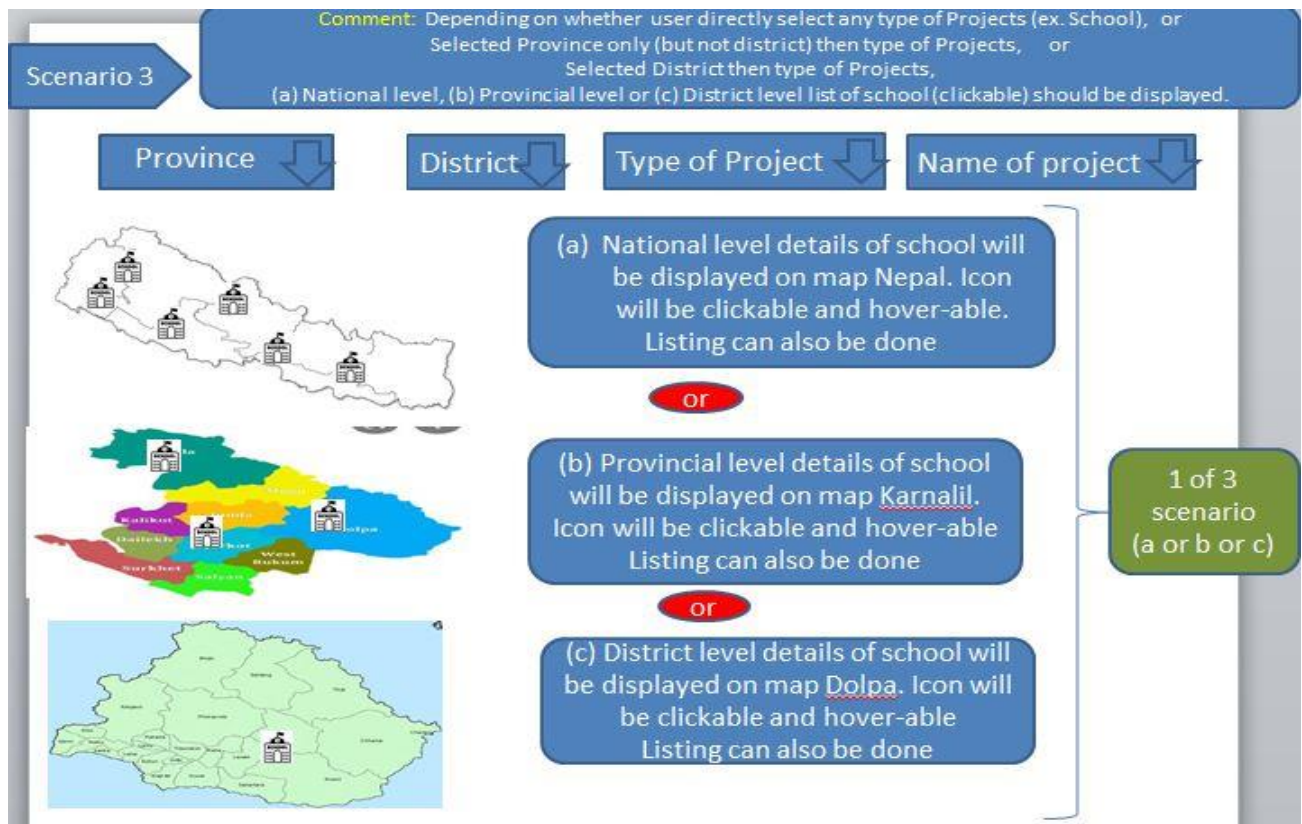
Karnali: Brief of projects

1. Schools (Clickable)
2. Hospitals (Clickable)
3. Bridges (Clickable)
4. Roads (Clickable)

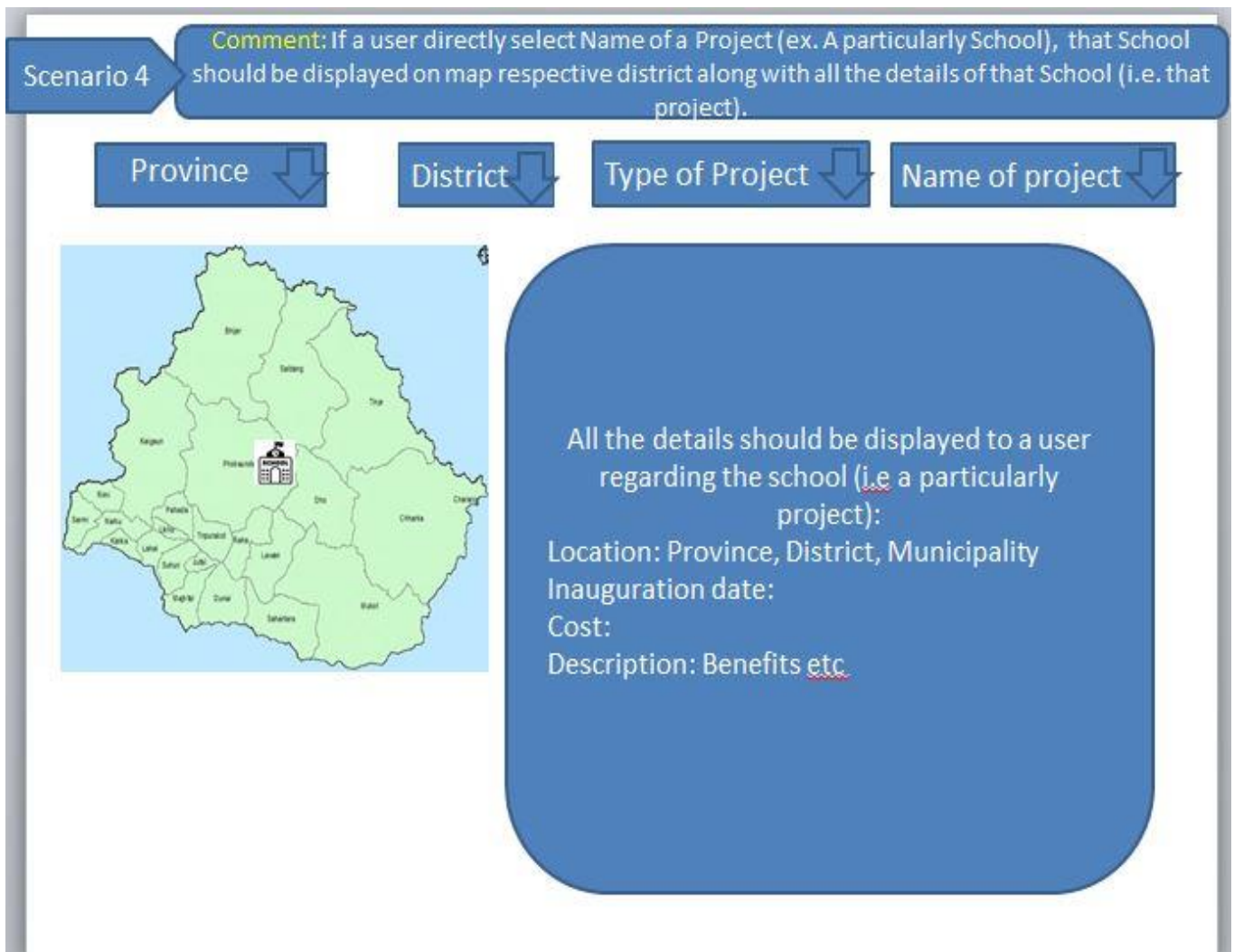
(Image 3)



(Image 4)



(Image 5)



(Image 6)

Images from 1-6 of the expected deliverables are for vendors to have better understating of the portal proposed to be developed. This is to mention that images 1-6 are for only depiction purpose and there may be major variation in the portal proposed to be developed/ end product.

This is also to mention that frequent meetings would be held between the selected vendor and the mission to monitor the design and development process in accordance with the defined requirements. For this the mission intends to use online meetings (Webex, chat or phone conferencing) during the development process. To expedite the planning of these meetings, key project meeting dates will be planned as early as possible after award of work order.

3. Competencies, essentials knowledge & experience:

3.a Minimum Eligibility Criteria

³¹ The Agency should be able to provide a qualified web/portal designing, building and maintenance team, for undertaking this assignment. The Agency team would work closely with Embassy of India, Kathmandu. A confirmation letter from the Agency for being able to provide the qualified team should be attached. Details of the team dedicated to Embassy of India, Kathmandu should be provided.

The minimum eligibility criteria provided below for ready reference –

SI.No.	Description	Document/Proof
1.	<i>The agency should give details like name, profile etc. The agency should be registered with the Service Tax department and carry a valid PAN/TAN. Proof of the same must be submitted.</i>	<i>Copy of Service Tax Registration Copy of PAN Card/ Copy of TAN Card Details are to be submitted along with the financial quotation Details of the Bidder Organization</i>
2.	<i>The agency should produce Articles of Association (in case of registered firms), By laws And Certificates for registration issued by the Registrar of Companies. (Please provide only relevant portions).</i>	<i>Certificate of incorporation issued by the Registrar of companies along with Memorandum of Articles of Association.</i>

3.	An undertaking (self-certificate) that the agency hasn't been blacklisted by a central/state Government institution and there has been no litigation with any government department on account of IT services.	Details are to be submitted along with financial quotation: Declaration that the bidder has not been blacklisted
4.	An undertaking (self-certificate) that the agency has resources having domain knowledge in Web Development & Governance and have knowledge& expertise to implement Guidelines for Indian Government Websites (GIGW) Compliance expertise.	Self certificate (an undertaking)
5.	The bidder should have completed at least 5 orders for website/portal development and maintenance for GoI's Ministries/ Department, Indian missions during the past five years i.e. 2017 – 2022.	Copies of purchase orders in last five financial years i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 or linked satisfactory completion certificates may be submitted as supporting documents
6.	The Agency must get at least 2 good references from GoI's Ministries/ Department, Indian missions during the past five years i.e. 2017 – 2022.	Copy of Valid Certification or email from clients

32 Competencies:

- a. Past experience in creating and maintaining very professionally and exceptionally creative websites/portals for GoI Ministries/Departments, Indian missions.
- b. Excellent I.T. skills and project management skills.
- c. Strong editorial team with communications skills to write clearly and compellingly in English and other languages.
- d. Ability to juggle priorities and deadlines and perform well under pressure;
- e. Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- f. Awareness on the latest smart technologies for website/portal development.
- g. Ability to regularly maintain, update the developed website/portal.

33 Essential knowledge and experience:

- a. Good information technology skills, with previous experience of website/portal maintenance, management, editing, and/or development.
- b. Expertise with HTML and content-management systems and latest trends and technology in website/portal content and social media.
- c. Strong analytical and research skills, including the ability to analyze audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites/portals.
- d. Knowledge of the mandate and work of a government department website would be desirable.

4. Eligibility Criteria

Interested Agencies are invited to submit their quotations along with detailed work plan and proposals for the assignment.

The Proposal shall contain the following documents:

	Description	Document / Proof
1	<i>Details of agency mentioning the name, address Email and mobile phone number of the bidder/authorized representative.</i>	<i>Details are to be submitted along with the financial quotation: Details of the Bidder Organization</i>
2	<i>Proof of registration with the Service Tax department and carry a valid PAN/TAN.</i>	<i>- Copy of Service Tax Registration - Copy of PAN Card - Copy of TAN Card</i>
3	<i>The agency should produce Articles of Association in case of registered firms), By laws and certificates for registration issued by the Registrar of Companies.</i>	<i>Certificate of incorporation issued by the Registrar of companies along with Memorandum of (Please provide only relevant portions)</i>
4	<i>An undertaking (self-certificate) that the agency hasn't been blacklisted by a central/state Government institution and missions. Also there has been no litigation with any government department on account of IT Services.</i>	<i>Declaration that the bidder has not been blacklisted.</i>
5	<i>Self- Certificate that the agency has resources having domain knowledge in web Development Governance applications. And have knowledge& expertise to implement Guidelines for Indian Government Websites (GIGW) Compliance matrix.</i>	<i>Self-Certificate</i>
6	<i>The bidder should have completed at least 5 orders for website/portals development and maintenance for GoI's Ministries/ Department, Indian missions during the past five years i.e. 2017 – 2022.</i>	<i>Copies of at least 5 purchase orders in last five financial years i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 or linked satisfactory completion certificates may be submitted as supporting</i>

		<i>documents</i>
7	<i>The Agency must get at least 2 good references from GoI's Ministries/ Department, Indian missions during the past five years i.e. 2017 – 2022.</i>	<i>Copy of Valid Certification or email from clients</i>

Payment Terms & selection Criteria:

(i) **The quotation must include** Total fee (in rupees) (exclusive of Tax) for development and subsequently maintenance of the portal for a term of one year. (Quotation should be inclusive of fee for the audit by CERT-In empanelled auditor and it will be part of development).

(ii) However, fee towards development of portal & fee for maintenance of the portal for one year should be given separately (exclusive of tax).

(iii) **Selection Criteria:** In selection of lowest bidder, 85% weightage will be given to Development component of quoted amount and 15% weightage will be given to maintenance component of quoted amount.

(iv) 20% of development component will be paid after issuance of work order. Remaining 80% (of the development component) will be processed after 1 (one) month from the date of launch of the portal (subject to satisfactory work completion, launch & maintenance of the portal).

(v) After launch of the portal, this RFP envisages that the vendor selected will manage/maintain the portal for a period of one year effective from the date of the launch of the portal. Payment for the maintenance component will be done on half yearly basis, post completion of the said period.

(vi) **Break-up of costs** for each of the items of work listed in the Scope of Work are to be submitted on a separate sheet of paper.

It is to be noted that

- a) Taxes / GST as applicable in India will be paid as per actual and the same are **not** required to be indicated in the quotation.
- b) The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by missions.
- c) The quotation shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
- d) All prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.
- e) The cost should include all travel costs, shipping/mail, telephone/fax charges and agency administrative costs that may be incurred by the agency as part of this contract.

5. Submission of quotations and proposals:

- a) Proposals/ quotation must be submitted to Embassy of India, Kathmandu at the below mentioned email address:

Email:cpic.kathmandu@mea.gov.in
picsection.kathmandu@mea.gov.in

&

Signed, stamped and scanned copies can be e-mailed to the above mentioned email IDs

- b) Embassy of India, Kathmandu may, at its discretion, extend the deadline for submission of quotations by issuing an Addendum in which case all rights and obligations of the proposed project and the agencies will thereafter be subject to the deadlines as extended.

c) The Proposal should be submitted on or before 1730hrs (Kathmandu Time) of 05-12-2022

No Proposal will be accepted after the deadline for submission.

In no event will Embassy of India, Kathmandu be responsible for ensuring that Agency inquiries have been received by it. Embassy of India, Kathmandu will endeavor to provide a timely response to all questions and would provide information to the extent it is currently available to the best of its knowledge. The responses will be communicated through email.

The last date for receiving the clarification requests is 03.12.2022. Any query received beyond the specified time-line would not be entertained.

Reply of any clarification/ documents required by the Mission should be provided within 2 days of seeking such details. Failure to do so will result in annulment of the proposal.

6. Payment conditions

- a. Payment will be made in Indian Rupees by Embassy of India, Kathmandu to the successful vendor by cheque/bank transfer as per terms and condition mentioned in 4. (i)- (vi).
- b. Payments (subject to satisfactory job done) shall be subject to deductions of any amount for which the Vendor is liable as per the penalty clause of this tender document.

6.2 General Terms and Conditions

- (i) To implement all security instructions provided by CERT-IN, MEA or the Mission to ensure that portal comply with the 'Guidelines for Indian Government Websites (GIGW)' { <https://guidelines.india.gov.in/> in full}, will be the responsibility of the service provider including the cost involved.
- (ii) Identify and execute training requirements along with preparation of User Manual/SOP will be the responsibility of the service provider including the cost involved.

- (iii) Mere submission of RFP shall not confer any right whatsoever on the submitting entity.
- (iv) The RFP shall remain valid for a period of 6 months from the date of issuance of RFP.
- (v) It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by Embassy of India, Kathmandu.
- (vi) Neither the issue of this invitation for RFP nor any part of its contents is to be taken as any form of commitment or acknowledgment on part of Embassy of India, Kathmandu to proceed with any RFP or any entity and Embassy of India, Kathmandu reserves the rights to annul or terminate the process or reject any RFP at any time or stage without assigning any reason.
- (vii) Incomplete proposals are liable to be rejected.
- (viii) If the service provider does not deliver the work to the satisfaction of the Customer within the stipulated time (as per para 02 & 08) a penalty of INR 5500/- (Indian Rupees Five Thousand and Five Hundred) per calendar week shall be imposed on the service provider . An additional penalty of INR 550/- (Indian Rupees Five Hundred and Fifty) per calendar day shall be imposed on the service provider if the work is not completed in additional period of two weeks i.e. after applying penalty of INR 1000/- (Indian Rupees One Thousand) per week.
- (ix) This RFP is not an agreement and is neither an offer nor invitation by Embassy of India, Kathmandu to any person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their proposal pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Embassy of India, Kathmandu in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information. This RFP may not be appropriate for all persons, and it is not possible for Embassy of India, Kathmandu, its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained

in this RFP may not be complete, accurate, adequate or correct. Each entity should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

- (x) Embassy of India, Kathmandu may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.
- (xi) The issue of this RFP does not imply that Embassy of India, Kathmandu is bound to select a particular entity or to appoint the Selected entity, as the case may be, for the Project and Embassy of India, Kathmandu reserves the right to reject all or any of the proposals without assigning any reason whatsoever.
- (xii) Further, all information/data/reports/pitches/data or other material submitted to Embassy of India, Kathmandu under this RFP by the Applicant shall become the property of Embassy of India, Kathmandu. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to Embassy of India, Kathmandu. The Applicant further agrees and undertakes that Embassy of India, Kathmandu may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the Applicant shall not have any objection whatsoever in Embassy of India, Kathmandu using the same.
- (xiii) The firm shall be a legal entity as per the GOI rules/regulations and laws of the land.
- (xiv) The firm must have service tax registration, PAN, TIN, Service Tax reg. No. and should be income tax assess.
- (xv) The firm should not have been blacklisted by any Government organization.
- (xvi) If the performance in whole or part of any obligation under this contract is prevented or delayed for a period exceeding 60 days, the Mission may, at its option, terminate the contract.

(xvii) Any dispute or difference arising out of or in connection with this contract shall be determined by the appointment of a single arbitrator to be appointed by the Embassy of India, Kathmandu. All disputes arising out of or in connection with this Agreement are bound to the exclusive jurisdiction of the Courts in New Delhi, India.

7. Important Dates:

In respect of the RFP for- Developing a digital database of all the projects implemented by Embassy of India in Nepal and integrate the same with an online interactive portal accessible by general public at large across the globe.

Reference No.	RFP NO. No. Kat/P&I/306/02/2022
Name of Organization	Embassy of India, Kathmandu

	Date	Time (Kathmandu Local time)
Date of Publishing/Issuance	15.11.2022	1700 hrs. (Kathmandu Time)
Clarification end date	03.12.2022	
Submission end date by vendors	05.12.2022	1730 hrs. (Kathmandu Time)
Opening & Examination of quotation	06.12.2022	
Seeking queries and clarification from vendors	07-09.12.2022	
Finalization of vendor/approval and communication	10.12.2022	
Contract & Agreement Signing	12.12.2022	

8. Project Time Line:

Vendor will deliver the completed project/portal within 25 days after issuance of work order.
