

Pek/P&I/04/2020
Embassy of India
Beijing

11 June 2021

Subject: Response to Queries in Pre-Bid Meeting on the Tender for Hosting, Re-design and Management of the Website of the Embassy of India, Beijing

In reference to tender no. Pek/P&I/04/2020 dated 20 May 2021, the Embassy of India, Beijing held a pre-bid meeting on 8 June 2021 at 1630 Hrs (China Time). Queries were raised and responded to during the meeting. The meeting concluded with an assurance from Embassy of India, Beijing to publish responses to the queries, which is annexed herewith at Annexure A. As requested, an explanatory document on filling Financial Bid (Annexure III of the RFP) is also attached for the information of interested parties.

2. A Corrigendum to the Tender (Corrigendum – II dated 11 June 2021) is also being issued along with these responses.

3. It may be noted that there will be no extensions to the deadlines previously indicated for the submission of Bids. May please ensure that Technical Bid documents reach us latest by 16 June 2021, 1500 hrs (China Time).


(Deepak Padamkumar)
First Secretary

RESPONSES TO QUERIES FROM VENDORS AT PRE-BID STAGE			
SL. NO.	REFERENC E (Tender Document + Corrigendum)	QUERIES	RESPONSE
1	(I) (i) & (II) A (xi), (xii)	Regarding Website Design	It is clarified that there would be no major changes to existing website template with only minor changes expected to improve aesthetics. Websites of other Indian Missions & Posts abroad as well as the Ministry of External Affairs (www.mea.gov.in) may be referred to.
2	(I) (ii)	Share the details of portals of "commerce wing related to trade queries and commercial attestation" which need to be maintained, and the kind of service expected.	May please refer to following links: https://www.eoibeijing.gov.in/import-export/import-export.php and https://www.eoibeijing.gov.in/comm-atteat/application-for-commercial-atteat/application-for-commercial-atteat.php . Only data collection, storage and sharing is expected by the vendor.
3	(I) (iii)	Confirm whether a dedicated team is to be deployed on site for the project. is there any requirement of onsite team deployment. if yes, kindly share the location where the team should be deployed.	There is no requirement of a dedicated team onsite. The team can work off site, but needs to be available 24x7, preferably through a single point of contact, for any important update on the website.
4	(I) (v)	Designing webpages and modules on special occasions and as per Ministry's requirements.	No more than 2-3 simple webpage designs, particularly for launching new version/s of website are envisaged and involving minor work.
5	(I) (vii)	How many security audits would be required to be carried out and who will bear the cost the security audits done in support phase?	Website manager will bear the cost and of conduct of security audit by M/s STQC. Security audit should be conducted once in the first year of website maintenance contract period. The cost for the same would be reimbursed at actual on submission of proof of completion of audit along with invoice from M/s STQC. The cost of this security audit need not be reflected in Financial Bid.
6	(I) (vii)	Kindly share the expectation from the clause "procurement of digital certificates (eg.SSL, website quality certificate etc.)".	The website manager also has to provide and bear the cost of SSL Certificate, and the cost may be reflected in financial bid.

7	(II) A (I)	Confirm whether content for the website in both languages will be provided by the Embassy of India, Beijing.	Embassy of India, Beijing will provide the contents in both languages whenever required for upload. Designs, if required, would be intimated on need basis.
8	(II) A (iv)	Details of database name for development, and clarification of who will bear its cost.	MySQL is presently being used for the Mission's website. Enterprise Database will have to be used for the project. The website manager has to provide for and bear the cost of database, which, if any, may be reflected in financial bid.
9	(II)(A)(v)	All hardware/ software resources for DC & DR services would be provided by the Embassy of India, Beijing please confirm.	No
10	(II)(A)(viii)	Please share training locations for all of your offices. how many training session are require for each location? how many officials would be there for the training? if the training sessions have to be online/via video conferencing - how many employees will join video conference in each session?.	Online training for relevant Embassy of India, Beijing staff is to be provided, only if and when required. No immediate requirements for training are envisaged at this stage.
11	(II)(A)(x)	Should the website be compatible with any version of IE/Chrome/Firefox/Opera/etc.?	Yes
12	(II)(A)(xiv)	What level of Search Engine Optimization (SEO) is being expected ?	Basic SEO
13	(II) (B)	Does the Admin module (CMS) also have to be bi-lingual	No
14	(II) B(xii)	Request you to kindly explain this requirement in detail.	The requirement is for links to be shared. Additionally, link shortening and link preview generation are among the expected services under this requirement.
15	(II) (C) (iii)	Please elaborate on requirement for technical modifications to CMS.	The point is self explanatory and cannot be elaborated further.
16	(V)	Requests to amend Minimum Eligibility Criteria.	Kindly refer to Corrigendum-II dated 11 June 2021. Changes have been made to (V)iii and (V)iv only .
17	(VIII) (ii)	Queries regarding format in which to submit the Financial Bid.	May please refer to the Annexure III of the Tender document. The format for the same is being re-shared along with these responses with explanation on fields expected to be filled. An itemized Financial Bid as per the proforma is recommended.
18	(XI) (15)	Request for payment terms to be milestones based and AMC amount	There will be no changes to the payment terms laid down in the Tender document.

		to be paid quarterly.	
19	General	Kindly confirm the retention policy/period of backup data	All website data is to be backed up and retained throughout the period of contract unless there are directions to the contrary issued by the Embassy of India, Beijing. Data retained and backed-up needs to be transferred on request of Embassy of India, Beijing.
20	General	Do you need cloud flare for enhanced protection against DDOS?	Yes
21	General	Do you want us to maintain or renew any of your domains?	No
22	General	Who will be responsible for purchasing sms package? how many sms are expected per month/year? we assume email gateway will be provided by embassy of India. pls confirm. if not specify how many email is envisaged monthly quarterly or yearly for this website. is an existing sms gateway already in use? if yes, kindly share the details. if not, then kindly share information around which sms gateway is preferred.	Not required at the present juncture.
23	General	Is there any payment gateway present ? or is any payment gateway envisaged ? if yes whose responsibility would it be to procure the cost of same ? how many pg's are envisaged ?	Not required at the present juncture.
24	General	Whether any mobile application development is to be developed?	No
25	General	Please mentioned the size of data to be migrated from existing website to new website (in mb,gb's etc)	20 GB
26	General	Present VPC space allocated to Mission's website.	30 GB
27	General	Whether any third party integration is required.	Not required at the present juncture.
28	General	Is there any budget defined for this project?	No
29	General	Who will be responsible for evaluating responses ?	Bid Evaluation Committee
30	General	Please share the current sitemap of the existing website.	Please visit www.eoibeijing.gov.in
31	General	Request for page counts of existing website.	http://www.eoibeijing.gov.in/
32	General	Average Number of Daily Visitors on	500-600

		Mission's website	
33	General	Does the website have any appointment-based modules?	No
34	General	Expected Patch Management, Website Uptime and other technical queries.	May refer to Guidelines for Indian Government Websites (GIGW) Manual.
35	General	Concerns over large file size of Technical Bids to be sent by email.	Technical Bids may also be sent by WeTransfer to the email IDs indicated in the Corrigendum-I dated 03 June 2021 to Tender document.

Explanation on filling Financial Bid (Annexure III of Tender Document)

Tender Inviting Authority: Embassy of India, Beijing

Name of Work: Redesign and maintenance of the website/webpages of Embassy of India, Beijing

Contract/ Tender No: **Pek/P&I/04/2020**

Name of the bidder/Bidding Firm/Company: *(Fill in full name of Bidding Company and contact details of a Company Representative)*

Price Schedule			
(Entry to be) Number	(Entry to be) Text	(Entry to be) Number	(Entry to be) Text
Sl. No.	Item Description	Basic Rate in figure to be entered by the Bidder in US\$	Total Amount in Words
1.	Item-wise description For eg. i. VPC Storage ii. SSL Certificate iii. Annual Maintenance iv. etc. (may add as necessary)	US \$ (amount in figures) (Inclusive of Taxes)	US \$ (amount in words) Only (Inclusive of Taxes)
2.	Per Quarter Rate	US \$ (amount in figures) (Inclusive of Taxes)	US \$ (amount in words) Only (Inclusive of Taxes)
Quoted Rate In Figures (Quoted Rate is the total annual rate proposed by the Bidder is US\$)			US \$ (amount in figures)
Quoted Rate in Words (Quoted Rate is the total annual rate proposed by the Bidder is US\$)			US \$ (amount in words) Only

***May please note that per quarter rate is for reference only. Lowest Bidder will be ascertained based on the Quoted Rate for the project.**

**** Bidders may also clearly indicate specific services, if any, that are part of the RFP Document, Corrigendum/s and Responses to Pre-Bid Queries published by the Embassy of India, Beijing in relation to this Tender but are not included in the scope of the Financial Bid by the Bidder, and which may lead to incurring of charges beyond the amount indicated in the Financial Bid if requested for. Without such a clarification in the Financial Bid, it is assumed that Quoted Rate is inclusive of all expectations laid down in the RFP Document, Corrigendum/s and Responses to Pre-Bid Queries published by the Embassy of India, Beijing.**