

LJU/302/01/2017  
Embassy of India  
Ljubljana  
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**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, Ljubljana**

In reference to tender no. LJU/302/01/2017 dated 28.07.2021, the Mission held a pre-bid meeting led by Cyber Security Officer, ASO and Marketing Assistant on 06 August 2021 at 1430 Hrs (Slovenia Time). Queries were received on email as well as during online meeting and responded to during the meeting. The meeting concluded with an assurance 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. 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 26 August 2021.

*Sanjay Kumar*  
(Sanjay Kumar)  
Attache (Admin)

**RESPONSES TO QUERIES FROM VENDORS AT PRE-BID STAGE**

S.No.	Clause No. in Tender	Clause	Clarification sought /Query	Response
1	Broad Scope of work: Page 2	Carrying out security audit of the website and procurement of digital and other security certificates (eg. SSL, website quality certificate etc.) as and when required.	Please specify the required Security Audits count for financial estimation.	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 actuals on submission of proof of complete of audit along with invoice from M/s STQC. The cost of this security audit need <b>not</b> be reflected in Financial Bid.
2	(II) Detailed Scope of Work A. Website Design Page 2	Website must be Responsive and vast sections will be Bilingual (English and Slovene) with uniform and user-friendly presentation of the contents.	We assumed all the content in English and Slovene will be provided by the department.	Embassy of India, Ljubljana will provide the contents in both languages whenever required for upload. Designs, if required, would be intimated on need basis.
3	D. Website Hosting: Page 4	Website will be hosted at NIC cloud environment or VPC servers recommended by Ministry of External Affairs. Accordingly, hosting of the website will be done by the agency with the allocated credentials provided by NIC if hosted with NIC. Agency will need to work closely with NIC or VPC service providers to deploy designed and developed website on NIC server/cloud.	Please clarify that we need to give Cloud hosting price also at the time of bidding. If yes then please provide the existing server configuration of Application and Database server.	Yes, cloud hosting price also need to be given at the time of bidding. Existing configuration are: Website Storage -20 GB; Database Server- MySQL (open source); SSL certificate- R3SSL (open source)
4	Payment terms: Page: - 8	The Payment terms would be as follows: 10% Advance. 10% at the end of contract. Balance Amount in 4 Equal instalments to be paid at the end of every quarter	We are requesting you to please modify the payment terms of the tender as milestone basics mentioned below: - 1. Requirement Gathering and System Study Document - 15% of the Total Cost. 2. Requirement Analysis and system design document - 15% of the Total Cost. 3. UAT on Agency Server - 50 % of the Total Cost. 4. On go-live - 20% of the Total Cost 5. 1st Year support on the application/s - 25% per quarter of 1 year support cost. 6. If Cloud Hosting is there then Cloud hosting billing will happened on quarterly basics.	There will be no changes to the payment terms laid down in the Tender document.

5	Annexure - III Page: - 14	Price Schedule	We request you to please fix the required item wise description for Price Schedule. So that every bid would be have same understanding and Embassy's expectation.	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.
6	Clause IX Page 6	Technical Evaluation: Minimum Eligibility Criteria : mentioned as Companies must obtain at least 70% (24marks) from above said criteria to gain Minimum Eligibility Criteria	Please clarify it is 70%, 21 Marks or 80%, 24 Marks ?	It is 70%, 21 marks. It was inadvertently mentioned as 24 marks.
7	Clause V (iv)	<b>Minimum Eligibility Criteria-</b> The average annual turnover of the agency should be at least INR 3 Crore (or equivalent amount in Euro) per year for the last three financial years - The agency is required to submit a certificate from its auditor to this effect. The turnover figures for the preceding three financial years should also be marked clearly on the balance sheet. Turnover figures only for complete (not partial) financial years shall be accepted. In case the agency has multiple business wings, turnover figures of only the software development /related branch shall be considered and the agency will have to submit the said figure.	kindly change this to - average annual turnover of the agency should be at least INR 1 Cr. for last 3 years.	There will be no dilution to Minimum Eligibility Criteria at this stage.

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

**Tender Inviting Authority: Embassy of India, Ljubljana**

Name of Work: Redesign and maintenance of the website/webpages of E/I, Ljubljana

Contract/ Tender No: **LJU/302/01/2017**

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

<b>Price Schedule</b>			
<b>(Entry to be) Number</b>	<b>(Entry to be) Text</b>	<b>(Entry to be) Figure</b>	<b>(Entry to be) Words</b>
Sl. No.	Item Description	Basic Rate in figure to be entered by the Bidder in INR (Euro equivalent)	Total Amount in Words
1.	<b>Item-wise description</b>  For eg. i. VPC Storage ii. SSL Certificate iii. Annual Maintenance iv. etc. (may add as necessary)**	<b>In INR (Euro equivalent)</b> (Inclusive of Taxes)	<b>In INR (Euro equivalent)</b> (Inclusive of Taxes)
2.	Per Year Rate	<b>In INR (Euro equivalent)</b> (Inclusive of Taxes)	<b>In INR (Euro equivalent)</b> (Inclusive of Taxes)
Quoted Rate In Figures (Quoted Rate is the total annual rate proposed by the Bidder)			<b>INR (Euro equivalent)</b> (Inclusive of Taxes)
Quoted Rate in Words (Quoted Rate is the total annual rate proposed by the Bidder)			<b>INR (Euro equivalent)</b> (Inclusive of Taxes)

**\*\* Bidders may also clearly indicate specific services, if any, that are part of the RFP Document, Responses to Pre-Bid Queries published by the Embassy of India, Ljubljana 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, Ljubljana.**