

GOVERNMENT OF KERALA
Election Department
NIB (Notice Inviting Bids)

NIB: No.EE3/48/2022/ELEC

Date: 17.01.2023

Sealed Single Stage Two- envelopes unconditional online Bids are invited on e-Procurement website /Portal on behalf of the Government of Kerala, Election Department, for the short-listing of “**Selecting an Agency For Developing, Managing the Website & Digital Media of Chief Electoral Officer, Kerala**” up to 05.00PM of 31.01.2023 (last date /time).

Sl No	Name of Article	Specification	Quantity	Estimated Procurement	Price of Bidding document	Amount of Bid Security	Validating Period of Bid
1	Selecting an Agency For Developing, Managing the Website & Digital Media of Chief Electoral Officer, Kerala	As mentioned in the Bid Document	1	500000	500	10000	180 days

1. Price preference and /or purchases preference as per instructions to Bidders shall be admissible in evaluation and award of contract.
2. The Bid for Rate of Contract for short-listing of suppliers for the above mentioned item. In the bid , bid inviting agency is Chief Electoral officer , contract and execution of the work will be at the level of Chief Electoral Office of Kerala.
3. The Bidders may be enclose the specifications, Catalogue and other product characteristics offered. They shall also include details on their backup services offered, warranties etc.
4. Bid, duly signed on all pages (as mentioned in the Bid document) and serially numbered should be submitted electronically on <https://www.etenders.kerala.gov.in> and www.ceokerala.gov.in by following the electronic Bid submission procedure as specified on the Portal.

5. The Bid document Fee, EMD Fee can be paid in the following manner through e-Payment facility provided by the e-Procurement system.
6. Bids received after the specified time and date shall not be accepted off-line bids shall not be entertained.
7. Bids have been invited electronically, the procedure for submission of Bids, including payment of Bidding Document, user charges/Processing fee, Bid Security, etc. shall be a provided on <https://etenders.kerala.gov.in/>.
8. The technical Bids shall be opened on 01.02.2023 at 11.30 AM Office of Chief Electoral Officer.
9. Bid inviting agency is not bound to accept the lowest Bid and may be reject any or all Bids without assigning any reason thereof.
10. The Bidders shall have to submit /upload a valid 'GST' registration and GST' return of last year and the 'PAN' issued by the Income Tax Department. **Since e-tender is a service provided by Government Department the recipient of the service is liable to pay the GST at 18 percent under Reverse Charge Mechanism. The recipient of the service has to issue Reverse Charge Invoice to the government department. It may be mentioned in the Tender Notice that the bidder has to pay to GST at 18 under Reverse Charge Mechanism. The government department has to collect e-tender fee only and the GST amount the bidder will pay to GST department directly.**
11. To participate in the online Bidding process bidders must procure a Digital Signature Certificate (Type III) as per information Technology Act-2000 to digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency ie. TCS, Safe-crypt, Ncode Etc. Bidders who already have a valid Digital signature Certificate (DSC) needs not procure a new DSC.

Sd/-
Chief Electoral Officer & Secretary, Kerala
Election Department, Legislature Complex, Vikas Bhavan
Thiruvananthapuram-695033