

FILMS DIVISION

Ministry of Information & Broadcasting
Government of India



By E-mail/Speed Post

फिल्म प्रभाग
सूचना एवं प्रसारण मंत्रालय
भारत सरकार

No.G-11011/05/2019-General-I

Dated the 28th February, 2020.

M/s. Vidya Online Services(Pune) Pvt. Ltd.,

Corporate Office : 302, Bhamra Emerald,
4th Floor, Sr. No.29,
Pune-Satara Road,
Dhankawadi,
Pune-411043.

Subject:- **Design, Development and Maintenance of Website for National
Museum of Indian Cinema**

Sir,

This is to inform that your Financial Bid submitted against this office e-bid Notice dated 2nd December, 2019 on the subject noted above has been accepted by the Competent Authority. Accordingly, we assign the work of Design, Development and Maintenance of Website for National Museum of Indian Cinema, Films Division, Mumbai, as per detailed description, specifications and cost indicated below :-

Sr. No.	Scope/Description of work/items	Rate(Rs.)	Qty.	Amount(Rs.) including 18% GST
1.	Design, Development & Testing of NMIC Website and related application deployment, adhering to all terms and requirements of NMIC.	2,17,120/-	1	2,17,120/-
2.	Technical maintenance of NMIC Website	35,400/-	1	35,400/-
3.	Uploading of graphics, images, photos and updates	35,400/-	1	35,400/-
4.	Software updating & technical up-gradation	35,400/-	1	35,400/-
5.	Cloud Hosting Charges	59,000/-	1	59,000/-
Total amount :-				3,82,320/-

(Rupees Three Lakhs Eighty Two Thousand Three Hundred Twenty only)

Terms and Conditions

- i) This work order is subject to the terms and conditions mentioned in our Bid Notice of even number dated 02.12.2019.

ii) The performance Security deposit at the rate of 10% of the value of the total service i.e. Rs.38,232/- in the form of Demand Draft/Pay Order or Fixed Deposit Receipt or Bank guarantee from any commercial Bank Drawn in favour of "**Accounts Officer, Films Division, Mumbai**" may be furnished within 15 days of the receipt of the work order. The Performance Security Deposit will remain with the Films Division till the Maintenance Contract of one year is over.

iii) The firm should engage a full time Engineer to be deployed in Films Division for maintenance of website, uploading of additional links, films on VOD server and updates/maintenance of servers etc. The firm should also attend to any complaint within 24 hours.

iv) **Delivery Terms**

i. The work shall be completed in **SIXTY DAYS** as per below schedule from the date of signing of contract.

Sl. No.	Activities	Time Frame (from the date of award of contract)
1	Basic Templates Design and Approval	15 Days
2	Final Website Design and Approval	15 Days
3	User Acceptance Testing (UAT) of the system	10 Days
4	Go-LIVE of the Website	20 Days
5	Website Maintenance for 1 (One) year after successful implementation and acceptance of the work	will be ongoing activity as per the requirements, terms and conditions of the contract agreement valid for a period of 01 year.

ii. The service provider will be required to maintain the proper momentum and reveal the progress on regular basis to Films Division. The progress should be made as per the satisfaction of Films Division to ensure that the work will be completed in all respects within the stipulated period, failing which appropriate action may be taken by the competent authority.

iii. The service provider shall make a presentation after first two weeks from the contract date and thereafter a weekly presentation of completed pages.

iv. The service provider shall obtain approval of each page by the duly constituted committee during the designing work in progress.

v. **Payment Terms**

- Upon Approval & Acceptance: 25% of contract value for website design, development and testing (excluding the maintenance cost)
- Website Testing at B-Version: 25% of contract value for website design, development and testing (excluding the maintenance cost)
- Launch of Website after successful completion of work: Balance 50% of contract value for website design, development and testing (excluding the maintenance cost).
- During the maintenance period of 01 year payment will be released on successful completion and certification by the IT Dept. once in every 03 months(Quarterly basis) period (four during the maintenance period of 01 year).

Note:

(a) Above payment shall be released to the service provider on submission of undisputed invoice and certification from the concerned official of Films Division.

(b) TDS shall be deducted from the service provider as per the rules in force.

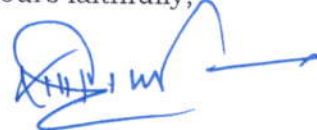
- (c) Films Division shall reserve the right to recover any dues payable to from the SD of the service provider.
- vi) Penalty @ 10% of contract value per week or part thereof will be levied for any delay in execution of work as per the time frame mentioned in the tender document as well as work order being issued.

Paying Authority: The payment would be made on submission of following documents:-

- (i) Ink signed copy of contractor bills.
- (ii) Mandate Form
- (iii) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
- (iv) Any other document/certificate that may be provided for in the Job Order/Contract.
- (v) User Acceptance & Satisfactory Services Report.
- (vi) Xerox copy of PBG.

2. It is requested that a line of confirmation in token of acceptance of the work order may be sent immediately by return email on receipt of this order followed by postal confirmation. Our email id is **nmicfilmsdivision@gmail.com**.

Yours faithfully,



(**Rajesh Meena**)
Coordinator(NMIC)
For Director General