

**INFORMATION FOR SELECTION OF AGENCY FOR WEBSITE CONTENT  
CREATION, AUDIT AND MAINTENANCE OF VERKA OFFICIAL WEBSITE  
WWW.VERKA.COOP**

The Punjab State Cooperative Milk Producers Federation Ltd, (Milkfed Punjab) invites bids on the prescribed documents from agencies duly empaneled by **National Informatics Centre Services Inc. (NIC)**, for development of content, publication, maintenance, and overall management of Verka's official website [www.verka.coop](http://www.verka.coop).

S. No.	Item	Particulars
1	Link of documents	Details shall be uploaded on Verka Website <a href="http://www.verka.coop">www.verka.coop</a> , "Tenders" section on <b>16.02.2026</b> .
2	Type of tender and bid collection	Limited tender, Bids to be physically submitted at Verka Head Office by hand/through courier.
3	Bid/Tender Fee	<b>0/-</b>
4	Earnest Money deposit	<b>Rs. 50,000/- (Rupees Fifty Thousand only)</b> To be submitted through Demand Draft drawn on the name of "The Punjab State Cooperative Milk Producers' Federation Ltd", Chandigarh.
5	Bid submission dates	<b>17.02.2026 (09:00 am) till 04.03.2026 (05:00 pm)</b>
6	Pre-Bid Meeting	<b>23.02.2026 (11:00 am)</b>
7	Technical bid opening dates	<b>05.03.2026 (11:00 am)</b>
8	Financial bid opening dates	Shall be conveyed to the participating agencies who clear the technical bid round.
9	Helpdesk for all technical queries	Sajib Sikder, Dy. Manager Marketing Verka Head Office SCO 153-155, Sector 34-A, Chandigarh-160022 Mob-99319-10158 Email: <a href="mailto:sajibsikder@verka.coop">sajibsikder@verka.coop</a>
10	Bids to be addressed to	Managing Director, Milkfed Punjab SCO 153-155, Sector 34-A, Chandigarh-160022

## **“NOTICE INVITING TENDER” INSTRUCTIONS**

1. Tenders will be accepted through physical submission of bids only.
2. The participating agency should be duly empaneled by Department of Governance Reforms & Public Grievances (DGR), Government of Punjab.
3. In case bids opening date is declared a holiday, bids shall be opened on next working day at the same time as specified in the NIT.
4. Bids must be accompanied by Earnest Money Deposit (EMD) without which same shall be liable to be rejected. Earnest Money should be remitted only through Demand Draft. For any clarifications/queries, interested parties may contact the helpdesk for technical queries.
5. Agency even registered with DGR Punjab, Government of Punjab shall be required to deposit Earnest Money along with the bids.
6. Agency whose earnest money is already lying with “Verka” against previous rate contract or due to any other reason will not be exempted for deposit of the earnest money. Such agencies should deposit fresh earnest money.
7. The earnest money of all unsuccessful bidding agencies/after the successful completion of scope of work will be refunded within four weeks and Milkfed shall not be liable to pay any interest thereof.
8. Only “Valid” offer shall be considered.
9. Offers should be strictly according to the Scope of work & Terms and conditions finalized by Milkfed Punjab, failing which same shall not be considered.
10. Normally rate contracts will be finalized on the basis of lowest offer strictly as per Scope of work & Terms and conditions. However, in exceptional cases, where the lowest rates are not found reasonable, Verka may negotiate the rates/items with valid L-1 only.
11. The management reserves the right to accept/reject, any/all bids, in part/full thereof without assigning any reason whatsoever.
12. The agency/s should quote strictly as per the requirements as specified in the Scope of work and Terms & Conditions. Conditional bids will be straightway rejected.

Seen and accepted

Signature of authorized signatory  
with Office rubber stamp.

Date:

The Punjab State Cooperative Milk Producers' Federation Limited (Milkfed Punjab)  
SCO 153-155, Sector 34-A, Chandigarh, 160022

**SELECTION OF AGENCY FOR WEBSITE CONTENT CREATION, AUDIT AND MAINTENANCE OF VERKA OFFICIAL WEBSITE WWW.VERKA.COOP**

**SCOPE OF WORK**

The selected Agency shall start Website Management for Milkfed Punjab from the date of issue of work order and shall perform the following activities:

a) **Search Engine Optimization of all pages (English & Punjabi)**

Each webpage replicated in Punjabi shall also be search engine optimized for all prominent Punjabi words related to dairy industry, products and Verka on model similar to www.verka.coop. Additionally, every web page (English and Punjabi) whenever created during the tenure of work order shall be duly optimized for online search.

b) **Website Audit (Audit to be done through CERT-in empaneled agency only)**

Post appointment of work order, the website www.verka.coop shall be GOT audited through CERT-in empaneled agency by the selected agency. In case the selected agency is itself a CERT-in empaneled agency, the audit shall be done by selected agency itself. However, in case the selected agency is not a CERT-in empaneled agency, it shall arrange the audit operations with a CERT-in empaneled agency on its own level, and **furnish the certificate within 06 (six) months of award of work order**. The audit shall be conducted once every year during the tenure of work order, included extended period if any.

c) **Hosting of Verka website**

The hosting of Verka website on server/cloud etc. shall be arranged by the successful agency. The rates quoted for monthly maintenance etc. shall include hosting charges. No separate/individual charges shall be paid for hosting. The hosting should be analyzed for all English and Punjabi web pages and the overall content and size of the website, so as to avoid downtime during peak access.

d) **Maintenance of the website**

Maintenance shall include development of content, development of new webpages, development of new imagery and graphics, publication, editing and updation of web pages, and overall management of Verka's official website [www.verka.coop](http://www.verka.coop) in both English and Punjabi versions. The maintenance charges shall include hosting charges. Any edits/drafts required shall be done/submitted within 24 hours of request on Demo server before finalization.

**Note:** The requirement of new pages to be made in English and Punjabi may arise during the time period of work order, the agency has to ensure that the new web pages may be made conveniently in English as well as Punjabi language simultaneously and dedicated staff shall always be available for discussion, whenever required.

e) **Synchronization with Social media pages (Facebook/Twitter/Instagram/YouTube) etc. in events page.**

The content of the website shall be in sync with the content to be displayed on the social media platforms. Any new events, recipes, blogs or any information broadcasted on the social media web pages need to be replicated on website as well. Carousel images, if required for the same shall be arranged and made by the selected agency.

f) **Availability of dedicated staff for contact**

The successful agency shall appoint one dedicated staff who shall be approached as and when for all the tasks as covered in the Scope of work. The staff shall be available round the clock on 24x7 basis.

g) **The website must meet the following broad line criteria:**

- 1) **User Friendly:** Create a content management system that is easy to understand.
- 2) **Easily Updated** – Updation process of content in the site should be smooth
- 3) **Visually Appealing** – The site must have an attractive mix of text and graphics.
- 4) **Common Theme** – Each section of the site should have a common look and feel.
- 5) **Consistent Design** – The use of photographs, fonts and layouts should be consistent throughout the site.
- 6) **Easy to Navigate** – The site should be easy to navigate. Information should be grouped and presented in a logical manner and require no

more than three levels of “drill down” for the user to find the desired information.

- 7) **Provide search capabilities** using key words or phrasing that will identify content from throughout the site including PDF's.
- 8) **Terms of Use, Privacy policy, disclaimer/s & sitemap:** The site should be updated based on the mentioned standard parameters
- 9) **Government guidelines:** Any standard guidelines issued by the Central/State Government or concerned department to be implemented in the website.

h) **Creation of carousel images, dynamic imagery for website.**

The agency shall create necessary carousel images/dynamic imagery for website, which can be utilized either on website as well as on social media platforms or other branding purpose. The softcopy of the images in stipulated formats (.CDR/.JPG/.PDF/.GIF/.TIFF etc.) shall also be submitted to Milkfed Punjab for further use as and when required. The responsibility relate to copyright / license shall remain the selected agency.

- i) As and when required, the selected agency shall change the basic website design, so as to give website a fresh look.
- j) The website shall support uploading of all audio, video, imagery, gif, data collection, blogs, online survey, feedback, maps, embed codes and dynamic content and formats so as to be more attractive and interactive. The agency shall ensure that the content and attractiveness in terms of graphics is at par with other major players from the same industry.

k) **Scope of Future Migration**

The content of the pages shall be made in the code/language/platform which can be easily migrated to another agency if required so in future. There shall be no need to re-create the pages.

l) **Renewal of Verka domain verka.coop on annual basis.**

Milkfed Punjab shall renew the official domain verka.coop from the stipulated domain provider at its own. However, the payment of the renewal shall be borne by the selected agency and the payment shall be deducted from the subsequent maintenance bill raised by the agency.

m) **Submission of monthly web traffic analysis report.**

Milkfed Punjab needs a supporting tool for better understanding so as to measure behavior of website visitor and further improve web site performance and availability for which web traffic analysis report shall be submitted on monthly basis by the agency.

n) **Network security at agency's end**

It has to be ensured by the selected agency that its servers/ credentials/software/hardware are secured through genuine and robust firewall networks so as to avoid web attacks, Trojan, virus, hacking, website disruption, intrusions etc.

o) **Integration and Maintenance of Website Chatbot**

The selected agency shall be responsible for the end-to-end integration of a chatbot within the existing website infrastructure. This includes configuration, deployment, testing, and seamless integration with the current CMS/technology stack. The agency shall also ensure ongoing maintenance, performance monitoring, periodic updates, troubleshooting, and continuous optimization of the chatbot throughout the contract period.

p) **Provision for Direct-to-Consumer (D2C) Sales Functionality**

The agency shall design, develop, and implement the necessary modifications to enable Direct-to-Consumer (D2C) sales directly through the website. This shall include creation of product listing modules, shopping cart functionality, order management system integration, customer account management, and backend administrative controls.

q) **Compatibility with backend applications**

The back-end platform of website shall be technically compatible to adopt features like inventory control, shopping cart, payment gateways, newsletters, group messaging, contact directory, SAP or any other app etc. The website shall be future ready for any new features in trend. Integration with any third party application shall be done free of cost.

r) **Compatibility with prevalent mobile software platforms**

The agency shall ensure that the website is fully optimized and compatible with platforms like Symbian, Android, Windows, Mac, IOS etc. and across mobiles, tablets, palmtops etc.

- s) The agency shall be able to manage the website's domain for mapping to its content servers.
- t) The administrative console's credentials of the backend platform (username and password) needs to be shared with authorized officials of Milkfed Punjab for emergencies and shall be conveyed whenever changed.
- u) The agency shall ensure full data backup with unlimited scope of upload of images, videos, GIF's etc. Additionally, traffic/bandwidth shall also be unlimited in order to cope with occasional spike in traffic.
- v) In addition to the existing content and media material on [www.verka.coop](http://www.verka.coop), Milkfed shall also be the sole proprietor of all content and media material which shall be created and uploaded on website.
- w) Any other web-activity related to the new developments, events, products, promotions etc. shall also be done without any extra payments.

Seen and accepted

Signature of authorized  
Signatory with Office rubber stamp.

Date:

**SELECTION OF AGENCY FOR WEBSITE CONTENT CREATION, AUDIT  
AND MAINTENANCE OF VERKA OFFICIAL WEBSITE  
WWW.VERKA.COOP**

**GENERAL TERMS & CONDITIONS**

**1. Eligibility Criteria for appearing in the bid process**

The participating agency is required to be duly empaneled by *NIC* to provide software development and maintenance services to various Government organizations of Punjab.

In this regards, the participating agency shall submit the copy of agreement with *NIC*, which must be duly signed and stamped by authorized signatory.

**2. Earnest Money & Security**

The participating agency shall deposit amount of Rs. 50,000/- (Rupees Fifty Thousand only) as Earnest Money Deposit. There shall be no tender fee.

The earnest money shall have to be paid through demand draft favoring The Punjab State Cooperative Milk Producers' Federation Limited, payable at Chandigarh. Bids received without the requisite EMD shall be rejected summarily.

The participating agencies which are already registered with *NIC* shall also be required to deposit Earnest Money Deposit.

Agencies, whose earnest money is already lying with "Verka" against previous rate contract or due to any other reason, shall not be exempted from deposit of the earnest money. Such parties shall deposit fresh earnest money.

***No request regarding the exemption of EMD/Tender fee shall be entertained, and any conditional bids shall be straightaway rejected.***

The earnest money of all unsuccessful bidding agencies shall be refunded within four weeks and Milkfed shall not be liable to pay any interest thereof.

**3. Submission of Bids**

The participating agencies are required to submit the following in sealed envelopes:

**Envelope 1:** Consisting of Earnest Money Deposit (Rs. 50,000/-), Signed and stamped copies of Technical Bid along with all annexures; supporting documents, duly signed and stamped.

**Envelope 2:** Financial Bid, duly signed and stamped.

Both envelopes shall clearly super-subscribe "selection of agency for website content creation, audit and maintenance of Verka official website [www.verka.coop](http://www.verka.coop)"

#### **4. Opening of Financial Bid**

The price bid of only those participating agencies shall be considered for financial bid opening who fulfill the technical Assessment Criteria. The technical bid shall contain all the necessary documents as required for the bidding process. Verka reserves the right to obtain or not to obtain any clarifications/documents in the matter after opening of bids.

The work order shall ideally be finalized on the basis of lowest offer strictly as per the defined Scope of Work and Terms & Conditions. However, in exceptional cases, where the lowest rate is not found reasonable, Verka may negotiate the rates/items with valid L-1 only.

The overall cost for two years' period shall be considered for deciding L1. The overall cost shall include total of One time costs (Punjabi Web Page creation and Web Audit) along with monthly maintenance costs considered for 24 months.

#### **5. Conversion of EMD into Security Amount**

The earnest money of selected agency shall be converted towards the security amount, mandatorily required to be deposited by the successful agency. The security amount shall be interest free. No interest shall be payable on the amount of security deposit. The security amount shall be retained by Milkfed Punjab in case of extension of work order.

#### **6. Nominal Membership**

Selected agency shall have to become Nominal Member of Milkfed as per Milkfed Bye-Laws No. 5.2 with latest amendment dated 25.5.2001 after Depositing Membership Fee of Rs. 1000/- (Rs. One Thousand only) once for all (non-returnable) along with prescribed format duly signed.

#### **7. Price escalation and change in tax rates**

The monthly website maintenance prices quoted by the agency shall be firm and free from escalation. If during the currency of the contracted

period stipulated in the work order, there is a variation in the statutory levies e.g. GST or a fresh levy as imposed on web based services, this shall be allowed on the production of documentary proof in its support, by the agency even in the absence of such term in the order, being statutory levies. In case the rate of GST or any other statutory levies reduces in the work order period, the benefit of the same shall be passed to Milkfed Punjab and the bill be processed as per the new rules/ rates.

**8. Refund of security deposit.**

The security deposit shall be refunded to the selected agency within four weeks after the successful completion of the work contract and also after the full and final settlement of all dues if any and upon issuance of a No Due Certificate by concerned authority.

**9. Sharing and securing of credentials**

The successful agency has to start work within 07 days of award of work order. The agency shall secure login credentials, text and graphics material from the previous agency which is handling website maintenance for creation of new pages in Punjabi. Post hand-over, no request shall be entertained by Milkfed regarding information from previous agency.

**10. Hosting transfer exercise**

At the time of termination of existing website maintenance work order, the existing website maintaining agency shall handover all the documents, designs, passwords, administrative rights etc. to Milkfed & newly appointed Milkfed appointed agency to the satisfaction of Milkfed & Milkfed appointed agency. The previous agency as well as newly selected agency shall remain in liaison to ensure that hosting transfer process is smooth. It shall be ensured by the newly selected agency that website is always operational during hosting transfer period.

**11. Mid review of performance of selected agency.**

An annual review of the performance of the selected agency will be done. In case the performance of the agency is not found satisfactory, the work order can be terminated by giving one-month notice by Milkfed Punjab. If the performance of agency is found satisfactory, the work order shall be extended further by one year.

**12. Period of Contract and mutual extension**

The contract shall be initially for a period of **2 years** from the date of the award of original work order which may be extended further for a period of

1 year with mutual consent, subject to satisfactory performance of the selected agency during the past two years.

**13. Ownership of content and further usage**

The selected Agency shall be actively involved in content creation & maintenance as well as operating & managing the website for a period of two years or such extended period thereafter and all such content created will be the property of Milkfed.

It is to be noted that the agency cannot share or use the content of the Verka website for its promotion or other purpose without written consent of Milkfed Punjab.

Additionally, in case of expiry or premature termination of the work order, the selected agency shall handover the complete database backup, including login credentials, technical documents, design documents, complete knowledge regarding the software etc. to Milkfed Punjab, failing which appropriate action shall be taken against the selected agency.

**14. Hardware compatibility**

The content developed for Verka official website must be operational on all electronic devices such as PCs, Laptops, Mobiles, Tabs etc. across all browsing platforms, failure of any one of which shall be considered an incomplete execution of the Work Order.

**15. Sharing of Login credentials**

That any login credentials of website need to be shared with Milkfed officials for any emergency edit lying well within his/her technical know-how.

**16. Data Migration without the need to recreate the existing content.**

The selected agency has to ensure that the content of website shall be in such a format which can be readily transferred/migrated to another party without the need of recreating the content. The declaration in this regards, is required to be submitted by the agencies appearing for the bidding process.

**17. Payment Terms**

**a) One-time payment of web audit of Verka website.**

The payment of web audit of the Verka website shall be done once the certificate of audit is submitted by the successful agency.

The payment shall be done within 04 weeks upon receipt of invoice and certificate.

**b) Monthly charges for maintenance, content publication, content creation, editing and overall management of Verka official website [www.verka.coop](http://www.verka.coop) (both English & Punjabi)**

The invoice regarding the above mentioned tasks is to be raised on monthly basis. The payment shall be done within 15 days on receipt of invoice, complete in all aspects after deducting any penalties/taxes/other charges/payments if done from the end of Milkfed Punjab.

**18. Acceptance of tender and withdrawals**

The final acceptance of the tender is entirely vested with Milkfed Punjab which reserves the right to accept or reject any or all of the bids in full or in parts without assigning any reason whatsoever. Milkfed Punjab may also reject all the bids for reasons such as change in Scope of work, Terms and conditions, lack of anticipated financial resources, court orders, calamities or any other unforeseen circumstances if any. After acceptance of the bids by Milkfed, the selected agency shall have no right to withdraw their bid or claim higher price.

**19. Letter of Acceptance**

After acceptance of the bid, a Letter of Acceptance (LOA) shall be issued to the Successful agency.

**20.** The conditions stipulated in the Scope of work and Terms & Conditions shall be strictly adhered to and violation of any of the conditions shall entail termination of the work order without prejudice to the rights of Milkfed Punjab, and Milkfed Punjab shall also have the right to recover any consequential losses from the selected agency.

**21. Termination of work order for default**

Milkfed may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 1 month, sent to the selected agency, terminate the contract in whole or part,

(i) if the selected agency fails to deliver any or all of the items/services within the time period(s) specified in the Contract, or fails to supply the service as per scheduled or within any extension thereof granted by Milkfed; or

(ii) if the selected agency fails to perform any of the obligation(s) under the work order and terms & conditions already agreed; or

(iii) if the selected agency, in the judgment of Milkfed Punjab, has engaged in fraudulent and corrupt practices.

## **22. Termination for Insolvency**

Milkfed may at any time terminate the work order by giving written notice with a notice period of one month to the selected agency, if the selected agency becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the selected agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Milkfed Punjab.

## **23. Termination for convenience**

Milkfed Punjab reserves the right to terminate, by prior written one-month notice, the whole or part of the work order, at any time for its convenience. The notice of termination shall specify that termination is

for client's convenience, the extent to which performance of work under the work order is terminated, and the date upon which such termination becomes effective.

**24.** The Managing Director, The Punjab State Cooperative Milk Producers Federation Limited, Chandigarh shall have the discretion to extend the date of receipt and opening of bids.

**25.** Any change in constitution of the firm shall not absolve any partner of the selected agency from the liabilities, if any.

**26.** The selected agency must have well-trained/ experienced employees in managing websites at par with latest industry standards. The selected

agency will arrange for sufficient number of designers/coders for creating designs, and webpages as per the requirement well in time.

**27.** The selected agency shall have the capability to provide creative content in all the languages in Indian Constitution, whereas most of the creative work will be in English, Punjabi and Hindi.

**28.** GST/Service Tax/Income Tax and/or other statutory deductions as applicable from time to time if any shall be recovered / deducted in

accordance with the related Acts rules/ regulations and Laws prevailing and as amended from time to time.

- 29.** The selected agency shall not transfer its work order wholly/ partly in favour of someone else.
- 30.** The selected agency shall also be liable for due observation and implementation of all the statutory conditions or requirement of labour laws/ other laws as applicable to his workforce from time to time.
- 31.** In case, any complaint is received from anyone, against the selected agency on account of any misbehavior by the staff, misuse of trademark, pilferage of any commercial information or complaint of similar nature, Milkfed Punjab may impose appropriate penalty and direct the agency to take corrective steps. If the lapses of above nature are repeated frequently, the agreement can also be terminated by forfeiting the pending bill payment and whole security amount.
- 32.** The security money deposit furnished by selected agency is liable to be forfeited in full (including excess amount of security money, if deposited) along with cancellation of work order in part or whole without prejudice in the event of failure/refusal to maintain the service delivery schedule and/or non-observance of Scope of work and Terms & Conditions of tender and/or contracted specifications and/or quality/quantity of work, and the authority will be at liberty to terminate the work order in part or whole or the selected agency.
- 33.** The workforce engaged by the selected agency shall be his/her own liability for all intents and purposes. They will have nothing to do with Milkfed Punjab. Such workforce shall not have any employer-employee relationship (not even remotely) or connection with Milkfed Punjab for any purpose whatsoever.
- 34.** The selected agency shall comply with all the statutory and legal requirements as per various applicable laws, prevailing rules/ practices and procedures. It will always keep Milkfed Punjab indemnified against all liabilities towards its workforce which are to be discharged by it from time to time.
- 35.** The selected agency shall not misuse the logo of Milkfed Punjab/Verka in any form. Such an act, if proven shall be viewed very seriously and can result in the cancellation of the agreement by forfeiting the pending bill payment and whole security amount.

**36.** Management of Milkfed Punjab reserves the right to make any addition/deletion or change in any term and condition with or without any notice.

**37. Maintaining ethical standards in business**

It is highly necessary for the selected agency to ensure that business ethics are maintained at the highest degree with Milkfed Punjab. In no case unethical practice by the selected agency by way of offering either cash or in kind or compensation in any form shall be tolerated.

By any chance if it comes to our notice that selected agency or any of its employee/representative/Agent has tried to initiate such unfair business practices with any of our employee or any of the employee/decision maker of our Federation/union/village societies even with/without any documentary evidences, the same shall be considered as a cancellation of the work order. Milkfed Punjab reserves its right to terminate/suspend the work order during any time without assigning any reason thereof.

**38. FORCE MAJEURE:**

Notwithstanding anything contained in the agreed Terms and conditions, neither party shall be held liable for any default or delay in performance of any obligation under the agreement on account of any reason beyond its reasonable control, including but not limited to flood, natural calamity, act of God, act of terrorism, the enactment of any act of Parliament or the act of any other legally constituted authority. Non-performance on account of aforesaid reasons shall not be deemed to constitute a breach of this Agreement.

**39. Arbitration**

In the event of any difference or dispute having arisen out of any work contract or agreement at Milkfed Punjab level, the same shall be referred to The Registrar, Cooperative Societies, Punjab to decide the dispute himself; or transfer it for disposal to any Office not below the rank of Deputy Registrar, Cooperative Societies, Punjab for dispute resolution by the arbitrator. The provision of the Punjab Cooperative Societies Act, 1961 and rules, 1963 as amended up to date shall apply to arbitration proceedings which shall be held in the office of designated arbitrator.

**40. Jurisdiction:** The jurisdiction of the court in case of further legal dispute will be the courts at Chandigarh U.T. only.

**Read Agreed and Accepted the above terms & conditions**

Certified that I/We \_\_\_\_\_ have carefully gone through the above Scope of work, and General terms & conditions and have retained a copy of the same. I/We shall strictly abide by the above terms & conditions.

Signature of Authorized Signatory: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone/Mobile No. \_\_\_\_\_

Date: \_\_\_\_\_

**The Punjab State Cooperative Milk Producers' Federation Limited  
(Milkfed Punjab)  
SCO 153-155, Sector 34-A, Chandigarh, 160022**

**TECHNICAL BID**

**PERFORMA FOR TECHNICAL BID FOR SELECTION OF AGENCY FOR  
WEBSITE CONTENT CREATION, AUDIT AND MAINTENANCE OF VERKA  
OFFICIAL WEBSITE WWW.VERKA.COOP**

**Note: The document proof wherever applicable need to be submitted, duly signed and stamped.**

<b>1</b>	<b>Name of the Company</b>	
<b>2</b>	<b>Address</b>	
<b>3</b>	<b>Mobile Number</b>	
<b>4</b>	<b>Email id for all communication</b>	
<b>5</b>	<b>Nature of Business</b>	
<b>6</b>	Nature of proprietor Company	
	a) In case of <b>Proprietary company.</b> Name, address and telephone number of the proprietor.	
	b) In case of <b>Partnership company.</b> Name & address of partners with telephone number	
	c) In case of <b>Public/Private company.</b> Name, address and telephone number of Chief Executive.	
<b>7</b>	Person (s) to be contacted for clarifications, if any	
<b>8</b>	Total Number of employees as on date a) Administrative b) Technical	
<b>9</b>	Type of industry Small Scale, medium scale, large scale ( <b>Copy of Registration Certificate/approval certificate from competent authority be enclosed</b> )	
<b>10</b>	Year of commencement of operations	
<b>11</b>	Annual turnover during last 3 years (In Cr.)	2022-23: _____ 2023-24: _____ 2024-25: _____

		Average of Last 3 years_____
<b>12</b>	(Audited Balance Sheet , Profit and Loss statement of last three years to be attached with UDIN) (FY 2022-23, 2023-24, 2024-25)	
<b>13</b>	Copy of agreement & empanelment letter with Department of Governance Reforms & Public Grievances (DGR), Government of Punjab.	
<b>14</b>	Documentary proof If the agency is CERT-in impaneled agency	
<b>15</b>	Copy of PAN Number	
<b>16</b>	Copy of GST Number	
<b>17</b>	Earnest money of Rs.50,000/- (Rupees Fifty Thousand Only) paid through Demand Draft in the favour of The Punjab State Cooperative Milk Producers' Federation Ltd.	
<b>18</b>	Signed and stamped copy of all annexures.	
<b>A.1</b>	Tender Acceptance Letter	
<b>A.2</b>	Authorization Certificate	
<b>A.3</b>	Provision of Punjabi – Declaration that the agency has required manpower having proficiency of Punjabi language (Read Speak, Write and Type) (As per template attached)	
<b>A.4</b>	Certificate of not being blacklisted (Affidavit not older than 6 months)	
<b>A.5</b>	Declaration - Code/Language/Engine to be used thus affirming that the pages made can be easily migrated/transferred and there shall be no need to recreate them. (As per template attached).	

Certified that the information furnished above is correct and true to the best of my knowledge.

Authorized Signatory  
(Sign and Stamp)

Date:

**The Punjab State Cooperative Milk Producers' Federation Limited  
(Milkfed Punjab)  
SCO 153-155, Sector 34-A, Chandigarh, 160022**

**FINANCIAL BID**

**PROFORMA FOR FINANCIAL BID FOR SELECTION OF AGENCY FOR  
CONTENT CREATION, AUDIT & MAINTENANCE OF VERKA WEBSITE  
WWW.VERKA.COOP**

All values should be quoted in rupees only.

S. No.	Description	Basic Charges (Rs)	Taxes in %	Total Amount Including taxes (Rs.)
A	<b>Audit through CERT-in empaneled agency (Within 06 months of issue of work order)</b>	<b>One time cost=</b>		
B	<b>Monthly charges</b> for maintenance shall include development of content, development of new webpages, development of new imagery and graphics, publication, editing and updation of web pages, and overall management of Verka's official website <a href="http://www.verka.coop">www.verka.coop</a> (both English & Punjabi webpages)  Scope of Maintenance charge shall include hosting charges.	<b>Monthly charge=</b>		
C	<b>TOTAL CHARGES FOR 2 YEARS WORK ORDER</b>	<b>C = A+ (B X 24) =</b>		

**Name of the participating agency:**

**Address:**

Authorized Signatory  
(Sign and Stamp)

Date:

(Annexure )

**TENDER ACCEPTANCE LETTER**

**To be given on Company Letter Head Only.**

The Managing Director,  
The Punjab State Cooperative Milk Producers' Federation Ltd.  
SCO 153-155, Sector 34-A  
Chandigarh-160022.

**Subject: - ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER**

Tender Reference/Name\_\_\_\_\_

Tender ID No.\_\_\_\_\_

Name of the Tender/Work/Item\_\_\_\_\_

Dear Sir.

1. I/We have downloaded /obtained the tender document(s) for the above mentioned "Tender/Work/Item" from the website(s) namely: "**Selection of agency for website content creation, audit and maintenance of Verka official website www.verka.coop**"
2. I/We hereby certify that I/We have read and understood the entire Terms & Conditions of the tender documents (Including all documents like Scope of work, Annexure(s), Schedule(s), which form part of the rate contract and I/We shall abide hereby the Terms/Conditions/Clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally agree and accept the tender conditions of the above mentioned document(s), Corrigendum(s) in its totality and entirety.
5. In case any provisions of this tender are found violated and breached, then your department/Organisation shall without prejudice to any other legal right or remedy be at liberty to reject the tender /bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory  
(Sign and Stamp)  
Date:

(Annexure )

**AUTHORIZATION CERTIFICATE**

**(To be furnished by the agency for its Authorised Representative if appearing for the bid)**

To be given on Company Letter Head Only.

It is to certify that Mr./Ms. \_\_\_\_\_ is our authorised representative of our Company M/s \_\_\_\_\_, situated at City \_\_\_\_\_, State \_\_\_\_\_, and is authorised to participate in the tender process for selection of agency for website content creation, Audit and maintenance of Verka official website www.verka.coop, invited by The Punjab State Cooperative Milk Producers' Federation Limited, Chandigarh.

Any document required from our side shall be furnished as per requirement.

<b>Name of Authorised representative</b>	
<b>Designation</b>	
<b>Name of Competent authority authorising the representative</b>	
<b>Name of the Company</b>	
<b>Email</b>	
<b>Mobile</b>	
<b>Contact Address</b>	

\*All details except email in CAPITALS only.

Signature of competent authority  
(Sign and Stamp)  
Date:

(Annexure )

**DECLARATION**

To be given on Company Letter Head Only.

It is declared that Our Company Company M/s \_\_\_\_\_, situated at City\_\_\_\_\_, State\_\_\_\_\_, is participating for the tender for selection of agency for website content creation and maintenance of Verka official website www.verka.coop, invited by The Punjab State Cooperative Milk Producers' Federation Limited, Chandigarh.

In this regards, it is declared that we have gone through the Scope of work document and General Terms & Conditions of the tender and hereby declare that our agency has the required and trained manpower or adequate provision of competent manpower which is proficient in reading, writing, typing and speaking Punjabi language for creating the Punjabi web pages. It is also certified that considering the scope of work, the manpower shall be available for the tenure as defined in the scope of work document & General Terms and Conditions.

<b>Name of Authorised signatory</b>	
<b>Designation</b>	
<b>Name of the Company</b>	
<b>Email</b>	
<b>Mobile</b>	
<b>Contact Address</b>	

\*All details except email in CAPITALS only.

Authorized Signatory  
(Sign and Stamp)  
Date:

**(Annexure)**

**CERTIFICATE OF NOT BEING BLACKLISTED**

**On Non Judicial stamp paper of Rs. 100/- , duly Notarised.**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that our Company M/s \_\_\_\_\_, situated at City \_\_\_\_\_, State \_\_\_\_\_ intends to submit the tender regarding selection of agency for Website content creation, Audit and maintenance of Verka official website www.verka.coop invited by The Punjab State Cooperative Milk Producers' Federation Limited, Chandigarh.

We declare that our company has not been blacklisted or barred by any Central/State Government departments/Public sector banks/Financial institutions/hold any sanctions/blacklisting by any Government/Quasi Government agency or any multi-lateral donor body.

Certified that the information given above is correct to the best of my knowledge

<b>Name of Authorised signatory</b>	
<b>Designation</b>	
<b>Name of the Company</b>	
<b>Email</b>	
<b>Mobile</b>	
<b>Contact Address</b>	

\*All details except email in CAPITALS only.

Authorized Signatory  
(Sign and Stamp)  
Date:

(Annexure)

**DECLARATION**

**To be given on Company Letter Head Only.**

It is declared that Our Company M/s \_\_\_\_\_, situated at City\_\_\_\_\_, State\_\_\_\_\_, is participating for the tender for selection of agency for website content creation, Audit and maintenance of Verka official website www.verka.coop, invited by The Punjab State Cooperative Milk Producers' Federation Limited, Chandigarh.

In this regards, it is declared that we have gone through the Scope of work document & General Terms and Conditions of the tender and hereby declare that our agency shall maintain the Verka website on the following platform

Name of platform: \_\_\_\_\_

It is declared that in future, the website shall be conveniently transferred to the new selected vendor and there shall be no requirement to recreate the pages. There shall be no data loss nor any change in the overall looks, theme and aesthetics of the website upon transfer to new vendor when required.

<b>Name of Authorised signatory</b>	
<b>Designation</b>	
<b>Name of the Company</b>	
<b>Email</b>	
<b>Mobile</b>	
<b>Contact Address</b>	

\*All details except email in CAPITALS only.

Authorized Signatory  
(Sign and Stamp)  
Date:

**The Punjab State Cooperative Milk Producers' Federation Limited  
(Milkfed Punjab)**

SCO 153-155, Sector 34-A, Chandigarh, 160022

**LIST OF ENCLOSURES FOR SUBMISSION OF BIDS**

**NOTE – ALL DOCUMENTS TO BE SIGNED AND STAMPED BY THE  
TENDERER/AUTHORIZED SIGNATORY WITH DATE.**

**MASTER ENVELOPE**

-SHOULD HAVE HEADER “SUBMISSION OF BID FOR SELECTION OF AGENCY FOR WEBSITE CONTENT CREATION, AUDIT AND MANAGEMENT” AND SHOULD BE ADDRESSED TO

**THE MANAGING DIRECTOR  
VERKA HEAD OFFICE  
SCO 153-155, SECTOR 34-A,  
CHANDIGARH – 160022.**

Note: If the documents are physically send to above address through parcel/courier, the company name and consignment number should be conveyed to [sajibsikder@verka.coop](mailto:sajibsikder@verka.coop) or at +91-99319-10158.

**INTERNAL ENVELOPS**

**ENVELOPE 1**

1. DD for EMD
2. DD/Cheque for tender fees
3. Notice inviting tender instructions
4. Scope of work document
5. General Terms and conditions
6. Technical bid document
7. Company establishment certificates
8. Type of industry certificate
9. Balance sheets last 3 years with UDIN
10. Copy of agreement with DGR Punjab, Govt. of Punjab
11. Proof if agency is CERT-in impanelled agency.
12. Copy of PAN
13. Copy of GST
14. Annexure – Tender Acceptance Letter
15. Annexure – Authorization certificate
16. Annexure - Declaration that the agency has required manpower having proficiency of Punjabi language (Read Speak, Write and Type)
17. Annexure – Certificate of not being blacklisted –Notarised document only.

18. Annexure - Code/Language/Engine to be used thus affirming that the pages made can be easily migrated/transferred and there shall be no need to recreate them.

**ENVELOPE 2**

1. Financial Bid document, duly signed and stamped with date.