

**VIGYAN PRASAR**  
**Department of Science and Technology**

**REQUEST FOR PROPOSAL NOTICE**

No: VP/1970/V & Ls/VP-DBT/2013

Dated 03.01.2014

**Sub: Invitation of proposals for Re-design & development of website - regarding**

**1. INTRODUCTION**

Vigyan Prasar, an autonomous organisation under the Department of Science and Technology, New Delhi. Department of Biotechnology wants to redesign and develop its website as per latest guidelines for Government of India websites. NIC-Delhi has already allotted domain name <http://www.dbtindia.nic.in>.

Proposals are invited from agencies/companies having expertise in website design and development as per the guidelines of Govt. of India with cyber security features.

**1.1 Scope of work:**

Broad scope of the project is as follows:

- Redesigning of the website of Department of Biotechnology (Both Hindi & English) as per GOI Guidelines for website.
- Creation of dynamic web pages, blog, discussion forum, streaming and live streaming of audio/video, hosting chat show, Web conferencing.
- Managing data through **Content Management System (CMS)**.
- User Friendly navigation.
- Database driven approach.

**For detailed scope of work, please see Annexure-C attached.**

1.1.1 **Completion Period:** 60 days

1.1.2 **Language:** Hindi and English

1.2 **Due Diligence by Applicants:** Applicants may send email at [poonam@vigyanprasar.gov.in](mailto:poonam@vigyanprasar.gov.in) for clarifications or on phone 011-2404430.

1.3 **Availability of Proposal Document:** Proposal document can be downloaded from the Official website of the Vigyan Prasar ([www.vigyanprasar.gov.in](http://www.vigyanprasar.gov.in))

1.4 **Validity of the Proposal:** The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the 'PDD').

1.5 **Brief Description of the Selection Process:** Vigyan Prasar has adopted a two bid selection process in evaluating the Proposals. Firstly **Technical Evaluation** will be carried out as specified in clause 3 by an evaluation committees to be appointed by Vigyan Prasar. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in clause 4. Subsequently the financial evaluation will be carried out as specified in clause 4.

- 1.6 **Communications:** All communications including the submission of Proposal should be address to: **The Principal Investigator, Biotech Communication Cell, Vigyan Prasar, A-50, NCMRWF Campus, Sector 62, NOIDA 201 309.**
- 1.7 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: **[PROPOSAL NOTICE NO: VP/1970/V & Ls/VP-DBT/2013]**
- 1.8 The application must be submitted with a **non refundable fee of Rs.500/-** by way of DD / bank order drawn in the name of **“Vigyan Prasar”** payable at **New Delhi.**
- 1.9 Last date for the submission of the application, that is Proposal Due Date is **16 January, 2014, 3:30 PM.** The proposals may be submitted either in person or by post.
- 1.10 Vigyan Prasar shall open the proposal at **12:00 hours on 17 January, 2014** at the O/o Vigyan Prasar, A 50, Sector 62, NOIDA- 201309 UP. Proposers are requested to be present on the day of opening.
- 1.11 Technically qualified Proposers will be given briefing on 17 January 2014 at 3 PM about the proposed work and will be invited to give presentation on 24 January 2014 at 10 AM at Vigyan Prasar, A 50, Sector 62, NOIDA - 201309, UP.

## **2 APPLICATION PROCEDURES**

- 2.1 The proposals should be in the prescribed format appended herewith as Annexure-B. Proposals not in the format will be rejected.
- 2.2 The proposer must submit its Technical Proposal and Financial Proposal in two separate 'sealed envelopes' (duly super-scribed "**Technical Proposal**" and "**Financial Proposal**" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to VP. All covers **MUST** have the full address of the applicant.
- 2.3 The proposer will not vary/modify any aspect of the proposal/ budget etc during the validity period or any extension thereof.
- 2.4 **The technical proposal must be accompanied with:-**

Technical proposal should include following documents:

- Executive Summary.
- Company Profile.
- Company's years of experience.
- Company experience in conducting similar projects especially in website design and development as per Govt. Of India Guidelines. Please ensure that reference of past work should be included in this section and photocopy of work orders be attached.
- Organization chart and list of team members along with their specialization.
- An affidavit to the effect that the firm has not been blacklisted by the any Government/Semi Government/other Public Sector organization.
- PAN, VAT and Service Tax as applicable.
- Copy of ISO/CMM Certificates.
- The Proposal should provide satisfactory evidence, acceptable to the Vigyan Prasar to show that he has efficient technology adequate capability, technical know-how and

experience of design & development of website for government organisation.

- The Proposal should have adequate financial stability and status to meet the obligations under the contract, for which he is required to submit detailed report of similar work done & proof of payments.
- The Proposal should have at least completed from start to finish, in the last three financial years (i.e. current year and three previous financial years) at-least one single work i.e. Design & development and maintenance of website for a minimum value of 35% of advertised Proposal value of work.
- The Proposal should have a total contract amount received during the last three years (i.e. current year and three previous financial years).

**Proposal's not submitting the requisite information may note that their offer is liable to be ignored.**

2.5 The financial proposal shall be submitted in format attached as **Annexure-B** and duly signed by the proposer. Financial proposal must be in separate sealed envelope as stated clause 2.2.

### **3 EVALUATION PROCESS**

- 3.1 Vigyan Prasar shall open the proposal at **12:00 hours on 17 January, 2014** at the O/o Vigyan Prasar, A 50, Sector 62, NOIDA - 201309, UP and in the presence of the Applicants who chose to attend. The packets marked "Technical Proposal" shall be opened first. The packed marked "Financial Proposal" shall be kept sealed for opening at a later date.
- 3.2 Vigyan Prasar shall subsequently examine and evaluate the Proposals in accordance with the provisions.
- 3.3 To facilitate evaluation of Proposals, Vigyan Prasar may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Proposal.
- 3.4 **Test of responsiveness:** Prior to evaluation of Proposals, Vigyan Prasar will determine whether each Proposal is responsive to the requirements of the Proposal. A Proposal shall be considered responsive only if the proposal:
  - It is received as per the formats (Technical Proposal) and (Financial Proposal)
  - It is received by the Proposal Due Date (PDD) including any extension thereof pursuant.
  - It is signed, sealed and marked as stipulated in the format.
  - The Financial proposal is in a separate sealed cover.
  - It contains all the information (complete in all respects) as requested in the Proposal
  - It contains information in the formats specified in this Proposal; and
  - It does not contain any condition or qualification
  - It is not non-responsive in terms hereof.
- 3.5 Vigyan Prasar reserve the right to reject any Proposal which is non- responsive and no request for alternation, modification, substitution or withdrawal shall be entertained by Vigyan Prasar in respect of such Proposals.
- 3.6 Vigyan Prasar would subsequently examine and evaluate the proposals in accordance with the Selection Process. Only those proposals that are found to meet the test of responsiveness would be evaluated.
- 3.7 Technically qualified proposers will be given briefing on 17 January 2014 at 3 PM about the proposed work and will be invited to give presentation on 24 January 2014 at 10 AM at Vigyan Prasar, A 50, Sector 62, NOIDA - 201309 UP.

- 3.8 After the technical evaluation Vigyan Prasar would prepare a list of qualified shortlisted applicants for opening of their Financial Proposals. A date, time and venue will be notified to all shortlisted applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of qualified Applicants along with their Technical Score will be read out. The opening of Financial Proposal shall be done in presence of respective representative of applicants who choose to remain present. Vigyan Prasar will not entertain any query or clarification from Applicants who fail to qualify at any stage of Selection Process.
- 3.9 Selection will be entirely at the discretion of Vigyan Prasar. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given.
- 3.10 Any information contained in the Proposal shall not in any way be constructed as binding on Vigyan Prasar, its agents, successors or assigns, but shall be binding against the Applicant if any work is subsequently awarded to it under the Selection Process on the basis of such information.
- 3.11 Vigyan Prasar reserves the right not to proceed with the Selection Process at any time without notice or liability and to reject any Proposal without assigning any reasons.

#### **4 EVALUATION CRITERIA**

- 4.1 The technical proposals would be evaluated in two stages. In the first stage the written technical proposal would be evaluated and scores would be assigned as mentioned in Table 1 of clause 4.2.1. Short listing will be done based on the score in Table 1.
- 4.2 In the second stage short listed firms would be invited for a presentation on 24 January 2014. The presentation should include a few templates of Department of Biotechnology website designed by the respective companies along with work plan, methodology and technical details and score will be given as mentioned in Table 2 of clause 4.2.1. Combined technical scores would be prepared.
- 4.2 The Evaluation Committee shall evaluate the bids based on the eligibility criteria, the presentation made by the bidder and strict compliance to the information sought in Clause 3. All the shortlisted bidders will be required to make a presentation before a Committee appointed by Vigyan Prasar. The presentation shall contain details of the conception of the bidder about the work, the project methodology, the technologies proposed to be used in the work, some websites designed by the bidder containing features similar to that required by Vigyan Prasar and some design templates which the bidder proposes to use for DBT. The Evaluation Committee may, at its discretion, call for additional information, live demonstration of technical capability of creating websites or seek clarifications from the bidder(s). Such information has to be supplied within the time frame set out by the Evaluation Committee; otherwise Vigyan Prasar shall make its own reasonable assumptions and do the evaluation accordingly. Seeking additional information / clarifications cannot be treated as acceptance of the bid. The bidders shall provide all the necessary documents, and reference information as desired by the Evaluation Committee (EC). After due evaluation of Technical bids, the EC would submit its recommendation.
- 4.2.1 The **Scoring criteria** to be used for evaluation shall be as follows:

Table 1

<b>Parameter</b>	<b>Proof to be submitted by vendor apart from the presentation</b>	<b>Maximum marks</b>
Does the vendor has expertise in developing CMS based dynamic database driven websites ?	Number of similar web development projects successfully completed during last three years (attach names of projects, work order & completion document of each project)	25
Does vendor have expertise in developing web site for other similar scientific organization?	Number of similar Web Development Projects successfully completed during the last three years (attach names of Projects, work order & completion document of each project)	5
Is the vendor capable of delivering websites on time with high quality?	At least 2 customer testimonials from the above list of sites.	10
Does the vendor have the right people to deliver on this project?	Resume / Profile sheet of the project manager and other developers who would be working on this project	20
Does the vendor have a well defined methodology to develop the website – design, testing, deployment, bug fixes, change requests, etc.	Project plan	20

Table 2:

<b>Parameter</b>	<b>Proof to be submitted by vendor apart from the presentation</b>	<b>Maximum marks</b>
Quality of the template designed for DBT and presentation in front of the expert committee.	Technical and aesthetic	20

4.2.2 Vigyan Prasar will nominate one committee consisting of not less than four members to evaluate and score the written technical proposals and oral presentation as mentioned clause 4.2.1 of this document. At least two of the four members will be external experts.

4.2.3 Only those Applicants whose Technical proposals score more than 70 points or more out of 100 shall be shortlisted. If the number of the short listed proposals are less than three, then the proposal that have received top three ranks, would be considered for opening of financial bid.

4.3 Generally, the successful Applicant shall be the Technically Qualified applicant having the Lowest Quote.

## 5 TERMS AND CONDITIIONS

### 5.1 General Instructions:

1. The time for completion of the work shall be 60 days from the date of issue of the Letter of award.
2. The successful bidder shall be required to present several designs of output templates out of which some templates will be selected by a Committee with/ without suggestions for changes which the bidder will have to incorporate.
3. The interested persons can go through the existing DBT Website (<http://www.dbtindia.nic.in>) and estimate the variety and quantum of information that needs to be available on the website. They can also make suggestions for presentation of more information on the website which is not yet on the website at the time of making presentations, which will form part of the technical bid.
4. The bidder must have experience of creating and managing quality websites, preferably Web Content Management System based websites of large Institutions/ companies. Documentary evidence by way of completion certificate should be produced in support of experience and performance clearly mentioning use Web CMS Tools.
5. The bidder should be registered for Service Tax (Copy to be enclosed).

**6. Signing of Proposal:** Individual signing the Proposal or other documents connected with contract must specify whether he signs as:-

- (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

### **N.B.**

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the Proposal.
- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the Proposal and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the Proposal form or any documents forming part of the Proposal on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Vigyan Prasar, Noida may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) The bidder should sign and affix his/his firm’s stamp at each page of the Proposal and all its Annexure as the token of having read and understood the documents.

**7. Sub-letting of Work:** The contractor shall not assign, transfer or sublet or attempt to assign,

transfer or sublet, whether wholly or in part, any portion of the work to any other entity.

## **5.2 COMPLETION OF PROPOSAL DOCUMENTS:**

- Ñ The rate should be quoted in figures as well as in words, if there is variation between the rates quoted in figures and in words, the rates quoted in 'Words' shall be taken as correct. If more than one or improper rates are Proposed for the same items, the Proposal is liable to be rejected.
- Ñ Each page of the proposal papers is to be signed and dated by the Proposal/s or such person/s on his/their behalf who is/are legally authorized to sign for him / them.
- Ñ Proposals containing erasures and alterations of the Proposal documents are liable to be rejected. Any corrections made by the Proposal/s in his / their entries should be in Ink and must be attested by him / them under full signature and date.

## **5.3 ACCEPTANCE OF PROPOSAL:**

- Ñ 'IF THE PROPOSAL/S DELIBERATELY GIVES A WRONG INFORMATION / WHOSE CREDENTIALS / DOCUMENTS IN HIS / THEIR PROPOSALS AND THEREBY CREATE(S) CIRCUMSTANCES FOR ACCEPTANCE OF HIS / THEIR PROPOSAL. VIGYAN PRASAR RESERVES THE RIGHT TO REJECT SUCH PROPOSAL AT ANY STAGE, BESIDES, SHALL SUSPEND THE BUSINESS FOR ONE YEAR.'
- Ñ The authority for acceptance of Proposal rests with the competent authority of the Vigyan Prasar, who does not undertake to assign reasons for declining to consider any particular Proposal or Proposals. He also reserves the right to accept the Proposal in whole or in part or to divide the Proposal amongst more than one Proposal, if deemed necessary.

## **5.4 Progress Monitoring**

Contractor will be required to give the Director/ VIGYAN PRASAR progress report of the work done every week. He will also give to the Director/VIGYAN PRASAR the program of work to be done in the next week of the preceding period. The program will be subject to alteration or modification at the direction of the Director/VIGYAN PRASAR, who may discuss such modifications or alterations as considered necessary.

## **5.6 Entire Agreement**

This Agreement embodies the entire agreement and understanding between the parties as to the subject matter hereof and supersedes all prior negotiations, arrangements, agreements and understanding between the parties. Any changes in the terms of the document can only be made in writing and by mutual agreement.

## **5.7 Payment Clause**

No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work. Payment for developing & redesigning of the website work done under the contract shall be made as per following terms:

- 90% of the contract value (plus service tax thereof, less deduction if any) would be released on successful completion of the job.
- Balance 10% payment will be released after 6 months of successful running of the web portal.

#### **5.8 FAILURE AND TERMINATION CLAUSE:**

If the agency fails to complete the Development / Redesigning of Website of Department of Biotechnology in accordance with the Proposal Notice within the time period(s) specified in the contract or any extension thereof granted by Vigyan Prasar.

If the agency fails to perform any other obligation(s) under the contract / work order.

If the agency fails to comply with instructions of Vigyan Prasar with respect to improving the quality of Website Designing, Content, Format, Web CMS software, Navigation Structure, Pictures, Ease of Use etc.

#### **5.9 ARBITRATION:**

If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director Vigyan Prasar. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this Organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.

**(Dr. R. Gopichandran)**  
**Director,VP**

VIGYAN PRASAR  
Department of Science and Technology

REQUEST FOR PROPOSAL

Proposal Particulars

Proposal No.....

1) Name of the Proposer:

2) Address of the Proposer:

Telephone No.

Fax

E- mail

3) Date of Inception: .....

4) The Proposer should be registered for Service Tax (Attested copy of the Registration Certificate to be enclosed)

5) Name and Address of the officer to whom all references shall be made regarding this proposal:

Phone .....

Fax .....

E-mail .....

Signature.....

Name.....

Designation.....

Date.....

Company Seal.....

6) PAN No.

7) TAN No.

Attested all document with this application as stated closure 2.4 of this document.

**VIGYAN PRASAR**  
**Department of Science and Technology**

**PRICE SCHEDULE**

**No: VP/1970/V & Ls/VP-DBT/2013**

**Date :03-01-14**

**Name of Proposer:**

**Validity of Proposal: 180 days from the date of Proposal:**

**Date of Opening of Proposal - Technical Bid: 17 January, 2014 Time: 12:00 hours**

**Financial Bid:** Technically qualified Proposers will be informed accordingly.

**Total amount will be considered by rounding up to nearest one means less than 50 paise will be ignored and 50 paise and above will be considered as Rupee one.**

S. No.	Description	Rate as quoted by Proposer
1	<p>Cost of designing, developing and launching of Web CMS based website of department of Biotechnology as detailed in "Scope of work" along with writing of content, structure of Bi-lingual website, addition of HTML Pages, conversion to accessible format (PDF, DOC and HTML) with Desktop system (PC with Printer) and its software for website purpose(off-line site to be maintained in the PC.</p> <p><b>Uploading &amp; successful working for 60 days</b></p>	<i>To be quoted</i>

Note: Rate quoted by the bidder should be in figure as well as in words.

Submit all the pages of this proposal documents duly signed as accepting all the terms and condition of the proposal.

**1. PRE BID ACTIVITIES**

The prospective vendors are advised to go through the existing DBT website in order to have an idea about the magnitude and diversity of information.

**2. PROJECT REQUIREMENTS:**

Developer must follow guidelines for Government of India websites to ensure proper standardization of all content. Website needs to be design with all dynamic features for updation and prescribed web accessibility features as below:

- Least site opening time
- Clean and professional design
- Website reflect organization objectives
- Search engine friendly
- Security of website
- Website should be viewable with the popular versions of major browsers like IE, Oprah, Netscape, Mozilla, etc and should work with all commonly used resolutions.
- The site will completely be in English language with the provision of Hindi version and graphics on pages, wherever required.

**3. Project Methodology**

The project development cycle will include the following Phases

**a. Requirement Analysis:**

After being awarded this assignment the selected bidder will carry out a detailed requirement analysis with the DBT-VP team, for finalizing the proposed site map and Graphical layout of the website. During this phase the functionality of different pages will be determined, with regard to dynamic and static aspects, etc.

**b. Finalization of Software Requirement Specification:**

Based on the input from the preceding phase the site map, graphical layout, page functionality, etc will be finalized between DBT-VP team and website development firm.

**c. Website content preparation:**

The draft for website content is already prepared by DBT-VP. The same will be finalized with the website development firm.

**d. Implementation and Unit Testing:**

During this phase the vendor will carry out the implementation as per the requirements and contents finalized during the preceding phases. During this stage the vendor will provide access of the completed pages/module to DBT-VP for user testing and feedback.

**e. Final Testing:**

After completion of development efforts, final testing will be carried out by vendor's Quality Assurance team for the final website. The detailed QA report will be shared with DBT-VP, for final testing of website by the DBT-VP team. This testing will include performance testing of website after

hosting.

#### 4. **Functionality Covered In Website**

The proposed website should cover the following functionality points:

1. The website should have a provision of providing clean URL's.
2. There should be a provision to automatically remove expired content from primary screen. The design should be responsive for easy reading and navigation with a minimum of resizing, panning, and scrolling across a wide range of devices including mobile devices.
3. Provision for enabling RSS feed for users to subscribe to latest news/updates from DBT.
4. Comments to be moderated using Captcha to discourage any automated process from entering any information to DBT website.
5. QR code to be generated for the website. No change in core CMS code to facilitate future upgrades of the CMS.
6. Application should be developed using modules of the CMS proposed.
7. Font size increasing option may be present in website.
8. Simultaneously access test for testing purpose.
9. Separation of Design and Content – content to be stored in the database and designed to be controlled by the use of cascading style sheet (CSS). Separate CSS for use with Internet Browsers and Mobile Browsers.

**Website-Components:** The proposed website should have 2 broad components:

##### (a) **Visitor Section**

- (i) **Landing Page:** There would be landing page of the website which should contain links to English Version, Hindi Version.
- (ii) **Hindi Content:** The Hindi Content should be in Unicode font (Mangal). The visitors would be able to view the content with ease without any requirement of font download. However there might be a case wherein browser might not support automatic font configuration, so proper guidelines should be there font configuration for such users.
- (iii) **Notices and Circulars:** All notices and circulars originating from Department of Biotechnology (DBT) should be listed here. The notices and circulars should be listed date-wise. All notices and circulars should have a valid date and after date expiry it would be automatically moved to archives section under Notices and Circulars.
- (iv) **Forms and Downloads:** All forms originating from Department of Biotechnology (DBT) should be listed under various categories under Forms and downloads sections. The format for all should be PDF file. For each file, brief description along with size of file should be mentioned. Here also these forms should have a valid date and after expiry of valid date, it should automatically be moved to archives section under Forms and Downloads. Print facility of application form.

#### 5. **Media Centre: This would have following sections:**

**a. Press Release:** All press releases from Department of Biotechnology (DBT) should be listed under this section.

- b. Dynamic Photo gallery/Video Management System:** Event-wise photographs should be listed under this section. Each photograph would have a brief description. All photographs would be listed in thumbnail (small) size and on clicking on the photograph it should be opened in a new window with original size. Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.
- c. Events Calendar:** List along with details of all forthcoming events should be mentioned under this section. When the date of event passes on the event should automatically be moved to archives section under Events.
- d. Dynamic News/Events/Notification Management System:** Facility to manage Departmental News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures, facility to search news via a strong search engine, Facility to manage news/event write-up/contents by multiple users from anywhere through browser based administrative module using a WYSIWIG editor.
- 6. Tenders:** The visitors to the site should be able to view the Tenders pertaining to both departments. The tender would be listed category-wise and date of expiry-wise. If a corrigendum is issued for the tender then it should be listed below that tender. On expiry of the last date of submission the tender should be moved to archives section of Tender. Also cancelled tenders should be listed under cancelled tenders section under Tenders.
- 7. Deputation:** visitors to the site should be able to view all postings of the Department of Biotechnology (DBT). Complete details as to how to apply, where to apply, eligibility criteria and last date of submission should be listed here. On expiry of the last date of submission the job opening should be moved to archives section.
- 8. Discussion Forum:** A time bound forum for getting views from visitors of the website on a particular issue. The Department Administrator would create a topic and provide views of Department on that topic. The visitors should then be able to post their views on that topic. The views posted by the visitors would be first approved by the department and then should be made available on the website. However, the administrator should be able to make any changes in the view posted by the visitor. Discussion forum should be completely moderator driven and intelligent features to be plugged in to make it safe secure and within a close group.
- 9. Blog**
- 10. Streaming video/audio**
- 11. Live video/audio streaming / Web conference.**
- 12. Related Links:** Links to other government websites and web applications should be provided.
- 13. Frequently Asked Questions:** Provision of frequently asked questions along with answers to those questions. The department administrator should also have the option to link the feedback received from visitors with frequently asked questions.
- 14. Banners and Advertisements:** Facility to promote schemes of different ministries of GOI and programs they can be displayed prominently on government websites in the form of banners (image/flash in centre of page) and panels (image/flash on left/right side of page).

15. **Feedback:** Provision for visitors to the website able to post the feedback through the website. The feedback can be a general feedback, feedback on content and department/section specific feedback.
16. **Visualization:** The design should be such that a visually challenged person can navigate seamlessly using a screen reader as per government of India guidelines for website.
17. **Content Structure:** The website should have level content structure (for both Hindi and English) i.e. there should be main links in the website. Under each main link, there should be sub-links. Under each sub-link here should be sub-links level 2 and so on.
18. **FULL TEXT SEARCH:** Provision of Full text search in the website for all the content. On entering any keyword, the system must be able to search in all links, sub-links and sub sub-links and should provide links where that word is present. On clicking the link the content should be displayed.

(b) **Administrator Section:** Website should have all facilities be available as below

1. **Secure Login:**

- Admin section must be protected by username and password. It should be role based login. There should be administrative login and user's login to facilitate to update respective sections with restrictions. No user should be able to modify other pages not assigned to that role.
- At database level also password should be stored in encrypted format.
- After 5 consecutive wrong attempts the password should be reset and new password would be sent to administrator through email.

2. **Links:** Administrator would be able to add/delete the links pertaining to Hindi/English in the website at any point of time from any location. The control for the same should so user friendly that a simple data entry operator should be able to update the links. There would be three types of links, File (link to a file i.e. Doc, PDF, JPG etc), URL (Link to some other website) and Content (Static information in rich text format). Also the administrator should be able to set the order in which the links would appear in the website.

3. **Page Title:** For each link created the admin would specify the title of page.

a. **Link Validity:** For each link created the admin would specify the date by which the link expires. The default value should be never expires.

(i) **Ownership:** For each content, the admin should specify the source of the content and owner of the content.

(ii) **Meta Data:** For each content the admin should specify the metadata

b. **Content Structure:**

- The admin should add/delete links in the website. Now each link can be a main link. At the same time it can be a sub-link to some other link. Also simultaneously it can be a sub-link level 2 thus achieving complete flexibility.
- Website development will include provision for content management system (CMS) of the website for allowing; different content owners control over their material posted on the website, flexibility for administrator to change the graphic background theme when required.

- Add more feature in the Content Management System (CMS) of the website (as and when required).

**c. Tenders:** Through this section the administrator should be able to Add/Delete/Modify the tenders originating from the department. The admin should have the option to add corrigendum for the tender and also cancel or altogether delete the tender.

**d. Feedback Management System:** The admin should be able to view all feedback received for a particular date or for duration. Now the admin should be able to send the reply for the same and email would be sent to the visitor's email address. Three types of feedbacks would be viewed and replied.

a) General

b) Content Specific

c) Department/Section Specific: For department/ section specific tenders the administrator should specify sections and email address for each section. This way apart from viewing the feedback received for a particular section of the department an email should be automatically sent to that section email mention by admin.

d) Circulars: Through this section the Administrator of the site should be able to Add/Edit/Delete the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.

e) Photo Gallery: Through this Module the Administrator should be able to add/update the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.

f) Downloads: Administrator should have the option to add/delete/modify the files pertaining to download section.

#### **4. Technology Used:**

The proposed website for Department of Biotechnology (DBT) should be developed with latest technology with complete CMS driven, GIGW Compliance and Security clearance as per GOI guidelines.

#### **5. E Tendering:**

The site should have a section of E tendering for receiving & opening of Tenders secure basis.

#### **6. Implementation Approach**

- On receipt of work order the Developer should prepare 3 sample layouts for the website and should be submitted to Department of Biotechnology (DBT) for approval. All changes suggestion for the layout would be done by the Developer.
- Further work should only be started after approval. Work should be done based on cyber security guidelines. All existing content of the website should be converted as so to comply

with Govt. of India website guidelines including all PDF and HTML files. The website should be subsequently launched.

**7. Project Schedule Time to specified**

<b>S. No.</b>	<b>Activity</b>	<b>Start</b>	<b>End</b>	<b>Remarks</b>
<b>1</b>	Project Initiation			
<b>2</b>	Preparation of Sample Layout			
<b>3</b>	Finalization of Page/Colour			
<b>4</b>	Website Functionality			
<b>5</b>	Approval of functionality			
<b>6</b>	Content Placement			
<b>7</b>	Web Guidelines Audit			
<b>8</b>	Security Audit, Submission & Security Clearance as per GOI guidelines.			
<b>9</b>	Web Site uploading & Launch			
<b>10</b>	Maintenance of website			

**8. Others**

- User Manual & Web Site Contents
- Web site Setup/Installation, Maintenance Guidelines