

VIGYAN PRASAR

Department of Science and Technology

VP/ITSSG/1001/VP Portal/2019

Dated: 20 December 2019

TENDER NOTICE

Vigyan Prasar (VP) is an autonomous organisation under Department of Science and Technology. Objectives of VP are to take up large-scale science popularization tasks/activities, to promote and propagate scientific and rational outlook, to act as a resource-cum-facility centre for S&T communication, to develop, disseminate and market a variety of software on S&T popularization in different Indian languages (Audio, Video, Radio, TV, Print, Learning packages, Kits, Toys), Using different media for S&T Communication, and Use of new/emerging technologies for S&T Communication.

As a part of E-Governance initiative, VP maintains a web-site with URL <http://www.vigyanprasar.gov.in/>. The bilingual version of the website is hosted at the CDAC, NOIDA. The website at present is having approximately 2200 pages and is maintained in-house by VP. The data for website is uploaded and updated on the daily basis/at various intervals by concerned divisions of VP.

Vigyan Prasar is planning to re-design & develop a new interactive and robust portal of Vigyan Prasar. For this purpose, Vigyan Prasar invites sealed tenders/quotations in **TWO BID SYSTEM** for re-design & development of Vigyan Prasar portal.

1. Detailed terms and conditions, procedure for submission of bids and other instructions have been mentioned at **Annexure-I**.
2. Interested agencies are requested to submit their Technical Bid and Financial Bid in separate sealed covers and enclosing both the sealed covers in another sealed cover superscribing "**Tender for Re-design & Development of Vigyan Prasar Portal**" addressed to The Registrar, Vigyan Prasar, A-50, Institutional Area, Sector-62, Noida, 201309, U.P. and send the same by hand/post to Vigyan Prasar at the given address. For any query related to submission of the proposal, applicant may contact to Dr. Gaurav Jain, Jr. Scientific Officer, Vigyan Prasar through phone no. 0120-2404432 or email gaurav@vigyanprasar.gov.in
4. The scope of work & technical requirement has been mentioned at **Annexure II**.
5. The detailed schedule of opening of the bids is given as follows:

S. No.	Activity	Date and Time
1	Last date for submission of both Technical and Financial bids	21.01.2020 latest by 11.00 A.M.

2	Opening of Technical Bids	21.01.2020 latest by 11.30 A.M.
3	Presentation by eligible bidders	21.01.2020 (after opening of technical bid)
4	Opening of Financial Bids	21.01.2020 (after presentations)

6. Tenders received after the closing date and time, shall be rejected

(Arvind C Ranade)
Registrar, Vigyan Prasar

1. Procedure for Submission of Bids:

- 1.1. The Technical and Financial Bid, should be placed in separate sealed covers with the wordings “Technical Bid” and “Financial Bid” respectively super-scribed on them. It may be noted **that prices must not be indicated in the Technical Bid and must only be indicated in the Financial Bid.**
- 1.2. The cover containing Technical Bid and Financial Bid must be put in another envelope (bid cover). The bid cover should be clearly marked “**TENDER FOR Re-design & Development of Vigyan Prasar Portal**”.
- 1.3. The cover thus prepared should also indicate clearly the name, address and telephone number of the bidder to enable the bid to be returned unopened in case it is declared “**Late**”.
- 1.4. Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.

2. Bid Prices:

- 2.1. The Bidder shall indicate in the Performa prescribed at **Annexure-III** the detailed and the total Financial Bid Price for the services it proposes to provide under the Contract in **Indian Rupees (INR)**. Prices quoted must be firm and fixed and shall not be subject to any upward modifications, on any account whatsoever. In absence of above information, a bid may be considered incomplete and summarily rejected.
- 2.2. The Bidder shall prepare the bid based on the details provided in the tender documents. The Bidder shall carry out all the tasks in accordance with the requirement of the tender documents and it shall be the responsibility of the bidder to fully meet all the requirements of the tender documents.
- 2.3. The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should **include GST, duties, fees, levies, works contract tax and other charges as may be applicable** in relation to the activities proposed to be carried out.

3. Authorized Signatory (Bidder):

- 3.1. The "Bidder" as used in the tender shall mean a Company/Firm/Proprietor who submits the proposal to Vigyan Prasar for providing the services required under the proposed contract, and who has signed the tender document forms. (**Annexure IV**)
- 3.2. The Bid shall be typewritten and shall be signed by a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by a written power-of-attorney accompanying the bid. The person or persons signing the bid shall initial all pages with seal/stamp.
- 3.3. The Bidder shall duly sign and seal its bid with the exact name of the company firm to whom the contract is to be issued.
- 3.4. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by

the person or persons signing the bid.

4. Terms and Conditions:

- 4.1. The bidder must have prior experience of carrying out the work relevant to the task in government organizations on at least three occasions during the last five years or at least two occasions during the last three years.
- 4.2. The bidder should have an annual turnover of Rs. Twenty Lakhs during each of the last three years.
- 4.3. The bidders have to deposit Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) and tender fee of Rs. 500/- (Rupees Five Hundred only) through account payee demand draft drawn in favor of "**Vigyan Prasar**" and payable at New Delhi or can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal):

Account Name: VIGYAN PRASAR

Address: A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.

NEFT/RTGS DETAIL BANK NAME- UNION BANK OF INDIA.

BANK ACCOUNT NUMBER: 349902010040204.

IFSC CODE- FOR RTGS/NEFT: UBIN0534994.

BANK ADDRESS: SAFDARJANG DEVELOPMENT AREA, C-4, COMMUNITY CENTRE, NEW DELHI- 110016.

The EMD & tender fee has to be deposited along with the technical bid. Tenders received without EMD would be summarily rejected. EMDs of unsuccessful bidders would be returned within 30 days after finalization of the tender.

- 4.4. Vigyan Prasar reserves the right to reject any tender without assigning any reason. If any successful bidder fails to fulfill his obligation under this tender, he may be blacklisted and Vigyan Prasar would also be free to circulate such blacklisted agencies to other Ministries / Departments of Govt. of India.

5. Address for Correspondence:

- 5.1. The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by Vigyan Prasar.

6. Contacting the Department:

- 6.1. No Bidder shall contact Vigyan Prasar on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 6.2. Any effort by a Bidder to influence the Department's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

7. Opening of Bids by Vigyan Prasar:

- 7.1. Vigyan Prasar will open the Bids, in the presence of the representatives of the Bidder

who choose to attend, at the time and date, as mentioned in Para 5 of the tender notice.

The Bidder's names, modifications, bid withdrawals and the presence or absence of the requisite Earnest Money and such other details as Vigyan Prasar, at its discretion, may consider appropriate will be announced at the bid opening.

7.2. The opening and evaluation of bids would consist of the following phases –

- Phase I: Evaluation of Technical Bid
- Phase II: Evaluation of Financial Bid
- Phase III: Combined Evaluation of Technical and Financial Bids

8. Clarifications:

8.1. When deemed necessary, Vigyan Prasar may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the bid submitted or price quoted.

9. Criteria for Evaluation of Bids:

9.1. The evaluation process of the bid proposed to be adopted by Vigyan Prasar is indicated in Clauses 10 to 12. The purpose of these Clauses is only to provide the Bidder an idea of the evaluation process that Vigyan Prasar may adopt. The Vigyan Prasar reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation Vigyan Prasar may seek specific clarifications as may be necessary from any or all the Bidders.

9.2. Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 70% and Commercial Bid Score a weightage of 30%.

9.3. It is mandatory for the Bidder to qualify in the technical qualification criteria in Phase I and obtain minimum qualifying Marks to be technically qualified for being considered for Phase II of Financial Bid evaluation.

10. Phase I: Evaluation of Technical Bid

10.1. Vigyan Prasar will first open the Technical Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in Para 5 of the tender notice.

10.2. On the basis of information furnished in the Technical Bid, Bidder will be evaluated. The bids of Bidders, who do not qualify at this stage, shall not be taken up for further evaluation.

10.3. Bidder must enclose documentary evidence in support of Pre-Qualification Eligibility Criteria. In the absence of such supporting documents as detailed in Clause 10.4 below, the bid will be summarily rejected. The technical bid will be evaluated only for the Bidders qualifying the pre-qualification conditions.

10.4. To be eligible for pre-qualification and short-listing, a Bidder shall fulfill the following conditions of eligibility:

Sl. No	Eligibility Criteria	Supporting Documents Required to be submitted along with the Technical Bid
1.	The bidder should have an annual turnover of Rs. Twenty Lakhs during each of the last three financial years	Certified Balance Sheet or & Turnover duly certified by Statutory Auditor in Annexure-III OR Certificate by the company statutory auditors (Annexure V)
2.	The bidder must have prior experience of carrying out the work relevant to the task in government organizations on at least three occasions during the last five years or at least two occasions during the last three years.	Work Order/ Completion Certificate issued by the client department indicating the value of the work executed by the bidder
3.	The bidders have to submit Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) & tender fee of Rs 500/- (Rs Five hundred only) through account payee demand draft drawn in favor of " Vigyan Prasar " payable at New Delhi or NEFT/RTGS.	In separate unsealed cover

Notes:

- i. In respect of the cited works, the Bidder should have been directly responsible for the execution of the work and not just a member of a consortium.
- ii. A bid may be rejected at pre-qualification stage itself and may not be considered for technical evaluation if it fails to satisfy the pre-qualification criteria specified above.

1.1. After the Pre-qualification evaluation is completed, Vigyan Prasar shall notify Bidders whose Bids do not meet the Pre-Qualification Criteria or Bidders whose Pre-Qualification Bids were considered non-responsive to requirements, indicating that their EMD and Financial Bids will be returned unopened after completion of the selection process. Vigyan Prasar shall simultaneously notify, in writing to Bidders whose Pre-Qualification Bids met the above Eligibility Criteria. The eligible bidders (or their representatives) shall have to make a presentation on Design and technical specification of proposed website. The presentation should include a few templates of Vigyan Prasar website designed by the respective companies along with work plan, methodology and technical details and short listing will be done accordingly.

1.2. The technical bid will be analyzed and evaluated based on methodology as contained in their proposal and as brought out during the presentation as per the following matrix and technical bid marks shall be assigned to each Bidder. Agencies will be invited for technical presentation and discussions on the proposal. Agencies are expected to depute only those officials for technical presentations who will be responsible for providing the leadership to the proposed work. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the

technical evaluation is concluded.

S No.	Parameter	Proof to be submitted by vendor apart from the presentation	Maximum Score
1	Technical 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)	20
2	Sample work done 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)	20
3	Work experience of key professionals	Resume / Profile sheet of the project manager and other developers in the team who would be working on this project	20
4	Presentation to the expert committee – design templates and proof of concept.	Technical and Aesthetic	40
	Total		100

1.3. Technical Bids receiving overall marks greater than or equal to 50 Marks will be eligible for consideration in the subsequent round of evaluation

2. Phase II: Evaluation of Financial Bids

2.1. The opening of financial proposal shall be done in presence of representative of applicants who choose to remain present. The lowest Bid (L1) will be based on the lowest combined score (CS) after considering the Price quoted Format given in Annexure II on this NIT and the Technical scores referred above. All shortlisted applicants would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding GST, will be considered. Each Financial Proposal will be assigned a financial score as detailed below:

The lowest financial proposal (L1) will be awarded 100 % score. The financial scores of other proposals will be computed as follows: Financial Score of a bidder = {(Financial Bid of L1/Financial bid of the Bidder) X 100}% (adjusted to 2 decimals)

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

$$CS = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

Weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively. Generally, the successful applicant will be the applicant having the highest combined Score. The second highest Applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

Example of scoring and evaluation of Tender:

The marks scored by Bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100 % score. Illustration of scoring criteria:

Assume 3 participating Bidders have total technical scores as per column (3) in table below and in case of rates, the total rates quotes is as under:

Sl no.	Description	Total Technical Scores	Rate quotes (say in Rs.) Financial scores	Financial Score of a bidder = (Financial Bid of L1/Financial bid of the Bidder)X100}%
1.	Bidder 1	80	60	(50/60) X 100 = 83.33
2.	Bidder 2	75	55	(50/55) X 100 = 90.90
3.	Bidder 3	70	50	(50/50) X 100 = 100

The Bidder scoring minimum rates in the financial scores i.e. 50 scoring point will be awarded 100 % score and the other bidders will be worked out on proportionate basis and thereafter weightage. Their combined technical and financial scores (CS) as follows: (CS obtained by firm = Technical Score X 0.7 + Financial Score X 0.3)

CS obtained by Bidder A = $80 \times 0.7 + 83.33 \times 0.3 = 56 + 24.999 = 80.999$ (CS1)
 CS obtained by Bidder B = $75 \times 0.7 + 90.90 \times 0.3 = 52.5 + 27.27 = 79.77$ (CS2)
 CS obtained by Bidder C = $70 \times 0.7 + 100 \times 0.3 = 49 + 30 = 79.00$ (CS3)

For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered.

3. Phase II: Combined Evaluation of Technical and Financial Bids to determine the overall Lowest Bidder

- 3.1. The marks obtained by all the bidders in technical and financial bids as per above procedure will be added. The bidder who obtains the maximum marks (out of 200 i.e. 100 for technical evaluation & 100 for financial evaluation) will be classified as lowest bidder.
- 3.2. Unless stated otherwise, the financial bid document is for the whole scope of the work as described in the tender document. The bidder will not be permitted to add any items / costs later on. The total cost / bid amount indicated in the financial bid will be deemed to be for the entire scope of work outlined / detailed in the tender

document. The costs / rates / amounts quoted by the bidder in the financial bid should allow for all costs including labour, materials, consumables, spares, equipments, procurement, freight and installation, transportation charge, customs duty, octroi, excise duty, GST, any other duties, taxes or charges, whatsoever payable on the components or the completed works and satisfactory performance of the bidders obligations under the tender / agreement. Hence, levy of taxes over and above quoted rates, if any, like GST etc. should be specifically stated in the financial bid with prevailing rates of such taxes to enable uniform comparison of the financial bids of the various bidders. In the absence of any such specific statement, along with rates, the quoted rates / amount will be presumed to be inclusive of taxes.

Note: Classification of any bidder as 'Lowest Bidder' does not automatically bestow any right on him to get the work awarded to him, which is subject to further processing and obtaining approval of competent authority of Vigyan Prasar. Vigyan Prasar, for valid reasons, reserves the right to not allot the works to lowest bidder and even cancel the entire tender process at any stage, even after process for determining lowest bidder is over.

4. Right to Accept Any Bid and to Reject Any or All Bids

- 4.1. Vigyan Prasar reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for Vigyan Prasar 's action.

5. Notification of Award

- 5.1. Vigyan Prasar will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted. The notification of award will constitute the formation of the Contract.
- 5.2. Upon the successful Bidder's furnishing of performance security pursuant to Clause 15, Vigyan Prasar will promptly notify each unsuccessful Bidder and their Earnest Money Deposit will be refunded.

6. Performance Security

- 6.1. Within 3 days of the signing of the contract, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract. The successful bidder will have to execute an agreement for the due performance of the contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document and shall also be required to furnish a performance guarantee equal to 10% of the contract amount from a commercial Bank in an acceptable form favouring the Director, Vigyan Prasar within 3 days of issuance of work order.
- 6.2. Failure of the successful Bidder to comply with the requirement of Clause 15.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Vigyan Prasar may award the Contract to the next best evaluated Bidder or call for new bids.

7. Confidentiality of the Document

- 7.1.** This Tender is confidential and the Bidder is required to furnish an undertaking that anything contained in this Tender shall not be disclosed in any manner, whatsoever.

8. General Instructions

- 8.1.** The time for completion of the work shall be 60 days from the date of issue of the work order.
- 8.2.** 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.
- 8.3.** The interested persons can go through the existing VP Website (<http://http://www.vigyanprasar.gov.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.
- 8.4.** 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.

9. Progress Monitoring

- 9.1.** Firm 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.

10. Rejection Criteria

- 10.1.** Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:
- 10.2.** Technical Bid
- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
 - Bids providing information that are found to be incorrect / misleading at any stage / time during the Tendering Process
 - Technical Bid containing commercial details
 - Bids that reveal prices in any form or by any reason before opening the Financial

Bid

10.3. Commercial Bid

- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids which do not conform to Vigyan Prasar 's price bid format

10.4. Others

- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender
- Bids in which the Bidder seeks to influence the Vigyan Prasar's bid evaluation, bid comparison or contract award decisions
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder

11. 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.

12. Payment and Delivery Terms

12.1. The work shall be completed in 60 Days from the date of issue of work order.

12.2. The successful Bidder/ firm shall make a presentation after first two weeks from issue of work order and thereafter a weekly presentation of completed pages.

12.3. The firm shall obtain approval of each page by the duly constituted committee during the designing work in progress.

12.4. TDS shall be recovered as per the rules in force.

13. Copyrights and Trade Marks

The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website shall be owned by VIGYAN PRASAR upon completion of the successful implementation of website by bidder.

14. Arbitration & Jurisdiction Clause: Any dispute or differences including those considered as such by only one of the parties arising out of or in connection with this work shall be, to the extent possible, settled amicably between the parties. If amicable settlement cannot be reached, then all disputes shall be settled by an Arbitrator. The Director Vigyan Prasar or any officer nominated by him will be the sole arbitrator and his/ her award shall be final and binding upon the parties without appeal and shall be in writing and set forth the findings of

fact and the conclusions of Law.

15. Vigyan Prasar reserves the right to accept or reject any or all tender/s without assigning any reasons and decision of Director, Vigyan Prasar will be final.

16. Bidder has to submit signed tender document uploaded by Vigyan Prasar.

1. PROJECT REQUIREMENTS:

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

- a) Least site opening time and portal should be providing high speed responses on users actions. Even on high traffic speed should be very fast.
- b) Clean and professional design
- c) Web portal reflecting organization objectives
- d) Search engine friendly
- e) Security of website
- f) Web portal should be viewable with the popular versions of major browsers like IE, Oprah, Netscape, Mozilla, etc and should work with all commonly used resolutions.
- g) The site will completely be in English language with the provision of Hindi version and graphics on pages, wherever required.
- h) Site should be secure with SSL and solutions should be provided so that SQL Injection and other common practices of hacking get prevented.
- i) Solutions should be robust and users should be seeing the pages and information which is expected.
- j) Site should be easy to use.
- k) Site should be friendly to end customers.

2. 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 VP team, for finalizing the proposed site map and Graphical layout of the web portal. 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 VP team and web portal development firm.

c. Web portal content preparation:

The draft for web portal content is already prepared by VP. The same will be finalized with the web portal 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 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 web portal. The detailed QA report will be shared with VP, for final testing of web portal by the VP team. This testing will include performance testing of web portal after hosting.

3. Functionality Covered in the Web Portal

Redesigning and re-development of VP website will include creation of new pages, posts, categories, forum, features and functionalities. The proposed web portal should cover the following functionality points:

1. Web portal (both Hindi & English) with changes in user interface (UI) and overall user experience to fulfil the objectives of science dissemination/popularization.
2. The web portal should have a provision of providing clean URL's.
3. There should be a provision to automatically remove expired content from primary screen.
4. 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.
5. Provision for enabling RSS feed for users to subscribe to latest news/updates from IST.
6. Comments to be moderated using Captcha to discourage any automated process from entering any information to IST web portal.
7. No change in core CMS code to facilitate future upgrades of the CMS.
8. Application should be developed using modules of the CMS proposed.
9. Font size increasing option should be present in websites.
10. Simultaneously access test for testing purpose.
11. 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.
12. Portal should be mobile responsive.
13. The information should be view based on screen size and adapt accordingly.
 - (a) Ideally three level of screens should get supported :
 - Tablets
 - Mobile phones
 - Desktops

4. Web portal-Components: The proposed web portal should have following components:

a) Visitor Section

Landing Page: There would be landing page of the web portal which should contain links to English Version, Hindi Version. The tentative horizontal heads to include Government Institutions, Industry Associations & Laboratories, Centres of Higher Learnings, Civil Societies and Financial Institutions. For each of these horizontal heads, the vertical heads on the subsequent pages to cover Research in Progress, Milestone, Knowledge Networks, Funding Schemes and Scholarship / Fellowship.

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.

What's New: The latest news on Science & Technology should be listed.

Most Viewed: The website should list most viewed article/update on Science & Technology.

Search : This page will allow the user to search any particular S&T institute by using filters like institute name, location, field of research, research topic etc.

About Us: This page will provide the detailed information about the government, its constitution, government web directory, management profile, policies & procedures etc.

5. **Publication & eBook store**

VP homepage will showcase publications/books sections on homepage to show books/CDs for sale and eBooks for free/subscription based download and online reading in digital and readable format. Additionally, there will be a VP store on various platforms like **Amazon/Flipkart/Goodreads** etc.

6. **Activities/interactive corner**

New website of Vigyan Prasar will have an activity segment for all science communication related activities, games, quiz etc. in which user can participate. It would be like विज्ञान - आओ करके सीखें etc.

7. **Media Centre: This would have following sections:**

- a) New website of VP will be interactive, responsive web design with multimedia features like audio/video and live streaming. To showcase all science related videos/films/radio programs there will be a prominent section on homepage having such segments:
- b) Science TV/Youtube Channel - Recorded video will run on the home page of website
- c) Science Radio
- d) Science Films
- e) **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.
- f) **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.

- g) **Dynamic News Management System:** India Science News Feature Service of Vigyan Prasar & others to fetch RSS feed 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.
- 8. **Forum Module:** 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. **Science news**
VP Portal should have a dedicated section to showcase the latest development in science, technology and innovation throughout the country and abroad.
- 10. **Search engine optimization**
Portal should be fully optimised for search engines for google ranking and fast loading. Meta key words, tags and scima will be up to date.
- 11. **Social media integration and promotion**
Redesigned website will have proper integration with social media account with onsite sharing option and regular promotion on fb, twitter, youtube, linkedin and instagram.
- 12. **Careers in Science Communication**
A new section for student and aspirants to provide knowledge related to various careers opportunities in Science and Technology Communication.
- 13. **Blog**
- 14. **Chat Module**
- 15. **Related Links:** Links to other government websites and web applications should be provided.
- 16. **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.
- 17. **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).

18. **Feedback:** Provision for visitors to post the feedback through the portal. The feedback can be a general feedback, feedback on content and department/section specific feedback.
19. **Content Structure:** The webs portal should have level content structure (for both Hindi and English) i.e. there should be main links in the web portal. Under each main link, there should be sub-links. Under each sub-link here should be sub-links level 2 and so on.
20. **FULL TEXT SEARCH:** Provision of Full text search in the web portal 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.
21. **Administrator Section:** Web portal 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 web portal.
 3. At the back end, mentioned below are the user panels with their functionalities:
 1. **Admin Panel :** Admin will have the following functionalities:
 - Admin will be able to create/manage the sub admin. Admin can delete/block any sub admin from the system at any point of time.
 - Admin will be able to see the reports of the research submission by any particular institute/department.
 - Admin should be able to create new research items, create new research institute and should be able to push content accordingly.
 - Admin will be able to add/unpublish/update the content of the web portal at any point of time.
 2. **Sub Admin Panel :**
 - Sub admin will be able to create the User profile. Sub admin can delete/block /update any user at any particular point of time.
 - Sub admin will be able to provide rights to any particular user to publish/upload the content of the research over the portal.

- Sub admin will allow the user to publish their research on the portal by approving their request.
- Sub admin will allow the user to add/unpublish/update the video & image gallery by approving their request.
- Sub admin will be able to view the uploaded content on the portal.
- Sub admin will be able to generate the reports of the uploaded content on the web portals by the different users.
- Sub admin can update and manage the content of the web portal.
- Sub admin can track the record of the funding schemes & scholarship schemes which would be opt by any particular research institute/department.
- Should be able to unpublish forums, forums topics.
- Should be able to block external users based on their activities.
- Should be able to view report abuse in forums and delete content as and when required.
- Admin should be able to view, block,unblock content on site (forums) as and when required.

3. **User Panel:**

- User will be able to generate the request to the sub admin to upload the research content on the web portal.
- User will be able to delete/update the details of the uploaded research content.
- User will be able to view the list of the uploaded content on particular date.
- Participate in forums.
- Users should be able to report abuse any forums topics, or replies which in future can be blocked.
- Facebook type of notifications to show what is happening in their areas of interest.

4. **Designs**

- Designs will be trendy and good looking
- User Experience will be good

5. **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.

- **Ownership:** For each content, the admin should specify the source of the content and owner of the content.
- **Meta Data:** For each content the admin should specify the metadata

b. **Content Structure:**

- The admin should add/delete links in the web portal. 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.
- Web portal 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 portal (as and when required).

6. 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. Two types of feedbacks would be viewed and replied.

- General
- Content Specific

22. Technology Used:

The proposed web portal for IST should be developed with latest technology with complete CMS driven, GIGW Compliance and Security clearance as per GOI guidelines.

23. User Manual & Web Site Contents

24. Web site Setup/Installation, Maintenance Guidelines

25. Project Schedule Time to specified

Sl no.	Activity	Start	End	Remarks
1.	Project Initiation			
2.	Preparation of Sample Layout			
3.	Finalization of Page/Colour			
4.	Website Functionality			
5.	Approval of functionality			
6.	Content Placement			

Re-design & Development of Vigyan Prasar Portal**TENDER SPECIFICATIONS & Price Bid
(To be submitted with financial bid) (In Rupees only)**

S .No	Description	Rate as quoted by Proposer
1.	<p>Cost of designing, developing and launching of Web CMS based website of Vigyan Prasar 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>Security Audit</p> <p>Uploading & successful working for 60 days</p>	To be quoted

Proposer's Information

1. Name
 - a) of the proposer :
 - b) of the Company :

2. Contact Information Address with contact details:

3. Copies of Income Tax returns as accepted by the Income Tax Department of preceding three years with PAN:

4. Has the Agency/its its sister concern/any director ever been blacklisted/defaulted by any organization?: Yes/No (If yes, give details)

5. I have enclosed a DD/ Bank order/Online transfer for Rs. 500/- towards non-refundable application fee

(DD No..... Date:.....drawn on bank:..... or online transaction details)

6. I have enclosed a DD/ Bank order for Rs. 5,000/- towards EMD

(DD No..... Date:.....drawn on bank:..... or online transaction details)

7. Any other relevant information:

SIGNATURE (of authorised signatory)

Full Name and designation

DECLARATION

- i. I.....(authorised signatory for the proposer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment.
- ii. I permit Vigyan Prasar to cross check the above facts from any other source.
- iii. I or my authorized representative, along with the team, if required by Vigyan Prasar would make presentation before Selection Committee at my own cost.
- iv. Here by I declare that I shall adhere to the terms and conditions mentioned in RFP.

Signature Full Name Date (Seal of organization)

Annexure V

Turnover/ Financial Details as per Audited Accounts

Years	FY 2016-17		FY 2017-18		FY 2018-19		Average Turnover	
	Total	From relevant services	Total	From relevant services	Total	From relevant services	Total	From relevant services
Turnover (Rs)								
Profit (Rs)								

Note: Enclose CA certificate conforming Annual Turnover during stated financial years

Submit Four Copies

Proposer's experience

1. Brief Description of the Proposer's Activities related to designing & developing of website in the last five years

S. No.	URL	Organization for which done	Year of work under taken	Copy of the work order/documentary proof placed at

2. Experience in designing & development of web of science & Technology Institutions (Attach separately) in the last three years

S. No.	URL	Organization for which done	Year of work under taken	Copy of the work order/documentary proof placed at

3. Particulars of team organization.

SIGNATURE OF THE PROPOSER