

VIGYAN PRASAR
(An Autonomous Organization under the
Department of Science and Technology)

REQUEST FOR PROPOSAL NOTICE

No: VP/1971/VIPRIS/VP-Website/2014

Dated 22.12.2014

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

1. INTRODUCTION

Vigyan Prasar (VP) is an autonomous organization under the Department of Science and Technology, Govt. of India having its office at A-50, Institutional Area, Sector-62, Noida, invites proposals for Re-design and development of its website from agencies/companies having expertise in website design and development as per the guidelines of Govt. of India with cyber security features for redesign of the existing website.

2.0 Scope of work:

Broad scope of the project is as follows:

Redesigning of the website of Vigyan Prasar (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, social media.

Managing data through **Content Management System (CMS)**.

Super Administrator Functionality (Page wise admin control).

Website should be made mobile compatible.

User Friendly navigation.

Database driven approach.

For detailed scope of work, please see Annexure – A

2.1 Availability of Proposal Document: Proposal document can be downloaded from the Official website of the Vigyan Prasar (www.vigyanprasar.gov.in)

3. Eligibility Criteria

Bidder fulfilling the following conditions will be eligible to apply:

- i. The firm shall be legal entity as per the GOI regulations and laws of the land.
- ii. The annual turnover of the firm should not be less than 1.5 cr.
- iii. The firm shall have a minimum of five years experience in design, development

- & providing maintenance and management services of websites/portals/ web applications.
- iv. The firm should have executed two similar projects which are complex in nature.
 - v. The firm should have also executed at least three websites for the Central Govt. Ministries.
 - vi. Has the agency/ it's concern/ any Director ever been blacklisted/ defaulter by any organization.
 - vii. The firm must have service tax registration, PAN, TIN, Service Tax reg. No. and should be income tax assesses.

4. Bidding process

Bidding process will consist of two separate biddings which technical and financial bidding through two cover system. Two separate covers containing technical and financial bids need to be placed in a large signal envelope.

5. APPLICATION PROCEDURES

- (i) The proposer must submit its Technical Proposal (part 1 to 5) and Financial Proposal (part 6) 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. Formats of part 1 to part 6 are being given along with the application form. All covers must have the full address of the applicant. Two separate covers containing technical and financial bids need to be placed in a single large envelope. Envelopes to be marked at the top in bold letters: [RFP NOTICE NO VP/1971/VIPRIS/VP-Website/2014]
- (ii) 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.

(iii) 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 organization.

- 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 **Rs. 3 lakhs**.
- The Proposal should have a total contract amount received during the last three years (i.e. current year and three previous financial years).
- Application should be accompanied with two separate Demand Drafts, one for ₹500 non-refundable fee for the application and second for EMD of ₹1,00,000 (One Lakh) drawn in favor of Vigyan Prasar, payable at New Delhi. The EMD in respect of successful vendor will be retained and remaining will be returned within 15 days of the finalization of selection procedure.
- **The duly signed proposal should reach to: Registrar, Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA-201309, on or before 3.30PM of 19 January, 2015.** Tenders received (by post or by hand) after due date and time will be summarily rejected. VP will not responsible for any postal delay. **Tender will be opened at 1200 hrs on 20 January 2015 at Vigyan Prasar, A-50, Institutional Area, Sector 62, Noida.** For any query related to submission of proposal, applicant may contact to Mrs. K. Dasgupta Misra, Scientist-F, Vigyan Prasar through phone no.0120-2404432 or email kdgm@vigyanprasar.gov.in

Proposals not submitting the requisite information may note that their offer is liable to be ignored.

6. EVALUATION PROCESS

- All the received proposals will be seen by the committee appointed by Vigyan Prasar for opening the tender. The committee will check the all documents (Application in format/Firm Registration Certificates/experience/earlier work orders/last three years IT return/ Key personnel profile/application fee/EMD/PAN number/sample CD/Financial bids etc.) submitted by the proposer. The committee will prepare a list of all eligible companies/firms and will recommend their name for technical evaluation.

- VP has adopted a two bid selection process in evaluating the proposals. Firstly technical evaluation will be carried out as specified in evaluation procedure by committees appointed by VP. Based on this technical evaluation, a list of short-listed applicants will be prepared and subsequently the financial evaluation will be carried out.
 - The technical proposals would be evaluated and scores would be assigned. Technical Proposals will be evaluated on the basis of proposer's experience in production of website of CMS based dynamic database driven websites, experience of key persons, proposed methodology and proposed treatment. The scoring criteria to be used for evaluation will be as follows.
- 6.1. **Technically qualified proposers will be given briefing on 20 January 2015 at 3 PM about the proposed work and will be invited to give presentation on 28 January 2015 at 10 AM at Vigyan Prasar, A 50, Sector 62, NOIDA - 201309 UP.**
 - 6.2. After the technical evaluation Vigyan Prasar would prepare a list of qualified short listed 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.
 - 6.3. 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.
 - 6.4. 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 worth is subsequently awarded to it under the Selection Process on the basis of such information.
 - 6.5. 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.

7. EVALUATION CRITERIA

- 7.1 The technical proposals would be evaluated in two stages. In the first stage the written technical proposal would be evaluated and short listing will be done.
- 7.2 In the second stage short listed firms would be invited for a **presentation on 28 January 2015**. 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.

- 7.3 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 the tender document. All the short listed 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 VP. The Evaluation Committee may, at its discretion, call for additional information and 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.

7.4 The Scoring criteria to be used for technical evaluation shall be as follows:

Table 1

Parameter	Proof to be submitted by vendor apart from the presentation	Maximum marks
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)	25
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)	10
Work experience of key professionals for web-developer	Resume / Profile sheet of the project manager and other developers in the team who would be working on this project	20
A well defined methodology to develop the website – approach, methodology, design, testing, deployment, bug fixes, change requests, etc.	Project plan	20

Table 2

Parameter	Proof to be submitted by vendor apart form the presentation	Maximum marks
Presentation to the expert committee – design templates and proof of concept.	Technical and Aesthetic	25

The technical bid will be evaluated out of 100 points on the basis of above criteria. Financial bid be open for those bidders who have obtained 70 out of 100 in technical evaluation.

7.5 Financial Bid

- (i) The financial bid shall be submitted in the format provided at **Part-6**. Any additional information regarding the breakups, if any, is to be clearly mentioned therein.
- (ii) Price quoted shall remain firm till the completion of work and acceptance by Vigyan Prasar.
- (iii) The payment and delivery terms is given in Section 10.2.

7.6 Evaluation of Financial Bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- (i) The bidder with lowest financial bid (L1) will be awarded 100% score. The Financial Scores for other than L1 Bidders will be evaluated using the following formula:

$$\text{Financial Score of a Bidder} = \left\{ \left(\frac{\text{Financial Bid of L1}}{\text{Financial Bid of the Bidder}} \right) \times 100 \right\} \% \text{ (adjusted to 2 decimals)}$$

7.7 Errors & Rectification

Arithmetical errors will be rectified on the following basis:-

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

8. JOINT EVALUATION OF TECHNICAL & FINANCIAL BIDS

The following is the procedure for evaluation as applicable to technically qualified bids:

The technical and financial scores secured by each bidder will be added with weight of 70:30 respectively and a Composite Bid Score arrived at, using the formula:

$$CS = S(T) * 0.7 + S(F) * 0.3$$

Where CS is Cumulative Score; T = Technical bid Score; and F = Financial bid Score

The combined highest scorer will be the successful bidder and be eligible to become the service provider.

9. TERMS AND CONDITIONS

9.1 General Instructions:

1. The time for completion of the work shall be 60 days from the date of issue of the work order.
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 VP Website (<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.
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.

9.2 COMPLETION OF PROPOSAL DOCUMENTS:

9.2.1 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.

9.2.2 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.

- 9.2.3** 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.

9.3 ACCEPTANCE OF PROPOSAL:

‘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.’

The authority for acceptance of Proposal rests with the competent authority of the Vigyan Prasara, 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.

9.4 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.

9.5 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.

- 9.6** The successful vendor will have to execute a performance security equivalent to 10% of the work cost.

10. 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.

10.1 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.

10.2 PAYMENT AND DELIVERY TERMS

- (i) The work shall be completed in EIGHT weeks from the date of issue of work order.
- (ii) 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.
- (iii) The firm shall obtain approval of each page by the duly constituted committee during the designing work in progress.
- (iv) TDS shall be recovered as per the rules in force.

10.3 FAILURE AND TERMINATION CLAUSE:

If the agency fails to complete the Development / Redesigning of Website of Vigyan Prasar 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.

11. ARBITRATION:

If any dispute, difference, question or disagreement 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 completion 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.

(Maj. Somesh C. Jhingan)
Registrar, VP



VIGYAN PRASAR
Application Form

Part – 1
Proposer's Information

I/We wish to apply for redesign and development of website for Vigyan Prasar, our particulars as under:-

S.N.	Particulars	Details
1.	Name of Proposer	
2.	Name of the firm/company	
3.	Complete Address for communication (Address with pin code, telephone numbers, fax no and emails).	
4.	(i) Phone /Mobile Number (ii) Email Id	
5.	Legal status of Organization Is it a registered firm/company? (If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached)	Yes No
6.	(i) PAN Number (ii) Service tax number (ii) Average Financial Turnover of the Firm/ company during last 3 years	(i) (ii) (iii)
7.	Brief Description of the Proposer's Activities	
8.	Number of years experience in designing & developing of websites earlier works with other government departments/autonomous bodies /PSU's and others)	
9.	Number of tasks completed in Science	

	Technology/Environment/Agriculture and others)	
10.	Has the Agency/it's its sister concern/any director ever been blacklisted/defaulted by any organization?	
11.	Enclosed DD/Bank order for ₹500/1,00,000	Rupees..... DD No..... dateddrawn on bank..... being non-refundable application fee.
12.	Enclosed being submitted by us for please find DD/Bank order for Rs 1,00,000/- being EMD for the application (only one EMD of 1,00,000/- is needed for any number of themes/ topics applied for)	Rupees..... DD No..... dateddrawn on bank.....
13.	Any other relevant information	

DECLARATION

- (i) I..... (authorized 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 inspect my studio facilities & other records to ascertain the above facts.
- (iii) I permit Vigyan Prasar to cross check the above facts from any other source.
- (iv) I or my authorized representative, if required by Vigyan Prasar would make presentation before Selection Committee at my own cost.
- (v) I will a proposal by the decision of Director Vigyan Prasar in regarding allocation of works.
- (vi) Here by I declare that I shall adhere to the terms and conditions mentioned in RFP.

Signature:.....

Full Name:.....

Date:.....

Submit Four Copies



VIGYAN PRASAR
Part – 2
Proposer's experience

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

S.N.	Organization	Year of work under taken	Format	Duration	Language	Organization for which done	Copy of the work order/documentary proof placed at

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

S.N.	Name of Production	Year of Production	Format	Duration	Language	Organization for which done	Copy of the work order/documentary proof placed at

3. Awards, certificates and accolades received for video production/ programmes

S.N.	Programmes	Details

4. Particulars of team organization.

SIGNATURE OF THE PROPOSER

Submit FOUR copies



**VIGYAN PRASAR
Part – 3 A**

Treatment & approach one sample website

For

Redesigning and development of website for V.P

Instructions:- a) Present the treatment and approach to be adopted for the website. Give a detailed description of how a typical website episode would look like. Give breakups for each segment. The treatment should be in the forms of a template depicting likely features of the website and how it would look like. Narration in few lines may please be given about the template. b) Enclose detail of feature description of the website.



VIGYAN PRASAR

**Sample CD of earlier work
Part – 4**

Sample of earlier design and development of web done by the

I/we enclose a sample programme produced by our firm/ agency titled in CD/DVD format.

1 Name of the institution:

2 Year of Production:

3 Brief description of the programme (not more than 200 words):

4 Awards / accolades won by the film:

5 Any other information

SIGNATURE OF THE PROPOSER

[Check the DVD being sent by you. In particular check if the DVD is played in a DVD player (and not just in computer). In case the DVD fails to play the onus would be on the applicant and VP will reject the proposal]



VIGYAN PRASAR
Part – 5

Key personals for the projects applied for

1. Name of the Director/ Project Leader
2. Name of the Team Member(s)
3. Name of the Web developer(s)

(Note : Consent letters from above key personnel in prescribed format are required to be attached.)

VIGYAN PRASAR
Department of Science and Technology

Part-6 (Budget Quote)
Financial Bid

No:

Date:

Name of Proposer:

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

Date of Opening of Proposal - Technical Bid: 20 January, 2015 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.	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. Security Audit Uploading & successful working for 60 days	<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.

Detail Scope of Work

1. PRE BID ACTIVITIES

The prospective vendors are advised to go through the existing VP 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 designed 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
- The website would enable to create a knowledge platform on S&T communication.
- The website will also maintain an information clearing house under various categories for dissemination of S&T information digitally.
- Website should be designed such that a visually challenged person can navigate seamlessly using a screen reader as per government of India guidelines for 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.
- Search engine friendly
- Security of website

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 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 VP team and website development firm.

c. Website content preparation:

The draft for website content is already prepared by 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 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 VP, for final testing of website by the VP team. This testing will include performance testing of website after hosting.

The vendor has to get the website security audited by CERT –IN empanelled vendor according to GIG Guidelines. Only after producing the successful certificate of which the website would be hosted.

Functionality to be covered in website

The website should cover the following functionality points:

- The website should have a provision of providing clean URL's.
- 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.
- Provision for enabling RSS feed for users to subscribe to latest news/updates from VP.
- Comments to be moderated using Captcha to discourage any automated process from entering any information to VP website.
- QR code to be generated for the website. No change in core CMS code to facilitate future upgrades of the CMS.
- Application should be developed using modules of the CMS proposed.
- Font size increasing option may be present in website.
- 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.
- **Page/Section wise Administrative login facility. i.e. admin should be able to assign a page/section of website to a user such that user has access to only that page and he can update the content of that page only. Any modifications made by that user would be reviewed and authorized by admin and then only be published.**
- The website should be browser and resolution independent for better presentability and usability of the website for information dissemination both in English and Hindi with flexibility to re-arrange the contents, presentability and color scheme as and when required; using CSS based design approach.
- Comprehensive search facility of individual section of the website as well as entire website both in English and Hindi.
- Graphical, Pictorial and audio video interfaces, wherever and whenever needed;
- Development of **Comprehensive Contents Management System (CMS)** for roll based management of the menus, submenus and contents in all sections/subsections of the website both in English and Hindi. It must maintain the audit trails of the documents hosted on the website which would be accessible to the administrator as and when required;

- Auto archival mechanism to maintain the archived documents with proper classification and auto archival system. The archival mechanism would allow creating the repository of the old documents in archive mode so that it could be retrieved as and when required for reference,
- The Sections like ‘what’s new’, ‘latest updates’ ‘Tenders & Proposals’ ‘vacancy’ etc. must be dynamic.
- Content migration from existing website.
- User Friendly navigation.
- Database driven approach.
- **Navigation**
 - The website be user friendly to access information needed at a sight
 - Design should be flexible to accommodate new pages.
 - It should provide for flexibility to modify the design when a major event has to be published.
 - Design should allow changing the interface templates for fresh new look as and when required.
 - The portal should be based on International standards like W3C standard for HTML, WAI etc.
 - It should be compatible to various browsers including IE, Mozilla Firefox, Chrome, Opera etc. This shall be made available as an optional feature.

Security System

Provide secure integration with payment gateway for online payment transactions. involved in

The portal should allow the user to syndicate, aggregate and set up the notification of data using RSS feeds.

The website/ portal should allow users to share their views, feedback, solutions and suggestions online through the webmaster, and also allow podcasts, webcasts and other wikis and forums. It should provide a search module for efficient information retrieval.

The organisation would ensure that the site and database is secure and free from unauthorized access & hackers.

Linkages

- The website/ portal shall have a direct mailing facility where mails could be sent to different contact persons.
- The portal should support Web 2.0 (any advanced/ latest) based tools such as RSS feeds, Blogs, Chats, Podcasts & social media such as U-Tube, Linked in, Face book, Twitter etc.
- The website should have a Moodle feature integrated within it for e-learning interface
- The website should incorporate necessary security features against hacking and defacement.
- All logins and payments transaction must operate on secure protocols. It should provide support for website security audit.
- The portal should comply fully with the guidelines issued from time to time by the Government of India for the development of the new website.

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 Vigyan Prasar (VP) 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 Vigyan Prasar (VP) 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.

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. 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.

8. Digital Library

9. Online Sales of Publications and other material of VP

10. Blog and other Social media features

11. Streaming video/audio

12. Live video/audio streaming / Web conference/Webinar.

13. Related Links: Links to other government websites and web applications should be provided.

14. 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.

15. 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).

16. 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.

17. 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.

18. 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.

19. 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).

b. 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.

c. 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 Vigyan Prasar (VP) 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 Vigyan Prasar (VP) 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 along with technical proposal

S. 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			
7	Web Guidelines Audit			
8	Security Audit, Submission & Security Clearance as per GOI guidelines.			
9	Web Site uploading & Launch			
10	Maintenance of website			

8. Others

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