

बीरबल साहनी पुराविज्ञान संस्थान, लखनऊ

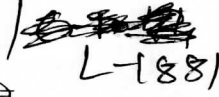
BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW

टेलीग्राम पेलियोबॉटनी

दूरभाष 2740008,2742983

फैक्स ९१-91-522-2740485,2740098

बी सा पु सं /III/भंडार एवं क्रय



53, विश्व विद्यालय मार्ग

लखनऊ - 226007

Date: 07.01.2018

✓ संयोजक वेबसाइट समिति,
बी सा पु सं, लखनऊ।

Institute New Website (Specifications at the back)

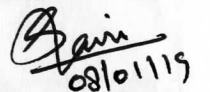
Subject: -----

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5:00 P.M. on 22.01.2019 duly superscribed by "Institute New Website".

While submitting quotation please note that:

1. The material may either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. The price quoted should be F.O.R. Destination.
3. Your rates should include packing, insurance and forwarding charges.
4. The rates of GST should be clearly indicated wherever chargeable. The tendered should also indicate GST Registration Number and date in this quotation.
5. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
6. The cover should be sealed and superscribed "Quotation for "Institute New Website" must be written on envelope. The quotations not complying the procedure will be rejected.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
8. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
9. The quotations are liable to be cancelled if any of the above mentioned conditions are not complied with.
10. The items may be increase or decrease at the time of purchase.



(Sandeep Kumar Shivhare)

Registrar

Website Scope of Work (www.bsip.res.in) for both Hindi and English version of website

S. No.	Parameter	Description
1	HTML5 Compatible	Complete website design should be HTML5 Compatible and should work with most of the popular browsers.
2	Bi lingual Website	Whole website will be bilingual and these two websites will be parallel to each other, Content will be provided by the institute.
3	Dynamic Section	Whole Dynamic Section will be managed by the admin panel where admin can update all data which need to update frequently. Admin panel will be a single user panel.
4	GIGW Compliance Website	Whole website should be design & developed as per the details mentioned in the GIGW Compliance. Bidder must submit the compliance report in which all the must follow guidelines of the GIGW compliance parameters should be fulfilled.
5	Programming & Database	Bidder must use PHP for the website development and MY SQL Database for data storage.
6	Responsive Website	Website must be developed on bootstrap or similar technology to make it responsive. Website content and all information should be properly visible in all different screen sizes.
7	Mega Menu	Website should have mega menu where maximum information can be published.
8	Security	Website should be secure and must be developed with all security features. It must include or protect website from MITM, hacking attacks, Password Encryption, Cookies Theft, Form Validation, Code check etc.
9	Custom Error Pages	The website must have inbuilt custom error page. All the directories used in the website should be password protected.
10	Maintenance	Bidder will provide 1-year full support and maintenance of the website which will be from date of commissioning of website. This AMC or maintenance will include debugging of website by your own as well as when reported
11	Training	Bidder must insure training of website at institute whenever required by the institute.
12	Social Site Integration	Website must be integrated with the social site links of institute and they should promptly visible at website.
13	Media Files Publishing	Website should have won media player where video files can be published at website. Admin section should able to publish images & Video files at website with ease.
14.	Disability- friendly	text size option for visually challenged persons, contrast scheme options for colour blind persons and screen reader options for visually challenged persons.

Dynamic Section

In this section please write all the modules for which you need a dynamic section and you want to manage the data from admin panel. I have given few examples rest you can add.

S. No.	Website Section	Description
1	Tenders/ Lectures/ Notices/Press release	Admin section can publish tenders with tender document upload feature. Tender document should automatically expire after the last date of submission.
2	Scientist CV Details	Scientist details need to be managed by admin panel where specific details can be submitted by scientist himself or by institute.
3	Staff database	Facility for individual employees to update their CV and Lab information pages
4	Event Calendar	Flash Movies/Slide Show of desired event with archiving facilities
5	Feedback management	Keyword based search for entire website with basic and advance search facilities
6.	Recruitment Process	online submission of form and generate the database and various reports
		Navigation route to the pages wherever it is required

Deliverables

After completion of the project there will be following deliverables.

S. No.	Parameter	Discussion
1	SRS	Hardware & software requirement for the website hosting and implementation. A feasibility study of the website requirements need to be done which will be organized by bidder and after completion need to be submitted to the institute.
2	Work Plan Schedule	Bidder must submit a work plan for the execution of whole project.
3	Operational Manual	Complete operational manual of the admin section of the website. All information related to the management of the website.
4	Training	Bidder must provide training to the institute officials for operations and management of the website.
5	Confidentiality and Non-Disclosure Agreement	Bidder must provide confidentiality and Non-Disclosure agreement for all the information provided them by institute.

Terms and conditions

1. The firm will submit a minimum of three different layouts of the Home Page of the proposed website.
2. The firm will be required to provide username and password of the website admin console to the authorized person of BSIP for regular in-house updation of website.

3. The contents of the entire website including test, graphics, images, photos and any programming codes will remain sole property of BSIP, lucknow only and firm will be required to hand over the same to authorised person. Firm will not be allowed, knowingly or unknowingly, to use the same for any purpose.
4. Cost should include maintenance and support for the entire website for one year from the date of commissioning which may be renewed on the performance basis.
5. Firm is required to quote annual maintenance and other charges after completion of warranty period.

Vendor Eligibility

S. No.	Parameter	Description
1	Experience	Organization must have successfully executed similar work orders in preceding three financial years. Organization must have completed at least 3 or more website/dynamic portal design & development work of central/state government research/educational institute. Organization has must successfully executed maintenance work of any central/state government research institute.
2	Organization Type	Bidder should be a firm/company registered in India to participate in the bid. Registration Certificate must be enclosed with the bid. Company must have complete 5 Financial years.
3	GSTN Registration	Bidder must have GSTN Registration.
4	Turnover	For last preceding three years organization should not have turnover less than 10 lakhs.
5	Organization office Existence	Bidder must have a registered or branch office in Lucknow to support the complete project at our Lucknow office.

Selection Criteria

For effective selection institute has prepared a points-based system which is mentioned below: -

S. No.	Parameter	Description	Points
1	Company Presentation	Institute will organize a presentation with eligible bidders where bidders need to show a demo website for the organization as well as their methodology and plan of execution. Bidder will get the points based on their understanding of work, Skills and methodology of execution	
2	Experience & Skills	Bidder will receive points based on their experience in executing similar projects and their success in executing these projects.	
3	Financial Bid	Based on the pricing and inclusion in the price.	
	Total		