ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION, Mumbai

Tender Notice & Document for

Design and Development of Dynamic Website for
ICAR- Central Institute of Fisheries Education

SECTION-1

GENERAL INSTRUCTIONS

ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION

website: https://www.cife.edu.in

The existing website of ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION can be accessed at https://www.cife.edu.in. The existing website provides vast amount of information through various sections or web pages. The site provides information on history and background of the University, and also furnishes up to date information about Research/Technologies/administrative and academic structure, courses offered, faculty members, admission procedure, forms, results, recruitments, tenders, RTI, notices etc.

ICAR-CIFE plans to have a dynamic website which would truly reflect and add to the Institutes vibrant academic and research environment and campus life. The website design and development should be elegant and uncluttered in look, and user friendly in its layout and content, eye catching presentation of information.

The guidelines and compliance matrix prepared by NIC which contains procedures for development and management of Government websites and portals in India, are available at http://web.guidelines.gov.in. Compliance Matrix is a checklist of mandatory guidelines. This checklist shall be used to validate websites for the guidelines to ensure compliance.

General Instructions to Bidders

1. The time for completion of the work shall be **60 days** (2 months) from the date of issue of the Letter of award.

2. The successful bidder shall be required to present several designs of output templates out of which some templates will be selected by the committee with / without suggestions for changes which the bidder will have to incorporate.

3. The interested persons can go through the existing website of ICAR-CIFE (https://www.cife.edu.in) and estimate the variety and quantum of information that needs to be made available on the dynamic website. They can also make suggestions for presentation of more information on the website which is not yet on the website.

4. The bidder must have at least **Five years** of experience of creating and managing quality websites, preferably WCMS based websites of different Educational/Govt. institutes such as IIT/NIT/IIITs/Central Universities or large companies having more <u>than 3000 employees</u>. Documentary evidence by way of completion certificate should be produced in support of experience and performance clearly mentioning use of WCMS Tools.

5. 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.

6. The tender is not transferable.

SECTION – 2

SCOPE OF WORK

Scope of Work: Designing and Development of Bilingual (English and Hindi) Dynamic website as per GIGW guidelines.

The broad scope : planning, requirement gathering, design, development and testing, delivering and migrating (bilingual data) from existing site(https://www.cife.edu.in) along with existing integrated Payment Gateway to the new website and content management system with bilingual support (**English and Hindi**). ICAR-CIFE reserves the right to amend/ add/ delete/ edit any content from the website. The assigned job may include the migration / integration of the developed website to the ICAR Data centre as per their guidelines.

1. Information Collection

The desired navigation structure, general functionalities and reference points for the design will be discussed with the successful bidder prior to start of work. The vendor will have to depute persons for collection of information and pictures from the different departments and Units of the Institute initially, apart from those that are available on the existing website. Once the website is commissioned, posting of the updated information will be the responsibility of the ICT cell/ website committee of ICAR-CIFE. However, the vendor will provide the updates that are required during the maintenance period.

2. Compatibility

The website design must be cross-browser and cross-OS compatible up to the most recent browser / OS versions. Support for three platforms: Desktop/Tablet or Notebook and Mobile form factors will be required.

3. Functionalities Required

The website will be based on a Web Content Management System (WCMS). Facility to update content by multiple users from anywhere through browser based administrative

module using WYSIWYG (what you see is what you get) editing tools allowing non-technical users to create and edit content.

i. Multi-lingual content – Ability to create content in multiple languages. It is expected that the basic site will be in **English and Hindi**. If content is not translated, the link should show English content by default.

ii. The WCMS software shall be able to include plug-ins or modules that can be easily installed to extend the site's functionality.

iii. WCMS system should support users, allowing the administrator (assign role) to control how registered users interact with the site. A page on the site can be restricted to one or more users (Admin and super Admin).

iv. The WCMS site shall be able to create microsites/web portals within a main site as well.

v. WCMS software shall act as a collaboration platform allowing content to be retrieved and worked on by one or more authorized users. Changes can be tracked and authorized for publication or ignored reverting to old versions.

vi. Admin section must be protected by username and password with the help of proper security mechanism. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.

vii. The Bidder will provide an operational guarantee on the WCMS designed and also provide support for at least **2 years** after the launch of our website so that modification can be made by vendor, if the institute finds that website is not fulfilling our needs or if further improvements are required. All troubleshooting required would be the responsibility of the Bidder.

viii. Each link created by admin. should specify the title of page and admin should have provision for entering date by which the link may expire/ moved to archive. The default shall never expire.

ix. **Dynamic News/Events/Notification/Profile etc. Management System:** Facility to manage contents through an administrative control panel. Administrator can upload data/ images, can add Caption to the pictures, facility to search 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 WYSIWYG editor. Data archival and backup.

x. **Dynamic Photo gallery/Video Management System:** 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.

xi. **Database Management** – Ability to create new database and user interface to display dynamic content from the database.

xii. **Menu Management** – Ability to add, move, delete, modify menus on the site. Faster download of pages.

xiii. Design should allow changing the interface templates for fresh new look as and when required.

xiv. The website should allow for creation or linking new pages/external sites for different, Govt./Research/ICAR departments, library etc.

xv. Search engine optimization [SEO].

4. Security:

The vendor should provide the following security features:

i. Website Security Audit (VAPT) testing certificate.

ii. Tools for control and monitoring Website security. Protection against defacement, hacking.

iii. Design should incorporate security features to protect the site from Session Hijacking, SQL injection, Cross scripting, Denial of Service etc.

5. Disaster Recovery Plan:

- A detailed DRP for the Website services should be submitted as a part of the proposal.

6. Maintenance of the Website and De-bugging:

- Vendor has to take care of the maintenance/training/Technical support for necessary requirements of the Website for a period of **2 years** from the date of Commissioning of the website, which will include de-bugging of the website on their own as well as when reported. This maintenance will be considered part of the implementation process.

7. Training:

- Extensive training should be undertaken for ICT team at ICAR-CIFE to handle web content related to WCMS.

8. Documentation:

- Complete documentation on the WCMS web site- User Manual and Technical Manual has to be provided.

9. **Technology:**

-   **Preferable Technology:** Windows IIS Platform, PHP, MySQL, Drupal etc. or any latest compatible technologies which will provide secure website with user friendly Web Content Management system.

10. **Important guidelines**
    -   The vendor has to share source code of the website with ICAR-CIFE.
    -   All material/product and related codes would be property of ICAR-CIFE and vendor would have no claim over the same in future.
    -   All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
    -   The vendor should provide all admin./ user manuals
    -   Testing, Training (CMS) and integration activities should be carried out in onsite mode, at ICAR-CIFE Mumbai Yari Rd. campus.
    -   The Theme/Templets/Plugins/Packages used by the vendor for designing and development of website should be Authorised Software's and the vendor will be responsible for the same.

11. **Design and Layout**

-   The website should have a well-designed neat, uncluttered look and a user-friendly, easy-to-navigate layout. The vendor should visit websites of various educational institutes like IIT's, NIT's and Central universities/Govt. sites, to fulfil our requirements. The following are comparable websites that may be used as references:
    https://iari.res.in/index.php/en/
    https://www.jnu.ac.in/node
    https://www.amity.edu/mumbai/   etc.

12. **Website features**

This website will enable internal and external users to obtain information on

-   The University
-   Academic information (Schools, study programs and departments of the University)
-   Admissions information
-   Faculty details
-   Research and publications
-   Services (facilities, student services, academic services and administration)
-   Job opportunities
-   News and events
-   Extracurricular activities
-   Alumni
-   Exam Results

- Calendar of events
- University circulars, notifications and guidelines
- Any other information if required may have to be added under new headings

13. Tentative Sitemap

CIFE Website site map

Sr. No	Tab	Internal links	Side Tabs within the pages
1	About us	Mandate	
		Administration	
		Our Campus	
		History	
		Honours & Awards	
2	Students	Academic Disciplines	Awards Alumni Prospective Students M. F. Sc. Calendar Ph. D. Calendar History of Programs ICAR - CIFE Academic Rule Book - 2017
3		Current Students	Academic Requirements Awards Examination System Hostel Rules Students Welfare Fellowships & Awards Convocation Office of Dean (Academics) Students Union/PGSSU
		Alumni	
		Prospective Students	MFSc Admission PhD Admission
		Anti ragging Rules	

4	Faculty	Scientists	
			Divisional faculty
		Technical Staff	
		Administrative Staff	
		Support Staff	
5	**Divisions**		
		6 Divi.	
			Faculty
			Training
		Regional Centres	
		5 regional Centres	
			Faculty
			Training
		Sections & Cells	
6	**Research**	Thrust Areas	
		Research Highlights	
		Institutional projects	
		Externally Funded Research Projects	
		Student Research	
7	**Extensions**		
		Skill Development Programmes	
		Outreach Programs	

		Publications	
		Extension Highlights	
8	Contact		
9	Direction Map		
	Home Page Side bar		
10	Tender		
11	Training		
12	Services		
13	IFA		
14	Gallery		
15	Library		
16	Right to Information		
17	Office Orders		
18	TOLIC NM		
19	ITMU		
20	ABI		
21	ARSSF		
22	NIRF		
23	PIPDI		
24	Important Notice		
25	Events		
26	News		
27	Search		
28	Technologies		
29	NAHEP		
	Footer		
30	**Academics** Academic Programs		
	Academic Calendar		
31	Admission		
32	Dean's Office		
33	Examination Cell		
	Development		
34	RFD		

35	Facilities		
36	Services		
37	Technologies		
38	Policy Advocacy		
39	PME		
	Explore		
40	Campus Map		
41	Newsletter / Matsya Darpan		
42	Publications		
43	Campus Diary		
44	PGSSU		
45	Gender Champion Club		
46	Download Forms		
	Quick Find		
47	Vigilance Officer		
48	Careers / Job		
49	Guest House		
50	Staff Directory		
51	CIFE Alumni Association Directory		
52	ARC for Chemicals		
53	List of SCE at ICAR-CIFE		
54	Privacy Policy		
55	Disclaimer		
56	Terms & Conditions		

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SECTION – 3

TECHNICAL BID

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PROFORMA for: **Annexure I (A)**

Technical Bid for Design and Development of dynamic Website of ICAR-Central Institute of Fisheries Education, Mumbai.

Details of the Bidder:

1.	Name of Firm/Agency and its Address:	
2.	Registration Number:	
3.	Telephone No. (Landline):	
4.	Fax No.:	
5.	Mobile No.:	
6.	Email Address:	
7.	Name & Address of Branch, if any:	
8.	Type of Organization: (Whether proprietorship/ partnership/ society/Private Limited/ Public Ltd. or Co- operative body etc., attach proof)	
9.	Name of Proprietor / Partners / Directors of the Organization:	
10.	(a) For EMD (Refundable without Interest)	DD No: Date: Amount: Drawn from the Bank:
11	Details of PAN & GST:	

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Name and signature of the authorized person of the firm along with seal

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Technical Bid should indicate following information along with the supporting documents:

SN.	Documentary Proof of	Attached (Yes/No)	Page Appendix No. (If attached)
1.	At least five (05) years of experience in website design & development. (Certificates need to be attached)		
2.	Experience in at least five similar projects of at least 5.0 (five) Lakhs contract value and annual average turnover of Rs.15 Lakhs related to Website development for every last three years, which shall be duly certified by CA/Auditors. (Certificates need to be attached). Website address.		
3.	Maintaining & managing the Website & Hosting of such organizations for a minimum period of 01 (one) years. (Certificates need to be attached)		
4.	Web 3.0 and Web 2.0 experience with at least one success story where these have been implemented and organizations have transformed and got benefited over last 3+ years. (Certificates need to be attached)		
5.	Capability of handling multi lingual projects with at least 2 reference clients for whom multilingual websites were done. (Certificates need to be attached)		
6.	Experience with two Government Agencies / Institutes handling similar work. (Certificates need to be attached)		
7.	Company Registration / Partnership Registration Certificate. (Certificates need to be attached)		
8.	Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organisation / Agencies.		

Name and signature of the authorized person of the firm along with seal

Agency's Experience

Clients Details where development of WCMS based Websites have been undertaken during last three years Name & Address of Client	
Type of Client	
Place(s) of Service	
Whether the Websites developed were multilingual	
Duration	
Total Number of manpower Deployed	
Quantity of work (in no. of webpages)	
Cost of the project	
Approximate value of Service (in Indian Rupees)	
Details of Hardware/ Software/Technology used	
Any special features of the project which the Agency may like to specify	
Name, title and Contact details of the contact at Client location	

Note:

1. Separate sheets for each client to be enclosed
2. Letter from the client on the project executed to be enclosed.

Name and signature of the authorized person of the firm along with seal