

OFFICE OF THE MUNICIPALITY : PATTAMUNDAI

REQUEST FOR PROPOSAL

No. 741

Dt. 28-2-24

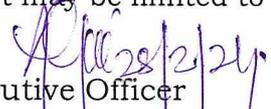
The Executive Officer, Pattamundai Municipality on behalf of Pattamundai Municipality, Dist.- Kendrapara invites Expression of Interest from Firms having similar experience Designing, Development and Hosting of Dynamic Website of Pattamundai Municipality. The EOI paper can be availed from district website "www.kendrapara.nic.in" from the period from 29-02-2024 to 06-03-2024 up to 5pm and same should reach through Speed Post/Regd. Post or drop in the Tender Box placed in the Office of the Executive Officer, Pattamundai Municipality on or before 3pm of 07-03-2024 and RFP received will be opened on 4pm of 07-03-2024 at Office of the Executive Officer in the presence of the Bidder or their authorized representatives.

The firm desire to participate the above EOI should submit filled in EOI in a sealed envelope written on top "**Submission of EOI for Design and Development of Dynamic Website of Pattamundai Municipality**" and the must accompany with GST Clearance Certificate of last month/quarter, GST Registration Certificate, PAN Card, Turn Over Certificate, No Relation Certificate, Similar Experience Certificate, Detailed plan and design of work to be executed, paper cost of Rs. 2000.00 should drawn from any Nationalized Bank in the form of Demand Draft drawn in favour of Executive Officer, Pattamundai Municipality and EMD amount of Rs. 5000.00 should be deposited in the form of TDR/DD duly pledged to Executive Officer, Pattamundai Municipality failing with the EOI will not consider for Technical Evaluation. The Tender inviting Authority bears the right to Cancel the tender at any point of time without assigning any reason thereof.


Executive Officer
Pattamundai Municipality

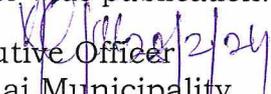
Memo No. 742 Date. 28-2-24

The Director, I &PR, Govt. of Odisha, Bhubaneswar for information with request to publish the same in any one English Newspaper and one Odia Newspaper on 29-02-2024 daily edition and advertising cost may be limited to Rs. 2000.00


Executive Officer
Pattamundai Municipality

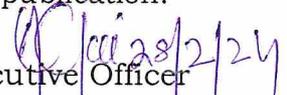
Memo No. 743 Date. 28-2-24

Copy submitted to the Collector and District Magistrate Kendrapara / the Director NIC, Kendrapara/ The Chief Executive Officer, DRDA Kendrapara/ Sub-Collector Kendrapara/Tahsildar Pattamundai/BDO Pattamundai, they are requested to display the notice in their office notice board for wide publication.


Executive Officer
Pattamundai Municipality

Memo No. 744 Date. 28-2-24

Copy Forwarded to the Office Notice Board for wide publication.


Executive Officer
Pattamundai Municipality

**DETAILED QUOTATION CALL NOTICE FOR DESIGN, DEVELOPMENT,
HOSTING AND MAINTENANCE OF WEBSITE OF PATTAMUNDAI
MUNICIPALITY**

RFP are invited from agencies/companies having expertise design, development, Hosting and maintenance of website as per the guidelines of government.

1) Scope of work:

- i) Creation of a dynamic website with International Standards .
- ii) Integrate easy to use content management system for easily managing overall content of the Website.
- iii) Develop User feedback, Complaint and reviews mechanism.
- iv) Publish Notice, Tenders, Act, Rules, Guidelines, Advisory etc. for easy accessibility and Wide circulation of information.
- v) Display Activities of the organization in the photo and video gallery.
- vi) Display Organizational structures with Organization profile, schemes etc.
- vii) Invite online forms for different booking of municipal assets like kalyan mandap, parks, halls, vehicles etc.
- viii) Provide links of existing govt. portals providing citizen services.
- ix) Compliance for Government guidelines: The vendor has to complete the formalities for Compliance of Government guidelines and web and application security etc ..
- x) Maintenance of website (for three years): The vendor has to deploy sufficient technical, Graphics, language experts to maintain and update the website. The website needs to be Updated in order to accommodate any future changes and requirements as required by Pattamundai Municipality. E.x. integration of cataloging software with website; integration of mobile Application with website Content etc.
- xi) Transfer and editing of existing content to new website.
- xii) Translation of content and editing the same.
- xiii) The system should be developed based on Open Standard to facilitate Backend Integration with various applications created by Pattamundai Municipality from time to time And support for the same.
- Xiv) **The web site must be SSL Certified.**

1) Features of the Website:

- i) Display of information in English Language.
- ii) Rich User Interface (Web 2.0) based on framework like Bootstrap and other latest frameworks need to be used.
- iii) Enterprise Content Management System (ECMS).

- iv) Interactive multimedia oriented web page design to be done.
- v) Multiple banner of inner page should be develop.
- vi) Should support HTML5, CSS3, Java Scripts Framework like JQuery and other necessary futuristic frameworks.
- vii) Design of the website as per the Government guideline and W3C guideline.
- viii) Compatible to the browser like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera etc.
- ix) The system should be Operating System Independent
- x) Should support responsive page design compatible to multiple size screens (computer, tablet, mobiles and any other).
- xi) Should be able to support Video Content without Plug-ins.
- xii) Support to Search Engine Optimization.
- xiii) Social Media integration and interactivity.
- xiv) Language - Java / .Net / PHP etc. and other popular softwares for web development.
- xv) Industries standard database (RDBMS, MySQL etc.)
- xvi) Admin-user panels, online forms, interactions etc. to be provided.
- xvii) Development of consistent visual elements architecture that is scalable and expandable and W3 compliant.
- xviii) User feedback and reviews mechanism for the website. Also include the features like complaint registration and redressing system with photographs and location. Design dashboard system to track the complaints.
- xix) Develop Admin User for Website. Admin should be easy in terms of usability and changes in design & content.
- xx) Sufficient storage disk space and memory required for the proposed web to be provided by the vendor.
- xxi) Web must adjust itself automatically as per the screen resolution of the Computer or Mobile like 1024*768, 1200*800 etc. Resolution. Web will automatically expand/compress itself as per the screen resolution.
- xxii) CSS Styled Content: All aspects of the core functionality should be styled on the website. Most extensions should be styled through CSS and other advance softwares.
- xxiii) Search Engine Optimization: This feature should ensure that website is indexed with all popular Search Engines (Google, Yahoo, and Bing & Live) using top keywords and Meta description.

xxiv) Onsite training to staff on overall workflow of the developed solution and backend administration functions at Pattamundai Municipality

xxv) Any other Interactive and useful features

3) Timelines:

Activities Timeframe (from the award of

Basic template design 10 days

Final website and apps design and approval 10 days and Go-Live of the Website

Maintenance Ongoing activity

4) Preparation of Quotation

Agencies are required to submit the Quotation with detailed profile and track record of the agency with past experience along with the quotation amount in the format specified below.

Item	Amount
Designing and Development of the website of Pattamundai Municipality ,Domain Name “ pattamundaimunicipality.in ”, publishing, testing, Upgradation, Maintenance etc. and all costs/expenses of the Agency for undertaking work as detailed in the Scope and features of Work. 5 GB Data base Dedicated Server 5 GB Webspace	
GST 18%	
Total Amount	

Note - The Quotation shall not include any conditions attached to it and any such conditional Financial proposal shall be rejected. The Quotation amount should be including of Taxes and

Charges.

5) Submission of Proposals

i) The Quotation prepared shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals.

ii) The Quotation and Documents put into an envelope and sealed. The envelope shall be super-scribed "**RFP for Design, Development, Hosting and Maintenance of Website of Pattamundai Municipality** " with the due date of submission. The Bottom Left corner of the cover should carry the full name, address, telephone nos.; e-mail ID etc. of the agency submitting the Proposal.

iii) The envelope containing the quotation documents should be addressed to:

**The Executive Officer,
Pattamundai Municipality
Email: pattamundainac@rediffmail.com**

iv) The Proposal should be submitted on or before the due date mentioned in Important Dates.

v) No Proposal will be accepted after the deadline.

vi) Proposal received through e-mail will be rejected.

6) General Conditions:

ii) Bid received on e-mail will not be accepted.

iii) No request for increase in the rates will be entertained during the period of contract

items. No advance payment will be made. Also, no interest will be paid on delayed payment.

iv) The under signed reserves right to accept / reject any or all bid without assigning any reason thereof.

v) No Advance will be paid in this regard.

vi) Rate should be included of all Taxes & GST Extra.

vii) The bidder should have valid GST registration and also enclose copy of GST certificate with PAN Card. The bidder should quote their rate including any other charges . The quotations received after due date will not be entertained.

viii) Maintenance & Technical Support (for 1 Year): Vender shall provide maintenance of website including up-gradation and updates for the contract period from the date of successful deployment. The updation /maintenance in the source code of the website should also include quality assurance (as per NIC guidelines) i.e. Website should be hosted after extensive testing and Apps must be 100% bug free .

ix) Annual Maintenance Amount will be paid after successful completion of that year.

Important guidelines

- i) The vendor has to share source code of product with Pattamundai Municipality from time to time.
- ii) All content should be stored and kept confidential and vendor should not reuse/replicate/ transfer the same to anyone else.
- iii) The vendor should provide all admin/ user manuals of website.
- iv) The vendor should also provide support for all future upgrades/ initiatives of Pattamundai Municipality related to website.