	Tender Enquiry Reference :		ICCR/EPROC/2020-21/WS-01		
	Name of W	fork:	Tender for Selection of Agency to & Maintain, a new Common and int	Design, Develop, Implement, Transl egrated Website for ICCR.	ate & Transliterate and Operate
	Published	Date	27.11.2020		
Sr.No.	Page no.	Section Title and Clause Reference	Bidding Document Reference	Query /Clarification sought by Bidders	ICCR Response
1	1	5	Last Date and Time of E-submission of tender Date 14.12.2020 Up to Time 15:00 hrs.	Would request you to please extend the last date of submission of bids by one week after the response of pre- bid queries by department	has been extended up to
2	5	2.0 Objectives and Requirements		technology developed, user credentials of CMS etc.	
3	8	6.0 Eligibility Criteria	should have an average annual financial turnover of at least Rs. 50 Lakhs during the last three financial	Sir , we would like to request once you need annual turnover of 50 lacs which means whole business in a year done 50 lacs which might not be solely through 50 lacs so pls. modify any IT related business of Rs. 50 lacs of Two orders or website just done more than 5 lac	Provider Company should have an average annual financial turnover of at
			Submission of Copy of Audited Financial Statement (Annual Account) should be submitted for the mentioned Three Years ending 2020 and the Bidder should be financially sound company. CA certified. Copy of Balance Sheet /ITRs for the last 3years shall be submitted, indicating amounts in relation Website Study Design, Implementation and support.		No Change
				Sir, as we all going through extraordinary situation due to Covid- 19 as a result of which our balance sheet of 2019-20 under prepartion not finalized can we give 2016-17, 2017-18 and 2018-19, PIs. consider the same	No Change

			years' experience with Govt. Organization/PSUs/ Autonomous Organization/Large Corporates Study, Design, Develop, Implement, Translate & Transliterate and Operate & Maintenance of the designed websites/web portals.The bidder must submit work orders for design, development and maintenance of a minimum of 2	transliteration as an eligibility criteria will restrict bidders like us to participate. Hence we request you to kindly relax this criteria by removing	have at least three years' experience with <b>Govt</b> . Organization/PSUs/ Autonomous Organization/Large Corporates "Study, Design, Develop, Implement, Translate and Operation & Maintenance of the designed websites/web portals.The bidder must submit
4	Section II Terms and Conditions Page 9	General	by the Service Provider shall be	timings as that of ICCR office.	
5	Section II Terms and Conditions Page 10	General	CULTURAL RELATIONS, NEW DELHI so that optimal services	Kindly please clarify? 1. Roles and responsibility of coordinator apart for coordination with the department officials? 2. We assume cocordinator will be required for the entire project period? Please clarify? 3. Minimum educational qualifications require for coordinator?	Please refer Scope of Work Clause 25.3 page 46
6	18	18.2 (iii)	Procedure iii. Any	Please clear on the payment for any hardware services. Also do we have to provide any hardware/servers for hosting	bidder, if related to
7	21	Section II Clause 19.3	Point 1 Evaluation Matrix	Please clarify the criteria - We understand that less then 4 project = 0 marks, but, how much marks if its 4 projects? Is it 4 marks and 2 marks for each additional project. This is query is similar to all other criteria	Project work considering 5 Projetcs. For 6 or More the
			Point 1 & 2 Evaluation Matrix		

			Point No. 02 Experience of wor king on projects involving design, development and maintenance of websites/ applications for Government of India / State Government / PSU in last 3 (three) financial years ending 2020 (minimum value>Rs 25 lakhs each.		Ammended:Point No. 02 Experience of wor king on projects involving design, development and maintenance of websites/ applications for Government of India / State Government / PSU/Large Corporates in last 3 (three) financial years ending 2020 (minimum value>Rs 25 lakhs each.
8	22	Point 2.1	competent and professional eligible Bidder(s) and to engage a qualified and experienced agency having experience in the field of Design, Development and Maintenance of Websites. The agency shall be required to	Q: For redesigning website, will fresh content be provided completely or will we be using the same content as right now and redesign the ICCR website with a new look and feel and	Volume/Quantities may vary. The New website design being and Integrated Website Portal with Multiple Copetitive Portal applications the number may increase depending on the
		Point 2.3	information on real time basis about ICCR and is accessed from around the world from various browsers. ICCR is therefore looking	Please confirm. Also, maintenance support needs to be given on 24*7 basis or as per ICCR working hours?	Also, since ICCR has its Indian Cultural Center Offices abroad, there are events and programs that
9	23	2.0 OBJECTIVE	Point 2.3 ICCR website provides up to date information on real time basis about ICCR and is accessed from around the world from various browsers. ICCR is therefore looking to appoint a service provider Company that can fully understand the scope of work and can update the existing website of the ICCR and look out maintenance on 24 x 7 basis.	manpower to work 24x7 in mutiple Shifts?	As Above
				Please update on the details of ICCR centres is required to understand the scope of work.	

		Document, ICCR is looking for a common integrated website. The newly designed/revamped common integrated website shall		Technical Specifications & Scope of Work 2.0 Objective and clauses 2.1 to 2.12.1
10	24	developed preferably on an Open Source platform. However, in certain specialized domains where OSS solutions meeting essential functional requirements may not be available or in case of urgent / strategic need to deploy CSS based solutions . The guidelines issued by MeitY / G.O.I. from time to time may be referred for the purpose.	approximate no. of sms/e-mail/day to be sent is required. Q: The current website is on Drupal so do we need to develop the new website also on Drupal or any other technology in particular? Q: Would the new website requ ire any specific functionality in particular or similar to the ones that have already been used in the current website?	will be worked out with the selected agency.
		Integrated Website Application that shall include ICCR Website information and Contents and separate pages and separate database instances for Competition		•

11	25	3.0 SCOPE OF WORK	successful bidder shall be required to include services of Content Writer/Editor in his proposal who shall be available 24x7 for wirting/ modifying/ optimizing (as per the word limits, if defined)	<ol> <li>If translation is an ongoing activity and scope of translation is open ended how we would evalute the cost of translation for the entire project term.</li> <li>Is scope of translation include foriegn languages?</li> </ol>	Page 46 Please refer existing website the pages may be considered as minimum which may
				We understand that apart from 4 resources for development we have to provide content writer who shall be available for 24X7. So we have to give the CV for content writer also and cost to be included in the development cost.	
12	26	3.0 SCOPE OF WORK	developed/re-designed shall well be designed/developed with mobile application with a concomitant		Mobile App is w.r.t Android and IOS that bidder has to provide. The App shall be
			Point 3.4.1 The look of the website should be changed after ever; 3 months. The content and look of the web site should be state of the Art. Changes should be made as and when ICCR asks for the same.	1. We do not recommand to change the look of website after every three	No Change

			the website audited for cyber security by Cert-in empanelled agencies and for quality check by STQC for GIGW compliance	Q: Would ICCR be providing their server or does server have to be	Bidder.The frequency of GIGW audit and Security audit shall be every year and SSL certificate validty for the entire contract period. No separate Payments shall be considered by ICCR in this regard. ICCR Server setup is at NIC Data Center for hosting of
			required to clearly spell out hosting requirements in their bid response that shall broadly indicate the sizing of Hardware setup and Software's planned to be used. The hardware sizing setup shall include for content storage, Backup Storage, Archival Storage, etc. However this shall be finalized in consultation with ICCR, so that all aspects are covered and planned for implementation.		website. However, for any testing, Security Audit Bidder shall arrange for staging Server on his own. Bidder shall also arrange for any testing environment required to be carried out prior to deployment of OS Version Relase, Application Softwares, Patch/Release update, Security Patch updates and Plugging-in of Vulnerabilities as per the Security Audit report/observations.
13	27	3.0 SCOPE OF WORK 3.7 Security Adherence:	Analysis, Design, Development, Testing, Implementation, Training and Maintenance of new/existing Websites, Web-portals, Web Applications and Mobile Apps in compliance with the 'Guidelines for Indian Government Websites (GIGW)' http://guidelines.gov.in/ and that the website is security audited by a CERT-IN empanelled agency	<ul> <li>1.Do you have a preferred color scheme or colors you definitely want to avoid or use?</li> <li>2.What should be the look and feel of the application?</li> </ul>	
			3.7.5 Design and development of the Electronic form application in Secure & Usable format. Portal solution may include development of a complete application for electronic receipt of e- Forms, MIS reporting for various stakeholders as required by the departments, Monitoring and managing the various applications involved, etc., printing of submitted application forms by respective departments, Status Update of individual e-Form application by respective department, Status tracking by users, Query Service and payment handling		Plase refer existing Website. These may vary with New Website while integrating Layer Web Applications where forms may have detaliled profile of Registrants/Participants.

14	28	3.0 SCOPE OF	3.1The successful bidder shall be	Kindly Please clarify,	No Change
		WORK	required to maintain and upload content on the exiting ICCR website with complete administration and support till the new website is launched.	Contents,Image & Multimedia file is the responsibility of your till total contract period ?	
					Please refre Clasue 25.3 Page 46
		3.9	understand interface to the citizen to	Q: Is the website needed only in English and Hindi or any other for eign language as well in future?	To Start with English and Hindi
		3.11	Point 3.13 ii. The content in the info- graphics has to be translated and transliterated and published on the portal. Agency shall create info-graphics in various languages and upload on the portal.	1. We assume cost of creation of infographics shall be part of the	
15	31	activities for	Content:		translation of

16	32	activities for	have integration with technologies application software(s), Payment Gateway, e-Forms etc,	<ol> <li>For what purpose payment gateway is required? Please eloborate?</li> </ol>	The Website shall be designed with all features required for integrating/interfacing third party applications/interfaces such as for any API required for interfacing with Online Payment Gateways. The hriring and integration of Payment Gateway is in the Scope of the Bidder. Also any charges in this regard bidder shall cover in his proposal. Any subscription payment coverage shall be as specified in Section-III Payment terms.
16	37	5.0Document Management System	systems, as the name implies, are systems that aid in the publishing, storage, indexing, and	Management System? 2. We assume DMS will be provided by department and vendor has to integrate the same? Please clarify?	Development should be feature rich to manage
17	40		i). Provide Search engine Optimization including subscription cost, if any.		The bidder shall cover in its scope of work/proposal.

	41				Mobile App is w.r.t Android
18	45		required to provide a technical manpower of requisite level for a period of one year for onsite support as well as to provide technical support for customization of web site from time to time, as required	1.Do you need Onsite/Offsite resource? if its onsite please confirm	Please refer Clause 25.3 Page 46
19	49	26.2Website Design Development and Implementation deliverables:	certified from STQC and security audited for "Safe to Host" certification from CERT-IN/CERT-IN Empanelled vendors before deploying the website and website Layered applications integrated on the website including Mobile application, in production environment at Data Centre of Govt. of India preferably NIC Data Centre. The cost of security audit and GIGW certification Point vi. Deployment of System	Testing is online testing of application that is error free anti hacking? Kindly Please clarify, 1.Security CERTIN audit interval time ? 2.Do you need any other audit than CERTIN security audit ? 3.Total number of CERTIN security audit in contract period? Kindly Please clarify, 1.STQC interval time ? 2.Total number of STQC in contract period ? 1. We assume we will have the root	audit shall be every year and SSL certificate validty for the entire contract period. No separate Payments shall be considered by ICCR in this regard.
			a. Hosting of Website The website is planned to be hosted on G1 Cloud (Meghraj) and would be mapped with gov.in domain. Thus software shall be developed in technical	access of the server to make the timely updates please clarify?	activity this will be discussed with selected agency.
20	50	System a. Hosting of Website Point iv b.	website shall be three months from	Would request you to please route this opportunity through normal tender route hence more eligible bidders would participate and	live of

21	50	System	update/respond on activities related		provided by ICCR for fin
		Website Point v)	to ICCR.	O content etc also on a day to day basis and update the same on ICCR website?	Editor/Writer as per the nee of ICCR. Once finalized an apporved by ICCR the sam would be sent for upload b the bidder/agency.
22	64	chnical Evaluation Ma	involving design, development and maintenance of websites/ applications for Government of India / State Government / PSU in last 3 (three) financial years ending 2020	development and maintenance of websites/ applications for Government of India / State Government / PSU in last 3 (three) financial years ending 2020 (minimum value>Rs 5 lakhs each.	
23	65		Overall Approach & Methodology15	Kindly elaborate what are components involve in Overall approach and Methodology	No Change
24	65		Technical Presentation30	Kindly elaborate what are components involve in Technical Presentation	No Change
25	48	26.2Website Design Development and Implementation deliverables:	Support/Warranty (Support after UAT). The Bidder shall be responsible for installation, administration and maintenance of	A) During the Warranty period, the bidder shall perform all the upgrade/new version update free of cost	
26		General	SEO & Anylatical Tool	Kindly Please clarify, 1. Type of anylatical tool to be used ? 2. Does it have to be a paid SEO tool or a free basic SEO Google Analytics ? 3.Would you prefer integrating any analytics tool with the portal? (e.g. Google Analytics, Firebase, Flurry). If yes then 4.Do you have any suggestions for same ?	proposal tha shall includ Trend Analytics (Such as Website as, Visirors, Pages No of access, frequency registrants, users, etc.)

27	Caparal	Cotowov	Kindly Please clarify,	Disease water Cases of Wards
21	General	Gateway	<ul> <li>1.Payment/SMS/Email gateway is the responsibility of bidder ?</li> <li>2.New Development &amp; its Integration is the responsibility of bidder ?</li> <li>3.How many payment pages will be available in application ?</li> </ul>	
26	General	Total Users/visitors & peak hours	Kindly Please clarify, How many Total users,visitors & peak hours of the portal?	Please refer Scope of Work
27	General	Concurrent User	Kindly Please clarify, How many concurrent Total users?	Quantum Cannot Specified at his moment.
28	General	Target Audience,Stakeholder	Kindly Please clarify, 1. Describe your target audience & Stakeholder (i.e. Average age, special interests, profiles, income level, education level). 2. Do they have any special needs?	open for all.
29	General	Logo	Kindly Please clarify, 1.Do you have a logo that will be used? If not, would you like us to create the same? If yes then please provide your requirement for new logo.? 2.Do you have a tagline to display under the app logo.?	, ,
30	General	Social Media	Kindly Please clarify, 1. What level of integration is being expected with the social media platforms? 2. ICCR will provide ready to use link ? 3. We assume there is no scope of social media management? Please clarify?	Shall ensure to embed ICCR related contents as and when published on Socila Media platforms are directly
31	General	API Development & Integration	Kindly Please clarify, 1.New API & Integration is the responsibility of bidder ? 2.Do you need any third party API integration ? If yes then for which features? 3.Do you suggest any third party APIs for the same along with the API/services documentation if available? 4.Please share type of & No. of API Development & Integration ?	purpose of such as; SEO, Emai, SMS, Payament Gateway, CAPTCHA, etc.
32	General	Third-party software	Kindly Please clarify, Any third-party software your portal relies on? If yes please share details	Please refer existing website

33	General	Kindly Please clarify, 1.How feedback response u need like in 0 to 5 rating or good bad great etc? 2.Who will give feed back only login user or any one who visit website?	
34	General	<ul> <li>Kindly Please clarify,</li> <li>1. Do you have existing setup of server, database. ?</li> <li>2. Will there be a need of database migration to new server/s. ?</li> <li>3. Tentative volume of data to be migrated?</li> </ul>	