

REQUEST FOR PROPOSAL (RFP) FOR DESIGN, DEVELOPMENT AND MAINTENANCE OF Ph.D. PORTAL

1. INTRODUCTION

The purpose of this document is to invite a suitable service provider for “**Design, Development and Maintenance of Ph.D. Portal**” as a turnkey project. The portal shall serve as a databank of Ph.D. researchers and doctoral research towards addressing Sustainable Development Goals (SDGs), National Problems, societal problems/ needs/ priorities.

2. **SCHEDULE OF SUBMISSION OF BIDS:** RFP document can be obtained from the AcSIR website www.acsir.res.in. Amendments, if any, shall be notified in the AcSIR website. **Bids should be submitted Two-Bid System in sealed envelope to the Director, AcSIR as detailed at point no. 6.** The following is the schedule of events for this activity.

Bid Validity	The validity of bids shall be six months from the last date of submission of the bids.
Last date of submission of bids	September 22, 2020 at 5:00 PM
Opening of Technical Bids	September 23, 2020 at 11:00 AM
Opening of Financial Bids	To intimate later to technically qualified bidders
Contact Person (for any clarification during the process)	Associate Director (Admin. & Finance), Academy of Scientific and Innovative Research (AcSIR), CSIR-HRDC Campus, Kamla Nehru Nagar, Sector-19, Ghaziabad, U.P. – 201002 Email: ad_admin.finance@acsir.res.in

3. SCOPE OF WORK

AcSIR intends to develop a portal which would serve as a databank of Ph.D. researchers and doctoral research with linking each of them to Sustainable Development Goals (SDGs), National Problems, societal problems/ needs/ priorities. Portal should be elegant and uncluttered in look, multi-lingual, easy to use, easy to search, easy to navigate and visually appealing. Portal must be compatible and interoperable with different browsers and different platforms.

- a. ***Portal Development and Design:***

- i. Development of a web-portal as a digital repository of the student's data of Ph.D theses of both completed and on-going Ph.D students.
 - ii. Dual Language Compatible (English and Hindi)
 - iii. The design of the web-portal should be contemporary, aesthetic and user-friendly.
 - iv. The portal should have the ability to capture, index, store, disseminate and preserve the student related data
 - v. The Portal should be scalable for future requirements/ requests
 - vi. The portal would be of responsive design and should have options of both basic and advanced search, from any/all data domains.
 - vii. It should have the features of indexation, storage, dissemination and preservation.
 - viii. The following need to be specified for the portal to be developed (a) Scripting Language (b) Development Framework (c) Database and Database Architecture Design Strategy
 - ix. Server based, Script based and DB based Optimisation techniques, to be used to ensure fast load times of the web portal, to be specified.
 - x. The portal should have an administrative backend management to manage the users and update the data.
 - xi. Anti-spamming feature.
 - xii. Search Engine Optimisation (SEO) to be used for better indexing with Search Engines.
 - xiii. User-friendly updating of data in the developed portal
 - xiv. It should have the compatibility feature so that it can be linked with the existing websites of AcSIR and/or others.
 - xv. The portal should support Web 3.0 (any advanced/ latest) based tools such as RSS feeds, Blogs, Chat bots, and social media channels.
 - xvi. All logins must operate on secure protocols. It should provide support for website security audit.
 - xvii. Separate Authentication Privileges for Administrator and Normal User for Portal and Database Management.
 - xviii. It is the responsibility of the bidder that the Portal fully comply with the 'Guidelines for Indian Government Website (GIGW)' and Quality Certification (STQC). The process of certification would be a separate activity and is not part of this bid in Financial Terms. This is being stated only for the clarity in terms of the Technical Specification/ Strength of the Portal being quoted for.
- b. **Domain Registration, Hosting of Portal and Backup:**
- i. Domain Registration
 - ii. Hosting Plan and Server Specifications to be specified
 - iii. Backup Strategy to be specified
- c. **Portal Maintenance:**
- i. One year maintenance of Portal post Go-Live Date, which may be further extended on mutual agreement

While submitting the Financial Bid, prospective Service Providers should provide the split of financial part as under:

- i. Portal Development and Design
- ii. Domain Registration, Hosting of Portal and Backup
- iii. One Year Annual Maintenance from Go-Live Date

Development Methodology: The development methodology should follow an iterative-prototype approach especially in the initial startup and design phase.

Other Key Points:

- i. The service provider has to share the source code of the product with AcSIR.
- ii. The developed portal including, the complete software and associated data, text, graphics, photos, content shall be the sole property of AcSIR and service provider shall have no claim over the same in future.
- iii. All data should be stored and kept confidential and service provider shall not reuse/replicate/ transfer the same to anyone else.
- iv. The service provider shall provide all admin/ user manuals along with complete training to AcSIR Team.
- v. The service provider shall also provide support for all future upgrades/ initiatives of AcSIR related to the Portal.

4. ANNUAL MAINTENANCE & MANAGEMENT

The scope of Annual Maintenance & Management will be for a period of one year and will cover regular updating of the Portal, software & security feature upgradation, etc.

In order to undertake above, the firm will depute one qualified resource person who needs to be available on call basis (24*7) to maintain/ manage/ troubleshoot the Portal as per the requirement(s) of AcSIR.

5. ELIGIBILITY CRITERIA

Bidder should qualify the following eligibility conditions:

- i. The firm shall be a legal entity as per the Government of India regulations.
- ii. The firm should have working experience of using modern web-based technologies and must have delivered similar projects (involving responsive web design, database development) in Public Funded/ Public Serving Institutions during the last 3 years.
- iii. Firm should have GST Registration Certificate and PAN.

6. SUBMISSION OF BIDS (TECHNICAL BID AND FINANCIAL BID)

The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed as "Design, Development & Maintenance of Ph.D. Portal". The Intended Firms may submit their quotations completed in all respects to **The Director, Academy of Scientific and Innovative Research Headquarters CSIR-**

HRDC Campus, Postal Staff College Area, Sector 19, Kamla Nehru Nagar, Ghaziabad, Uttar Pradesh 201002 up to 5:00 pm on September 22, 2020.

7. MANDATORY DOCUMENTS TO BE PROVIDED ALONG WITH THE TECHNICAL BID

- i. Copy of all documents in support of above eligibility criteria
- ii. A brief of the proposed vision and concept for the design and development of the Portal
- iii. Note explaining the scope of the work as understood by the firm and which shall be executed by the firm.
- iv. Duly signed and stamped of the entire bid document along with Addendum / Corrigendum, if any.
- v. All other documents, as required in terms of the bid, to claim eligibility.
- vi. GST, if any, should be indicated separately.

8. CLARIFICATION

Prospective bidders requiring any clarification may write to the Associate Director (Admin. & Finance) at ad_admin.finance@acsir.res.in.

9. EVALUATION OF TECHNICAL BIDS

AcSIR retains the right to ask for any further information/ clarification during the bidding process. If AcSIR desires so, the bidders may have to present 3 options of design templates (not final) for the Portal for understanding of their bid.

Comprehending the magnitude of response in terms of number of bids qualifying, AcSIR may apply second tier of stringency for shortlisting the bidders from amongst the eligible bidders. In terms of its functional advantage, such a stringency may include preference for bids whose bidders have rendered similar services to National R&D Institutions and may decide not to shortlist others in the Technical bid evaluation. Based on the above evaluations, the financial bid of only those firms who qualify in the above parameters will be opened.

10. EVALUATION OF FINANCIAL BIDS

The Financial bids of the technically qualified bidders will be opened.

11. AWARD OF CONTRACT

After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by AcSIR to the successful bidder.

12. PAYMENT AND DELIVERY TERMS

- i. The functional Portal, as per the specifications, should get approved by AcSIR for its design and functionality within 3 weeks of issue of order. (the vendor has to incorporate any suggested changes in its design).
- ii. The work shall be completed in **six weeks** from the date of issue of LOA.

- iii. The progress plan to be shared weekly and additionally as desired by AcSIR.
- iv. Payment will be made after completion of the task to the satisfaction of AcSIR.

13. OTHER TERMS AND CONDITIONS

- i. The service provider should allocate a single point of contact who can provide support during the development and implementation stage.
- ii. The service provider shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/ contract.
- iii. All disputes relating to this activity shall be reference to sole arbitrator to be appointed by the Director, AcSIR, whose decision will be binding on both the parties.

IMPORTANT NOTE FOR ATTENTION

The Director, AcSIR reserves the right to accept or reject any or all the bids (at any stage i.e. Technical or Financial evaluation) without assigning any reason thereof.