

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

No. 1938 / dtd 01.9.21

Quotation Call Notice

Quotations in sealed envelope are invited from the intending agencies/companies having expertise in design, development, hosting and maintenance of website as per the guidelines of government. The Quotation can be received in the office of undersigned from Dt. 02.09.2021, 11:00 AM to Dt.09.09.2021, 04:00 PM during the office hour and will be opened on Dt. 13.09.2021 at 11:00 AM in the office of the Executive Officer, Titilagarh Municipality. The rate should be inclusive of all taxes and charges including testing, domain registration, hoisting, maintenance, Training etc..The detailed Quotation Call Notice is present in district web portal <https://balangir.nic.in/> . The undersigned reserves the right to reject / cancel any or all the quotations without assigning any reason thereof.



Executive Officer,
Titilagarh Municipality

Memo No. 1939(3) / dtd. 01.9.21

Copy to The Collector & District Magistrate, Balangir / Project Director, DUDA, Balangir / Project Director, DRDA, Balangir with a request to publish in notice board for wide publication.



Executive Officer,
Titilagarh Municipality

Memo No. 1940(2) / dtd. 01.9.21

Copy to Sub-Collector, Titilagarh / Block Development Officer, Titilagarh with a request to publish in notice board for wide publication.



Executive Officer,
Titilagarh Municipality

Memo No. 1941 / dtd. 1.9.21

Copy forwarded to Deputy Director, Information & Public Relation Department, BBSR, Odisha for Publication of advertisement in Sambad Odia Daily news papers with minimum size for one day.



Executive Officer,
Titilagarh Municipality

Memo No. 1942 / dtd. 1.9.21

Copy forwarded to District Information Officer, NIC, Balangir to publish the Quotation Call Notice in Balangir District web portal <https://balangir.nic.in/> for wide publication.



Executive Officer,
Titilagarh Municipality

Memo No. 1943 / dtd. 1.9.21

Copy to Municipality Office Notice Board for general information of all.



Executive Officer,
Titilagarh Municipality

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

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

1) Important Dates:

Item	Date
Publishing of Quotation	Dt. 02.09.2021, 11:00 AM
Quotation Submission Last Date	Dt.09.09.2021, 04:00 PM
Quotation opening Date	Dt. 13.09.2021 at 11:00 AM
Quotation Inviting Authority	Executive Officer, Titilagarh Municipality, Titilagarh, Balangir, Odisha, 767033 Phone : 06655-220471 Email – titilagarhnac@gmail.com
Complete QCN Availability online	https://balangir.nic.in/

2) 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 need to be

- updated in order to accommodate any future changes and requirements at Titilagarh Municipality. E.g. 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 Titilagarh Municipality from time to time and support for the same.

3) 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 multiplesize 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 a 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, Bing & Live) using top keywords and meta description.
- xxiv) Onsite training to Titilagarh Municipality staff on overall workflow of the developed solution and backend administration functions at Titilagarh Municipality office.
- xxv) Any other Interactive and useful features

4) Timelines:

Activities	Timeframe (from the award of
Basic template design and approval	15 days
Final website and apps design and approval	1 month
Go-Live of the Website	2 months
Maintenance	Ongoing activity

5) 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	Unit	Amount	Quantity	Total
Designing and Development of the website of Titilagarh Municipality.	One Time		1 Time	
Fixed Annual Fees (Including Hosting, Domain Registration, publishing, testing, Upgradation, Maintenance etc. and all costs/expenses of the Agency for undertaking work as detailed in the Scope and features of Work.)(for 3 Year)	Per annum		3 Year	
TOTAL				

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 inclusive of all Taxes and Charges.

6) Submission of Proposals

- 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.
- The Quotation and Documents put into an envelope and sealed. The envelope shall be super-scribed "**Quotation for Design, Development, Hosting and Maintenance of Website of Titilagarh 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.
- The envelope containing the quotation documents should be addressed to:

**The Executive Officer,
Titilagarh Municipality
Email: titilagarhnac@gmail.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.

7) General Conditions:

- i) The domain name should clearly represents this organization Titilagarh Municipality.
- 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 clearance 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 3 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. Websites 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 Titilagarh Municipality from time to time.
- ii) Delivery should be in the form of a published web in the respective market place and will be the property of Titilagarh Municipality.
- iii) All material/ product and related codes would be property of Titilagarh Municipality and vendor would have no claim over the same in future.

- iv) All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
- v) The vendor should provide all admin/ user manuals of website.
- vi) The vendor should also provide support for all future upgrades/ initiatives of Titilagarh Municipality related to website.


10/09/2021
Executive Officer,

Titilagarh Municipality.