

REQUEST FOR PROPOSAL

for

**Redesigning / Security Audit of PCDA NC Website
(www.pcdanc.nic.in)**

**Principal Controller of Defence Accounts (Northern Command),
Ministry of Defence, Government of India**

Summary Sheet

Name of the Department	Defence Accounts Department, Government of India, MoD (Finance)
Name of the Organization	Principal Controller of Defence Accounts (Northern Command) Narwal Pain Satwari Jammu Cantt
Date of issue of original R.F.P.	29-12-2017
Last Date and Time for Receipt for Proposal	18-01-2018 (3.00 P.M.)
Date and Time of opening of Technical Bids	19-01-2018 (03.00 P.M.)
Place of Opening of Bids	O/o The Pr. CDA (NC) Jammu Cantt.
Address for communication	Sr. Accounts officer (IT & S) O/o the Pr. CDA (NC) Narwal Pain Satwari Jammu Cantt Ph. 0191-2459205, Extn 307

- This bid document is not transferable.
- Bids without relevant documents as specified in this RFP, should be summarily rejected.

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Abbreviations used in the document

PCDA (NC) / Pr. CDA (NC)	Principal Controller of Defence Accounts, Northern Command Jammu Cantt
DAD	Defence Accounts Department
GIGW	Guidelines for Indian Government Websites
RFP	Request For Proposal
TEC	Technical Evaluation Committee
L1	Lowest No 1
STQC	Standardisation Testing & Quality Certification

A. Introduction and Overview of PCDA (NC) Jammu

As a part of the Defence Accounts Department, one of the oldest departments under the Government of India, Pr. Controller of Defence Accounts (NC), Jammu (erstwhile known as CDA (NC)) cater to the needs of Financial Accounting, Financial advice & Payment of all the Units and Formations under the strategic control of Headquarters Northern Command, in a more focused and dedicated manner.

Pr. CDA (NC) JAMMU is dealing with multiple tasks of Internal Audit, Accounting and Payments in respect of all Units and Formations falling under the jurisdiction of HQ NC which also includes the payment of pay & allowances to Personnel below Officer Ranks and Defence Civilian Staff and Officers. The discharge of the assigned responsibilities is ensured with our vast network of offices and a dedicated and professional task force.

In synchronization with the pace of ongoing use of IT in the Government sector, PCDA (NC), in line with the departmental policies, introduced all IT related projects of our day to day working, aiming ultimate satisfaction of the Indian Army Units and Formations. All our sub offices are well connected with WAN, Broad band and VPN which has established a faster information sharing system. The PCDA (NC) JAMMU has taken many initiatives to utilize this potential and bring it into a ground reality. This led to bringing ease to the army units and formations under jurisdiction.

RFP – Redesigning of website of PCDA (NC) Jammu

www.pcdanc.nic.in

B. GENERAL-Invitation to Bid

- i.** This RFP is downloadable from the PCDA (NC) web - site. A refundable bid amount of 5000/-, to be submitted in the form of pay order/demand draft favoring “ **PCDA NC Jammu**” payable at Jammu at the time of submission of the proposal at O/o the Pr. CDA (NC) Jammu Cantt. Those vendors who have already submitted such amount need not submit again/
 - ii.** The last date for submission of RFP is 18-01-2018 and it should reach PCDA (NC) Jammu Cantt, at the above address by 3.00 p.m. on that day. Bidders must keep in mind that there are security checks and related formalities for access to the building.
 - iii.** No proposals would be accepted after the above deadline.
 - iv. Validity of Bids:**

The Bids should remain valid for 6 months from the last date of submission of the Bids.

 - a)** A pre-bid meeting is scheduled on 09.01.2018 at 11.00 A.M. O/o PCDA(NC) Narwal Pain Satwari Jammu Cantt. The vendors/ their reps may clarify their doubts / see and discuss the scope of work and terms of conditions of the RFP. After this pre-bid meeting, the amendments to RFP will be issued, if required, resulting on the proceedings of the meeting. No modification / relaxation / clarification will be provided thereafter during the Tender Proceedings.
 - v.** The Technical Bids will be opened on 19-01-2018 The bidder may, if so desired, depute their representative at the time of opening of Technical Bids.
 - vi.** The PCDA (NC) reserves the right to accept any proposal or reject all the proposals, without assigning any reasons whatsoever. The PCDA (NC)’s decision in this regard shall be final and binding.
-

vii. Requirement, terms and conditions are mentioned in Annexure-A.

viii. Warranty -

- a) The following Warranty will form part of the contract placed on the successful Bidder –

Except as otherwise provided in the invitation tender, the Developer hereby declares that the software supplied to the Buyer under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in contract. The Developer hereby guarantees that the said software would continue to conform to the description and quality aforesaid for a period of 24 months from the date of delivery of the said software to the Buyer. If software is discovered not to conforming to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the Buyer in that behalf shall be final and binding on the Developer and the Buyer shall be entitled to call upon the Seller to rectify the software. Any amendment / change in functionality will have to be done by the developer during the warranty period.

- b) The following Warranty will form part of the contract placed on successful Bidder

The Seller warrants that the software supplied under the contract conform to technical specifications prescribed and shall perform according to the said technical specifications.

ix. Performance Guarantee:

The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.

C. Submission and Evaluation of Proposals

i) The Proposal shall be submitted duly **signed by the authorized signatory with the seal in three separate envelopes** and to be delivered at the address given above.

i. Envelope –I containing the refundable bid amount Pay order or Demand Draft for 5,000/-. Envelope should be super-scribed “**Bid Security: Redesigning of PCDA (NC) Jammu Website**”.

ii. Envelope –II containing the Technical and Qualification aspects hereinafter referred to as, Technical Proposal should be super-scribed “**Technical Proposal - for Redesigning of PCDA (NC) Jammu Website**”.

iii. Envelope -III containing financial bid super scribed “**Financial bid: Redesigning of PCDA (NC) Jammu Website**”.

All the envelopes should be put in single larger envelop and should reach PCDA (NC) before prescribed date and time.

ii) All documents pertaining to Technical Proposal Envelope should be completed and duly signed by the authorized signatory with the seal of the bidder. These are listed below

- 1• Proposal Form (Form T1).
- 2• Company profile (Form T2).
- 3• Curriculum Vitae of persons proposed to be associated with the assignment (Form T3)
- 4• Bid Security Form (Form T4).
- 5• Document verification checklist for Technical Proposal (Form T5).

D. General Conditions:

- a) The vendor who will be awarded the contract will have to sign non-disclosure Agreement (Form T-6).

- b) **Technical Proposal containing any price information will be summarily rejected.**
The PCDA (NC) will examine the proposal submitted by the vendors to determine whether they are complete, required Bid Security has been furnished, the documents have been properly signed, required information has been provided and the Bids are generally in order.

- c) No fee for Tender has been prescribed. The bid security of all unsuccessful tender will be returned by the PCDA (NC) within 45 days, after evaluation of bids. The bid security of the successful bidder will be returned after successful completion of the audit process & submission of performance guarantee.

- d) The PCDA (NC) reserves the right to evaluate the proposals either by itself and/or in co-ordination with and/or by engaging any outside consultants/experts.

- e) During evaluation, the PCDA (NC), at its discretion, may ask the Bidder for clarification of its offer. The request for clarification and the response shall be in writing, and no change in the substance of the submission shall be sought, offered, or permitted. The PCDA (NC) reserves the right to verify the facts mentioned in the offer with respect to the information given by the respondent.

- f) After evaluation of technical bid, the price bid for only those respondents who are short-listed and technically qualified, by the PCDA (NC) would be opened on a specified date and time which will be intimated to such short-listed bidders.

- g) The PCDA (NC) would neither be bound to offer any reasons for such acceptance/rejection nor entertain any correspondence with the technically rejected respondents in this matter.
- h) The Request for Proposal would neither bind the PCDA (NC) in any contract nor is it an offer of a contract.
- i) All costs shall be denominated in Indian Rupees.
- j) The PCDA (NC) may cancel the whole RFP process before final selection without assigning any reason whatsoever.
- k) The source code of the website will be the property of PCDA(NC) after completion of the project and PCDA(NC) reserves the rights to make changes to the code, if required. The same will be deliverable.
- l) Platform of the website will be PHP/MySQL/WAMP/PostgreSQL.
- m) Vendor will have to provide training to the officials (core team) of PCDA (NC) to handle the uploading / maintenance of website after delivery.

E. Contact Person and Communication Address:

Sh. S.C.Motan,
Asst. Controller (IT & S)
Office of the Pr. CDA (NC),
Narwal Pain, Satwari Jammu
Cantt.
Ph. 0191-2459205 extn 307
Email: cda-Jammu@nic.in

F. DISCLAIMER

The information contained in this Tender Document or subsequently provided to Bidder(s) or Applicants whether verbally or in documentary form by or on behalf of PCDA (NC) Jammu, is provided to the Bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This tender document is not an agreement and is not an offer or invitation by the PCDA (NC) Jammu to any party other than the applicants who are qualified to submit the Bids (“Bidders”). The principle of this tender is to provide the Bidder(s) with information to support the formulation of their proposals. This tender document does not purport to contain all the information each bidder may entail. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice from appropriate sources. The PCDA (NC) will make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the precision, reliability or completeness of the Tender document. The PCDA (NC) may in their absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this Tender Document.

1. Introduction and overview of PCDA (NC) Jammu

PCDA (NC) Jammu is rendering services regarding accounting, audit, payment and financial advice to areas covered under Headquarters Western Command of the Indian Army. The audit jurisdiction of this office covers the states/ union territories of Jammu and Kashmir and parts of Punjab. The static portion of website of the organization www.pcdanc.nic.in is hosted at NIC server.

2. PROJECT OBJECTIVE

The objective of this proposal is Redesigning and development of dynamic portion of the website/Security Audit of the same by Cert-In agency/Hosting on NIC Server to meet the requirements/scope of work mentioned in Annexure 'B'.

3. ELIGIBILITY

1. The firm/company should have been in existence for at least three years as on 30.09.2018 (in case of mergers/acquisition/restructuring or name change, the date of establishment of the earlier/original Partnership Firm/Limited Company can be taken in to account supporting documents may be enclosed with the Technical bid).
2. The company should be in the field of website designing. The company should have a pool of sufficient professionals in the field employed with them for at least last 2 years.

3. The company should have adequate financial standing, market reputation, competent personnel and experience to undertake the assignment.
4. The bidder must give detailed information/ records substantiating the above requirements. Any bid not containing the above information will be rejected.
5. Security Audit of Website should be done/got done from the agency **empanelled as Information Security Auditing Organization by CERT-In** mentioned in website <http://www.cert-in.org.in>.

4. TIME FOR COMPLETION OF ACTIVITY

- 4.1 This is a one-time development exercise. The period of the development of website, security audit and complete Project work would be for a maximum period of 3 months. The newly designed website will be submitted for checking. The same will be checked and approved by the Board of officers. If rejected, by BOO then the same is required to be redesigned or modified.
- 4.2. The PCDA (NC) reserves the right to extend or not to extend the period of development/audit in case intended tasks are not completed in time.
- 4.3. In case there is any delay, which is solely attributable to bidder, the Pr. CDA (NC) will have the right to deduct 0.5% for every week or part thereof max 10 % of the total contract value for delay beyond the above mentioned period. Once the maximum deduction is reached the Pr. CDA (NC) may consider termination of the contract. However, for any reasons, if it is mutually agreed between the PCDA (NC) and the bidder in writing, PCDA (NC) may waive the above time-overrun charges.
- 4.4. The PCDA (NC) reserves the right to terminate the services, if the assignment is not

proceeding in accordance with the terms of contract by issuing a notice of three months.

5. PAYMENT TERMS

5.1 Since GST has been implemented w.e.f. 01-07-2017, the vendor shall pass on the benefit of Input credit for which he will clearly mention the cost quoted, GST and ITC with net cost. No additional/extra charges, fees, expenses, taxes, levies, duties, costs, etc. will be payable, for whatever reason. In specific, no costs/expenses shall be payable extra for traveling (including local conveyance), boarding, lodging, out-of-pocket expenses, liaison, etc. during the validity of the contract.

5.2. No advance payment will be made.

5.3. Payments will be made net of taxes, if any i.e. less: Tax Deducted at Source (TDS) after completion/acceptance of work. Payment shall be made in Indian Rupees only.

5.4. Mode of payments will be e-payment. Necessary mandate form should be provided for the same.

6. CONFIDENTIALITY

The Vendor shall agree and assure the PCDA (NC) that its employees and/or agents shall come into their possession or knowledge in the course of this contract. Neither the vendor nor the PCDA (NC) shall disclose the confidential information to a third party. Both parties will, at all times, maintain confidentiality regarding the contents of this agreement and proprietary information including any business, technical or financial information. The Vendor shall indemnify any loss or damage the PCDA (NC) might suffer on account of any intended/unintended lapse on its part, its employees and/or its agents in this respect. The amount of indemnification, shall, however, be restricted to the Total Contract Value placed. The selected firm shall be required to comply with policies of the PCDA (NC). The Short listed Bidder shall sign the Non-Disclosure Agreement.

7. PCDA (NC) RESERVES THE RIGHTS TO THE FOLLOWING

- i. Extend the time of submission of proposal (RFP).
- ii. Modify this document by an amendment, which shall be intimated to the bidder in writing. Any bidder, not agreeable to such amendment, shall be permitted to withdraw from the bidding process, without forfeiting the bid security, provided the bidder informs the PCDA (NC) in writing of its intention to do so, within 7 days of receipt of information of the modification.
- iii. Terminate the assignment, if not proceeding in accordance with the terms of the contract and to the satisfaction of the PCDA (NC).
- iv. Modify the period stipulated for completion of the assignment during the execution of the contract.
- v. Modify any other terms, conditions and requirements mentioned above, as the PCDA (NC) may deem fit.
- vi. Cancel the whole process without assigning any reason whatsoever.

8. EVALUATION PROCEDURE

All bids shall be evaluated by a B.O.O. set up for this purpose by the PCDA (NC) after opening of the Technical bids. The evaluation will be on the basis of professional competence. Price quoted in the Commercial Quote will be taken for evaluation of L1. The financially lowest bidder (L1) out of technically qualified bidders will be considered for award of work.

9. GENERAL TERMS

- i. Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of its Bid, and the PCDA (NC) will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

ii. Clarifications of Bidding Documents: A prospective bidder requiring any clarification of the Bidding Document may notify the PCDA (NC) in writing or by Fax at the address / fax number / e-mail indicated in Invitation to Bid. All clarifications needed shall be addressed to the PCDA (NC) prior to 09-01-18 at 3:00 PM. The PCDA (NC) will respond through a pre-bid meeting or through email to any request for clarification of the Bidding Document. Relaxation in any of the terms contained in the Bid, in general, will not be permitted, but if granted, the same will be published in the PCDA (NC)'s website.

iii. Amendments of Bidding Documents/s: At any time prior to deadline for submission of Bids, the PCDA (NC), for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document/s, by amendment. The amendment would be published in the PCDA (NC)'s website and the same will be final and binding on all the bidders.

iv. Language of the Bid:

- a.** The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the PCDA (NC) and supporting documents and printed literature shall be written in English.
- b.** The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall initial all pages of the Bids, except for un-amended printed literature.
- c.** Any inter-lineation, erasures or overwriting shall be valid only if they are initialed by the person signing the Bids. The PCDA (NC) reserves the right to reject bids not confirming to above.

v. Opening of Bids by the PCDA (NC)

- i. The Bidders' names, or withdrawals and the presence or absence of requisite Bid Security and such other details as the PCDA (NC), at its discretion, may consider appropriate, shall be announced at the Bid opening.
- ii. Bids (and modifications sent) that are not opened at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances.

vi. Preliminary Examination

- a. The PCDA (NC) shall examine the bids to determine whether they are complete, furnished in required formats, the documents have been properly signed, and the bids are generally in order.
- b. The PCDA (NC) may, at its discretion, waive any minor infirmity, non-conformity, or irregularity in a bid, which does not constitute a material deviation.
- c. If a bid is not substantially responsive, it shall be rejected by the PCDA (NC) and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- d. The technical evaluation will take into account the capability of the bidder to implement the proposed solution.
- e. Only those bidders whose Technical bids have been found substantially responsive would be intimated by the PCDA (NC) about their participation in the process.
- f. After the presentation the opening of the financial bid will be initiated and date and time will be informed to the eligible vendors by the B.O.O.
- g. The firm selected for the assignment should adhere to the quality standards, regulatory directions in this regard and extant policy and guidelines of the PCDA (NC) and the Government of India.

PROPOSAL FORM

To

DATE: _____

The Sr. Accounts Officer (IT & S)
 O/o The Pr. CDA (NC)
 Narwal Pain Satwari
 Jammu Cantt

Sub: Request for proposal- Redesigning/ Security Audit/ Hosting on NIC Server / SQTC Certification of PCDA (NC) website www.pcdanc.nic.in.

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to carry out the assignment in conformity with the said Bidding documents.

We undertake, if our Proposal is accepted, to carry out the work in accordance with the delivery terms and locations specified in the RFP.

We agree to abide by the Proposal and the rates quoted therein for the orders awarded by the PCDA (NC). We hereby acknowledge and unconditionally accept that PCDA (NC) can at its absolute discretion apply the criteria deemed appropriate in short listing and selection of the Bidder.

Until a formal contract/job order is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Name	Signature	In capacity of
Date		
Duly authorised to sign the bid for and on behalf of _____.		

COMPANY PROFILE

No	Particulars	Details	Enclosures, if any
1	Name of the Bidder/ Bidding Firm		
2	Date of Incorporation		
3	Address of Registered Officer		
4	Address for Communication (with telephone number and email-id)		
5	Contact Person		

We confirm that all details mentioned and all information as stated herein are correct, and if the PCDA (NC) observes any misrepresentations of facts on any matter at any stage of evaluation, the PCDA (NC) has the right to reject the tender.

We have understood the scope of the work and undertake to execute the assignment as per the requirement of the RFP.

Name	Signature	In capacity of
Date		
Duly authorised to sign the bid for and on behalf of _____.		

CURRCULUM VITAE

(Of persons who will be associated with the assignment)

Name of Person:

Address:

E-mail ID:

Phone number:

Qualification:

Qualification	Name of the University	Year of Passing	Distinction/ Merit (if any)

Present Designation:

Past Experience:

Name of the Organization	Period		Brief details of nature of assignments handled
	FROM	TO	

Experience in Development of Website

Name of the Organization	Period		Brief details of nature of assignments handled
	FROM	TO	

Note: The format is indicative of minimum requirements. Respondents may furnish additional details, if any, as a separate annexure

Name	Signature	In capacity of
Date		
Duly authorised to sign the bid for and on behalf of _____.		

BID SECURITY FORM (REFUNDABLE)

We are enclosing the Bid Security of 5,000/- (Rupees Five Thousand Only) carry out Redesigning/Security Audit/Hosting on NIC Server, of the PCDA (NC) Website www.pcdanc.nic.in. The details of Demand Draft drawn in favour of “PCDA (NC) Jammu” are as follows:

Name of the Drawer:

Bank:

Branch:

Date :

DD No:

Amount of DD: 5000/-

Name	Signature	In capacity of
Date		
Duly authorised to sign the bid for and on behalf of _____.		

DOCUMENT VERIFICATION CHECKLIST

Sl. No.	Description	Remarks (YES/NO)
a)	(i) Company should have existing for last 3 years (as on 31.03.2017) in the same field. (ii) Carried out Development of website for at least 03 organizations.	YES/NO
b)	Not have been blacklisted by any Government body in past or in present. (Please submit the self declaration letter)	YES/NO
c)	Have at least 5 or more qualified personnel in the related field on its payroll for minimum 2 years.	YES/NO
d)	Shall give detailed information / records / testimonials/ declarations substantiating the above parameters in chronological order.	YES/NO
e)	Bid Security of 5,000/- by way of Demand Draft/Bank Guarantee bearing no. _____ dated _____ drawn on _____ Bank.	YES/NO
f)	Attached Form T1 to T4.	YES/NO

Note :

1. The bidder shall be disqualified in case of Non-adherence of any of above essential qualification criteria.
2. We have enclosed all relevant documents/testimonials/declaration /proofs in supporting of the above are correct and true to the best of our knowledge

Name	Signature	In capacity of
Date		
Duly authorised to sign the bid for and on behalf of _____.		

NON-DISCLOSURE AGREEMENT

WHEREAS, we, _____, having Registered Office at _____, hereinafter referred to as the COMPANY, are agreeable to offer development/security audit/facilitating hosting of website on NIC Server, as required under their RFP for Application Redesigning of PCDA (NC) Jammu website www.pcdanc.nic.in dated _____, 2017 to PCDA (NC), having its registered office at Narwal Pain Satwari Jammu Cantt hereinafter referred to as the PCDA (NC) and,

WHEREAS, the COMPANY understands that the information regarding the PCDA (NC)'s website and other related information is confidential and/or proprietary to the PCDA (NC) and

WHEREAS, the COMPANY understands that in the course of submission of the offer for the said Services and/or in the aftermath thereof, it may be necessary that the COMPANY may have access to certain systems, plans, documents, approvals or information of the PCDA (NC) or its sub-office.

NOW THEREFORE, in consideration of the foregoing, the COMPANY agrees to all of the following conditions, in order to induce the PCDA (NC) to grant the COMPANY specific access to the PCDA (NC)'s property/information

The COMPANY will not publish or disclose to others, nor, use in any services that the COMPANY performs for others, any confidential or proprietary information belonging to the PCDA (NC), unless the COMPANY has first obtained the PCDA (NC)'s written authorisation to do so;

The COMPANY agrees that notes, specifications, designs, memoranda, SYSTEMS AND TOOLS and other data shared by the PCDA (NC) or, prepared or produced by the COMPANY for the purpose of submitting the offer to the PCDA (NC) or for the performance of the said Contract/Services, will not be disclosed to during or subsequent to submission/execution of the offer to the PCDA (NC), to anyone outside the PCDA (NC).

The COMPANY shall not, without the PCDA (NC)'s written consent, disclose any specification, plan, pattern, details of systems, design, sample or information (to be) furnished by or on behalf of the PCDA (NC) or made privy/available to the COMPANY in connection with this assignment, to any person(s) other than those employed/engaged by the COMPANY for the purpose of submitting the offer to the PCDA (NC) and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

This agreement survives the SLA or any other agreement, notwithstanding the status of the contract in reference of which this NDA is executed, for a period of minimum 25 years from the date of this document. This is binding on the parties without any recourse to legal/regulatory/statutory obligations.

Name	Signature	In capacity of
Date		
Duly authorised to sign the bid for and on behalf of _____.		

ANNEXURE 'B'

PROPOSED SCOPE OF WORK (WWW.PCDANC.NIC.IN)

Development/Re-designing/Facilitation of hosting Website on NIC Server/Security Audit Certification from Cert-In empanelled agency/Certification from SQTC as regards GIGW guidelines.

1. WEBSITE DESIGN

The website is expected to have a very appealing and professional look.

2. CONTENT MANAGEMENT SYSTEM FEATURES

The website will be developed using a Content Management System (CMS) having following key features:

- a. Dynamic creation of content – All content and navigation structure can be dynamically created using the CMS. All content should be created using a WYSIWYG editor to ensure that the website content creator has ease of managing the website content.
- b. Search Engine Friendly URL – The website will ensure that the URL's generated are search engine friendly.
- c. Metadata – There should be a facility to define meta tags for each page separately as well as globally for the website.
- d. Print Friendly Articles – Users should be able to Print and Save the articles / relevant pages in a PDF format.
- e. Content Auto Publishing– The CMS should have capabilities to be able to schedule the content for hosting and removal.

- f. Archive – The CMS should have capabilities to manage the expired content and archive the same for reference. This should be both Manual and Auto basis the expiry date of the respective content.
- g. Analytic – There should be a feature to analyze and report the usage of website

3. SEARCH

- a. There should be a site-wide, in-built module for search.
- b. The search should be based on SMART SEARCH technology using a keyword and should show relevant results as the user types the keyword.
- c. All search results will be displayed on a separate page with links to the relevant page.

4. LATEST NEWS

- a. There should be a dedicated section for News Items that will be dynamically added by the website administrator.
- b. This module will highlight the latest News on the homepage as well as dedicated page.
- c. This module will highlight latest few news headlines with images and taglines on the homepage and should have a link to the detailed page for that news item.

5. ANNOUNCEMENTS

- a) There will be a separate module to display the latest Announcements on homepage and inner pages as needed
- b) Administrator of the website will be able to create new announcements
- c) These announcements will be displayed as a clickable list of headlines that will open a separate page with detailed announcement

- d) An announcement can have an attachment in the form of PDF, Word, Excel file along with the content

6. CALENDAR

- a. This module will display a dynamic calendar for events on the Homepage
- b. The calendar will have the capabilities to display event dates highlighted as per entered in the events module
- c. Clicking on the highlighted date will display details of the various events defined for that date

7. USER ACCESS MODULE

- a. Administrator of the website will have access to creating users and granting them different access privileges to different modules for data entry / update / upload.
- b. Website administrator will be able to create / delete / deactivate any user / user privilege.
- c. There will be following types of users of the website,
 - i. Administrator – Will have access to managing the complete website and data on the same.
 - ii. Module Administrator / Manager – Will have access to manage modules assigned to them with complete privilege over the same.
 - iii. Member – All internal employees of Pr. CDA (NC)
 - iv. User –All users that have to be registered by the Administrator of the website for sending their PCDA (NC) specific information

8. RESTRICTED AREA

- a. The website should have login capabilities for users (Units / Vendors / DAD Employees i.e. PCDA Employees) to view relevant data pertaining to their role after login.
- b. Each User Type as mentioned above will have a dedicated section for restricted information accessible only after login.

9. RIGHT TO INFORMATION MODULE

This module should provide information pertaining to RTI such as all policies and procedures for various applications and status of the applications to the general public / users of the PCDA (NC) website.

10. GRIEVANCES MODULE

Downloading the grievances and uploading the replies. The raiser should be provided a user id during recording the grievance and one specific number be allotted to each and every grievance.

11. TENDER MODULE

- a. This website should have a module for publishing various Tender Notices of PCDA (NC).
- b. Administrator of the website with the respective privilege should be able to define, add, edit, and delete all tender notices.
- c. This module should allow administrators to create as many tender notices as needed.
- d. A tender notice should have a functionality of uploading any document format such as PDF, Word, Excel along with the content.
- e. These tender notices should have an auto publishing / auto expiry functionality based on the date / time.
- f. All tender notices should be automatically archived after expiry.

12. CIRCULARS MODULE

- a. The website should have a feature for administrator to create circulars.
- b. All circulars created will be displayed on a dedicated section of the website homepage.
- c. Circulars will also have a separate page for listing all circulars created along with a link to detailed / dedicated page for each circular separately.
- d. A circular module should have a functionality of uploading any document such as PDF, Word, Excel along with the content.

13. CONTACT, ENQUIRY & LOCATION MAP

- a. The website should have a separate module for contact information.
- b. This functionality will display a list of all offices of PCDA (NC) along with a list of key personnel as well as their contact information.
- c. There will also be a Google Map showing the location of PCDA (NC) Main Office and Sub-offices.
- d. A functionality of collecting enquiry / feedback should be available within this page of the website.
- e. A feedback / enquiry submitted by a user will be stored in a database and should also be emailed to the respective administrator who is assigned the privilege to view the same.

14. FORMS MODULE

- a. Administrator should be able to create forms dynamically and publish for collecting information as desired.
- b. All information filled by the user in these forms should be stored in the database as well as emailed to the respective user who is assigned the responsibility of managing this module
- c. All forms should have a CAPTCHA to ensure that there is no spam received.

- d. These forms will be used for collecting responses for MIS from various field offices and also to review progress of projects.

15.DOWNLOAD MODULE

- a. Administrator should be able to upload any number of documents, images that can be downloaded by any user after registering and logging into the website.
- b. Downloadable formats should include jpg, gif, png, word, excel, PDF.
- c. Administrator should be able to add / modify / remove any document as needed.

16.IMAGE GALLERY MODULE

- a. This module should allow the administrator to create multiple image galleries on a dedicated page of the website.
- b. Each gallery should have a functionality to create multiple sub-galleries.
- c. Each sub-gallery should be capable of displaying as many images as needed.
- d. Administrator of the website should be able to upload images into the gallery / sub-gallery along with image title, description and meta tags if desired.
- e. Administrator should be able to publish / un-publish galleries / sub-galleries.
- f. Administrator should be able to add / delete images uploaded within galleries.
- g. Each gallery should have a thumbnail.
- h. Each image should open in a light box with next, previous and close buttons.
- i. Images can be uploaded in JPEG, GIF or PNG formats.

17.VIDEO GALLERY MODULE

- a. This module should allow the administrator to create multiple video galleries on a dedicated page of the website.
- b. Each gallery should have a functionality to create multiple sub-galleries.
- c. Each sub-gallery should be capable of displaying as many videos as needed.

- d. Administrator of the website should be able to upload videos into the gallery / sub-gallery along with video title, description and meta tags if desired.
- e. Administrator should be able to publish / unpublish galleries / sub-galleries.
- f. Administrator should be able to add / delete videos uploaded within galleries.
- g. Each gallery should have a thumbnail.
- h. Each video should open in a light box with a close button.
- i. Videos can be uploaded in MP4, FLV or any format that is compatible with iPad & Android Tablets / Phones.

18.FEEDBACK MODULE

- a. This module will allow PR. CDA (NC) to access the feedback from the associated users on the functioning and shortcomings of PR. CDA (NC) or PR. CDA (NC) website.
- b. Administrator should be able to generate reports to view the feedback.

19.FAQ MODULE

- a. There should be a module to add Frequently Asked Questions along with their responses on the website in order to facilitate users viewing the website
- b. There can be as many FAQs placed on the website as needed by PR. CDA (NC).

20.AUDIT COMPLIANT

The website developed will be GIGW compliant and will ensure following:

- a. User friendly Navigation System.
- b. Cross browser compatibility.
- c. Cross device compatibility.
- d. Home page should be appealing as per latest trends.
- e. **Security audit certifications from CERT In Empanelled vendor in website**
<http://www.cert-in.org.in>

- f. **GIGW compliance certification from STQC in terms of guideline provided in <http://www.web.guidelines.gov.in> is also required.**

21. Application

Website must have data related user interface which classified into 3 Category. The data is available in PostgreSQL in Office Automation System, the same is to be extracted and uploaded on website. The uploading facility may be also available to authorized users viz. sub offices also.

22.1 Employees Corner :

- a) PaySlip: Content pertaining to the same will be uploaded in XLS/PDF/PostgreSQL data format and same will be visible after Login to respect Employee.
- b) Leave: Content pertaining to the same will be uploaded in XLS/PDF/PostgreSQL data format and same will be visible after Login to respect Employee.
- c) Form-16: Content pertaining to the same will be uploaded in XLS/PDF/PostgreSQL format and the same will be visible after Login to respect Employee.

21.2 Unit Login :

- a) Cheque Slip : Field offices and PR. CDA (NC) will be able to upload Cheque Slip on daily basis data pertaining to their units in XLS/PDF/PostgreSQL data Format and the respect units will be able to view their details.
- b) MER : Field offices and PR. CDA (NC) will be able to upload the MER data pertaining to their units and in XLS Format where clicking on CodeHead bill wise details would be available and respective units would be able to view.
- c) Rejection memos
- d) Budget / Fund Details

e) Bill Status

f) Payment Status

21.3 Suppliers/Vendor Login :

a) Cheque Slip : Field offices and PR. CDA (NC) will be able to upload Cheque Slip on daily basis data pertaining to their units in XLS Format and the respect suppliers would be able to view their details.

b) Bills / Payment Status.

21.4 The vender will also devise / deliver an extraction module from office Automation System of Pr.CDA (NC) (database in PostgreSQL) for extracting the requisite data / information as per various modules to be uploaded on website.

22. Audit Trail

This module will allow PR. CDA (NC) website administrator to view logs of all activities, changes done through every login on the website.

23. Compatibility

The Website should be RESPONSIVE (Mobile Phone / Tabs Compatible).

24. The website should be bilingual viz. Hindi Version & English Version. Hindi version website should follow UNICODE font.

25. The contents of existing website of PCDA (NC) i.e. www.pcdanc.nic.in will also be a part of the redesigned website.