

**G.B. Pant National Institute of Himalayan Environment &
Sustainable Development**

(An autonomous Institute of the Ministry of Environment, Forest & Climate Change)

Kosi-Katarmal, Almora - 263643, Uttarakhand, India

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E-mail: psdir@gbpihed.nic.in, Website: <http://gbpihed.gov.in>

**EXPRESSION OF INTEREST DOCUMENT
FOR RE-DESIGN AND DEVELOPMENT
OF GBPNIHESD WEBSITE(BILINGUAL)**

EXPRESSION OF INTEREST (EOI) No GBPI/1/2018

NOTICE

G.B. Pant National Institute of Himalayan Environment & Sustainable Development

EXPRESSION OF INTEREST (EOI) No GBPI/1/2018

G.B. Pant National Institute of Himalayan Environment & Sustainable Development (referred to as GBPNIHESD hereafter) invites Expression of Interest (EOI) from reputed Firms/organizations **to Re-design and develop a new dynamic website (Bilingual) for the institute with latest modules and tools**, as per details given in EOI Document available on Institute's website: <http://gbpihed.gov.in/>.

The EOI applications complete in all respect and duly attested by the authorised signatory supported by all prescribed documents, placed in a sealed envelope superscribed as **Eoi for Re-design and development of a new website**, should reach to **The Administrative Officer, G.B. Pant National Institute of Himalayan Environment & Sustainable Development, Kosi-Katarmal, Almora-263643 upto 1500 Hrs on 12/2/2018.**

The Director, GBPNIHESD reserves the right to accept or reject any of EOIs either in part or in full or to split the order without assigning any reasons thereof.

Administrative Officer
E-mail: ao@gbpihed.nic.in

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1.	Submission of EOI documents	12/2/2018 till 1500 Hrs
2.	Opening of EOI documents	12/2/2018 at 1530 Hrs
3.	Pre-bid Conference and Presentation by the shortlisted Firms/Agencies	22.2.2018 at 11:00 A.M. onwards at Conference Hall of GBPNIHESD, Kosi-Katarmal, Almora, Uttarakhand
4.	Issue of Request for Complete Proposal	26.02.2018

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Administrative Officer

IMPORTANT NOTE

Amendment, Corrigendum if any to this EOI document, WILL BE HOSTED ONLY ON GBPNIHESD WEBSITE (<http://gbpihed.gov.in/>) and no separate Press Notification will be issued. Bidders are advised to visit our website regularly to know any such details.

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1. Introduction

G.B. Pant National Institute of Himalayan Environment and Sustainable Development (GBPNIHESD) is a premier autonomous Institute of the Ministry of Environment, Forest and Climate Change, Government of India. The Institute is a focal agency to advance scientific knowledge, to evolve integrated management strategies, demonstrate their efficacy for conservation of natural resources and to ensure environmentally sound development in the entire India Himalayan Region (IHR). The Institute works under decentralized set-up with its Headquarters at Kosi-Katarmal (Almora), Uttarakhand and through four Regional Centers at Srinagar-Garhwal (UK), Kullu (HP), Pangthang – near Gangtok (Sikkim), Itanagar (Arunachal Pradesh) and 5th Regional Centre in Ministry of Environment, Forest and Climate Change at New Delhi as Mountain Division.

2. Scope of Work for Redesign and Development of GBPNIHESD Website

The GBPNIHESD Institute invites Expression of Interest (EOI) from reputed Firms/Organizations to design and develop a new dynamic website for the institute (<http://gbpihed.gov.in/>) with latest modules and tools. The institute website will be bilingual that is in Hindi and English Language. The Eoi should consist of two parts:

- i. Submission of tentative design, technique of development, proposed technology and project management;
- ii. Submission of a brief write-up on each of the above aspects for evaluation.

The website should fulfill the following criteria:

- Making the website Dynamic with new look & feel.
- Advanced security features securing the website from any hacking vulnerabilities, threat, penetration, Brute force attacks, etc.
- The website will be interactive in all aspects and will include the menus in interactive and user friendly manner.
- The layout of the web framework should be responsive, to support dynamic rendering. The design should support cross browser rendering across all prominent operating systems as well as platforms such as desktops, laptops, and mobile devices. Users can open the website on any Smartphone, tab, iPhone and all other capable phones & mobile devices with the gadget compatibility
- The new website should be based on an open source Content Management System (CMS), and should have a user-friendly interface to create, update, and upload content.

- The site should support dynamic display and update of contents in the relevant pages.
- Home pages of all Centres/Regional Centres/Cells of GBPNIHESD and its staff members of the institute should have a uniform design and should be organized in hierarchical structure.
- The site should include pages for recruitment/careers, tenders, events/workshop, news, resources, sitemap, search, Research publications, awards, announcements, profiles of staff, hit-counter for each page etc. Automatic archiving facility must be provided on expiry of event/tender/announcement/career opening etc.
- The website should provide a section accessible only to permanent employees on authentication. This section should provide facilities for downloading / uploading and updating information of their profiles, Centres/Regional Centres information, accessing circulars, notifications and viewing events etc.
- The website should have an e-governance related section accessible only to permanent employees on authentication. Admin of the website should have privilege to add or remove any user. This section should provide facilities for:
 - Downloading/uploading/online filling in of forms related to leave, tours, LTC,TA, medical reimbursement etc.,
 - Collaboration and Messaging Services (CAMS)
 - Personal Information Management System including pay slip archival, Pension statements, form 16, etc.
 - Accessing circulars, Purchase and stores requests.
 - Applying for guest house, hostel, Institute's Resources (vehicle, seminar hall, etc.), training/Workshop, etc.
 - Hierarchal approvals process against above mentioned activities with auto email to the consignee after each action.
- The site should have a site-search facility, that searches pdfs, docs, images, text, videos, etc. and also permits searching for staff by name, designation, centres, regional centres, etc.
- Integrate Social Media icons, NIC mail, ENVIS Centre, IERP, Institute's Library facility and other linked webpages/websites/portals and link it with the respective pages.
- The Proposal includes conversion of all existing pages of current website into the new one including Hindi. Current information on website will be provided for content rendering.
- The administration page shall be made available through web login with proper authentication and access control which controls all the above features including backup/recovery/access control settings, user creation, publishing/ creating pages, change of menus, design/change of template etc. The content of the website would be synchronized for automatic backup every end of the day for last 30 days (not complete backup but only the changes may be recorded keeping the static data intact).

- In the backend the website should maintain a database facilitating the users to upload relevant data (after all due scan) by staffs. However, for research scholars & other users such uploads will be limited and duly scanned before its archival into database. The information/relevant content classified under public domain from digital database maintained by the institute should be accessible to end users based on his access privilege.

3. Eligibility Criteria

Minimum eligibility conditions for the organization intending to participate in the development process (documentary evidence will be required):

- The vendor should have either ISO 9001:2008 for Software Development/Software Maintenance or ISO 27000 or CMMI Level 3 Certification.
- The agency/firm should have an annual turnover of Rs. 50 lakhs or more for each of the last five years in relevant field.
- The agency/firm should have a minimum of 7 years of experience in website development.
- The agency/firm should have past experience developing and designing professional and creative websites for at least 10 reputed clients two of which must be a PSU/GOI/University/Institute/Organization and remaining similar to GOI Institutes over the last 7 years.
- 3 Years experience in creating and maintaining websites in Hindi is a must.
- Awareness and experience of the latest smart technologies for website development is required.
- Should not have been blacklisted by any Central /State Government / Public sector Undertaking, Govt. of India.
- Should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this expression of interest and in the execution of this contract
- For Technical related queries, the firm may contact **Er. Ashutosh Tiwari, Sc C** on Tel: 05962-241041.

4. Guidelines for the Participating firms:

- The firm must be registered bodies with Govt. of India/ State.
- The domain name (<http://gbpihed.gov.in>) is available with the institute which is hosted on NIC data centre/cloud at New Delhi. The database account for this domain is also available with the institute. It is the responsibility of the firm to check the domain and database account first for support issue of any new web technology opted by the firm for the development of new website.
- It will be the responsibility of the firm for liasoning with NIC, New Delhi w.r.t. technical issue with the existing domain name & database account. Necessary help and support will be provided by the Institute for the same.
- The firm will be responsible to provide maintenance and support w.r.t. the website for one year after obtaining the completion certificate from the GBPNIHESD.
- Information/Weblink or any other hidden link of any type for any purpose including that of firm will not be given/ provided in any page of the website.
- The firm will hand over all the codes and materials used in the website to the institute after the completion of work.
- The institute reserves all rights of the webpages and the institute will have sole ownership of the developed content. The firm shall not make or allow to make an unauthorized copy, use, access or other utilization of Institute's materials commercially or otherwise, directly or indirectly except as agreed to by the GBPNIHESD. The firm shall also ensure complete confidentiality of the information and data provided to carry out the job
- The firm shall not appoint any sub contractor or sub lease the contract in any circumstances. If violated the conditions, the firm will be terminated from the assignment.
- For any issues arising during the development process of website, the decision of the competent authority of the Institute will be final and binding to the firm.
- Conditional offer/ EoI submitted by fax/email or after the due date and time will not be accepted.
- The procuring entity GBPNIHESD reserves the right to accept or reject any or all EoIs without assigning any reason thereof.

5. Final Deliverables :

- a. Development and implementation of the online web strategy revamping the existing institute's website with major upgrades in the design, security features and content of the current website.
- b. New website with SSL/TLS certificate (like from Let's Encrypt) hosted and maintained on the server with e-governance capability.
- c. Editing and proof reading of the website content.
- d. Development of new content for the website (an indicative list given below).
- e. Frequent updates on the website.
- f. Prompt and Proper Maintenance, training of use/maintenance of new website to the Institute's officials.

6. Evaluation criteria

The proposals submitted by firms would be examined by the committee formed by GBPNIHESD. The proposal should be submitted along a brief synopsis; a brief report on 3 top websites (one of which shall be GOI/PSU which the applicant might have created and/or maintained must be enclosed (including the screenshot of the websites) and any other relevant information including certifications which demonstrates the capability of the firm/ organization regarding the website development in sync with the requirement of the institute's website.

If shortlisted by the committee after the evaluation, the firm/organization will have to make a detailed presentation before the committee regarding their proposal, technology and concept. The firm/organization will be then selected/ invited at the discretion of the institute based on the presentation for next bidding phase. Decision of the GBPNIHESD in this regard would be firm and final.

7. Amendment to the information document

GBPNIHESD may, for any reason, whether at their own initiative or in response to a clarification requested by an interested applicant, modify this document through amendment. In such case, the following rules will apply: a) Any amendment shall be issued in writing through addendum. b) Addendum shall be hosted on GBPNIHESD's website. Any Applicant who wishes to receive the addendum via email can send an email to the email address indicated in the Notice section requesting for the same. c) Any such modification will overrule the original version and previously modified version. d) GBPNIHESD, at its discretion, may extend the deadline for submission of EoI, after considering the materiality of the amendment.

8. Confidentiality The Firm/organisation and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of GBPNIHESD or its clients without the prior written consent of GBPNIHESD.

9. Jurisdiction

The parties through respective signatories shall settle any dispute or disagreement with respect to performance, non-performance or defective performance of respective obligation amicably. In the event of disputes remaining unresolved, the parties shall refer the matter to a single arbitrator under arbitration law that may be applicable, whose appointment shall be done by the Director, GBPNIHESD. The place of arbitration shall be Almora and the language used shall be English/Hindi.

10. Force Majeure Clause

If at any time, during the continuance of this contract, the performance, in whole or part, by either party, of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, Civil Commotion, Sabotage, Fires, Floods, Earthquakes, explosions, strikes, epidemics, quarantine restrictions, lockouts, any statute, statutory rules/ regulations, order of requisitions issued by any Government Department or Competent Authority of acts of God (here-in-after referred to as event) then provided notice of the happening of any such event is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this Contract nor shall either party have any claim for damage against the other in respect of such non- performance or delay in performance, and the obligations under the Contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, PROVIDED FURTHER that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event beyond a period as mutually agreed to by the GBPNIHESD and the Firm/ organisation after any event or 60 days in the absence of such an agreement whichever is more, either party may at its option terminate the Contract provided also that if the contract is so terminated under this clause the GBPNIHESD may at the time of such termination take over from the Contractor at prices as provided for in the contract, all works executed or works under execution.

11. Other Terms and Conditions

GBPNIHESD reserves the right to accept or reject any proposal and to annul the EOI process and reject all proposals at any time, without thereby incurring any liability to the affected Agency or Agencies, or any obligation to inform the affected Agency or Agencies on the grounds for its action.