U.T. Administration of
Daman & Diu and Dadra & Nagar Haveli
(Police Department)
DAMAN

No. IGP/DMN/Police/website/2011/ 2 5o   Date:27/ 4 /2011.

QUOTATION NOTICE/REQUEST FOR PROPOSAL

**INVITING QUOTATIONS FOR DESIGN AND DEVELOPMENT OF TWO SEPARATE WEBSITES FOR
POLICE DEPARTMENTS OF DAMAN, DIU AND DADRA & NAGAR HAVELI.**

Sealed quotations are invited from reputed, skilled and experienced ICT providers/companies/freelancers/agencies to **"design, develop and maintain"** website/portal for Police Departments, U.T. Administration of Daman & Diu and Dadra & Nagar Haveli separately.

The Department's objectives in implementing these websites include:
- Delivering a cohesive and whole Government approach to the dissemination of Department Information.
- Facilitating the timely publication of Department information in a variety of formats.
- To implement any other potential benefits that may occur through the introduction of this new facility.

The services under this contract will include:
- Design of the website/portal and associated accessible templates.
- Building website/portal according to the agreed design specifications.
- Installation and commissioning of solution.
- Provision of software maintenance and solution support including associated templates, plug-ins etc.
- Provision of solution documentation.
- Provision of solution training and handover to Department personnel.

The website/portal must incorporate a highly secure and customizable **Open Source Content Management System (CMS)** to add and manage various features/facilities/information/links/pages etc., and must adhere to the Statement of Requirements as prescribed in **Annexure I**. The website/portal must be designed in conformity with the **"Content Management Framework"** and must also comply with the **"Guidelines For Indian Government Websites"** which can be seen/downloaded from the "Documents" link under the sub headings 'Framework & Guidelines' in the NIC website at www.nic.in   The developed website/portal will be hosted on Indian Government Data Centers comprising technology and platform mentioned in **Annexure I.**

The initial implementation is expected within thirty days of issue of work-order. The complete website/portal needs to be implemented within 90 days with mutually agreed milestones. **Police Department, Daman & Diu and Dadra & Nagar Haveli will hold the exclusive rights to the "Source Code" and its "Contents".**

Addl. Superintendent of Police
**For Inspector General of Police
Daman and Diu,
Daman.**

The bidders should have minimum experience of 3 years of website/portal design, development and maintenance of similar type and size. The bidders should have experience of working on cross platforms and must have independently handled at least two assignments of similar type and size during last three years. Bidders will be required to provide evidence of competence and experience of conducting similar projects by providing details of reference sites and by demonstrating the presence of suitably experienced personnel on the project team.

Bidders may also be required to answer questions on their response, and the Department may shortlist the most competitive quotations and invite them to attend meetings with and/or make presentations to the Project Evaluation Team. Police Department, Daman reserves the right to contact individual bidders after the submission of quotations for the purpose of clarifying a Proposal to ensure mutual understanding.

The format for quotation is specified in **Annexure I** of this document. These must be adhered to so that the bidders can be assured that their proposals will be included in the evaluation process.

Quotation Notice/Request for proposal along with the statement of requirements and "Format for quotation can also be downloaded from tender link on www.daman.nic.in

The bidders should submit three (3) copies of their Quotations/Proposal in a sealed envelope, marked **"Police Department, Website/Portal Response"** and addressed to:

Superintendent of Police,
(Crime)
Police Department,
U.T. Administration of Daman & Diu,
PHQ, Dunetha.
Daman U.T. – 396210

Quotations/Proposals must arrive to the above address not later than **12.00 p.m. on Tuesday, 31st May 2011.**

Quotations received after the exact date and time specified will be rejected without notice.

Any technical clarification/doubt may be addressed to or personally discussed, if need be, to the following before submitting the quotations/proposals.

District Informatics Officer,
National Informatics Centre, First Floor, Secretariat, Fort Area, Moti Daman,
Daman – 396220. Ph: (0260) 2230080, Email : dddam@nic.in

Addl. Superintendent of Police
For Inspector General of Police
Daman and Diu,
Daman.

Statement of Requirements

1.1 Introduction

This document is a request for proposals for the provision of Police Department website/portal where information, in multiple formats, will be presented from all inline-departments in a timely, contemporary fashion to the media and public alike.

In summary, the services under this contract will include:

- **Two Separate websites for Daman &Diu Police Department and Dadra Nagar Haveli Police Department will have to be prepared**
- Design of a Police Department website/portal and associated standards-based accessible CSS and HTML templates (which should include a full range of heading, link and other styles for pages of various types like subscription service for e-mail, and SMS alerts, RSS feeds, printer friendly option etc.) ;
- Provision for acquisition of a content management system to underpin the website;
- Installation and commissioning of the solution;
- Provision of software maintenance and solution support;
- Provision of solution documentation;
- Provision of solution training and handover to Department personnel;

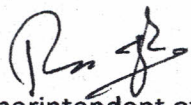### 1.2 New Police Department website/portal

The Police Department, Daman are proposing to implement a whole of Department website/portal which will:

- Facilitate the timely publication of information in a variety of formats.
- Accommodate a range of options for 24×7 authenticated publication of material from remote locations.
- Allow for a comprehensive search facility across all current and archived material on the site, incorporating a logical intuitive search with results based on keywords entered.
- Compiles with all relevant legislation e.g. on accessibility, equality, data protection and Hindi Language.

1.3 Specification of Requirements

The solution must be robust, secure and dependable. It must be able to service the broadest customer base using the broadest range of technologies available. It must be scalable so that additional functionality can easily be added in the future.

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For Inspector General of Police
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1.3.1 Design

The aim of design phase of the project is to produce, in consultation with the project evaluation team, a graphic design for the website.

Design proposals should incorporate the following:

- Options to highlight/emphasize certain published material e.g. recently published documents, key documents and most visited documents.
- A site index, providing a textual, and options for a visual organized model of the website/portal content that allows the users to navigate to find the information they are looking for through an interactive table of contents, in which each listed item links directly to its counterpart section of the website/portal;
- A search service, providing an index of all information stored on the website and a facility to construct simple (free text) and advanced searches of all the material on the website/portal. In this context it should be possible to search for non-text based materials e.g. video clips, using related metadata;
- The ability to securely deliver live and delayed versions of audio and/or video broadcasts.
- Recommendations on standard file formats to be used across the site.
- Facilities allowing the download of Audio/Video files, photographs, reports, booklets and forms etc. at no cost to the users.
- "Breadcrumb" references to the location of a page within the information store classified page.
- Date, Skip Navigation, Printer Friendly Version on all pages.
- Bi-Lingual capabilities. Some elements of the website will be in the Hindi language as well as in English.
- Options to simplify access to information stored and should also provide comprehensive on-line help services.
- Provide an interactive/transactive service to our users. This should include but no be limited to:
  - A **subscription service** where a notification of material published of interest to a registered user is sent by email/SMS to the user. Material of interest will be defined by the user and could include information posted that meets a specific classification criteria or a new key document. The website/portal must include email and SMS creation and delivery elements to support this requirement.
  - Discussion Forums options
  - Newsletter
  - RSS Feeds
  - Blogs
- Identification of other interactive services that could potentially be incorporated with details of how these could be implemented.
- The design must integrate seamlessly with various social networking sites (e.g. You Tube, Facebook etc.) while maintaining a consistent look and feel wherever technically possible.
- Police Department, Daman expects that its commitments to the Hindi Language will also be honored in the design of this website/portal.
- The design should comply with the "**Guidelines For Indian Government Websites**" on NIC website at www.nic.in under the sub heading 'Guidelines ' of the Document link. Prior to quoting/proposing, bidders should be satisfied that they can meet these guidelines. Prior to project completion agencies/parties will be required to provide an accurate "Conformance"

Proposals must also incorporate or recommend

- Software to enable 'hit' statistics to be prepared locally.
- Details of options for integrating statistical information with the user experience, e.g. "You might be interested in this", "Most visited page in this category", "Others who have visited this page have looked at this"

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1.3.2 Technology and Platform

The developed website/portal will be hosted on Indian Government Data Centers comprising technology and platform mentioned below :

- Linux
- PHP 5.X.X
- Apache 2.X
- PostgreSQL 8.X.X

Any technical clarification/doubt may be addressed to or personally discussed, if need be, to the following before submitting the quotations/proposals.

District Informatics Officer,
National Informatics Centre, First Floor, Secretariat, Fort Area, Moti Daman,
Daman – 396220. Ph: (0260) 2230985, Email : dddam@nic.in

1.4 Terms and Conditions

1. Police Department, Daman reserves the right to reject any or all the quotations/proposals without assigning any reasons thereof.
2. Quote your Service Tax Registration No. or VAT Registration No. or PAN No. whichever is applicable.
3. Financial bids of only those will be opened whose specifications meet Police Department requirements and are approved by the Project Evaluation Team.
4. Payment Terms : 100% against successful development and implementation of the website/portal to the satisfaction of Project Evaluation Team.
5. Rates quoted shall remain firm till the completion of work.
6. The jurisdiction in case of disputes shall be the Courts of Daman, Daman & Diu and Dadra nagar Haveli U.Ts.
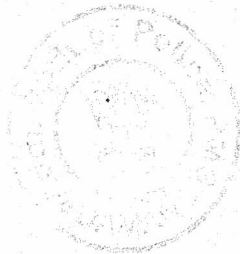
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1.5 Format for Quotation

All prices must be quoted in Indian National Rupees (₹) and exclusive of VAT.
Details of any additional costs should be shown separately.

Items	Initial Purchase Cost	Individual Cost for Year 1	Individual Cost for Year 2	Individual Cost for Year 3	Cost for Three Year Purchase
CMS Development/Purchase					
Designing of website/portal					
Solution Implementation, Testing, Template Creation, Documentation, Training etc.					
Licensing Cost					
Software Maintenance					
Optional Items					
Additional Training Costs					
Support Rates					
Additional Design and Development Rates					

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Daman.

Copy to:-

1. The District Information Officer (NIC) Daman for Publishing on website.
2. All Head of Office, Daman (U.T.).
3. All Head of Office, DNH, Silvassa (U.T.).