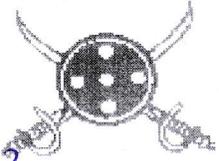




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OFFICE OF THE MUNICIPAL COUNCIL: KHORDHA
H & UD Department, Govt. of Odisha
Khordha-752055



Short Quotation Call Notice

No. 2207

Date 04.07.2022

Executive Officer, Khordha Municipality invites Sealed Quotation Call Notice proposed for the "Website Design & Development for Khordha Municipality". The intending agencies/companies having expertise in design, development, hosting and maintenance of website as per the guidelines of government. The quotationers should submit their quotations before the undersigned on or before dt. 12/7/2022 at 5.00PM. The same will be opened on dt. 13/7/2022 at 12.30PM with the presence of quotationers or their authorized representative. The Work Plan for Municipality Website Design & Development and General Terms Conditions are Given below.

| Sl No. | Description of Work & Specification | Quoted Rate (In figure) | Quoted Rate(In words) |
|--------|---|-------------------------|-----------------------|
| 1 | Dynamic Website Design & Development of Khordha Municipality | | |
| 2 | Fixed Annual Maintenance Cost including Hosting, Domain Registration, Publishing, Testing, Up gradation, Maintenance etc. | | |

Note: - The quotation shall not include any condition attached to it and any such condition financial proposal shall be rejected. The quotation amount should be inclusive of all taxes and charges.

A. General Terms and Condition

1. Scope of work /details specification for Website Design & Development for Khordha Municipality Search engine optimized web design.
2. Display of various activities of Khordha Municipality, uploading Tender, Notice, Minutes of meeting, etc.
3. Development using Current technology available including PHP, Java, SQL Server, MySQL and XML to develop efficient application.
4. The website should be compatible with the present browser available like, IE < Firefox, Chrome and various monitor sizes, LCD screens etc.
5. Facility to upload PDF files and pictures to these records.
6. User can download these file via the websites.
7. Facility to add/Edit/Delete Download information to the web database.
8. The entire website should be dynamic in nature with a CMS (Content Management System). The content management infrastructure should give the flexibility to modify the design.
9. Successful bidder will have to validate the design from Khordha Municipality before finalization.
10. The Design, development, database design should make the portal with professional look user friendly.
11. Main navigation panel, Administrator can Add/Edit/Delete menu, which will change of navigation.
12. News & events update latest news and events will appear on home page with read more link after clicking on this, all details will appears.
13. Archive: An archive for all the uploaded news /Events /Meetings /Photos /documents.
14. Contact Us: A contact us with email, telephone numbers, address, Office Face book and twitter etc, with Google Map to display the office location.
15. The website module should have free support/facilitation for a period of 1 Year from the date of commissioning of the website.

- 2-
16. Submission of Quotation: All quotation must be forwarded in sealed cover addressed to the **Executive Officer, Khordha Municipality, Khordha, PIN-752055** so as to reach within the specified period and the envelope shall be super-scribed "**Website Design & Development for Khordha Municipality**" with the due date of submission. The bottom left corner of the cover should carry the full name, address, telephone nos, email-ID etc of the agency submitting the proposal. Proposal received through e-mail will be rejected. The quotations received after due date will not be entertained.
 17. Executive Officer reserved to right to postponed and /or extend the date of receipt of tender or to withdraw the tender notice without assigning any reason thereof, in such an event bidder shall not entitled to any compensation, in any form whatsoever.
 18. Terms and conditions described in the Khordha Municipality shall be binding on all bidding agencies.
 19. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signature may be attached.
 20. The agency shall not be allowed to transfer, assign, and pledge or sub-contracts its right and liabilities under the contract to any other agency without the prior written consent of the Khordha Municipality.
 21. Opening of the quotation: Quotation will be opened at the chamber of Executive Officer of Khordha Municipality the time on the date indicated. The intending suppliers and their authorized agents may be present at the time of opening of Quotation.
 22. *Income tax clearance: Current Income Tax and Service Tax / GST return must be enclosed with the bid submission of PAN, GST Xerox copy of PAN card and GST certificate is must.*
 23. Payment terms: Fees will be given after successful development of the website.
 24. No request for increase in the rates will be entertained during the period. No advance payment will be made. Also, no interest will be paid on delayed payment.
 25. 5% of quoted amount will be deposited as EMD (as DD/Money Receipt) in the name of **Executive Officer, Khordha Municipality Payable at Khordha** of selected firm before receiving the work order.
 26. Rejection of offer: Khordha Municipality, reserve the right to ignore or reject any offer including the lowest without assigning any reason. The Khordha Municipality is not binding itself to accept the lowest offer.
 27. Dispute: In case of dispute, the matter shall be settled mutually failing which the decision of the committee. Khordha Municipality shall be final and binding on the bidders.
 28. In case the intended dates for opening of tenders is declared a holiday, the tender will be opened on the next working day.

B. Documents to be attached

The agencies are required to enclosed photocopies of following documents falling which their quotations be summarily rejected and will not be considered any further:

- A. Name of the Agency
- B. Profile of agency
- C. Name of the Proprietor/Director of agency.
- D. Full address of registered office, Telephone No, Email address.
- E. Copy of PAN Card and GST Clearance Certificate of agency.
- F. Experience the bidder should have minimum experience of 3 years of website design and development.
- G. The firm / Company who is registered through company act or Certified MSME (Optional)

C. Features of the Website:

- i) Display of information in English Language and Odia 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 https, 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 multiple size 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 software's 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 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 software's.
- 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 Khordha Municipality staff on overall workflow of the developed solution and backend administration functions at Khordha Municipality office.
- xxv) Any other Interactive and useful features

Timelines:

| Activities | Timeframe(from the award of Work Order) |
|--|---|
| 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 |

Important Guidelines

- i) The vendor has to share source code of product with Khordha 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 Khordha Municipality.
- iii) All material/ product and related codes would be property of Khordha 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 Khordha Municipality related to website.

D. Work Plan for Municipality Website Design & Development

Home Page

1. Office Name at the Top.
2. Logo at the Left Side.
3. Date and Clock at the Right Side and visitor attendance.
4. Chairperson, Vice-Chairperson and Executive Officer's Photo and Message.
5. Photo Sliders. (Top Middle)
6. Banner (Recent).
7. On Scrolling of News and Notice at the bottom of Banner along with tender.
8. Image Gallery and Achieve at the Bottom.
9. Content about municipality after banner section.

Header Menu

- A. Home, B. Council, C. Section, D. Programme & Schemes. E. Services, F. Citizen Corner G. Contact us, H. Tender
- a. **Council**:-All Councilor's Photo, Name, Contact Number.
- b. **Section**:- All Sections Name (Description, Designation and Contact Number)
- c. **Programme & Schemes** :-
 - a) Building Plan approval.
 - b) Harishchandra Sahayata.
 - c) Swachha Bharat Mission.
 - d) PMAY.
 - e) Aahaar Kendra.
 - f) Aadhaar.
 - g) PDS
 - h) Social Security
 - a. IGNSP
 - b. MBPY
 - c. NFBS.
- d. **Services**
 - a. Booking of Town Hall, Guest House, BDA Kalyan Mandap, Barunei Bunglow, Jatri Nivas
 - b. Hiring of Cesspool and Water Tanker
 - c. Building Plan Approval.
 - d. Trade License
 - e. Marriage Certificate.
 - f. No Objection Certificate(Electric, Road cutting etc)
- e. **Citizen Section**
 - 1. e-Notice Board for Pubic.
 - 2. Link to Sujog Grievance for Public Grievance.
 - 3. Link to Sujog Holding, Marriage, Trade License for Demand Notice.
 - 4. **Tender Section**:-All the tenders & Quotation of the Municipality will be display in this section with the facility to download it.
 - 5. **Contact US**:-

Left Side

- A. Budget Section.(Current Year)
- B. Annual Account:-Income and Expenditure of last 3 years.
- C. Annual Plan:-Details of Plan.
- D. Downloads
- E. Achieve
- F. ORTPS Act
- G. RTI
- H. Tender/Quotation Call Notice
- I. Ward Profile
- J. Sujog
- K. Social Media (Face Book and Twitter)

Quick Links (on the Bottom)

- a. India.gov.in
- b. Odisha.gov.in
- c. Urban.odisha.gov.in
- d. Sujog.odisha.gov.in
- e. Khordha.nic.in
- f. Ward Profile
- g. State Govt. Holidays

Memo No. 2208 / Date 04.07.2022

Copy submitted to the DIO, NIC Khordha with request to publish in the district portal for public information.


Executive Officer
Khordha Municipality

Memo No. 2209 / Date 04.07.2022

Copy submitted to the DMA / Under Secretary to Govt., Housing and Urban Development Department, Govt. of Odisha, Bhubaneswar for favour of your kind information.


Executive Officer
Khordha Municipality

Memo No. 2210 / Date 04.07.2022

Copy submitted to The Collector & DM, Khordha / PD, DRDA Cum DUDA Khordha / Sub-Collector, Khordha /Tahasildar, Khordha / Block Development Officer, Khordha for favour of kind information & with a request to display this notice in his office notice board for wide circulation.


Executive Officer
Khordha Municipality

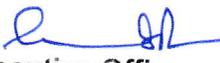
Memo No. 2211 / Date 04.07.2022

Copy submitted to the Office Notice Boards for wide Publication/ Accountant /Cashier for information and necessary action.


Executive Officer
Khordha Municipality

Memo No. 2212 / Date 04.07.2022

Copy submitted to the Chairperson and All Councilors for information.


Executive Officer
Khordha Municipality