

NOTICE

Reference : 5-14/2002 PT(Part) dated : 23-12-2008

Subject: Request for Expression of Interest (EoI) for website redesigning and restructuring of the National Tiger Conservation Authority

The National Tiger Conservation Authority (NTCA), Government of India invites Expression of Interest (EoI) from interested agencies to design, develop, and Re-structure the NTCA (PT) website from professionally competent and experienced firms.

The website of the National Tiger Conservation Authority will be implemented to provide information regarding the NTCA (Project Tiger) initiatives for wild tiger conservation in the country. The key objective of the website is to raise the visibility of the NTCA (PT) by providing information in a structured and quick fashion, and enable NTCA (PT) to establish and build better relationship with stakeholders, conservationists, experts, general public and concerned persons.

Details indicating the assignment, selection criteria, mode of submission of document are given below. The National Tiger Conservation Authority reserves the right to accept/reject proposals or stop the process of approval at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such decision. Mere submission of Expression of Interest (EoI) will not confer any right for carrying out the job. Similarly, the Expression of Interest (EoI) will not automatically entitle them to have any right for receiving the tender job.

2. The Assignment

The website of the National Tiger Conservation Authority (PT) is considered to be one of the content rich website. The website is presently hosted in the NIC's web server. The objective of this assignment is to re-design and restructure the complete website of the NTCA (English), particularly with regard to improving its presentation, making it more user-friendly, restructuring its content, Meta Data creation, etc. and updations are managed by role-base inbuilt Content Management System (CMS).

3. Design Principles Regarding NTCA (PT) Content

The following design principles are to be kept in mind during the design of the content and information scope should be at the forefront of the design of the website.

-  Content should only appear on the site if it directly assists the Users in meeting their aims and goals for visiting the site
-  The Site design should be simple - In particular, limited colours and graphics should be used.
-  Emphasis should be on enhanced web site usability by making the site easy to navigate and enhancing the compatibility with all end user computer configurations.
-  Menu options must not exceed 10 on any one page. This should ensure users are quickly able to identify site functions without confusion.
-  The website will also need to be Audited for Cyber Security vulnerabilities to ensure that it meets the guidelines developed by MoEIT CERT-In. Clearance Certificate has to be provided by the agency from CERT-In empanelled Auditors.
-  Website needs to confirm to the Government of India Guidelines issued by Department of Administrative Reforms & Public Grievances in 2008.

4. Information to Agency

HTML, ASP, JPEG and PDF are used in most of the contents of existing website. Web site is hosted on Linux Platform with database using MDB.

-  Agencies are advised to view the existing website (<http://www.projecttiger.nic.in>), as most of the contents of the site would be used (Please note that this assignment is for redesigning and restructuring the existing website and not development of a new site.)
-  The NTCA is not bound to accept any of the proposals submitted.

- At any time before the submission of proposals, NTCA may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the scope of work. Any amendment shall be issued in writing to the bidders and shall be binding on them. NTCA may at its discretion extend the deadline for the submission of proposals.

5. Selection and Evaluation Criteria

Expression of Interest (EoI) submitted by those firms/organisations exhibiting adequate skills and experience in the following areas will be considered:

- Those who have completed website redesigning and restructuring work in the past as evident by relevant documents showing the quantum of work and the costs.
- Type of website redesigning and restructuring completed/ongoing (including the Ministry/Departments in the Government of India) along with platform as well as names of the agency for whom the website redesigning and restructuring have been executed as well as financial details for the respective assignments should be mentioned in the Expression of Interest (EoI).
- Expertise, skill-sets, and the manpower strength to be indicated in the Expression of Interest (EoI).
- The infrastructure, equipments available with the proponent organisation along with their make, model and capacity need to be clearly indicated.
- The Expression of Interest (EoI) to be supported with Audited Statement of Accounts for at least last three years.
- Expression of Interest (EoI) will be short-listed by the Committee.
- The firms, short-listed on the basis of evaluation of the experience, may be asked to make technical presentation before evaluation committee. In this regard, a separate communication shall be sent to all the short listed firms.

- ✚ Tender document will be provided to the short-listed firms to submit the technical and financial proposals.

6. Submission of Proposals

The proposal should contain Expression of Interest (EoI) as well as experience on website redesigning and restructuring work in the past.

- ✚ Expression of Interest (EoI) should be enclosed in a separate sealed cover super scribing the words **"REDESIGNING AND RESTRUCTURING OF WEBSITE OF NTCA – Expression of Interest (EoI)"**.

7. Contents of Expression of Interest (EoI)

Expression of Interest (EoI) must address the Selection & Evaluation Criteria as mentioned in para 5 above along with the following additional information:

- ✚ Detailed background and structure of the firm, brief profile of the company; year of establishment.
- ✚ Details of similar website (both English & Hindi) redesigning and restructuring assignments (including the Ministry/Departments in the Government of India) handled/completed during the last 5 years along-with names of the clients and URLs;.
- ✚ Contact name, addresses, telephones and facsimile numbers are to be provided.
- ✚ CVs of the persons, who are to be involved in this project.
- ✚ Description of the methodology and work plan for performing this assignment.
- ✚ Time frame for completion of the assignment; and any other information that would be relevant for the project.
- ✚ Documentary evidences with regard to technical claims are to be submitted.
- ✚ An authorized representative of the firm should initial all pages of the Expression of Interest (EoI).

-  Any Expression of Interest (EoI) received after the closing time for submission shall be returned unopened.
-  The Expression of Interest (EoI) must remain valid for at least 2 months after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment. NTCA (PT) will make its best efforts to decide on the Expression of Interest (EoI) within this period. If NTCA (PT) wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

8. Last date of submission of EoI:-

The last date of submission of EoI to the Member Secretary, National Tiger Conservation Authority, Bikaner House, Annexe No. 5, Shahjahan Road, New Delhi-110011 will be 23rd January, 2009.