

**BOARD OF PRACTICAL TRAINING, EASTERN REGION  
KOLKATA.**

Block – EA, Sector – I, (Opposite Labony Estate) Salt Lake City, Kolkata – 700064  
Phone – (033) 2337-0750/51, Fax – (033) 2321-6814.

**NOTICE**

**Sub: Development of official website of BOPT(ER), Kolkata reg!**

BOPT(ER), Kolkata has taken an initiative to Revise / Upgrade it's website in order to make it compliant with Guidelines For Indian Government Websites (GIGW) standards and to be certified with STQC for Website Quality Certification Assessment for Quality Level-I and website security audit.

**Guidelines for Indian Government Websites**

The guidelines contains procedures for development and management of Govt. websites and portals in India available at [www.web.guidelines.gov.in](http://www.web.guidelines.gov.in)

With reference to above BOPT(ER) invites quotations as per specified format to undertake such work from competent agencies having expertise and experience of such work. The agencies should develop the website using latest open source web technologies and fulfil the requirement as per GIGW standards and make it suitable to get certified by STQC as stated above.

For contents and volume of the work you may visit [www.bopter.gov.in](http://www.bopter.gov.in).

The Tender documents are to be submitted by 03:00 PM on 21/02/2018.

Tenders submitted after due date and time are not considered.

For any further queries contact [dydirector@bopter.gov.in](mailto:dydirector@bopter.gov.in)

Place: Kolkata  
Date : 13-02-2018

Sd/-  
**Director**

**NOTICE INVITING TENDER FOR DESIGN, RE-DEVELOPMENT AND  
MAINTENANCE OF OFFICIAL WEBSITE OF  
BOPT(ER), KOLKATA.**

Inviting tenders for design, development of the official website of BOPT(ER), Kolkata in English with a provision to upgrade into Bilingual (English & Hindi) at a later stage.

Website URL <http://www.bopter.gov.in>.

Tender Notice No: **BOPT/COMP/WEB/2018/02**

**General Information**

- |     |  |   |   |
|-----|--|---|---|
| i   | Tender No.                               | - | BOPT/COMP/WEB/2018/02   |
| ii  | Last date and time for receipt of Tender | - | 21/02/2018 by 3:00 pm   |
| iii | Time and date of opening of Tender       | - | 21/02/2018 by 4:00 pm   |
| iv  | Place of opening of tenders              | - | BOPT(ER), Kolkata   |
| v   | Address for communication                | - | Director,<br>Board of Practical Training (Eastern Region),<br>Block-EA, Sector-I, (Opposite. Labony Estate),<br>Salt Lake City, Kolkata-700064. |

**1. About BOPT(ER)**

Board of Practical Training Eastern Region (BOPT(ER)) is an autonomous body under Ministry of Human Resource and Development, Department of Higher Education, Government of India, Implement and monitor the National Apprenticeship Training Scheme under Apprentices Act 1961 pertaining to Graduate and Technician Apprentices.

**Jurisdiction of BOPT(ER), Kolkata:**

**States:** Orissa, Assam, Bihar, Jharkhand, West Bengal, Manipur, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh, Tripura, Sikkim.

**Union Territories:** Andaman & Nicobar Islands.

**2. Technical Details**

Vendors must submit both Technical and Financial Bids in separate sealed covers.

Tender forms are to be submitted at the following address:-

**Director  
Board of Practical Training (Eastern Region)  
Block-EA, Sector-I (Opposite. Labony Estate),  
Salt Lake City, Kolkata-700064.**

Bids received after the due date will not be considered.

**3. Opening of Bids**

The technical bid/tender will be opened on 04:00 pm on 21-02-2018 at BOPT(ER), Kolkata office. After technical evaluation of the bids by the Committee, bidders found to be eligible will be short listed for opening of the commercial bids. Only the vendors or their duly authorized representative carrying the letter of authorization will be permitted to attend the opening of bids. Incomplete, unsigned pages, non-submission of required documents or evidence as specified by BOPT(ER) will be treated as non-compliance and the vendors' bid will be liable for rejection.

#### **4. Cancellation of Tender**

The Director of BOPT(ER), Kolkata reserves the right to accept or reject any bid at any time without assigning any reason or incurring any liability of the firms.

#### **5. Earnest Money Deposit**

The tenderer shall deposit a sum of Rs.1,000/- (rupees one thousand) as Bid Security (earnest Money) in the form of Account Payee Demand draft or Banker's Cheque or Bank Guarantee (as per format given below) from any Public Sector Bank in favour of Director BOPT(ER), Kolkata and forward the same along with Technical Bid.

#### **6. Validity of Offer**

The offer of contract should be valid up to 1 month from the date of finalization of L1 vendor by the Evaluation Committee for issue of work order.

#### **7. Statutory Taxes**

The entire project should be completed within 15 days of award of the work order.

The proposal should specify the schedule and delivery period for code, text, graphics, photographs, and other functionalities, as also for complete implementation.

#### **8. Period of Contract**

BOPT(ER), Kolkata will enter into a contract for the design and development of the web site. The contract will provide for design, development and **On-Site Maintenance/Warranty** for a minimum period of 1 year from the date of successful completion of the work. The BOPT(ER), Kolkata reserves the option to extend the contract for further specified period or to maintain the web site on its own after the end of the contract period. The AMC of the website is further extended on expiry of warranty period. The cost involved must be maximum 10% of the value of work order.

#### **9. Award of Work Order**

BOPT(ER) will award the work order to the lowest bidder. The vendor should undertake to execute an agreement with BOPT(ER) as per format to be specified by BOPT(ER), Kolkata. However, BOPT(ER), Kolkata reserves the right to shortlist the bidder based on technical evaluation.

#### **10. Payment Terms**

The broad features of the payment against services availed will be as follows:

- 1) 60% payment of order value will be made on completion and hosting of Website.
- 2) The remaining 40% will be done after the successful Security Audit by STQC and completion of the website along with the submission of final source code.

#### **11. Eligibility of Bidders**

1. The Bidder should have had at least 3 years of experience in website design & development
2. The Bidder should have had experience in at least 5 similar projects.
3. The Bidder should have maintained & managed the Website & Hosting of such organizations for a minimum period of 2 years
4. The Bidder shall fulfil all the requirements such as Company Registration, GST etc.
5. The Bidder should have the capability of handling multi lingual website developments
6. The Bidder should have the capability of handling Archival Solutions

## **12. Main objectives: The main objectives for the web site are**

- To adhere to the Guidelines of Government of India websites (GIGW Compliant)
- To adhere to all the standards of content writing
- To have disable friendly features
- To maintain the website up-to-date with ease
- Protect website from cyber attacks.
- To improve BOPT(ER), Kolkata web site look & feel
- Provide up to date information on all events etc
- Provide visitor feedback forms, enquiry forms etc
- Maintained with ease so that only up-to-date information is available at any point in time.
- To analyze the usage pattern and improve the contents constantly

## **13. Important Features Required**

- Look and feel with aesthetics design, good colour combination, background and screens, structure and layout, easy navigation
- Facility to upload tender documents and other information and allowing users to define the period for which document is available on the site. Facility to add corrigendum/addendum/ amendments to main tender document through appropriate links should be provided enabling the visitors to view the main and linked documents in an integrated manner.
- The Web site should be developed using AngularJS, Bootstrap, HTML5, CSS3, jQuery with content management etc. on all Operating Systems.
  - Alignment with BOPT(ER), Kolkata current business strategies and business goals, with easy adaptability to effect direction and content changes as and when the current strategic goals change.
  - Interactive presentation of content
  - Collecting information from visitors by enticing them to providing feedback or post comments
  - User friendly with easy to navigate features and easy to use functions
  - Faster download of pages
  - User should be able to reach the required page within 2 to 3 clicks.
  - Provide for extensive web site analytics and statistics: covering traffic reports, visitor analysis, duration analysis, content wise analysis, top landing pages and top exit pages, other statistics and reports as may be required by BOPT(ER), Kolkata
  - Upgradable to Support for visually impaired and otherwise disabled or Physically challenged customers.

## **14. Scope of work**

1. To design and develop the website as per Govt. of India guidelines (GIGW) in English.
2. To prepare the administrative interface for content entry by BOPT(ER), Kolkata.
3. To prepare the administrative section of the website suitable for bilingual content.
4. Conversion of content as per Govt. of India guidelines in the approved time line by BOPT(ER), Kolkata.
5. Addition of content of approximately 50 pages.
6. One day training to BOPT(ER) officials.
7. One year onsite technical support.
8. To provide clearance of website From STQC security Audit.

## **15. Web Development Standards**

The web site should be developed with the latest technology, using up-to-date and well established development tools and software. The development approach should conform to the best practices in the web site development and maintenance industry. Generally it should ensure the following:

- Adherence to commonly accepted standards and practices, including **W3C** compliance. Using latest web website design technologies
- Acceptability on all current user technology platforms; browsers, operating systems, client systems
- Only open source technologies to be used to develop the website.

## **16. Acceptance Testing**

Web site developed will be tested by BOPT(ER), Kolkata and evaluate the web site and determine whether it satisfies the acceptance criteria as agreed upon in the work plan. Vendor will rectify the deficiencies and other deviations from work plan identified by BOPT(ER), Kolkata immediately and not later than 10 days from the date of intimation by BOPT(ER). Re-evaluation will be done by BOPT(ER), Kolkata and if deficiency is not rectified, BOPT(ER), Kolkata will be at liberty to invoke suitable penalty clauses and/or cancel the contract without further notice. Final payment release will be subject to BOPT(ER), Kolkata conveying acceptance after evaluation.

## **17. Security**

The vendor will provide for the following security features (All open source only)

- Tools for monitoring web site security
- Protection against defacement, hacking
- Design should incorporate security features to protect the site from Session Hijacking, SQLinjection, Cross scripting, Denial of Service etc.

## **18. Deliverables**

- a. Work Plan Schedule
- b. Source Code with Complete Documentation
- c. Training
- d. Licenses wherever required and commitment letter for non-infringement of Trademarks and Copy rights as specified in Item-25.
- e. Confidentiality and Non-Disclosure Agreement

## **19. Copyright / License Violation & Provision of Legal Copies**

Vendors shall explicitly absolve the BOPT(ER), Kolkata of any responsibility and indemnify the BOPT(ER), Kolkata. Vendors should unconditionally absolve the BOPT(ER), Kolkata of any responsibility and indemnify BOPT(ER), Kolkata against any liability for the use of Software with regard to copyright/license if any.

## **20. Confidentiality & Non-disclosure agreement**

The vendor undertakes to comply with all the confidentiality and non-disclosure conditions spelt out in the contract agreement, and confirms that this will be binding upon the company and all its employees, and associate partners if any who are or may be involved in the project at any stage.

**21. Assignment**

The Vendor shall not assign any rights or obligations to a third party without the prior written consent of the BOPT(ER), Kolkata.

**22. Project delays**

Vendor to intimate to BOPT(ER), Kolkata any anticipated delays on delivery schedule. BOPT(ER), Kolkata will be at liberty to invoke penalty clauses under the contract for delays.

**23. Penalties**

The vendor undertakes to comply fully with the BOPT(ER), Kolkata requirements for the project. The project should be completed as per the work plan agreed upon. The BOPT(ER), Kolkata will be at liberty to levy a penalty of up to 5% of the Project cost for every 1 week of delay. The maximum amount of penalty shall not exceed the contract amount.

In case of any breach of the contract the BOPT(ER), Kolkata will be entitled to withhold any payments due.

**24. Adjudication**

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. Any appeal will be subject to the exclusive jurisdiction of courts at Kolkata.

**##### END #####**

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*FORM OF TENDER: Technical Bid (To be kept in Separate Envelope)*

1. **Tender For** : Design, Development And Maintenance of Website Of BOPT(ER), Kolkata.
2. **Period of Warranty** : 1 Year
3. **Name & Address of the Establishment submitting Tender** :
4. Rate your compliance on a scale of 1-10 based on past experience (1 being the lowest and 10 being the highest)

S. No.	Particulars	Compliance (Yes/No)
1	Ability to develop the Bilingual website	
2	Project to be completed within 15days of awarded of the work order	
3	Whether the vendor has used latest Web design Technologies for the Project. Such as AngularJS, Bootstrap, HTML5, CSS3, JQuery etc.	
4	Whether details of the security architecture/ design incorporating BOPT(ER)'s requirements listed under "Security" will be provided	
5	Whether the vendor undertakes to provide adequate resource persons for the project. If so, details may be furnished	
6	Whether the vendor undertakes to prepare a detailed Work Plan Schedule in consultation with the BOPT(ER), Kolkata	
7	Whether the vendor undertakes to comply fully and provide all deliverables including the complete Source Code with Documentation, manuals and other technical documentations required.	
8	Whether the vendor undertakes to execute Confidentiality and Non-Disclosure Agreements if the contract is awarded	
9	Website should be compliant with GIGW standards and fit for obtaining Website Quality Certification Assessment for Quality Level-1 and website security audit from STQC.	

5. Earnest Money Deposit (EMD)  
Demand Draft details
6. I/We have carefully read and understood the terms and conditions as contained in the Tender Documents issued by Board of Practical Training (Eastern Region), Kolkata.

Signature of Bidder  
(With seal)

Date:

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*FORM OF TENDER: **Commercial Bid** (To be kept in Separate Envelope)*

SI. No	Particulars	Price (in Rupees)
1	Requirement analysis, Design, Development of Website in English with a provision to upgrade into Bilingual (English & Hindi) at a later stage and make it compliant with Guidelines For Indian Government Websites (GIGW) standards and to be certified with STQC for Website Quality Certification Assessment for Quality Level-I and website security audit, including 1 year warranty.	
2	All Statuary Taxes	
<b>Total</b>		

**Note:**

1. Technical Bid and Financial Bids are to be submitted in separate covers.
2. The two covers containing Technical Bid and Financial Bid to be put in one single cover and submit in the office of BOPT(ER).

Date:

Signature of Bidder  
(With seal)