

Expression of Interest (EoI) Design, Development and Maintenance of Website for Andhra Pradesh Cooperative Oilseeds Grower's Federation

Please send/submit separate Annexure-1 (Technical Bid) and Annexure-2 (Financial Bid) in two separate envelop along with relevant documents.

Andhra Pradesh Cooperative Oilseeds Grower's Federation

Expression of interest (EoI)

Website Design and Development

AP OILFED is a unique organization formed to promote **Oilseeds Grower's**.

Andhra Pradesh Cooperative Oilseeds Grower's Federation wishes to invite Expression of Interest (EoI) to develop, maintain their website. You are requested to submit a proposal for "Website Development, Design, Hosting & Maintenance Agency".

Please send/submit Annexure-1 (Technical Bid) and Annexure-2 (Financial Bid) in two different envelopes. Please write prominently on the envelop the subject of tender i.e. EoI for "Website Development, Design, Hosting & Maintenance Agency"

Your offer comprising of Creative - technical proposal and financial proposal, in **separate sealed envelopes** should reach the following address before 30th September 2016 by 12:00 PM

Andhra Pradesh Cooperative Oilseeds Grower's Federation, 3rd Floor, C-Block, BRKR Bhavan, Saifabad- 500063

1. In addition to current functionalities of the existing website www.apoilfed.com, the website should fulfill the following criteria.

- a) The website should be based on an open source Content Management System, and should have a user-friendly interface to create, update, and upload content.
- b) There should be single sign-in option on the website.
- c) There should be MIS/Dashboard on home page, which will show consolidated report of sales.
- d) The layout of the web framework should be responsive to support dynamic rendering.
- e) The design should support cross browser rendering across all prominent operating systems as well as platforms such as desktops, laptops, and mobile devices.**
- f) The site should support dynamic display and update of contents in the relevant pages.
- g) The site should include pages for tenders, announcements.
- h) Content management at the back end should support hierarchical customizable access control structure.
- i) Raw content for the website will be provided by APOILFED. Selected service provider shall support APOILFED in refining and structuring the content
- j) The portal should have the following sections,
 - a. About Us
 - b. Notifications/Tenders/EOI etc
 - c. MIS – Dashboard
 - d. Enquiries / Contact Us
 - e. Governance structure

- i. Gallery : News, Newsletter, Videos, Images, events, Testimonials
- j. Online Ecommerce Cart for selling oil and other allied products of AP OILFED

For website development

- a) The agency/firm should have experience of working on cross platforms and must have experience of developing and designing website.
- b) Empanelment with APTS Ltd/Kendriya Bhandar/DGS & D is preferable.

3. Competencies:

- a) Past experience in creating and maintaining very professionally and exceptionally creative websites
- b) Excellent I.T. skills and project management skills
- c) Strong editorial team with communications skills to write clearly and compellingly in English
- d) Provide requisite inputs to AP OilFED
- e) MIS and other reporting functionalities enabled on the website
- f) Ability to juggle priorities and deadlines and perform well under pressure
- g) Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- h) Awareness on the latest smart technologies for website development.
- i) Ability to regularly maintain, update the developed website.

4. Essential knowledge and experience:

- a) Good information technology skills, with previous experience of website maintenance, management, editing, and/or development.
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- b) Expertise with content-management systems tools and latest trends and technology in dynamic website development.
- c) Strong analytical and research skills, including the ability to analyze audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites

5. Final Deliverables

- a) Design, Development and implementation of the online web strategy with major upgrades in the design and content of the current website.
- b) New website hosted and maintained on the new server. Server space shall be provided by APOILFED
- c) Editing and proof reading of the website content.
- d) Development of new content for the website
- e) Frequent updates on the website.
- f) Prompt and Proper Maintenance of website.

6. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals. At first, the Technical proposal will be evaluated and this will be followed by evaluation of the Financial Proposal. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference. In the Second Stage, based on the outcome of the technical and financial evaluation, APOILFED will decide the winner and issue the work order.

7. Criteria for evaluation

No. Evaluation Criterion

1	Background and registration of organization
2	Proven practical experience, past experience with all stages of developing Website,
	Technology skills, with previous experience of website Maintenance, management, editing, and/or development.

3.	Resource qualifications (education, general qualifications, publications, articles, previous experience within or outside the company) of proposed staff
TOTAL	

Note: The final discretion for selection of the Service provider is solely with APOILFED

8. Award criteria, award of contract

The procuring entity APOILFED reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without there by incurring any liability to the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization’s action. The award of the contract to the qualified Organization whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

9. Terms of Reference

- a) The firm must be registered bodies with Govt. of India/ State.
- b) Rate should be quoted inclusive all applicable taxes.
- c) All information, document, photos and data coming in the possession of firm, as a result of the execution of the job shall all at time remain the property of APOilFED.
- d) The firm shall not make or allow making an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the APOILFED. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.

- e) The firm has to complete the job assigned within the joint agreement time and if the job is not completed within the stipulated time, a penalty @ 10% of the cost of the uncompleted job for each week will be imposed on the firm.
- f) The APOILFED will have no liability regarding transportation, boarding and loading of firm and their staff.
- g) The rate quoted once will remain for that particular dealing. Any Conditions of the firm sent along with proposal if any, shall not binding on us.
- h) It is not binding on APOILFED to accept the lowest of the bidding.
- i) The price accepted shall be final and no deviation from it will be accepted in this regard.
- j) In case of any dispute between the parties, the arbitration shall be at Hyderabad.
- k) The selected service provider/publishers will have to complete the job as per term and conditions specified above.
- l) The procuring entity reserves the right to accept or reject any or all EoIs without assigning any reason thereof.
- m) Conditional offer/ EoI submitted by fax/email or after the due date and time will be rejected.
- n) For any query please contact our office.

Annexure 1: Technical Bid for Website Development

S.NO.	Particulars	Descriptions
1.	Name, Address, email and telephone number of the agency/firm :	
2.	Name, Designation, Address and telephone no. of the authorized person :	
3.	Whether firm is registered, PAN Number :	
4.	Whether empanelled with APTS Ltd/Kendriya Bhandar/ DGS & D . If yes particulars thereof : 1. Empanel No: 2. Year of Empanelment. 3. Agency with which empaneled.	
5.	Attach a detailed project plan with technologies to be used :	

Declaration: This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the officer with name, designation, seal and date

Annexure 2:
Financial Bid for Website Development
(Attach separate sheets, if necessary)

Please provide detailed financial implication to the organization

Include one year of maintenance cost, to be shown separately

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the firm with name, designation, seal and date

Sd /-
