

NID MP website Scope of Work

1. The broad scope is to design, develop, implement, and maintain National Institute of Design Madhya Pradesh (NIDMP) website application and content management system with bilingual support (Hindi and English) for a period of 2 (two) year. NID MP website should comply with the GUIDELINES FOR INDIAN GOVERNMENT WEBSITES (GIGW).
<https://web.guidelines.gov.in/>
Sample Website: -
<https://web.guidelines.gov.in/Compliant/index>
2. NIDMP reserves the right to amend/ add/ delete/ edit any of the following items of the scope of work.
3. The existing website of NID MP <https://www.nidmp.ac.in/> and the corresponding MIS system and processes associated with this website need to be integrated in the new portal. Also, the portal shall have a compatibility to integrated development of any other application like NID MP ERP in future.
4. The project shall be implemented within a period of maximum 3 (three) months or earlier and it shall be followed by a Maintenance phase of 2 (years) from the date of Go-live.
5. Scheduling:
 - Design and development of Responsive Website along with content management system - maximum 3 (three) months.
 - Operation and Maintenance- 02 (two) years after website is Go-live.
 - Training to Departmental User- As per Department requirement
 - Once the development start, an Adhoc portal is to be shared to monitor the live progress, once all done and NID MP team approves then vendor can move to production, before that all sort of testing including security hack can be completed.
6. Planning:

Within one week from work order issued, the selected agency shall submit a detailed project plan including the following:

 - a) Project Organization and Management Plan.
 - b) Design and Development plan.
 - c) Pre-commissioning, Operational and User Acceptance Testing Plan.
 - d) Delivery and Installation Plan.
 - e) Training Plan.
 - f) Risk Management Plan.
 - g) Operations and management plan.
 - h) Task, Time, and Resource Schedules.
 - i) Technical Support Plan.
 - j) Security Audit Plan.

C-31

7. Scope of Content:

A. Primary Content: -

Primary content shall be original content that is sought by target audience of the website which could be citizens, business community, overseas citizens or other government departments or even government employees.

This will include information about NID MP and its departments and its functional units, various programs being executed by NID MP, documents, forms, etc., however not limited to these only.

The section will include fully dynamic pages:

- About Us - All information about NID MP and its departments and its functional units, useful for the citizen and other stakeholders, is present in the "About Us" section and mechanism is in place to keep the information up to date.

- City profile.
- Programs.
- Departments sections with all details. (Departmentname.nidmp.ac.in)
- Who's who page
- Faculty profile and Student Profile with showcase work.
- Application forms.
- Achievements
- Student Corner
- Grievance Redressal system.
- Act and Rules.
- Documents.
- Circular/Notifications.
- Tenders & Notices.
- Career section.
- News and Press Releases
- Contact details, Google Map integration.
- Social media page integration
- RTI.
- Search bar
- Site Map
- RTI
- And many more if required....

Website Designing should be done in NID MP campus under the supervision of Communication Design (CD) faculties. Once the design will finalize, another task like development may be done at the place of agency.

B) Secondary Content: -

Secondary content is generated from the assortment, packaging of primary content to suit the requirement of different audience, events and occasions examples of such content are Advertisements /banners /spotlight /media gallery /related sites.

- Special interest group corner.

- Events and Announcement.
- Discussion forums.
- Usage Policy.
- Related links.
- Spotlight.
- Different galleries.
- 360-degree virtual tour of campus.

And many more if required....

Mechanism should be placed to ensure that all outdated announcements are removed from the website or moved to archive.

C) Tertiary content

Information about the 'primary' and 'secondary' content forms a part of the tertiary content.

This includes:

- About the site
- Navigation aids sections such as online help, Site map, Search
- Terms and Conditions with respect to usage of content on the site
- FAQs
- User Feedback
- Help
- Complaint Management
- Font size adjustable
- SSL enabled, fully secure.

And many more if required....

General Instructions:

- A. Website Hosting infrastructure will be provided by NID MP itself. Implementation of NID MP website will be done by the vendor with the help of NID MP IT services.
- B. Website should be running on SSL i.e. http request should automatically get redirected to https.
- C. Website should be compatible for accessibility from any device, any Operating System and any browser.
- D. Intellectual Property Rights (IPR) shall be with the NID MP only.
- E. CAPTCHA should be present for web pages with form field such as feedback form, registration form etc.
- F. IP Addresses should not be hard coded in the source code/configuration.
- G. Password should not be hardcoded in any website configuration files or stored in plain text. Passwords should be properly hashed and salted to reduce the effectiveness of password cracking.
- H. Be able to operate on various Operating Systems like Windows, UNIX, LINUX, etc.
- I. The pages should be printer friendly i.e. all the pages shall be displayed and printed upon demand by user.
- J. To improve the experience of the Web on mobile devices and other handheld devices like iPad, tablets etc. the website needs to be developed with "One Web" concept. One Web

means making, as far as is reasonable, the same information and services available to users irrespective of the device they are using.

K. Website should be in compliance with following standards

DPIIT guideline (attached)

Guidelines of Indian Government Website (GIGW)

WCAG 2.0

W3C

L. Website Security Audit: -

Website needs to be Security Audited by the Cert-In empanelled Security and STQC certifications. Cost for Security Audit/ STQC certifications will be borne by the NID MP. Company for security audit will be finalized by NID MP itself. Any vulnerability found during the security audit/ STQC certifications, agency must close the same within the given time accordingly and ensure resolve all vulnerability successfully. Resolving the vulnerability Cost for Security Audit/ STQC certifications of the website should be part of the. Documentation of Source Code along with Administration/User Manuals needs to be submitted.

M. Final Source code, Database along with detailed documentation and IPR is being handover to NID MP IT service for Software Repository.

N. Copyright: Any software, hardware, data, awards, certificates, patent, etc. shall be absolute property of NID MP. The Successful agency will transfer to NID MP all Intellectual Property Rights in the Software developed. The agency shall relinquish to the Department source code of the developed portal within 7 (seven) days from the date of acceptance of the system. The source code supplied to the Department shall at all times be a complete, accurate, and up-to-date copy corresponding exactly to the current production release of the software.

O. Documentation

The project team shall provide the following documentations in hard as well as soft copies:

- Detail Project Plan
- Fortnightly progress reports
- System Requirement Specification (SRS) document containing detailed requirement capture and analysis including functional requirement, Interface Specifications, application security requirements
- Complete Source Code with required documentation.
- Test Plans and Test cases (including Unit Test Plan, System/Integration Test Plan,
- User Acceptance Test Plan, Security Test Plan, Load Test Plan)
- Training Manuals and literature
- Systems Administration Manuals
- CMS Tool Manuals
- Website User manuals
- Installation Manuals
- Operational Manuals
- Maintenance Manuals
- Security policy and procedure for Portal including Password security, logical access security, operating system security, data classification, and application security and data backups.

P. Service Levels

Installation and Deployment

Sr. No.	Milestone	Timelines T = Date of work order
1	Preparation of SRS –study report	T1 = T+ 10 days
2	Portal Design	T2 = T1+ 30 days
3	Portal Development	T3 = T2+ 30 days
4	Security Audit/ STQC certifications	T4 = T3+ 15 days
5	Go Live of portal	T4 = T4+ 5 days
6	Annual Maintenance	For 2 years after go live
7	Yearly Maintenance	Next 5 years.

annexure 1

Details for Financial Proposal

Consolidated Cost Summary (Inclusive of taxes)

	Item-wise amounts (Inclusive of Taxes)	Amount in Figure (Rs.)
A	Design, Development, Testing and implementation, Maintenance Cost (02 Year).	Rs. _____/- One Time Cost
B	Yearly Maintenance Cost for next 05 years.	Rs. _____/Year

