



**Government of West Bengal**  
**Office of the District Magistrate & District Collector, Nadia**  
**Krishnagar, Nadia**  
**(IT CELL)**

EOI Notice No. **83/IT/16**

Dated. – **26.09.2016**

**Expression of Interest for Development of On-line Report Return System**

Expression of Interest in plain paper are hereby invited from the bonafide Company for development of On-line Report Return Processing System having same type of credentials as per **Annexure-C** will be received in the drop box kept at the chamber of the undersigned up-to 3 P.M. on 03.10.2016. The EOIs received will be opened on the same day at 3:30 P.M. in the office chamber of the Addl. District Magistrate (Gen), Nadia.

The EOI must be specified under the following categories:-

- 1) Design development and content creation for each scheme(each scheme will have 2 tables of report return format in average- approx)(One Time)
- 2) AMC, Up-dation and Support Charges (1 Year)  
(N.B. – Up-dation/ Addition of the website/ dynamic pages will have to be addressed Throughout the year according to the requirements of District Administration)
- 3) Bulk SMS Facility (1Lakh)
- 4) Web-Server cost for 50 Gb (Yearly)

The quoted rate should be valid for one year from the date of EOI.

The Bid price shall be inclusive of all Input Taxes as applicable to meet the deliverables as part of this project. The bidder must quote the rate both in words and figures.

The payment of the bidder shall be made after satisfactory completion of the work, and on production of bill in duplicate

The authority reserves the right to accept or reject any or all the EOIs without assigning any reasons thereof.

25.9.16

**Additional District Magistrate (Genl.)  
Nadia**

Memo no. **83(5) / I.T. /16**

Date:- **26.09.16**

Copy for wide circulation to:-

1. Officer-in Charge, I.T. Cell, Nadia
2. D.I.O. N.I.C., Nadia
3. D.P.M. e-District, Nadia
4. P.A. to District Magistrate, Nadia for kind plac ng
5. Office Notice Board

23.9.16

**Additional District Magistrate (Genl.)  
Nadia**

## **ANNEXURE - "A"**

### **Scope of Work – The process Description**

- The work will be of developing a portal for On-line Report Return System.
- The portal will be accessed through proper Roles and Authentication
- There are many developmental schemes of government, whose report return and compilation is done manually at present. The work will be to digitize the process through an online report return system.
- An online portal will be simultaneously accessed by all the users and stakeholders
- Role of Admin of the District:
  - Create users and other stakeholders
  - Assign roles to the users
  - Mapping of users to a particular scheme
- Roles of OCs of the Schemes of the District:
  - Create scheme report
  - Entering data for the District part
  - See the report for the particular scheme of the District( all Blocks/Municipalities)
- Roles of BDOs/ Stakeholders of the Schemes of the District:
  - Entering data for all the Schemes entered by the District
  - See the report of all the Schemes for the particular Block
- Role of District Magistrate of the District:
  - See the compiled report return of all the schemes of all the Blocks
  - Compare between all the reports in tabular/ graphical format
- Reporting Format –
  - Output in excel/ pdf file for the tabular formats
  - Output in Graphical/ charts format for comparison between schemes, between blocks, between GPs, etc for a particular time period



**Additional District Magistrate (Genl.)  
Nadia**

## ANNEXURE " B "

### **1.0 ELIGIBILITY CRITERION OF THE BIDDER**

- 1.1** Credential/ Work Order for executing at least three similar nature work from State/Central Govt. organization/ Private Organization completed in last 3 years.
- 1.2** Details/ Particulars of the websites created so far
- 1.3** Bidder should have an experienced support team with all the necessary infrastructure located in West Bengal. Preferably with support infrastructure at Krishnagar, Nadia.
- 1.4** Bidder should employ designer and developer for this project having experiences in design and development of websites at the national level for at least 2 years.
- 1.5** Bidder should be of this district.

### **2.0 DOCUMENTS TO BE FURNISHED ALONG WITH BID**

- 2.1** All Necessary supporting document in respect of all points " **ELIGIBILITY CRITERION OF THE BIDDER** " mentioned under the heading 1.0
- 2.2** List of personnel available on hand and proposed to be engaged for the work
- 2.3** List of software and machines available for work.
- 2.4** List of work in hand indicating description of work, contract value etc
- 2.5** Annexure -"D" has to be filled in and submitted along with the quotation

  
**Additional District Magistrate (Genl.)  
Nadia**

**ANNEXURE - "C"**  
**Vendor details**

<b>Sl. No.</b>	<b>Items</b>	<b>Details</b>
1	Name of the Vendor	
2	Address of the Registered Office	Address Telephone E-mail
3	Address of the Office at Nadia (If Present)	Address - Telephone FAX E-mail
4	Name and Designation of the person authorised to make commitments to the Office of DM, Nadia	Name Designation Mobile Phone E-mail
5	Vendor's Web site (if any)	
6	Details of qualified engineers at Nadia.	Number : Qualification and nature of Work handled :

(Signature with stamp of the Vendor)

**ANNEXURE- "D" –**  
**Terms and conditions**

1. Total cost of the project will be a determining factor in selection of L1.
2. The work will be developing of the website as mentioned and its configuration as per requirement of District Administration. The configuration requirements may vary from time to time which must be attended within 6 hrs of request. Post-implementation monitoring and evaluation.
3. All the development must be documented.
  - a. User Document – This document will be used by the user and will be served as a manual in performing day to day tasks.
  - b. Technical Document – The technical document shall be prepared and submitted to DIO, NIC along with the source code of the complete website.
4. The vendor will manage and monitor the Website. Any downtime must be reported to DIO, NIC/ DPM, e-District beforehand. Steps must be taken to migrate the website to different server, in case of downtime, to avoid user harassment.
5. Post Implementation Phase
  - Post-implementation maintenance and support for 1 years
  - Continuous Capacity Building for the officials
  - Exit Plan & Proper handover post completion with certificate of satisfaction
6. The successful bidder/ supplier would be required to complete the delivery as per specifications **within 30 Days from the day of receipt of Work Order**. The design of the website has to be duly approved before hand by District Administration.
7. Any queries regarding the quotation must be clarified before the last date of submission. DIO, NIC Nadia/ DPM, e-District, Nadia may kindly be contacted regarding this during office hours, for any technical queries regarding website development. The undersigned may be contacted for other issues regarding the quotation.

  
**Additional District Magistrate (Genl.)**  
**Nadia**