

MINUTES OF PRE-BID MEETING FOR DEVELOPMENT OF WEBSITE OF SICOM

Minutes of Pre-Bid Meeting held on the 3rd October, 2017 at SICOM office, Conference Hall, First Floor, Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi.

Name of those present:

From Employer

1. Shri Akash Sharma, Controller F&A, SICOM
2. Shri Anil Kumar, Technical Director, NIC
3. Shri Somnath Sen, Consultant, Procurement, SICOM

From Prospective Bidders

1. Shri Rahul Ghosal, M/s Silver Touch.
2. Shri Ankit Panwar, M/s Velocis System pvt Ltd.
3. Shri Pankaj Goyal, M/s Uneecops Technology Ltd.

SICOM welcomed the prospective bidders and explained the context of the Bid. Thereafter, the essential points pertaining to the present bid was explained in details and then the meeting was opened for clarifications. Accordingly, the queries raised by the bidders and their clarifications have been listed in table 1 whereas amendments as a consequent to the replies of SICOM have been indicated in Table-2.

Table -1 Queries & Clarifications

TABLE-I Development and maintenance of SICOM Website as per GIGW				
Sl. No .	Tender Document Reference(s) (clause& page Number)	Content of Tender Document requiring Clarifications	Points of Clarifications	SICOM's reply
1	7. BID EVALUATION AND ELIGIBILITY CRITERIA 7.1. Bid Evaluation Process / Page # 2	ii) Demonstration and Presentation. SICOM shall call the responsive bidders for presentation to demonstrate the concept and design and their technical strengths of the proposed solution and also to assess their understanding of the scope of work and its execution.	1. Let us know the date of presentation for demonstrating the concept/design of the website and other details related with the proposed solution.	This will be communicated after technical Evaluation
2	9. Opening of Bid Essential knowledge and experience: / Page #10	(iv) Detail of the team proposed to be deployed to work with the SICOM, with qualifications and experience of the team members must be provided.	1. We assume that team will work from bidder's location and there is no requirement for onsite deployment. Kindly confirm. 2. If onsite deployment is required then please let us know type and number of resources per type is required. 3. In case of onsite deployment, we assume that required office space, PC, internet and other facilities will be provided by SICOM. Kindly confirm. 4. Please provide format in which bidder need to provide details of team proposed.	Yes N.A N.A Vendor to provide the C.V's of the personnel of the team mentioning their Qualification, Experience. No specific format is required
3	9. Opening of Bid- Essential knowledge and experience: / Page #10	(ii) Break-up of costs for each of the items of work listed in the Scope of Work is to be submitted on a separate sheet of paper.	1. Please provide format and list of items for providing break-up of cost. This will bring all bidders on same page.	The format for financial bid is already provided in the tender Document. Vendors are to submit the financial bid as per the format 4only.
4	12. Scope of Work	Publication Module	1. Please provide the detail	Vendor to

	Scope of work for the Dynamic website development are mention below: / Page #12		features/ functionality for publication module.	suggest. The functionality is based on other Government websites
5	12. Scope of Work Scope of work for the Dynamic website development are mention below: / Page #12	Newsletter Subscribers/Email Marketing Module	1. We assume that all required subscription for sending bulk messages will be paid by SICOM. Kindly confirm. 2. If bidder has to bear the cost then please let us know the number of newsletter/emails need to be sent per month.	NIC sms service will be used N.A
6	12. Scope of Work Scope of work for the Dynamic website development are mention below: / Page #12	Award of Tenders Management	1. We understand that Tender Processing and Selection of vendor will be done offline. Website will only have final selection of vendor. From this statement we assume that SICOM only wants facility to upload name of the vendor who is awarded the tender. No other feature or functionality is required. Kindly confirm.	Yes
7	12. Scope of Work Scope of work for the Dynamic website development are mention below: / Page #12	Development of Online Report Submission	1. Who will submit online reports on the website? 2. Which type of online reports will be submitted? 3. Please provide sample report.	There are different units which will be given login credentials to upload photographs & Pdf reports. No specific format, it will be discussed during requirement gathering phase.
8	12. Scope of Work Scope of work for the Dynamic website development are mention below: / Page #12	Employee / Officer Section Site Search	1. Please provide detailed features / functionality for Employee / Officer Section Site Search.	Similar to other Government website.
9	12. Scope of Work Scope of work for the Dynamic website development are	Data Base Import / Export	1. Which kind and type of database will be required to Import in the website?	We receive various reports in different formats from

	mention below: / Page #12		<p>2. Is there any kind of functionality will be required to implement after importing of database?</p> <p>3. Which kind and type of database will be required to export from the website?</p> <p>4. Who will do this import / export functionality?</p>	<p>other units of SICOM. We want the functions to be upload/import the EXCEL to be converted into CSV formats.</p> <p>No</p> <p>Only EXCEL Files</p> <p>Vendor</p>
10	12. Scope of Work Scope of work for the Dynamic website development are mention below: / Page #12	To obtain the Domain name i.e. www.sicom.gov.in	1. As a private organization, we cannot procure domain name with .gov.in. Please remove this scope.	Vendor need to guide the department about the procedure to obtain the Domain name from NIC
11	COMPLIANCE OF ALL MATRICES of GIGW/ c) Scope of Content : Primary Content / Page #14	Presence on the National Portal - Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal.	<p>1. Under this requirement we understand that SICOM wants to put respective Links of Citizen Services, Forms, Documents and Schemes from this website on the repositories of the National Portal. This will be just a link and no integration is required. Kindly confirm.</p> <p>2. We assume that putting above links on the National Portal will be taken care by SICOM. Kindly confirm.</p>	<p>Yes</p> <p>Yes</p>
12	COMPLIANCE OF ALL MATRICES of GIGW	Responsibility	<p>1. There are total 115 guidelines for GIGW, out of which some are related to content, some are related to management, some are related to CMS. Depending upon the nature of each of the guideline its onus is on different stakeholders. We will compliance to all the relevant guidelines which are related to CMS software and design. Below is the broad list indicating the responsibility for each category of guidelines.</p> <p>a) Government of India Identifiers - Both</p>	Yes

			b) Building Confidence- Both c) Scope of Content : Primary Content - Both d) Quality of Content - Both e) Design - Servicer Provider f) Development - Servicer Provider g) Website Hosting - Website Owner h) Website Promotion - Website Owner i) Website Management - Website Owner We hope you are well aware with it. Please confirm.	
13	COMPLIANCE OF ALL MATRICES of GIGW/ g) Website hosting Page #16	<ul style="list-style-type: none"> - Websites are accessible to the intended audience in an efficient and secure manner on 24 x 7 basis. - The hosting Service Provider possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention system. - The hosting Service Provider has redundant server infrastructure for high availability. - The hosting service provided performs regular backup of the web site. - The Hosting Service Provided has a Disaster Recovery (DR) Centre in a geographically distance location and a well-crafted DR plan for the website. - Website Hosting Provider provides Helpdesk & Technical support on 24x7x 365 basis. - All possible secure measures have been taken to prevent defacement/ hacking of the website and the Department has been contingency plan in place for situation like these. 	1. We assume that website will be hosted on the production (web) server of NIC data center, so all the security measures, backup and DR setup will be taken care by NIC. Please confirm	Yes
14	Preferred Technology / Page #17	<ul style="list-style-type: none"> - The websites would be developed using the latest versions of .Net. - Data Base will be MS SQL. 	1. As website will be hosted on NIC Server, we assume that all required license for OS and Database will be provided by NIC only. Kindly confirm.	Vendor should propose open source(PHP & Postgre SQL)
15	13. General Terms and Conditions / Page #18	(i) Getting the Security Audit by CERT-IN empanelled agency and obtaining all necessary certificates and to ensure that	1. Total how many times security audit and GIGW compliance certificate will be require to carried out during complete	3 Security Audit (1 for each year plus 1 for

		websites comply with the "Guidelines for Indian Government Websites (GIGW)" {http://guidelines.gov.in/http://guidelines.gov.in/in full}, will be the responsibility of the service provider including the cost involved.	project period (i.e. 1 year warranty + 2 years AMC)?	development) 1 STQC
16	13. General Terms and Conditions / Page #18	(ii) Identify and execute training requirements along with preparation of User Manual will be the responsibility of the service provider including the cost involved.	<p>1. Total how many users need to be trained?</p> <p>2. What will be the batch size?</p> <p>3. We assume that training infrastructure will be provided by the SICOM. Please confirm.</p> <p>4. We assume that training will need to be provided at single location. If multiple location then please specify the locations.</p> <p>5. We assume that User manual will be required to deliver in English Language only. Please confirm</p>	<p>Appx 5 users</p> <p>Only internal users maximum to 10</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
17	13. General Terms and Conditions / Page #18	(xi) If the service provider does not deliver the work to the satisfaction of the Customer within the stipulated time (as per para 15) a penalty of Rs. 5,000/- per calendar week shall be imposed on the service provider. An additional penalty of Rs. 1000/- per calendar day shall be imposed on the service provider if the work is not completed in additional period of two weeks i.e. by after applying penalty of Rs. 5,000/- per week.	1. There is no upper limit for penalty is mentioned in the Tender document. As per the industry standard penalty should have maximum limit of 10%. Please amend the clause.	No change. As the tendering procedure is as per World Bank Guidelines.
18	15. Time frame / Page #20	The time frame for study, redesign and development of the website including security audit clearance and STQC certification for GIGW compliance will be 12 weeks from the date of award of the contract.	1. GIGW Compliance from STQC takes minimum 4 to 6 months of time after complete development of the website. Hence, it will not be possible for delivery complete website along with GIGW Certification in 12 weeks of time frame. We therefore request you to exclude	Maximum of 4 months including STQC may be given.

			GIGW Certification from the project time frame. GIGW Certification can be done once website is Live.	
19	General Queries	Website Content	<p>1. We assume that website content for both languages (e.g. English and Hindi) will be provided by the SICOM in digital format and service provider needs to do content integration only. Please confirm</p> <p>2. How many CMS pages for each language will be required to integrate in the website?</p>	<p>Yes</p> <p>Kindly go through the existing website for details.</p>
20	General Queries	Requirement Gathering	<p>1. We assume that requirement gathering needs to be done at single location only. Please confirm.</p> <p>2. If multiple locations, then please specify locations.</p>	<p>Yes</p> <p>N.A</p>
21	11. Earnest Money Deposit Page#11	Vendor has to submit EMD for Rs 25,000/- in the form of Bank Gaurantee	Whether EMD in the form of DD can be submitted instead of B.G	Vendor may submit DD for Rs 25000/- in favor of “Society of Integrated Coastal Management” payable at New Delhi.
22	12. Scope of work	Support Services	-	Any services or Bug related work, if any should be rectified within 24/48 hrs

Table-2**AMENDMENT No 1 dated 04.10.2017.**

S. No.	Section/clause/page/pa ra	Existing clause	Amended Clause	Reference to Sl. No. of Response at Table 1
1	11. Earnest Money Deposit (EMD) & Performance Bank Guarantee (PBG)	Vendors are requested to submit EMD for amount of Rs. 25,000/- in the form of BG	Vendors are requested to submit EMD for amount of Rs. 25,000/- in the form of BG or by DD in favour of 'Society of Integrated Coastal management ' payable at New Delhi .	SL. No. 21
2.	12. Scope of work	Linkages of websites of all state Project Management Units & National PEAs through hyperlinks	Linkages of websites of all state Project Management Units & National PEAs through hyperlinks. Support services for rectification/ bug related work, if any, to be attended by the agency with in 24/48 hours.	Sl. No. 22
3.	15. Time Frame	The time frame for study, redesign, and development of website including security audit clearance and STQC certification for GIGW compliance will be twelve weeks.	The time frame for study, redesign, and development of website including security audit clearance and STQC certification for GIGW compliance will be sixteen weeks.	Sl. No. 18
4	Preferred Technology / Page #17	- The websites would be developed using the latest versions of .Net. - Data Base will be MS SQL.	Vendor should propose open source(PHP & Postgre SQL)	Sl. No. 14

