

**South Central Zone Culture Centre, Nagpur
(Culture Department)**

Request for Proposal

Dt._____

RFP issued to:

M/S_____

**NAME OF WORK: The revamping of the website and
development of web application of the SCZCC, Nagpur**

Tender No. SCZCC/Admin/10/Web/319/2018 Dated 11/06/2018

South Central Zone Culture Centre (SCZCC), Nagpur

Tender No. SCZCC/Admin/10/Web/319/2018 Dated 11/06/2018

Sealed tenders for the following works are invited by the Director, SCZCC, Nagpur in prescribed format.

**Assessor
SCZCC, Nagpur – 440001**

Contents

Letter of Invitation	
Annexure A: Data Sheet and Instructions to Bidders	
Data Sheet	
Checklist for Bidders	
Instructions to Bidders.....	
Annexure B: Technical Bid Submission Forms	
Tech 1: Covering Letter.....	
Tech 2: Details of Project Done in Other Govt. / Public Sector Organization	
Tech 3: Undertaking from the firm.....	
Annexure C: Financial Bid Submission Forms	
Annexure D: Terms of Reference (TOR)	
Annexure D.1: Project details for Composition of Content	
Annexure D.1.1: Phase I - Project details	
Annexure D.1.2: Phase II - Project details	
Annexure D.1.3: Security Audit Requirements	
Annexure E: Standard Contract Document	
Annexure F: Glossary	

Letter of Invitation

- 01] The South Central Zone Culture Centre (SCZCC) now invites Bids for 'The revamping of the website and development of web application of the SCZCC, Nagpur'. Further details of the services required are provided in the Terms of Reference (ToR) at Annexure-D. However, the data in TOR is not sufficient and SCZCC, Nagpur has the right to modify the same at later stage.
- 02] All information contained in this Bid should be treated as commercially confidential and you are required to limit dissemination on a need-to-know basis.
- 03] Interested bidder must submit their single bid (technical and financial bids). The bidders who score **50** or more marks in technical evaluation shall only qualify for opening of financial Bid. Evaluation of eligible bidders shall be done on QCBS method project. The successful bidder with highest ranking based on 80:20 will be awarded Work contract. Time is essence & Successful bidder will start and finish the work contract within 120 days (website & web application development) and on-site support for 12 months after completion of Phase II of the project from the date of work order.
- 04] For the purpose of submission of financial bids, the bidders have to quote as per the format provided for financial Bid. Bidders must note that the format of financial bid is such that if he gets order, he remains responsible for monitoring and supervision of website and successful completion of the same through deployment.
- 05] The TENDER DOCUMENT includes the following documents:
 - i. Letter of Invitation
 - ii. Data Sheet and Instructions to Bidders, see Annexure-A
 - iii. Technical Bid, in Standard Forms see Annexure-B
 - iv. Financial Bid, in Standard Forms see Annexure-C
 - v. Terms of Reference (ToR), see Annexure-D
 - vi. Standard Contract Document, see Annexure-E
 - vii. Glossary, see Annexure F
- 06] Please note that while all the information and data regarding this TENDER DOCUMENT is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Bidder to check the validity of data included in this document.
- 07] ***Bids will be evaluated technically and the financial bids of the qualifying firms only will be opened following the technical evaluation.***
- 08] The tenders are to be submitted physically at SCZCC, Nagpur office. The information on submission of tenders is provided in this RFP. For more

information, **Mr. Sanjay Deshpande**, Estt. Officer, SCZCC, 56/1, Opp. MLA Hostel, Civil Lines, Nagpur (Phone - 9225128888) may be contacted.

Annexure A

Data Sheet and Instructions to Bidders

Data Sheet

- 01] Name of the Client : South Central Zone Culture Centre (SCZCC), Nagpur
- 02] Method of selection: Evaluation by QCBS method as mentioned in the tender document.
- 03] Financial Bid to be submitted together with Technical Bid: **Yes**
Title of work is: "The revamping of the website and Development of Web Application of the SCZCC, Nagpur".
- 04] A pre-Bid conference will be held: Yes. Time : 19/06/2018 at 04.00 PM
Venue: SCZCC, Nagpur
However, if the invitee firm wishes to seek clarification it may do so in writing an Email to the Client on or before 19/06/2018 04.00 PM.
- 05] Client Representative: Mr. Sanjay Deshpande, Estt. Officer, SCZCC, Nagpur
Phone - 9225128888
- 06] Bids must remain valid for **120** days after the submission date indicated in this Data Sheet.
- 07] The Bidder is required to include with its Bid written confirmation of authorization to sign on behalf of the Bidder: **Yes**
- 08] Joint Ventures/Association are permissible: **No.**
- 09] **Bidders Eligibility Criteria:**
The bidder should meet following eligibility Criteria:
- i] Bidder having experience of successfully completing website development and hosting for Government organization / Govt. Public sector within India for at least 5 organizations during last 3 years. The Bidder must submit the evidence (work completion certificate) of same along with their Technical Bid. **Please note that the work completion certificate must be part of the technical Bid and not the financial Bid.**
 - ii] Bidders firm having a single work order value project (completed or ongoing) involving website development and hosting not less than 3 lacs for atleast 1 Government organization / Govt. Public sector in India during last 3 years. (Appropriate Evidences / Work Order must be furnished)

- 10] Currency and Budget for Bid : INR
- 11] Time Zone: IST (India Standard Time)
- 12] The overall technical qualifying marks for eligible bidders to participate in opening of the financial Bid will be 50 or more as stated in Instruction to bidders, clause 6.7.
- 13] Estimate Total Cost of tendered work is Rs. 12, 00,000/- (Rupees Twelve Lacs only)
- 14] The DD / FDR towards EMD drawn on any Nationalized Bank/ Scheduled Bank for Rs.25,000 /- (Rs. Twenty Five Thousand only) in favor of 'Director, SCZCC, Nagpur' must be officially submitted to the office of SCZCC, before the time and date of submission of the bid. After the financial bids are opened, EMDs of all bidders except that of the lowest and the second lowest bidders shall be returned. The EMD of the other bidder shall be returned after order is placed on the successful bidder.
- 15] A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract. The bank guarantee will be for the period of work completion + 12 months. The amount will be Rs. 75,000/- (Rupees Seventy Five Thousand only). Bank Guarantee will be made in the name of: 'Director, SCZCC, Nagpur' **and drawn on any nationalized / scheduled Bank.**
- 16] Bids must be submitted no later than the following date and time : 21/06/2018 by 1.00 PM.
- 17] The bids shall be submitted physically.
- 18] Expected date and time for public opening of Technical Bids : 21/06/2018 at 2.00 PM
- 19] Expected date for presentation: 22/06/2018 at 10.30 AM
- 20] Expected date for public opening of Financial Bids: 22/06/2018 immediately after all presentations.
- 21] Expected date for commencement of website and web application development work : Immediately after issue of Work Order
- 22] Evaluation and Marking criteria for bidders shall be as per following:

Sr. No	Evaluation & Marking Criteria for proposal	Max. Marks	Sub Marks
1	Bidder firm having experience of successfully completing website development and hosting for Government organization / Govt. Public sector within India for at least 5 organizations during last 3 years. (Appropriate Evidences / Work Order must be furnished)	20	
	5 to 6		10
	7 to 8		15
	>8		20
2	Bidders firm having a single work order value project (completed or ongoing) involving website development and hosting not less than 3 lacs for atleast 1 Government organization / Govt. Public sector in India during last 3 years. (Appropriate Evidences / Work Order must be furnished)	20	
	1-2		10
	3-4		15
	>4		20
3	*Presentation	20	
	Work plan, , Approach & Methodology		10
	Proposal presentation / Innovativeness		10
4	Design: Bidder should produce data flow design, table design / ER diagram (based on submitted document).	20	20
5	*Understanding the requirement & demonstration of the same	20	20
	Total Marks	100	
	Minimum Qualifying Marks	50	

*** Based on presentation in front of committee constituted by SCZCC. Presentation duration maximum of 30 minutes)**

Checklist for Bidders

The following checklist is for the convenience of the bidders. Kindly check the following points before submitting the bids.

Sr. No.	Checklist	Checkbook (Please tick)
01]	Whether all pages of the Bid have been signed by authorized signatory?	<input type="checkbox"/>
02]	Whether the EMD in the form of DD drawn in favor of 'Director, SCZCC, Nagpur' is attached with the bid?	<input type="checkbox"/>
03]	Whether the EMD drawn on any Nationalized bank/ Scheduled Bank as per provisions of tender?	<input type="checkbox"/>
04]	Whether proof of experience of website development work has been enclosed?	<input type="checkbox"/>
05]	Whether Work Completion Certificate from client has been enclosed?	<input type="checkbox"/>
06]	Whether work Approach & Methodology is enclosed ?	<input type="checkbox"/>
07]	Have you checked the Eligibility Criteria & Enclosed the relevant documents as proof?	<input type="checkbox"/>
08]	Whether the number of pages of the Bid properly indexed	<input type="checkbox"/>
09]	Whether the bidder has given information of litigations with any Government / Semi Government body or public sector corporation – if any	<input type="checkbox"/>

Instructions to Bidders

- 1. Introduction**
- 1.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid and contract negotiation.
- 1.2 The Client is not bound to accept any bid, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Bidder.
- Eligible Bidders*
- 1.3 A Bidder may be a natural person, private entity, government owned entity (subject to Clause 1.4)
- 1.4 Government-owned enterprises in India may participate as a bidder only if they can establish that they: a) are legally and financially autonomous, b) operate under commercial law, and c) are not dependent agencies of GoM or GoI.
- 1.5 A firm or individual declared ineligible by any Municipal Corporation, Public Sector Body, and Government / semi-Government body, the Government of India or any State Government shall be ineligible to bid for this tender.
- 1.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Client, as the Client shall reasonably request.
- Conflict of Interest*
- 1.7 In the event of a conflict of interest, the Bidder is required to obtain confirmation of 'no objection' from the Director, SCZCC, Nagpur in order to bid. Conflict of interest exists in the event of: (i) the supply of services, equipment or works whose ToR / specifications were prepared by the bidding Bidder (individuals and organizations); (ii) the successor to a previous assignment executed by the bidding Bidder (e.g. implementation of a project for which the Bidder has conducted a feasibility assessment) ; (iii) conflicting assignments, typically monitoring and evaluation / environmental assessment by the implementation Bidder; (iv) Bidders, suppliers or contractors who are filling, or whose personnel or relatives are filling a post with client or participating SCZCCs e.g. advisory role, team leader; (v) Bidders, suppliers or contractors (individuals and organizations) who have a business or family relation with a Client staff member directly or indirectly involved in the preparation of the ToR, specifications, related recruitment or supervision,

- and (vi) practices prohibited under the anticorruption policy of the Government of India, the Government of Maharashtra or Municipal Corporation.
- Disclosure* 1.8 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.
- 1.9 **Bidders must disclose** if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Anticorruption* 1.10 A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases SCZCC, Nagpur or the relevant Central Govt. Ministry office will declare the Bidder and / or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in SCZCC-financed activities, and Bidders will be blacklisted by the Government of Maharashtra.
- Only one Bid* 1.11 Bidder has to submit only one technical and financial bid for this tender.
- 2. Clarification of TENDER DOCUMENT** 2.1 Bidders may request clarification of any of the TENDER terms up to 19/06/2018 04.00 PM and may raise query during pre-bid conference. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond during pre-bid conference. All Bidders who have formally indicated that they intend to submit a Bid. Should the Client deem it necessary to amend the TENDER DOCUMENT as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.
- Amendment of TENDER DOCUMENTS* 2.2 Up to one day before submission date of Bids, the Client may amend the TENDER DOCUMENT by issuing an addendum in writing, including by standard electronic means.
- 2.3 Any addendum will be informed to bidders.

- 2.4 To give Bidders reasonable time to take addendum into account while preparing their Bids, the Client may, if he deems necessary and at his discretion, extend the deadline for the submission of the Bids, pursuant to Clause 4.3

3. Preparation of Bids

Language of Bids

- 3.1 The Bid and all related correspondence exchanged between the Bidder and the Client shall be written in English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Bid, the translated version shall govern.

Cost of bidding

- 3.2 The Bidder shall bear all costs associated with the preparation and submission of its Bid. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Instructions for submission of Bid

- 4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.

- 4.2 Bids must be received before the deadline specified in the Data Sheet to tender. Demand Draft towards EMD must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

- 4.3 The Financial Bids for all qualifying Technical Bids will be opened in public at a date and time specified in the Data Sheet.

Technical Bid (see Annexure B)

- 4.4 The Technical Bid shall contain the following:
- a. Section 1: Covering Letter, (Form Tech 1);
 - b. Section 2: Experience/ Capacity of Firm to undertake tasks;
 - c. Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last three years (in prescribed format) (Form Tech 2);
 - d. Section 4: Technical Response may include general approach, methodology, work plan, personnel and qualifications to ToR, including charts and diagrams;
 - e. Section 5: Matters not appropriate in any other section.

- This includes:
- written confirmation authorizing the signatory of the Bid to commit the Bidder;
 - Declaration of conflict of interest, if any. Section 5 should not include any promotional material, brochures, etc.
- 4.5 No mention of your commercial response should be made anywhere in the Technical Bid, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Bidder's Bid.
- Financial Bid*
(see Annexure C)
Payment Terms
- 4.6 The **Financial Bid** shall contain Confirmation of acceptance of Conditions of Contract;
- 4.7 Payment terms are mentioned in the financial bid.
- 4.8 An authorized representative of the Bidder shall initial all pages of the Financial Bid.
- 4.9 Bidders are expected to carefully review the contract provisions attached in the TENDER DOCUMENT for preparation of their Technical and Financial Bids.
- Submission*
Instructions
- 4.10 The Bidder shall submit both Technical and Financial Bids using the appropriate method. Bidder is required to submit separate sealed envelope for Technical bid and separate sealed envelope for Financial Bid.
Bidder is required to mention explicitly on the sealed envelope whether it is Technical bid or Financial Bid.
- Taxes*
- 4.11 The Bidder may be subject to taxes (such as: value added or sales tax, duties, GST etc.) on amounts payable by the Client under the Contract. Such amounts should be included by the Bidder as required in Annexure-C, indicating the nature and rate of tax.
- Validity of bid*
- 4.12 The price bid should be valid for the duration specified in the Data Sheet.
- 4.13 All prices quoted should be inclusive of the price structure as specified in the Data Sheet.
- 4.14 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- Validity extension*
- 4.15 Bids shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Technical and Financial Bids as prescribed by the Client.
- 4.16 A Bid valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.
- 4.17 In exceptional circumstances, prior to the expiration of the Bid validity period, the Client may request Bidders to

extend the period of validity of their Bids. The request and the responses shall be made in writing. A Bidder may refuse the request. In such an event his EMD would be refunded.

A Bidder granting the request shall not be required or permitted to modify its Bid.

- 4.18 During the Bid validity period, Bidders shall maintain the availability of experts nominated in the Bid. The Client will make its best effort to satisfy his queries regarding the bid within this period.
- 4.19 The written reply to the queries should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Data Sheet and other accompanying documents.
- Format and signing of Bids* 4.20 Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Bid.
- 4.21 The Client may, at its discretion, extend the deadline for the submission of Technical and Financial Bids by publishing amendment on the web site in accordance with Clause 2.2. In such case all rights and obligations of the Client and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 4.22 From the time the Bids are opened to the time the Contract is awarded, the Bidders should not contact the Client on any matter related to its Technical and/or Financial Bid. Any effort by Bidders to influence the Client in the examination, evaluation and ranking of Bids, and recommendation for award of Contract, may result in the rejection of the Bid.
- Indexing of Bid Document Pages* 4.23 **All the bid document pages including supporting documents should be indexed properly with unique and ordered page numbers for referencing.**
- 5. Opening of Bids** 5.1 The Client will open Technical Bids in the presence of Bidders' representatives who choose to attend, at the address, date and time specified in the Data Sheet as the deadline for submission.
- 5.2 All remaining Technical Bids shall be opened one at a time, and the following read out and recorded: i) the name of the Bidder; and ii) any other details as the Client may consider appropriate.
- 5.3 Only Technical Bids read out and recorded at Bid opening shall be considered for evaluation. No Bid shall be rejected at the opening of Technical Bids except for late Bids or

bids towards which EMD has not been received.

- 5.4 The Client shall prepare a record of the opening of Technical Bids that shall include the name of Bidders and indicate whether there is a withdrawal. The Bidders' representatives who are present will be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents or effect of the record. A copy of the record may be distributed to all Bidders in writing or through standard electronic means.
- 5.5 Technical Bids which are rewarded the minimum qualifying marks according to the evaluation criteria provided in Clause 6.6 shall qualify for opening of Financial Bids.
- 5.6 The Financial Bids of all non-qualifying Bidders shall not be opened.
- 5.7 Under QCBS, all Bidders with qualifying Technical Bids shall be conveyed by putting the note on notice board of SCZCC. Once the note is displayed, it will be presumed that bidder has received communication. Bidders' attendance at the opening of Financial Bids is optional and bidding process shall not be adjourned for want of bidder's presence.
- 5.8 At the public opening of Financial Bids, the Financial Bids of all qualifying Technical Bids shall be opened one at a time by the Client and the following read out and recorded:
- i. the name of the Bidder;
 - ii. prices; and
 - iii. Any other details the Client may consider appropriate.
- 5.9 Only Financial Bids read out and recorded at the opening of Financial Bids shall be considered for evaluation. No Bid shall be rejected at the time of Financial Bid opening.
- 5.10 The Client will prepare a record of the opening of Financial Bids.
- 5.11 All Financial Bids shall be scrutinized for any nonconformity, and findings, if any, shall be recorded.
- 6. Evaluation of Bids**
- 6.1 Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.
- Undue influence*
- 6.2 Any attempt by a Bidder to influence the Client in the

*Opening of
Financial
Bid*

- examination, evaluation, comparison, and post-qualification of the Bids or Contract award decisions may result in the rejection of its Bid.
- 6.3 The Client may waive any non-conformity or omission in a technically qualifying Bid that does not constitute a material deviation.
- Discrepancy between words and figures* 6.4 If there is a discrepancy between words and figures in financial bid, the amount in words shall prevail.
- 6.5 If the winning Bidder does not accept the correction of errors, its Bid shall be disqualified
- Evaluation of Technical Bids* 6.6 The evaluation committee shall evaluate the Technical Bids on the basis of pre-set criteria as outlined in the Bid data Sheet.
- Qualification of Technical Bids* 6.7 After the technical evaluation is completed, the financial bids of all technical qualified bids will be as per the date and time mentioned in Data Sheet.
- Evaluation of Financial Proposals* 6.8 In the Quality and Cost Based Selection (QCBS) method (see point 2 on the Data Sheet), the Client will select Financial Bid of those Bidders whose Technical Bids have been qualified.
- Quality and Cost Based Selection (QCBS) method, evaluation shall be as per following:
- 6.9 i) To allow comparison on a common basis, each Financial Proposal will be scrutinized as per the evaluation formats and an Estimated Total Price (ETP) will be determined. The Financial Proposal with the lowest ETP will receive the maximum score of 100 marks. The score for each other Financial Proposal will be inversely proportional to its ETP and will be computed as follows;
- $$S_f = 100 \times F_m / F$$
- where: S_f is the financial score of the Financial Proposal being evaluated, F_m is the ETP of the lowest priced Financial Proposal, F is the ETP of the Financial Proposal under consideration.
- The Estimated Total Price (ETP) is considered as price quoted by the bidder in financial bid.
- 6.10 ii) Following completion of the evaluation of Technical and Financial Proposals, the final ranking of the Proposals will be determined. This will be done by applying a weight of 0.80 (80%) and 0.20 (20%) respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the

- relevant combined total score for each Bidder.
The highest ranked Bidder based on the cumulative technical and financial evaluation ranking will be invited for negotiations.
- 7. Award of Contract**
- Notification*
- 7.1 Financial Proposals from bidder are expected to be within the range of 75% to 125% of Estimated Total Cost (Refer Data Sheet point No. 13).
- 7.2 Until a formal Contract is prepared and executed, the notification of award shall constitute to be a binding Contract.
- 7.3 The successful Bidder will be informed in writing of the date, place and time for negotiations / clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.
- Negotiations*
- 7.4 The successful Bidder will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Bids within five (5) days of receiving the notice in accordance with Clause 7.3.
- 7.5 Negotiation will include both technical and financial negotiation, depending on the needs of the Client.
- 7.6 Promptly after notification, the Client shall send to the successful Bidder the Letter of Intent.
- Signing of Contract*
- 7.7 Within 15 days of receipt of Letter of Intent, the successful Bidder shall execute and hand over the Contract, along with necessary supporting documents, to the Client. The successful bidder shall bear cost of contract.
- 7.8 All formalities of negotiation and signing of contract will be completed within seven (07) days of notification of award. After receiving the signed Contract Document, the Client shall issue a Work Order.
- Start Date*
- 7.9 Bidder should start the awarded work immediately after receiving work order. Starting date of awarded work will be the date on which work order will be issued.
- 8. Cost of Tender Document**
- Rs. 500/- (Rupees Five Hundred only) in the form of DD drawn in the favor of 'Director, SCZCC, Nagpur'.
- 9. Return of Bank Guarantee**
- Performance Bank guarantee shall be refunded 12 months after the work completion report is accepted by the client.

Annexure B

Technical Bid Submission Forms

Tech-1: Covering Letter

[Location, Date]

To: [Name and address of Client]
Director, SCZCC, Nagpur.

Dear Sir

We, the undersigned, offer to provide the website development and hosting services for “The revamping of the website and development of web application of the SCZCC, Nagpur” in accordance with your Tender document dated [Insert Date] and our Bid. We are hereby submitting our Bid, which includes Technical Bid and a Financial Bid.

We hereby declare that we have read the Instructions to Bidders included in the TENDER DOCUMENT, and abide by the same, and specifically to conditions mentioned in Section-1.5 to 1.7. [In case of any declaration, reference to concerned document attached must be made].

We hereby declare that all the information and statements made in this Bid are true and we accept that any misleading information contained in it may lead to our disqualification.

We confirm that all personnel and named in the tender will be available to undertake the services.

We undertake, if our Bid is accepted, to initiate the website development related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Tech 2: Details of Project Done in Other Govt. / Public Sector Organization

Assignment name:
Name of Client:
Type of Client (Govt. Organization / Public Sector)
Approx. value of the contract Rs:
Country:
Location within Country:
Address of Client:
Start date (month/year):
Completion date (month/year):
Narrative description of Project in brief:
Description of actual services provided by your firm in the assignment:
Index page No. #

Name & Signature of the bidder with Seal

attach photocopy of proof of work & mention indexed number of photocopy

Tech. 3: Undertaking from the firm

(On a company/firm letter head)

To
Director,
SCZCC, Nagpur – 411 001.

I/ We hereby declare that I / We made myself / ourselves thoroughly conversant with the local conditions regarding all information/ technologies / man hours on which I / we have based my / our rates of this work. The Specifications, conditions of this work have been carefully studied and understood by me / us before submitting the bid. I / we undertake to use only the best available technology approved by official consultant of SCZCC or his duly authorized assistant and to abide by his decision. I/ we hereby further undertake to carry all works as per current rules and any applicable rules in force. In the event of dispute, decision of SCZCC will be binding on me.

Name & Signature of the bidder with Seal

Annexure C: Financial Bid Submission Forms

Project Title: *The revamping of the website and Development of Web Application of the SCZCC, Nagpur.*

Declaration: We [Firm's name] hereby confirm that we have gone through entire tender document titled as above and we agree to adhere to all the conditions mentioned therein. The payment terms set out herein are acceptable to us.

Time Period & Payment terms:

Basic Time period of completion of project shall be for 120 days (website & web application development) and on-site support for 12 months after completion of Phase II of the project. The project has to be completed in following phases and payment terms:

	Details	Time period	Payment Term
Phase I	i) Development of informative part of website as specified in Annexure D.1.1 and hosting of website for 3 years on cloud where atleast 2 Govt. organization / Govt. public sector websites hosted. ii) Web address should have SSL certificate (https protocol) for 3 years.	60 days	30 % of total project cost quoted by bidder
Phase II	i) Development of transactional web application part of website as specified in Annexure D.1.2 and hosting of web application for 3 years on cloud where atleast 2 Govt. organization / Govt. public sector websites hosted. ii) SMS Interface	60 days	30 % of total project cost quoted by bidder
Phase III	i) Training of 25 man hours to SCZCC staff. (maximum 10 staff members) ii) Security Audit Report submission in line with Annexure D.1.3. iii) Providing a user manual on how to use the system for different levels of users such as administrators and content editors	60 days	10% of total project cost quoted by bidder
Phase IV	On-site support of one person for 12 months from date of completion of the work mentioned in Phase II (Annexure D.1.2).	12 months	30% of total project cost quoted by bidder distributed over 12 months and it will be paid after raising invoice for each month and satisfactory performance of the support.

Financial Bid:

We agree to do all the work detailed in the tender document and on terms of payment mentioned herein for lump sum of `_____ (Rs. _____ only).

Name & Signature of the bidder with Seal

Annexure D

Terms of Reference (TOR)

1. Introduction

The SCZCC is a government department that exists to serve the public of South Central region of India in the arts, culture and heritage sector. SCZCC is tasked to create an environment conducive to the growth, development and flowering of the arts, culture and heritage landscape of India. Among its key objectives are the improvement, reorientation and expansion of the arts and culture sector to serve the cultural needs of India. SCZCC is mandated in accordance with National Archives and Records Service of India to ensure proper management and care of all public records.

2. Background

To sever the public at large with the help of modern technology, SCZCC needs revamping its website to reach out to artist at grassroots level as well as international. The current SCZCC Internet website was developed six years ago to provide comprehensive information to the public and stakeholders.

The SCZCC has an existing website that can be accessed on www.sczcc.gov.in. SCZCC seeks the revamp of the websites with the powerful web-based Content Management System (CMS) in the back-end.

The current website is maintained by SCZCC. The technology used to develop the current website is Hyper Text Mark-up Language (HTML).

This document will outline the refined user and business requirements. These requirements are written from a business perspective so that agreement can be reached on the requirements that should be met.

The composition of the content is a detailed site map of the SCZCC Internet website; it forms part of the User Requirement Specification (URS). The composition of the content will serve as reference to both the static and dynamic pages.

3. Scope of Work

The scopes of work of the SCZCC website are to

a)	Phase I : Design and develop a website and web application as per details given in Annexure D.1 and D.1.1
b)	Phase II: Design and develop a CMS to allow for dynamic updating of the website as well as the look and feel of the website as per details given in Annexure D.1 and D.1.2
c)	Installing website on cloud with SSL certificate where atleast 2 Govt. organization / Govt. public sector websites are hosted for the duration of three years with database management system.
d)	For report and transfer skills to the web management team, training of 25 man hours to SCZCC staff (maximum 10 staff members).
e)	Security audit certificate for website / web application develop and hosted as per details given in Annexure D.1 and D.1.3
f)	Provide a user manual on how to use the system for different levels of users such as administrators and content editors
g)	On-site support of one person for one year from date of completion of the work mentioned in Phase II (Annexure D.1 and D.1.2) with following qualification: BCA / MCA/ B. Tech/ MCM/ Any Graduate diploma or above in IT or Computer Science For on-site support computer and internet facility will be provided by SCZCC, Nagpur.
h)	Handover the complete source code with detailed comments useful for maintaining the website and web based applications to SCZCC.

4. Project scope

4.1 Technology platform architecture and infrastructure

The architecture and infrastructure need to be confirmed during the Phase I & II of the project – architecture and infrastructure planning (AIP).

The website needs to be accessible from the following browser platforms and functionality (Responsive):

- a) Internet Explorer 5.0 and later versions;
- b) Mozilla Firefox;
- c) Google Chrome; and

- d) Safari.
- e) Include mobile website functionality.

4.2 Stakeholders

The website / web application should satisfy information need of the following stakeholder:

4.2.1 Internal stakeholders

SCZCC and SCZCC business units

4.2.2 External stakeholders

- a) Artist / cultural Groups / NGOs
- b) Local and international audiences

4.2.3. Availability of services

The website / web application should be available for 99% time for the period mentioned.

4.3 Dependences

SCZCC needs to provide Contractor with the following when the website development commences:

- a) the images and banners of the website;
- b) the new content that is required; and
- c) the uniform resource locator (URL) for social networks.

5. SCZCC Internet website requirements

The paragraphs that follow describe the key user requirements that the SCZCC website must satisfy.

5.1 SCZCC policies

- a) All SCZCC policies must be determined, updated and compiled by SCZCC which will be displayed on the website and website should have the provision for the same.
- b) SCZCC will give all documents pertaining to SCZCC policies in a standard text document format like Microsoft Word / ODF.
- c) All website contents will be given to Contractor by SCZCC officials / staff through mail only after obtaining proper approvals.
- d) The existing SCZCC content must be migrated to the proposed website.

5.2 Application databases

The web based application should maintain following databases and provision should be given to modify these databases. If any, existing databases should be migrated to new database.

- a) **Arts, Culture and Heritage Resource database**

Includes the portfolios of crafters, painters etc. (to include search functionality by category).

If this database already exists; it must be refined.

b) **Media database (For Artist Registration)**

Includes the login and registration functionality to allow media practitioners to easily update their details.

This is a new database; it must be created.

c) **Careers@ SCZCC database**

This is a new database; it must be created.

d) **Social Cohesion Expert database**

This database includes the contacts list of research and development institutions, NGOs, associations, academic institutions and individual experts, local, provincial and national government departments and statutory councils that have projects related to social cohesion. This database does not exist; it must be created.

5.3 Technical requirements

- a) The new website / web application must be done using open source standards.
- b) The solution must be an enterprise-capable, well-established and proven CMS.
- c) The CMS must be developed in such a way that it can be easily maintainable.
- d) It must be simple to integrate code “snippets” (or equivalent) and/or additional modules to provide additional publishing functionality. The CMS must support a process of “continual improvement” in interface design.
- e) Website design and coding must conform to W3C standards and specifications in order to support presentation across browsers.
- f) Website should be displayed in two languages, viz, Hindi and English.

5.4 Web design

- a) A cohesive and consistent look and feel
- b) Provide a user-friendly and easy to navigate information architecture; a breadcrumb trail must be visible on all the pages except the home page.
- c) SCZCC will provide navigation menu items.

5.5 Online functionality services

Following online functionality should be provided

- a) Artist Registration
- b) Events booking/RSVP
- c) Subscriptions and notifications
- d) Other services according to stakeholders needs

5.6 Additional content capabilities

The website / web application should provide following items in the contents:

- a) Calendar of events
- b) Photo and video gallery
- c) Banner adverts
- d) Social networks links of SCZCC (Facebook, Twitter, YouTube etc.)
- e) Electronic newsletters

5.7 Content Management System (CMS)

Internal CMS should have the following functionalities:

- a) Authoring must be style-based, with all formatting applied during publishing. Authors must not be required to use HTML (or other technical skills) when creating or updating pages.
- b) Capturing of metadata (creator, subject, keywords etc.) is required for all pages.
- c) The CMS must allow users to create hyperlinks in stories/features that link to related information on the SCZCC website or to external websites. External websites must open in a new window and must display “Alt text” advising the web user that the link is an external site. Cross links between pages must be stable against restructuring.
- d) The CMS must enable content displayed on the home page and other specified pages to be refreshed continuously.
- e) The inclusion of images with stories must be made an option, although this is not a prerequisite for each story. Image resizing and thumbnail generation and sizing (width and height) must be managed through CMS. Allow for “alt” text.
- f) With regard to news articles, the CMS must allow for each news item to be categorized according to one or several main sections of the site, e.g. for the news item to be automatically updated to the news space in the relevant section in date order, as well as to the main news page in date order.
- g) The CMS must automatically remove older news items from the news sections per section as new items are added and archive these to news archive per section.
- h) Ability to link related archive.
- i) The CMS must allow for changes to the navigation and design changes, e.g. changing the banner.
- j) The CMS should have a built-in “search” functionality to allow searches across metadata, fields, categories and dates. This search function must also be able to incorporate other languages over time.
- k) The CMS must allow comprehensive usage statistics to be gathered, including most popular pages, daily use, search engine use, etc.
- l) The requirement of client-side technologies (JavaScript, Flash etc.) to view the website and page size must be limited to ensure that load times are acceptable for users.
- m) Technical design must be taken into consideration.

6. SCZCC Security Requirements

The paragraphs that follow describe the key security requirements that the SCZCC website must satisfy. The security audit certificate should be in line with the security requirement details provided in **Annexure D.1.3**.

6.1 Classified Data Disclosure

Since the proposed website is the public website, no sensitive / classified data should be displayed on SCZCC website.

6.2 Website and content security

The website should be accessed using **secure URL (*https*)**.

User identification and authentication must be as follows:

- Normal users will access the content of this website through a web browser by using anonymous logon. No account or password will be required, as the purpose of this website is to provide access to the public.

The website must provide for the capability to allow users to register and generate passwords in line with the password policy of SCZCC.

- SCZCC users that need to administer content on the website must each be provided with a unique user account and password. These will be authenticated through the web server.
- Password implementation must be established according to the SCZCC password security and management policy stipulated in the SCZCC draft information systems security policy that includes, among others, that the
 - password must be a minimum length of six characters and must consist of letters, numbers and special characters,
 - password must be changed immediately on receipt and be kept secret ,
 - users leaving their workstations must immediately logoff and lock their workstations,
 - number of unsuccessful logon attempts must be limited to three before action is taken to force a time delay before further logon attempts are allowed; disconnect data link connections and/or disallow further logon completely according to policy.

Access control and authorization requirements are based on role-based access control and permissions or privileges granted according to those roles defined by using the job profiles of user. The following roles and permission will apply:

- user – only view and read access;
 - system administrator - full access;
 - webmaster - full access;
 - data capturer - add, edit and delete own content; and
 - editor - add, edit, delete, approve, publish and unpublish content for specific directorate.
- a) The only mechanism to upload data must be through the web browser, and the user must be prompted to first logon.
 - b) The SCZCC information systems security policy requires that the website must be monitored for any suspicious activity. This implies that the website must provide warning messages to users that the website activity may be monitored. A legal warning must also be included to specify the consequences of this security breach. The purpose of this requirement is to add a layer of prevention against unauthorized alterations or misuse of the website.

- c) The source code of web pages must be prevented from been viewed from a web browser.
- d) The website must be configured not to return detailed error information about the website.
- e) Website users must be prevented from gaining access to script and application files.

6.3 Audit trails

The website must be able to automatically create an audit trail of system, application and security events that will include the following:

- a) audit trails from SCZCC users that need to administer the website and web content, as well as systems administrators from official consultant of SCZCC that will manage and administer the website and content captured from
 - i) user access activity such as successful logon, logoff and unsuccessful logon attempts,
 - ii) web content access inquiries activity such as screens viewed and reports printed, and
 - iii) web content entries, changes and deletions;
- b) the audit logs must contain data elements such as date, time, user, objects;
- c) the audit logs must be kept in the system for a minimum of 12 months and later be archived on a separate archiving system for a minimum period of five years; database will be used as the preferred method to log these audit trails; and
- d) the system must ensure that the audit logs cannot be modified in any way or any part of the data be deleted by any user, including an administrator.

6.4 Web server applications security

The web server application must be properly secured because it provides links to back-end systems such as databases, applications and authentication servers.

- a) Configure the web applications to run using a specified user account.
- b) The underline database should be only access through the proposed web application. There should not be other way to access it by unauthorized user.
- c) Remove unnecessary database connections.
- d) Set up user accounts for web serve connections to back-end systems.
- e) Restrict the privileges to user accounts used for connections to back-end systems.

6.5 Web server software

Ensure that the web server software is locked down in order to prevent against information disclosure and modifications. Also create a user account for the web server process.

6.6 Web Server Host Operating System

Put in place measures to ensure that the web server hosting operating system is secured by

- a) implementing baseline security standards, specifically built for web servers,
- b) restricting or removing unnecessary software from the web server,
- c) ensuring that the web server is segregated from the back-end systems, and
- d) regularly applying security updates to the web server operating system.

6.7 Web server host cloud

It is critical to ensure availability of web server host cloud by improving resilience, redundancy, failover and physical protection.

6.8 Back-end systems

The back-end systems such as databases and applications that store all the website information and data must be isolated from the web server and located behind the firewall in an environment called a demilitarised zone (DMZ).

The rules for connecting to these back-end systems must be clearly defined and documented in the AIP.

7. SCZCC Storage Requirement

The minimum storage requirements for SCZCC website and web applications to be hosted on cloud are as follows:

1. Disk storage : 200 GB
2. E-mail Space : 300 GB with 100 user ID
3. Database: 10 GB

8. Expected benefits / Characteristic of proposed website and web application

The envisaged benefits of the revamped website are as follows:

- a) more user-friendly website, more flexibility and more interactive with features such as forums, news feeds, calendars of events, photo gallery, dynamic articles with related stories, maps etc.;
- b) much easier to update;
- c) website will allow content to be maintained by various people, each with only the degree of access that they need to accomplish their part of the job;
- d) website administrators assign user privileges (e.g. create, edit, delete, restore, view, publish) across sections of the site, while enforcing a standard website look and feel;
- e) the site will be partially or fully translated into other Indian languages as a way of promoting multilingualism;
- f) gateway to SCZCC providing access to extranet and other portals;
- g) latest content will be uploaded frequently;
- h) better and easily managed;
- i) automatically archive outdated or expired content;
- j) media statements and speeches can be embargoed and automatically published according to time set;
- k) the look and feel of the website can be easily changed without rewriting the entire website or changing all the pages; and
- l) revisions to pages can be tracked and pages can be required to go through an approval process prior being published.

9. Terms & Conditions

- a) The successful bidder will have to sign the agreement for implementation of the scope of work and tasks assigned in these terms of reference.

- b) The successful bidder should have capability to provide the requisite dedicated support manpower and such staff should be available full time in working hours to provide all said services during onsite support period.
- c) A prospective bidder requiring any clarification of the bidding documents may notify the Assessor, SCZCC in writing.

10. SRS Documentation

SRS for Phase I & Phase II to be documented in consultation with SCZCC and should be approved by SCZCC / official consultant of SCZCC and same to be preserved.

Annexure D.1

Composition of content

The website will be made up of the static and dynamic content as below.

- 1) Home
- 2) About Us
 - Overview
 - Mandate. Vision, Mission
 - Organogram / Leadership / Organizational Chart
 - Message by
 - Central Minister, Ministry of Culture
 - Director, SCZCC, Nagpur
- 3) Member State
 - Maharashtra
 - Madhaya Pradesh
 - Chhattisgarh
 - Telangana
 - Andhra Pradesh
 - Karnataka
 - Goa
- 4) Schemes;
- 5) Registration
 - Artist / Cultural Organization / NGO Registration with SCZCC (Artist Information system)
 - Registration for Event
 - Registration for Scheme
- 6) Facilities @ SCZCC (Like Lawn, Hall, Open Air Theater, Entire Premises)
- 7) Photo / Video / Audio/Interview Gallery
- 8) Events Calendar;
- 9) RTI
- 10) Archive
- 11) Contact Us
- 12) Select Language
- 13) Division
 - Performing Art

- Visual Art
 - Tribal & Folk Art
 - Cultural Heritage Development
- 14) Resource Centre
- Annual Reports
 - Policy Documents
 - Publications
 - Legislation
 - Acts
 - Bills
 - Forms
- 15) Projects/Programmes
- 16) Media centre
- Articles
 - Parliamentary questions and answers (Q&As)
 - E-newsletters
 - Events
- 17) Citizen Carter
- 18) Grievances
- 19) ICC for Harassment against Women at Workplace
- 20) Maps
- SCZCC
 - Museums
 - Heritage Sites
 - Arts Institutions
 - Community Arts Centres
 - Theatres
 - Libraries
- 21) Links
- 22) Careers@SCZCC
- Vacancies
- 23) Webmail
- 24) Latest News
- 25) Highlights
- 26) Quick Links
- 27) Talk to Director
- 28) Services

- 29) Search
- 30) Banner Adverts
- 31) E-Newsletter
- 32) Follow Us / Social Networks
 - Facebook
 - Twitter
 - YouTube
 - Flickr
- 33) Copyright
- 34) About the Site
- 35) Disclaimer
- 36) Site Map
- 37) Frequently Asked Questions (FAQ)
- 38) Webmaster
- 39) SCZCC address / how to reach SCZCC
- 40) Statistics Reports

This document must be structured according to the above-mentioned dynamic and static pages. Each page must describe the view that will be displayed on the website or screen display, as well as the content that will be captured. The business rules must detail the functionality that will be built into the system in order for the system to adhere to certain business processes and validations.

Annexure D.1.1

Phase I - Composition of content

Top navigation menu

The top navigation (horizontal menu) must be accessed from all the pages of the website. Some of the navigation links must contain the drop-down horizontal submenus. The top navigation must consist of the following links:

- a) Home;
- b) About Us
 - Leadership / Organizational Chart
 - Message by Director;
- c) Member State;
- d) Schemes;
- e) Registration
 - for Artist / Cultural Organization / NGO with SCZCC
 - for participating in an event
 - for organizing an event
 - for participating in a scheme
- f) Facilities @SCZCC (Requisition form)
- g) Photo / Videos, Audio Gallery / Interview block
- h) Events Calendar;
- i) RTI
- j) Archive
- k) Contact Us;
- l) Select Language; and
- m) Count

A) Home

SCZCC Logo	SCZCC Address	Logos
Top Horizontal Menu		
Slide show of Latest photographs		Images with hyperlink for Member States
Latest News & Upcoming Event		Scrolling Contents
	Social Networks <ul style="list-style-type: none"> • Facebook • Twitter • YouTube • RSS Feeds • Flickr 	Contact Us
Horizontal Menu in bulleted form and Quick Links		

A.1) Centre of the home page

The home page must consist of the Background Banner, Slide Image Show, Latest News, Highlights, Photo Gallery, Videos, Audio/Interview, Quick Links and Services.

A.2) Background banner

The background banner must be on the centre of the home page below the top navigation menu. The banner must be a static art or design and part of the slide image show that portrays the departmental corporate image.

A.3) Slide image show

The slide image show must be part of the background banner. The slide show must display **six** rotating images that represent the SCZCC core business with captions, e.g. language, film, dance, music, social cohesion and craft.

A.4) Latest News / Upcoming Events

Image of Event / News	Related Text
-----------------------	--------------

The Latest News must be accessible from the centre of the home page. The Latest News must be dynamic modules.

- There must be at least three news items under the latest news tag.
- The news items must have an image that relates to the story in the grey area.

When the title link is clicked, the detailed story must display on a new page. The image related to the story must display on the image block provided.

A.5) Photo Gallery, Videos, Audio/Interview block

Photo Gallery, Videos, Audio/Interview must be accessed from the home page.

The Photo Gallery, Videos, Audio/Interview must be a dynamic module in three different blocks.

Photo Gallery	Video Gallery	Audio/ Interview
---------------	---------------	------------------

A.5.1) Photo Gallery

The Photo Gallery must be a slide show of images. When the image is clicked, the following table should be displayed.

The Photo Gallery page must display as illustrated in the figure below.

2018 with Image	2017 with Image	2016 with Image	Archive with Image
-----------------	-----------------	-----------------	--------------------

When the particular year is clicked, drop down menu Listing for various events (2017>>List of Events with Image>>

When the image is clicked, it must open a new page with more images (if any) related to the event. The related image with caption must display horizontally underneath the enlarged image with the clickable << (previous page) and >> (next page) signs, e.g. <<horizontal row of images>>.

The archived/past photo gallery must be categorized by year. When the year or archive link is clicked, the photo gallery must be categorized by month / event.

A.5.2) Video

Same as above for Photo Gallery

The Video must have an image of the recent video showed by a video icon. When the Image/Video link or icon is clicked, the video must play on a new page. The past/archived videos link must be on the page of the recent playing video.

A.5.3) Audio/Interview block

Same as for Photo gallery.

Audio/Interview must have an image of the recent audio/interview. When the Audio/Interview link or icon is clicked, the audio/interview must play on a new page. The past/archived audio/interview link must be on the page of the recent playing audio/interview.

A.6) Quick Links, Talk to Director and Services

The Quick Links, Talk to Director and Services block must be accessible from the home page in bulleted form.

Quick Links	Talk to Director	Services
<ul style="list-style-type: none"> • ZCC • Ministry of Culture & Art, GoI 	Director	<ul style="list-style-type: none"> • Subscribe to e-Newsletter • SMS Alert • eMail Alert

A.6.1) Quick Links

The Quick Links must have more accessible and useful links. There must be at least five links under the Quick Links bar.

When each of the Quick Links link is clicked, the website of the quick link must display on a new page. On mouse over the link, a pop-up message must display to notify the user that the page is redirected to another website.

A.6.2) Talk to Director

When each of the Talk to Director links is clicked, an e-mail page with the e-mail address of the Director must display on the same page. The user must be able to send the e-mail to the Director.

A.6.3) Services

When each of the Services link is clicked, e.g. Subscribe to e-Newsletter, the dynamic module of the e-Newsletter must display. The display must have the latest version picture of the newsletter. The users must be able to subscribe to or unsubscribe from the e-Newsletter.

The e-Newsletter must display as tabled below.

e-Newsletter
e-Mail : -----
<input type="radio"/> Subscribe <input type="radio"/> Unsubscribe

The user must enter the e-mail address in the space provided and select the radio button to subscribe or to unsubscribe from the newsletter. If user Subscribe for e-Newsletter, he / she should receive a link of e-Newsletter for same through registered email id.

A.7) Calendar of Event

The Events must highlight the date on a daily basis. The dates, with the events, must be highlighted with different colors and linked to the event/s. The upcoming events must display in a bulletin format below the calendar. The events must be categorized by Commemorative, Media Briefings, Consultative Meetings, Departmental Activities, Summits, Campaigns and Exhibitions.

The following is an example of Calendar of Events:

2017	2018					
Dec	Jan	Feb	March	April	May	June

When moused of particular year's month, weekwise details regarding events should be displayed.

The following is an example of Month details:

Apr 18	May 2018																								Jun 18								
S u n	M o n	T u e	W e d	T h u	F r i	S a t	S u n	S u n	M o n	T u e	W e d	T h u	F r i	S a t	S u n	S u n	M o n	T u e	W e d	T h u	F r i	S a t	S u n	S u n	M o n	T u e	W e d	T h u	F r i	S a t			
29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2

When moused on the week starting from Sunday 29, Aril 2018, detail of the program should be displayed.

The following is an example of Week details:

Event Calendar		
Sunday 29, April 2018 – Saturday 5 May 2018		
Event1	Date	Details
Event2	Date	Details

The event must allow a registration or RSVP online (if required).

A.8) Archive Events

The archived past events must be accessible by clicking the Archive link. When the Archive tab is clicked, the archive must display per descending order of the year. At least 20 items archived must display per page as tabled below.

The breadcrumb must be Home>> Archive

The archive events must be automatically grouped per month and year.

The archive events must display as tabled below.

The breadcrumb must be Home>>Archive Events.

2016	2015	2014	2013	2012	2011
December					
Date	Description				
November					
Date	Description				

When the archive event Description link is clicked, the detailed event information must display on a new page, as tabled below.

Event	
Title	Event_Dec2017_1
[Brief paragraph of the event shall display here]	
Start Date	14 Dec 2017
End Date	16 April 2017
Location	SCZCC OFFICE
Contacted Person	XYZ, Tel: 0712-----, E-mail:

Web link	The example of a web link shall be a media release / filename
----------	---

B) About Us

About Us must be accessed from all the website pages at the top of the navigation menu on mouse over on the About Us link. THE ABOUT US link must drop down a horizontal submenu of which Overview, Vision, Mission and Organization Structure must be the available options. About Us must consist of static pages.

The About Us drop-down list must display as tabled below.

The breadcrumb must be Home>>About us.

Overview
Statement of Values
Organizational Chart
Organogram
Message from Director

When one of the submenus is clicked, the detailed information must display on the center of the same page.

B.1) Overview

The Overview must be one of the About Us submenus. It must consist of the information about the motive of SCZCC.

B.2) Statement of Values

The Statement of Values must consist of the mission, vision and objectives of the SCZCC.

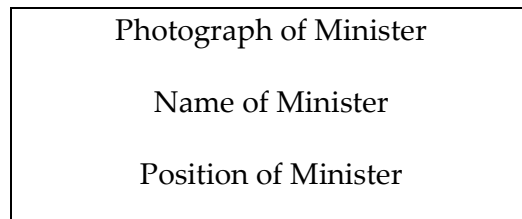
The breadcrumb must be Home>>About us>>Overview.

B.3) Organogram

The Overview must be one of the About Us submenus. The organogram must display the major organizational units/functions including the picture, position and name.

The organogram must display as illustrated in the figure below.

The breadcrumb must be Home>>About us>>Organogram.



When the picture or position or name is clicked, the profile must display on a new page as illustrated in the figure below.

B.1) Message from Director

C) Member States

Member States static page must be accessed from all the website pages at the top of the navigation menu. Member States must consist of the list of states under the umbrella of SCZCC; a drop-down list submenu of which seven members states must be listed.

Maharashtra
Madhaya Pradesh
Chhattisgarh
Telangana
Andhra Pradesh
Karnataka
Goa

When moused on a particular member state, New page (Home page) for that member state should be open which contains all cultural information regarding that member state similar to SCZCC.

D) Schemes:

Schemes page must be accessed from all the website pages at the top of the navigation menu. Schemes page must have drop down list submenu for two category of schemes, viz, Individual Artist, Group of Artists. When clicked on Schemes for Individual Artist, information about all schemes for individual artist should be displayed and next to it, link for registration for a specific scheme. Ex: Click Here for Registration

The Schemes drop-down must display as tabled below.

Individual Artist
Group of Artists/ NGOs

Enrollment for scheme:

- i) downloadable form in pdf format with list of instructions – Phase I and
- ii) Online Form – Phase II

E) Registration

Artist Registration page must be accessed from all the website pages at the top of the navigation menu. When the Artist Registration is moused over, a drop down list submenu must display form for:

E.1) Registration with SCZCC - Artist / Cultural Group / NGO

Registration with SCZCC

- iii) downloadable form in pdf format with list of instructions – Phase I and
- iv) Online Form – Phase II

E. 2) Artist / Cultural Group / NGO - Participation in Event / Programme

For submitting the request form to participate in an event to be organized by SCZCC.

- i) downloadable form in pdf format with list of instructions – Phase I and
- ii) Online Form – Phase II

E. 3) Artist / Cultural Group / NGO - Organizing Event / Programme

For submitting the detailed proposal with the financial budget to organized an event under the umbrella of SCZCC.

- i) downloadable application form in pdf format for proposal with list of instructions – Phase I and
- ii) Online Form – Phase II

F) Services at SCZCC

The SCZCC organizes exhibitions and demonstration of crafts, art festivals, exhibitions and seminars on contemporary and folk art and topics of general interest, workshops on various arts and crafts, lecture-demonstrations and performance of classical and folk music and dance and art workshops for artists. SCZCC also encourage artist / NGOs/ exhibitor to organized exhibition or workshop on SCZCC premises.

Following amenities are available at SCZCC:

- i) Lawn

Information about lawn and the requisition form for booking the same (downloadable pdf – Phase I and Online – Phase II)

- ii) Hall

Information about lawn and the requisition form for booking the same (downloadable pdf – Phase I and Online – Phase II)

- iii) Open Air Theater

Information about Open Air Theater and the requisition form for booking the same (downloadable pdf – Phase I and Online – Phase II)

- iv) Entire Premises

Information about Entire Premises and the requisition form for booking the same (downloadable pdf – Phase I and Online – Phase II)

G) Calendar of Event

Same as the details given for Home page.

H) RTI

Contact information of RTI Officer, SCZCC, Nagpur

Display information pertaining to RTI application for SCZCC

I) Contact Us

Contact Us must be accessed from all the website pages at the top of the navigation menu on mouse over on the Contact Us link. Contact Us must be a static page.

Contact Us must display as tabled below.

The breadcrumb must be Home>>Contact Us

Office:	
Position:	
Name:	
Tel:	
Mobile:	
Fax:	
E-mail	
Maps & Directions	GIS database
Write to Us	

When the Write to us icon is clicked, an e-mail page with the e-mail address displayed; the user can write to the department / SCZCC office.

J) Select Language

Select Language must be accessed from all the website pages on the top navigation menu. The website must be accessible in the 2 official languages i.e. Hindi and English.

Select Language	English
	Hindi

When the language is selected e.g. Hindi, the whole website content must change from English to Hindi.

K) Count

Left Navigation Menu

Division
Resource Centre
Projects / Programmes
Media Center
Citizen Carter
Grievances
ICC for Harassment against Women at Workplace
Maps
Careers@SCZCC
Webmail

When one of the links is clicked, the detailed information must display on a new page.

A) Divisions

Division must be accessible on the left navigation menu by clicking on the Division link. When the Division link is clicked, a page must display with the list of Division. Division must be a static or dynamic module. Division must display as tabled below.

The breadcrumb must be Home>>Division

Division
Performing Art
Visual Art
Tribal & Folk Art
Cultural Heritage Development

B) Resource Centre

Resource Centre must be accessed on the left navigation menu. When Resource Centre is clicked, a drop-down horizontal submenu must display of which Annual Reports, Strategic Plans, Policy documents, Publications, Legislation, National Orders, Multimedia and Forms must be the available options. The Resource Centre must have both static pages and dynamic modules.

The Resource Centre drop-down must display as tabled below. The Annual Reports/Strategic Plans/Publications and or Policy Documents must be displayed on menu mouse over (by default) in a book format and must be static pages.

Left Navigation (by default)	Centre of the page (by default)	
Annual Reports	15 September 2017	Annual Report 2016-2017
Strategic Plans		
Policy documents		
Publications		
Legislation		
Multimedia		
Forms		

C.1) Annual Reports

The Annual Reports/Strategic Plans/Publications and/or Policy Documents must be the dropdown list of the resources centre and must display in a format of a book as illustrated in the figure below.

The breadcrumb must be Home>>Resources Centre>>Annual Report.

Image/Picture of document cover	Description	Type	Size
	Completed Annual Report	Pdf	[1,719 MB]
	Part1: General Information		

	Part 2: Programme Performance		
	Part 3: Report of the Audit Committee		
	Part 4: Annual Financial Statements		
	Part 5: Human Resource Management		

When the Description link is clicked, more detailed information must display on a new page.

C.2) Legislation

Legislation must be one of the Resources Centre drop-down submenus. Legislation must have a drop-down submenu of which Acts, Bills, Regulations, White Papers, etc. must be the available options. Legislation must be a static page.

The legislation drop-down must display as tabled below.

Acts
Bills
Regulations
.
.
.

When one of the submenus is clicked, e.g. Acts, it must display as tabled below.

The breadcrumb must be Home>>Resources Centre>>Legislation>>Acts

Acts			
Date published	Description with Link / pdf	Type	Size

When the description is clicked, the detailed information must display on a new page.

C) Projects / Programmes

Projects/programmes must be accessible on the left navigation menu by clicking on the Projects/Programmes link. When the Projects/Programmes link is clicked, a page must display with the list of projects/programmes. Projects/Programmes must be a dynamic module. Projects/Programmes must display as tabled below.

The breadcrumb must be Home>>Projects/Programmes

Projects / Programmes
Investing in Culture
Legacy Projects
Indigenous Music and Oral History Project
Education and training

When one of the Projects/Programmes links is clicked, e.g. Investing in Culture, the detailed project or programme must display on a new page, as tabled below.

Investing in Culture
<ul style="list-style-type: none"> a) Picture gallery of the project b) Background of the project c) Estimated cost of the project d) Exit employment opportunities created e) Province, Region/Local Municipality f) URL if its applicable g) How many beneficiaries does the project have (demographics, e.g. women, youth, people with disability), and what training has been offered. h) Timelines of the project/Duration i) Contact details @Investing in culture j) Media releases, documents etc.

D) E-Forms

Electronic Forms (e-Forms) must be accessed on the left navigation menu by mousing over the e-Forms link. The e-Forms link must display a drop-down submenu of which Events Invitations and RSVPs, Media Registration must be the

available options. The e- Forms must be a dynamic online service module. The e-Forms drop-down must display as tabled below.

Events Invitations and RSVPs
Media Registration
Supplier Database

When the submenu is clicked, the detailed information must display on a new page.

The breadcrumb must be Home>>e-Forms>>Media Registration form.

The user must be able to complete and submit a media registration form online.

Refer to Annexure D.1.2

E) Citizen Carter

Information pertaining to Citizen Carter should be displayed.

F) Grievances

Information pertaining to Grievances should be displayed.

G) ICC for Harassment against Women at Workplace

Information pertaining to ICC for Harassment against Women at Workplace should be displayed.

H) Links

Links must be accessed on the left navigation menu by clicking on the Links link.

When the Links link is clicked, a page must display the websites links.

Links page must display as tabled below.

The breadcrumb must be Home>>Links

Links
NATIONAL CULTURE FUND with logo
The national portal of India with logo india.gov.in
Incredible!India with logo
NGO Partner Scheme with logo

When the NCF (NATIONAL CULTURE FUND) link is clicked, the NCF website (i.e. <http://ncf.nic.in/>) must display on a new page.

I) Careers@SCZCC

Careers@SCZCC must be accessed on the left navigation menu from all the pages of the website. When mouse over on the Careers@ SCZCC link, it must display a drop-down submenu of which Vacancies, Internships, Learner ships and Bursaries must be the available options.

Careers@ SCZCC must be a dynamic and online application module.

Careers@ SCZCC drop-down must display as tabled below.

Vacancies

When each of the Careers submenus is clicked, e.g. Vacancies, a new page must display with detailed vacancies information and a user must be able to apply using by filling application form available in pdf format with list of instruction.

The same must apply to all the submenus.

The breadcrumb must be Home>>Careers@SCZCC>>Vacancies.

J) Webmail

Webmail must be accessed on the left navigation menu by clicking on the Webmail link. Webmail must be a static page for the internal SCZCC staff to be able to access e-mails through Internet.

The breadcrumb must be Home>>Webmail.

The webmail URL must be as follows: <https://mail.sczcc.gov.in/.....>

When the URL is clicked, the user must enter his/her user name and password to access the emails.

Right-sidebar

The right-sidebar of the website must be accessed from the right side of the home page. The right sidebar must consist of the dynamic modules and static pages of which Member states, Search, Calendar of Events, Banner Adverts, e-Newsletter, Polls Quizzes, Discussion Forums and Social Networks must be the available options.

Calendar of Events

The Calendar of Events must highlight the date on a daily basis. The dates, with the events, must be highlighted with different colours and linked to the event/s. The upcoming events must display in a bulletin format below the calendar. The events must be categorised by Commemorative, Media Briefings, Consultative Meetings, Departmental Activities, Summits, Campaigns and Exhibitions.

The following is an example of Calendar of Events:

2017	2018					
Dec	Jan	Feb	March	April	May	June

When moused of particular year's month, weekwise details regarding events should be displayed.

The following is an example of Month details:

Apr 18		May 2018																								Jun 18													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
u	n	n	e	d	u	i	t	n	n	e	d	u	i	t	n	n	e	d	u	i	t	n	n	e	d	u	i	t	n	n	e	d	u	i	t	n			
2	3	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	1	2
9	0										0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1							

When moused on the week starting from Sunday 29, Aril 2018, detail of the program should be displayed.

The following is an example of Week details:

Calendar of Event		
Sunday 29, April 2018 – Saturday 5 May 2018		
Event1	Date	Details

Event2		

The event must allow a registration or RSVP online (if required).

Archive Events

The archived past events must be accessible by clicking the Archive link. The archive events must be automatically grouped per month and year.

The archive events must display as tabled below.

The breadcrumb must be Home>>Archive Events.

2016	2015	2014	2013	2012	2011
December					
Date	Description				
November					
Date	Description				

When the archive event Description link is clicked, the detailed event information must display on a new page, as tabled below.

Event	
Title	Event_Dec2017_1
[Brief paragraph of the event shall display here]	
Start Date	14 Dec 2017

End Date	16 April 2017
Location	SCZCC OFFICE
Contacted Person	XYZ, Tel: 0712-----, E-mail:
Web link	The example of a web link shall be a media release / filename

Banner Adverts

The Banner Adverts must be accessed on a right sidebar. The banner adverts must be a dynamic module. It must have a picture with a caption of a campaign(Like Swaacha Bharat Abhiyan). If there is more than one campaign, a slide show of a pictures and captions must display.

The example of banner adverts must display as illustrated in the figure below.

Banner Adverts
Picture
Caption

When the picture/caption is clicked, detailed information must display on a new page.

E-Newsletter

The e-Newsletter must be accessed on a right sidebar. The e-Newsletter must be a dynamic module that must have a picture of the latest version of a newsletter. Users must be able to subscribe to or unsubscribe from the e-Newsletters. The example of e-Newsletter must display as illustrated in the figure below.

e-Newsletter
Latest Newsletter Cover Page

When the cover page is clicked, a new page with newsletters (latest and past volumes) must display, as tabled below.

The breadcrumb must be Home>>>e-Newsletter.

NEWSLETTER VOLUME 12

Note: Past Newsletters cover pages must be display here.

NEWSLETTER VOLUME 11	NEWSLETTER VOLUME 10	NEWSLETTER VOLUME 9	NEWSLETTER VOLUME 8
-------------------------	-------------------------	------------------------	------------------------

When each of the newsletter cover pages is clicked, detailed newsletter information must display on a new page.

Business rule for e-Newsletter

- a) The system must have newsletter templates.
- b) The e-Newsletters must be archived after year end.

Social Networks

Social Networks must be accessed from the right side of the right sidebar. The Social Networks must consist of five vertical icons, i.e. Facebook, Twitter, YouTube, RSS Feed and Flickr. The social networks icons must be visible and not movable, even if the website is minimised or maximises. The icons must display as illustrated in the figure below.

Facebook icon
Twitter icon
YouTube icon

RSS Feed icon
Flickr icon

The website must have a link for each of the icons above. When the icon is clicked, the website link must display on a new page.

Business rules for Social Networks

When one of the social networks links is clicked, e.g. (face book), the system must direct the user to the SCZCC face book page, e.g. www.sczcc.nic.in/facebook.

Bottom banner

The bottom banner must be accessible from the bottom of all the pages of the website. The bottom banner must consist of Copyright, About the Site, Disclaimer, Site Map, FAQ, Web Master and telephone number.

The bottom banner must display as illustrated in the figure below.

Copyright @ 2018 SCZCC About the Site Disclaimer Site Map FAQ Web Master
56/1Civil Lines, opp. M.L.A. HostelNagpur, Maharashtra 440001 Phone: 0712 256 2974, 2565107

About the Site, Disclaimer, Site Map, FAQ and Web Master must have links. When the link is clicked, more detailed information must display on a new page.

Copyright

The Copyright must be accessed from all the website pages on the bottom banner. The copyright must be Copyright @ 2018 SCZCC.

About the Site

About the Site must be accessed from all the pages of the website on the bottom banner by clicking the About the Site link. When About the Site link is clicked, the detail information about the SCZCC Internet website must display on a new page.

The breadcrumb must be Home>>About the site.

Disclaimer

The Disclaimer must be accessed from all website pages on the bottom banner by clicking the disclaimer link. When the disclaimer link is clicked, the agreed and privately arranged terms and conditions, as part of a proposed website, must display on a new page.

The breadcrumb must be Home>>Disclaimer.

Site Map

The Site Map must be accessed from all website pages on the bottom banner by clicking the Site Map link. When the Site Map link is clicked, the composition of content, with the page links, must display on a new page.

The breadcrumb must be Home>>Site Map.

FAQ

Frequently Asked Questions (FAQ) must be accessed from all the website pages on the bottom banner on the FAQ link. When the FAQ link is clicked, the list of questions must display. When the question is clicked, the answer must display on the same page without closing the question. FAQ must be both static and dynamic modules. The FAQ must display as tabled below.

The breadcrumb must be Home>>FAQ.

Frequently Asked Questions (FAQ)	
Q1	How do I apply for funding?
Q2	How to subscribe for e-Newsletter?

When question (Q1) is clicked, the answer must display without closing the question list, as tabled below.

Frequently Asked Questions (FAQ)	
Q1	How do I apply for funding?
Answer:	
Q2	How to subscribe for e-Newsletter?
Answer:	

Web Master

The WEB MASTER must be accessed from all website pages on the bottom banner by clicking the Web Master link.

When the Web Master link is clicked, the web form must display on a new page, as tabled below.

Web form	
Full Names:	
E-mail:	
Message:	
Automatic Spam Protection	
SEND E-MAIL	

Annexure D.1.2

Phase II - Composition of content

Modules to be developed during Phase II are as follows:

Sr. No.	Details
1.	Online Registration for Artist / Cultural organization/ NGO – Filling of Form A-→ authentication by nodal officer of form A → message to applicant to submit form B along with the documents
2.	Online approval facility to approval artist / group or artists / NGO for registration nodal officer
3.	Online Registration for artist / group or artists / NGO for various schemes running under the umbrella of SCZCC
4.	Online approval facility to approval artist / group or artists / NGO for various schemes running under the umbrella of SCZCC.
5.	Online Registration for artist / group or artists / NGO for various events organized under the umbrella of SCZCC
6.	Online Registration for audience
7.	Online proposal submission for organizing an event by artist / Group of artist / NGO
8.	
9.	Online sale of artifacts available at SCZCC including payment gateway
10.	SMS Interface for registered artists
11.	SMS Interface for registered audience
12.	Online booking of facilities (Like open air theater, Lawn, whole SCZCC premises)available at SCZCC, Nagpur
13.	Online booking of facilities available in other cities / states through SCZCC
14.	Online registration for venue vendors in Nagpur / other cities / other sates
15.	Interface for scrutiny & sending invitation to artist for performing in an event to be organized under the umbrella of SCZCC

16.	<p>Users Logins</p> <p>Levels:</p> <ul style="list-style-type: none"> • Ministry of Culture, GoI • Director • Admin Officer(No. 3) • Program Officer (No. 6) • PA to Director • Sr. Assistant (No. 12) • Jr. Assistant(No. 12) • System (MIS) Administrator / web admin • Artist • Venue Vendors • Audience (for SMS alert / e-Newsletter)
17.	Report generation at various levels mentioned in Sr. No. 15
18.	Dashboard provision for authorities.
19.	Design and implementation of various database required for various registrations.
20.	SRS for the above to be made in consultation with SCZCC and should be approved by SCZCC / official consultant of SCZCC.

Architectural Design

Components and interfaces

Components

Artist / Cultural Group / NGO component

This is one of the key components of the Registration System. This is where the Artist / Cultural Group / NGO upload the relevant documents. This also includes the Artist / Cultural Group / NGO preview profile function.

Authentication and user management component

This is the major sub system that is responsible for the security of the Artist / Cultural Group / NGO Registration system. It authenticates Artist / Cultural Group / NGO and also handles the user management activities such as creating new user accounts, removing accounts from the system, uploading new documents / photos / videos etc. Furthermore this component Implements the “control access privilege matrix”.

Interface

Authentication and user management component

AuthenticateUser:

This is the interface that allows the users to login to the system. This will guide the user to the relevant options available.

Tentative descriptions of modules are as follows*:

(*Subject to change.)

Data Entry Screens

1. Art Form Master

State	List
Art Form Type	List
Art Form ID	Automatic
Name	Text

2. Art Form Type

Name	Text
Art Form ID	Automatic

3. Participation Type Master

State	List
Art Form Type	List
Participation ID	Automatic
Name	Text
Comment	Text

4. Artist / Cultural Group / NGO Registration

For Individual Artist Registration:

Artist / Cultural Group / NGO Name	Text
Type	List (Individual / Group/ Society/ NGO
Art Form Type	List
Art Form	List
Artist Application ID Id	Automatic
Address	
Plot No.	Text
Area	Text
City	Text
Post	Text
District / Town	Text
State	List
Pincode	Text
Mobile 1	Text
Mobile 2	Text
e-Mail 1	Text
e-Mail 2	Text
Aadhar Number	Text
Bank Name	Text
Branch Name	Text
Bank Account Holder Name	Text
Bank Account Number	Text

IFSC Code	Text
Documentary Proof such as certificate in pdf file format of Performance (maximum 3)	
Certificate 1	pdf file of size less than 2 MB
Certificate 2	pdf file of size less than 2 MB
Certificate 3	pdf file of size less than 2 MB
Documentary Proof such as photos of Performance (maximum 3)	
Upload 1	Any image format file of size < 250 KB
Upload 2	Any image format file of size < 250 KB
Upload 3	Any image format file of size < 250 KB
Video Proof of Performance (maximum 2)	
Video 1	web Link (ex: YouTube link)
Video 2	web Link (ex: YouTube link)
For Internal use of SCZCC	
Date of Online Application	Date
Application Status	List
Application Comment	Text
Approval Date	Date
Approval Comment	Text
Artist ID	Automatic

Cultural Group / NGO Registration

Artist / Cultural Group / NGO Name	Text
Type	List (Individual / Group/ Society/ NGO
Art Form Type	List
Art Form	List
Cultural Group / NGO Registration Application ID	Automatic
Contact 1	
Name of Contact Person 1	Text
Address	
Plot / House No. and Name	Text
Area	Text
City	Text
Post	Text
District / Town	Text
State	List
Pincode	Text
Mobile 1	Text
Mobile 2	Text
e-Mail 1	Text
e-Mail 2	Text
Aadhar Number	Text

Contact 2	
Name of Contact Person	Text
Address	
Plot No.	Text
Area	Text
City	Text
Post	Text
District / Town	Text
State	List
Pincode	Text
Mobile 1	Text
Mobile 2	Text
e-Mail 1	Text
e-Mail 2	Text
Aadhar Number	Text
Registration Number of Cultural Group / NGO	Text
Registration Date	Date
Registration State	List
Bank Details	
Bank Name	Text
Branch Name	Text
Bank Account Holder Name	Text

Bank Account Number	Text
IFSC Code	Text
Documentary Proof such as certificate in pdf file format of Performance (maximum 3)	
Certificate 1	pdf file of size less than 2 MB
Certificate 2	pdf file of size less than 2 MB
Certificate 3	pdf file of size less than 2 MB
Documentary Proof such as photos of Performance (maximum 3)	
Upload 1	Any image format file of size < 250 KB
Upload 2	Any image format file of size < 250 KB
Upload 3	Any image format file of size < 250 KB
Video Proof of Performance (maximum 2)	
Video 1	web Link (ex: YouTube link)
Video 2	web Link (ex: YouTube link)
For Internal use of SCZCC	
Date of Online Application	Date
Application Status	List
Application Comment	Text
Approval Date	Date
Approval Comment	Text

5. Approval Process

Search on

- Application From date ... To date
- State
- Application ID
- Status
- Name

Give List of Application with details as follows:

Application Id	Name	State	Art Form	Art Type	View Certificate / Photo	View Video	Approval/ rejection/ Pending

6. Artist Event Participation

Event ID	Auto
Event Name	Text
Event Description	Text
Start Date	Date
End Date	Date
Venue of Event	Text

7. Event Details (Multiple)

Event ID	
Art Form	

8. Application for Participation in an Event

Event ID	Auto
Art Form	List
Art Type	List
Artist / Cultural Group / NGO ID	List
Description of Performance to be presented	Text
Application Date	
Application Status	Accept, Generate invitation and Send Invitation / Reject / Pending

9. Application for Organizing an Event by Artist / cultural Group / NGO

Event ID	Auto
Art Form	List
Art Type	List
Artist / Cultural Group / NGO ID	List
Description of Performance to be presented	Text
Application Date	
Description (Upload Proposal with details in pdf file format)	File size less than 2MB
Proposed Budget	INR
Application Status	Accept, Generate invitation and Send Invitation / Reject / Pending

10. Audience Registration

Audience Unique ID	Auto
Name	Text
e-Mail	
Mobile No.	
Status *(e-Mail verification)	

Tentative descriptions of Reports are as follows*:

(*Subject to change.)

1. Artist Detail Report

To view the details of Artist / Cultural Group / NGOs with following filters

Registration ID
Registration Date
State
Art Form
Art Form Type

2. Artist Payment Details Report

To view the details of payment made to Artist / Cultural Group / NGOs with following filters:

Registration ID
State
Date From.. to
Art Form
Art Form Type

3. Event Participation Report

Event ID	List (ID number and Name)
Filters:	
All	

Individual Artist	
Cultural Group	
NGO	
Date (From .. To)	
ID	List (ID number and Name)
Participation Date	
Amount Paid	
Amount Paid Details	
Name of Bank	
Account holder Name	
Account Number	
Remark	
Status (for internal use by SCZCC)	

4. Event Organized Summary Report

Date	From .. to
Groups:	
State:	
All State	
Particular state	
Art Form:	
All	

Particular Art Form	
Art Type: All Particular Art Type	
List of count of the Event or amount as major in above groups.	

User interface designing

Rules and guidelines for user interface designing

User input validation methods

Code should detect empty fields of a form, and determine whether inputs are met some per-defined rules to insure only desired inputs are stored in the database. Detecting and avoid accepting erroneous inputs before storing in the database should be done.

E.g.

Rules to make sure user enters a correct E-mail address:

1. Input e-mail address must contain a @ sign and at least one dot (.)
2. Also, the @ must not be the first character of the email address, and the last dot must be present after the @ sign and minimum 2 characters before the end. Ensure that these rules are met, while entering an E-mail address.

Few instances we hope to use validations

1. On all text inputs, check boxes to ensure user fill all the required fields.
2. E-mail address validations (mentioned above)
3. Input date validation, to make sure entered date is not likely to be an unacceptable one.

User interface designing

Rules and guidelines for user interface designing

User input validation methods

Code should detect empty fields of a form, and determine whether inputs are met some per-defined rules to insure only desired inputs are stored in the database. Detecting and avoid accepting erroneous inputs before storing in the database should be done.

E.g.

Rules to make sure user enters a correct E-mail address:

1. Input e-mail address must contain a @ sign and at least one dot (.)
2. Also, the @ must not be the first character of the email address, and the last dot must be present after the @ sign and minimum 2 characters before the end. Ensure that these rules are met, while entering an E-mail address.

Few instances we hope to use validations

1. On all text inputs, check boxes to ensure user fill all the required fields.
2. E-mail address validations (mentioned above)
3. Input date validation, to make sure entered date is not likely to be an unacceptable one.

Guideline for error messages, warnings & supportive information.

System should be simple but informative error messages to inform user what is wrong with a certain operation. The type of the error will be stated top of the error message, enabling user to understand quickly what caused the problem.

Warnings will contain the same characteristics of Error messages but will clearly display the type of it. Occasionally system will display some useful tips and trick for the user. This will reduce user's time to figure out everything on their own.

Guideline for Interface designing.

1. Allow users to use either the keyboard or mouse (flexible)

Users will be able enter data and navigate using any method, either keyboard or mouse. (Scrolling, Selecting)

2. Allow users to change focus (interruptible)

Users will open several windows once but focus working on only one interface. This will open different interfaces in different web browser tabs, making it easier to change among tasks. (Navigation will be convenient)

3. Display descriptive messages and text (Helpful)

Tool tips will be displayed to help users to understand further what important operations and buttons do. User will be able to view them when mouse hover above the relevant texts, buttons.

4. Provide immediate and reversible actions, and feedback (forgiving)

Most of the time users will be given help to revise their selections in the same inter-face where they make changes.

E.g. there will be options to remove subjects on the interface where users select their subject list, making it easier to do changes quickly.

5. Provide meaningful paths and exits (navigable)

Finding a relevant interface and exiting from it should be easy and sensible. Operations should be able to understand without much technical knowledge for all users. Users should be able to guess where to find certain interfaces without complex procedures.

6. Accommodate users with different skill levels (accessible)

System will be used by users with many skill levels. And all of them should be able get their job done without specific technical support. This system will be designed with simple interfaces, easy to understand operations and many tool tips. And occasional warnings will be displayed if the users is likely to do a risky operations to aware the user about its danger.

E.g. Users will be displayed warnings when they choose to delete a file / user from database and it makes some issues. (Not covered an enough credit level)

Performance Requirements

Speed and Latency Requirements

The system is required a fair amount of speed especially while browsing through the pages and presenting different calendar of events.

Reliability and Availability Requirements

The reliability of the system is directly linked to the level of update of the documents to which it is correlated, such as the artist database. The system and the external documents must be updated constantly according to the necessities of the stakeholders. All functionalities should be available to user 24/7.

Robustness or Fault-Tolerance Requirements

When the system is disconnected or frozen due to over access at the same time, it should save all the process of the users have made up to the point of abnormal happenings. When the users log in with the same id, all the work should be provided.

Capacity Requirements

The system should be able to manage all the information incoming from the database.

Annexure D.1.3

Security Audit Requirements

Executive Summary

This report documents the findings of the application security audit level- for Website. The objective of the test was to find out vulnerabilities that existed after audit and could be seen and compromised by malicious users. The sections below describe the business risk involved and the corresponding technical vulnerabilities.

Business Risk Discovered in Online Application Portion

Sr. No.	Business Risk	Status	
1	Invalid input acceptance		
2	Malicious user can steal password from Network/Memory		
3	Session Fixation		
4	Possible Dos Attack through Automated Posting		
5	Improper Error Handling taking place		
6	SQL Injection		

The above mentioned business risks have their origin in the following vulnerabilities:

1. Inadequate validation of user Input

Note: ALL VULNERABILITIES MENTIONED SHOULD BE CONSISTENTLY CHECKED THROUGHOUT THE WEBSITE/APPLICATION.

The OWASP Top 12 vulnerabilities and the Website

Open Web Applications Security Project (OWASP) has rated the top 12 vulnerabilities found in web applications worldwide. The table shows how the application stacks up with respect to the OWASP top 12 lists.

Sr No.	Vulnerabilities	Level I	Level II
1.	Un-validated Input/unsecured password		
2.	Broken Access Control		
3.	Broken Authentication and Session Management		
4.	Cross Site Scripting (XSS) Flaws		
5.	Buffer Overflows		
6.	Injection Flaws		
7.	Improper Error Handling		
8.	Insecure Storage		
9.	Denial of Service		
10.	Insecure Configuration Management		
11.	Cross-site/Scripting/ Request Forgery		
12.	Remote File Inclusion		

Annexure E

Standard Contract Document

(Note: The format may change as advised by SCZCC's legal department but the essence and terms and conditions will not change.)

SECTION 1 :

FORM OF CONTRACT FOR :

Appointment of Contractor/Bidder for the project "The revamping of the website and development of web application of the SCZCC, Nagpur"

CONTRACT NUMBER : [Please insert project number]

THIS CONTRACT is made

: SCZCC, Nagpur

: [name of Bidder – this should be the lead firm in case of association.]

(Hereinafter referred to as 'the Bidder')

[Please insert the name of the Bidder's representative and communication address of the Bidder]

WHEREAS:

- A. the Client requires the Bidder to provide the services / items as defined in Section-4 ('the Services') to SCZCC on behalf of the Director ('the Client'); and**
- B. the Bidder has agreed to provide the Services / items on the terms and conditions set out in this Contract.**

IT IS HEREBY AGREED as follows:

1. Documents

This Contract comprises the following documents:

Section 1: Form of Contract

Section 2: General Conditions

Section 3: Special Conditions

Section 4: Terms of Reference

Section 5: Schedule of Prices

Section 6: Format for invoice

Section 7: Performance Guarantee

Section 8: Format for Undertaking form Firm.

Annexure: Detailed at Special Conditions of Contract, Clause 2.

This Contract constitutes the entire agreement between the Parties in respect of the Bidder's obligations and supersedes all previous communications between the Parties, other than as expressly provided for in Section 3 and/or Section 4.

2. Contract Signature

If the Original Form of Contract is not returned to the Contract Officer (as identified in Section 3) duly completed, signed and dated on behalf of the Bidder within 07 days of the date of signature on behalf of the Client, Client will be entitled, at its (their) sole discretion, to declare this Contract void. No payment will be made to the Bidder under this Contract until a copy of the Form of Contract, signed on behalf of the Bidder, is returned to the Contract Officer.

3. Commencement and Duration of the Services

The Bidder shall start the Services on [*insert start date*] ('the Start Date') and shall complete them by [*insert end date*] ('the End Date') unless this Contract is terminated earlier in accordance with its terms and conditions.

4. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed [*insert total amount in numbers and words*] inclusive of all applicable government taxes – national and state, as applicable ('the Financial Limit').

5. Time of the Essence

Time shall be of the essence as regards the fulfillment by the Bidder of its obligations under this Contract.

For and on behalf of Client

Name:

Date:

For and on behalf of Bidder

Name:

Date:

Witness 1

Name:

Date:

Address:

Witness 2

Name:

Date:

Address:

SECTION 2 GENERAL CONDITIONS OF CONTRACT

DEFINITIONS AND INTERPRETATION

Definitions

1. 'The Bidder' means the person(s), partnership(s) or company (ies) with whom this Contract is placed.
2. 'The Bidder's Representative' means the person named in Section 3 who is responsible for all contractual aspects of the Contract on behalf of the Bidder.
3. 'The Bidder's Personnel' means any person instructed pursuant to this Contract to undertake any of the Bidder's obligations under this Contract, including the Bidder's employees, agents and sub-Bidders.
4. 'The Client's Representative' means any entity appointed by the Client to act on the Client's behalf with regard to procurement and/or management of this Contract.
5. 'The Financial Limit' refers to the amount specified in Section 1 and is the maximum amount payable by the Client under this Contract.
6. 'The Services' means the services set out in the Terms of Reference (Section 4).
7. 'the Software' means the software designed and developed by the Bidder or the Bidder's Personnel, and includes the source code and object code along with associated documentation, which is the work product of the development efforts envisaged in the Terms of Reference. It does not include commercial off-the-shelf licensed software (except for the customization components of such products).
8. 'The Project Officer' means the person named in Section 3 who is responsible for issuing instructions and dealing with all correspondence in connection with the technical aspects of the Contract.
9. 'The Contract Officer' means the person named in Section 3 who is responsible for all contractual aspects of the Contract, and to whom invoices should be sent.
10. 'The City Nodal Officer' for SCZCC means the person named in Section 3 who is responsible for ensuring coordination between the city, the Bidder and SCZCC in the execution of the Services.
11. 'Contract Documents' means the documents listed in the Contract Agreement, including any amendments thereto.
12. 'Contract Price' means the price payable to the Bidder as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
13. 'Contract' means the Contract Agreement entered into between the Client and the Bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
14. 'GCC' mean General Conditions of the Contract.
15. 'SCC' means the Special Conditions of Contract.

16. 'Change in Control' means that the person(s) (including corporate bodies) directly or indirectly in control of the Bidder at the time this Contract is entered into cease to be in control.
17. 'Control' means the power of a person to ensure that the affairs of the Bidder are conducted in accordance with the wishes of that person.

Interpretation

- 1.01. In the event of any inconsistency between the Form of Contract (Section 1), these General Conditions (Section 2) and the Special Conditions (Section 3), the Special Conditions shall prevail.
- 1.02. Except as expressly provided in Clause 1.03 the Bidder is not the agent of the Client and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of the Client in any respect.
- 1.03. Nothing in this Contract is intended to make nor shall it make the Client the employer of the Bidder or any of the Bidder's Personnel.
- 1.04. All communications by the Bidder relating to notifications or applications for consents or instructions must be addressed to the Client Contract Officer whose name and address are given in Section 3.

OBLIGATIONS OF THE BIDDER

Obligations

- 1.05. The Bidder shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards expected from experts.

Personnel

- 1.06. All members of the Bidder's Personnel shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the Bidder complies with all the Bidder's obligations under this Contract.
- 1.07. If the Client considers any member of the Bidder's Personnel unsuitable, the Bidder shall substitute such member as quickly as reasonably possible without direct or indirect charge to the Client with a replacement acceptable to the Client.
- 1.08. The Bidder is responsible for all acts and omissions of the Bidder's Personnel and for the health, safety and security of such persons and their property.
- 1.09. Whenever required, any of the designated Bidders Personnel may be required to attend meetings with SCZCC.

Disclosure of Information

1.10. The Bidder and the Bidder's Personnel shall not, without the prior written consent of the Client, disclose to any third party any confidential information obtained during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent jurisdiction). In addition, no publicity is to be given to this Contract without the prior written consent of the Client.

Intellectual Property Rights

1.11. All intellectual property rights in material (including but not limited to reports, data, designs whether or not electronically stored, but not including the Software) specially developed by the Bidder or the Bidder's Personnel for the Client or pursuant to the performance of the Services commissioned by the Client, shall be owned by the SCZCC, and are hereby assigned by the Bidder to the SCZCC.

1.12. The Bidder hereby grants to the Client a world-wide, non-exclusive, irrevocable license to use all Software, including source and object code format.

1.13. The Bidder undertakes that commercial off-the-shelf licensed software that is not covered by Clause 1.11 will be procured in the name of the Client or in such a manner that it does not interfere with the enjoyment of rights under Clauses 1.11 and 1.11

1.14. To the extent that it does not interfere with rights granted under clause 1.11, ownership of intellectual property in Software created by the Bidder or the Bidder's Personnel pursuant to the performance of Services commissioned by the Client shall remain with the Bidder.

1.15. For the purpose of Clause 1.12 use shall mean and include reproduction, making of derivatives, adaptations, and publications and sub-licensing of all the Software and the intellectual property rights therein, but excludes commercial sub-licensing of the Software or its derivatives and adaptations.

Confidentiality

1.16. Neither of the Parties shall, without the consent of the other, divulge or suffer or permit its officers, employees, or agents to divulge to any person (other than to any of its or their respective officers or employees who require the same to enable them to properly carry out their duties) any information concerning the operations, contracts, commercial or financial arrangements or affairs of the other Party. Both Parties agree that confidentiality obligations do not apply to:

- a) Information that is already known to third parties without breach of this Contract; and
- b) Information that is required to be disclosed by an order of a court of competent jurisdiction or an appropriately empowered public authority, or as a result of an obligation arising under the Right to Information Act or other public disclosure law.

Access and Audit

- 1.17. The Bidder shall keep accurate and systematic accounts, files and records ('the Records'). The Bidder shall keep the Records throughout the duration of this Contract period.
- 1.18. The Bidder shall upon request provide the Client or its representatives or audit officials unrestricted access to the Records in order that the Records may be inspected and copied. The Bidder shall co-operate fully in providing to the Client or its representative's answers to such enquiries as may be made about the Records.

Indemnity

- 1.21. Except where arising from the negligence of the Client or Client's employees, the Bidder shall indemnify the Client in respect of any costs or damages howsoever arising out of or related to breach of warranty or representation, contract or statutory duty, or tortuous acts or omissions by the Bidder or the Bidder's Personnel or any claims made against the Client by third parties in respect thereof.

PRICE AND PAYMENT

Applicable Provisions and Financial Limit

- 1.22. Unless different provisions are substituted in Section 3, Clauses 1 to 5 inclusive shall apply in relation to price and payment.

Invoicing Instructions

- 1.24. Invoices should be submitted against agreed milestones or as specified at Section Five, Schedule of Payments in duplicate and in accordance with the remainder of Clause 1.23.
- 1.25. The Client shall unless otherwise expressly provided in Section 3 make payments due by direct credit through the India Bank Clearing Systems. All invoices must contain details of the India bank account to which payments are to be made.
- 1.26. Invoices should include a form of letterhead, the Contract reference number and bear an original signature. They should be numbered sequentially and dated, and marked 'For the attention of the Contract Officer' named in Section

3. The final invoice presented in connection with this Contract should be endorsed 'Final Invoice'.
- 1.27. Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. The Client reserves the right not to pay any amount due in respect of an invoice received by the Client more than 60 days after the day of the Bidder becoming entitled to invoice for the payment to which it relates.

Payments

- 1.28. Subject to the Client being satisfied that the Bidder is or has been carrying out their duties, obligations and responsibilities under this Contract, sums duly approved shall be paid within 30 days of receipt of a valid invoice.
- 1.29. If for any reason the Client is dissatisfied with performance of this Contract or there has been a unreasonable delay without client's approval an appropriate sum may be withheld from any payment otherwise due. In such event the Client shall identify the particular Services with which it is dissatisfied together with the reasons for such dissatisfaction, and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.
- 1.30. Should the Client determine after paying for a particular Service that the Service has not been completed satisfactorily, the Client may recover, or withhold from further payments, an amount not exceeding that previously charged for that Service until the unsatisfactory Service is remedied to its satisfaction.

Taxes and Duties

- 1.31. The Bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed within/outside India.

Penalty

- 1.32. The Bidder will be penalize for late delivery of work beyond the schedule time mentioned in annexure C at a rate of **0.5% per day of the raised invoice**. The penalty will be applicable based on recommendation of SCZCC by evaluating the progress of development.

FORCE MAJEURE AND TERMINATION

Force Majeure

- 1.32. Where the performance by the Bidder of its obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the Bidder and against which an experienced Bidder could not reasonably have been expected to take precautions, the Bidder shall promptly

notify the Client in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this Contract.

- 1.33. From the date of receipt of notice given in accordance with Clause 1.32 the Client may, at its sole discretion, either suspend this Contract for up to a period of 6 months ('the Suspension Period') or terminate this Contract forthwith.
- 1.34. If by the end of the Suspension Period the Parties have not agreed a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

Suspension or Termination without Default of the Bidder

- 1.35. The Client may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the Bidder and giving the reason(s) for such suspension or termination.
- 1.36. Where this Contract has been suspended or terminated pursuant to Clause 1.35, the Bidder shall:
 - a) Take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-Contracts) in a cost-effective, timely and orderly manner; and
 - b) Provide to the Client, not more than 60 days after the Client notifies the Bidder of the suspension or termination of this Contract an account in writing, stating:
 - Any costs due before the date of suspension or termination;
 - Any costs incurred by the Bidder after the date of suspension or termination, which the Bidder necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.
- 1.37. Subject to the Client's approval, the Client shall pay such amount to the Bidder within 30 days of receipt from the Bidder of an Invoice in respect of the amount due.

Suspension or Termination with Default of the Bidder

- 1.38. The Client may notify the Bidder of the suspension or termination of this Contract where the Services or any part of them are not provided to the satisfaction of the Client, giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the Bidder to remedy that dissatisfaction and the time within which it must be completed.
- 1.39. Where this Contract is suspended under Clause 1.38 and the Bidder subsequently fails to remedy the dissatisfaction, the Client may terminate this Contract forthwith.

- 1.40. The Client may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred terminate this Contract forthwith where:
- a) The Bidder or any member of the Bidder's Personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or
 - b) the Bidder or any member of the Bidder's Personnel has committed an offence under the Prevention of Corruption Acts 1988 or the National Security Act 1980 or in breach of Clause 10 of this Contract; or
 - c) The Bidder is an individual or a partnership and at any time:
 - i. becomes bankrupt; or
 - ii. Is the subject of a receiving order or administration order; or
 - iii. Makes any composition or arrangement with or for the benefit of the Bidder's creditors; or
 - iv. Makes any conveyance or assignment for the benefit of the Bidder's creditors; or
 - d) The Bidder is a company and:
 - i. an order is made or a resolution is passed for the winding up of the Bidder; or
 - ii. A receiver or administrator is appointed in respect of the whole or any part of the undertaking of the Bidder.
 - e) The Bidder is a partnership or a company and there is a Change in Control. However, the Contract will continue if the Client states that it has 'no objection' to the continuation of the Contract after the Change in Control.
- 1.41. Where this Contract is terminated in accordance with this Clause, the Bidder shall without prejudice to the Client's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

GENERAL PROVISIONS

Variations

- 1.42. No variation/amendment in the terms or scope of this Contract shall be effective without the prior written consent of both Parties and recorded in writing in the form of a letter entitled 'Contract Amendment No. '. Without

such consent neither Party shall have any liability in respect of work performed outside the Services set out in Section 4.

- 1.43. Notwithstanding anything mentioned in clause 1.42 the client reserves the right to make any alterations/amendments to the terms of the contract including the 'Terms of reference' in furtherance of or to be in conformity with any relevant Government note/ guidelines/notification or any other statutory/quasi statutory instrument in the nature of the aforementioned; which is/are brought in force during the subsistence of the contract. Any amendment shall only be for the stated purposes and due notice will be given by the client.

Assignment

- 1.44. The Bidder shall not, without the prior written consent of the Client, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Bidder, any of its rights or obligations under this Contract or any part, share or interest therein.

Limit of Liability

- 1.46. Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the Bidder or the Bidder's Personnel the Bidder's liability under this Contract shall be subject to the amount of the Financial Limit.

Retention of Rights

- 1.47. Clauses 1.10, 1.16-a, 1.16-b & 1.18 of this Section 2 and any relevant clauses listed under Section 3 shall continue in force following the termination of this Contract.

Law and Jurisdiction

- 1.48. This Contract shall be governed by the laws of Republic of India.

Amicable Settlement

- 1.49. This Contract shall constitute the entire Agreement between the Parties, and may not be altered or amended except by the written agreement of the Parties. No duties, obligations, liabilities or warranties other than those expressly provided in this Contract and its attachments shall be applied. Both Parties to this Agreement will make every attempt to resolve in an amicable way all differences concerning the disagreement which cannot be resolved by both Parties and any controversy claim or dispute otherwise arising in connection with this Contract or breach thereof shall be referred to an arbitrator to be agreed between the Parties or, failing such agreement, will be referred to the Client's City Courts.

1.50. The decision of the arbitrator shall be final and binding on both Parties.

1.51. The place of arbitration shall be as stated in the Special Conditions.

Part of the Contract

1.52. The Technical Bid, Financial Bid and the TENDER DOCUMENT shall be part of this contract.

SECTION 3 SPECIAL CONDITIONS

1. OFFICIAL

1.1. The Contract Officer is:

Name:

Designation:

Communication Address:

Phone:

Fax:

Email:

1.2. The Project Officer is:

Name:

Designation:

Communication Address:

Phone:

Fax:

Email:

1.3 The client's consultant is:

Name:

Communication Address:

Phone:

Fax:

Email:

1.4. The Bidder's Representative is:

Name:

Designation:

Communication Address:

Phone:

Fax:

Email:

SECTION 4
Deliverable Services / Items

- **Refer TOR – Annexure D**

SECTION 5 SCHEDULE OF PRICES

1. The quoted price shall be lump sum.
2. This is an Input/ output based lump sum contract and all payments shall be based on as per TOR.
3. Basic Time period of completion of project shall be for 120 days (website & web application development) and on-site support for 12 months after completion of Phase II of the project from the date of work order. The project has to be completed in following phases and payment terms:

	Details	Time period	Payment Term
Phase I	iii) Development of informative part of website as specified in Annexure D.1.2 and hosting of website on cloud where atleast 2 Govt. organization / Govt. public sector websites hosted. iv) Web address should have SSL certificate (https protocol) for 3 years.	60 days	30 % of total project cost quoted by bidder
Phase II	iii) Development of transactional web application part of website as specified in Annexure D.1.2 and hosting of web application on cloud where atleast 2 Govt. organization / Govt. public sector websites hosted. iv) SMS Interface	60 days	30 % of total project cost quoted by bidder
Phase III	iv) Training of 25 man hours to SCZCC staff. (maximum 10 staff members) v) Security Audit Report submission vi) Providing a user manual on how to use the system for different levels of users such as administrators and content editors	60 days	10% of total project cost quoted by bidder
Phase IV	On-site support of one person for 12 months from date of completion of the work mentioned in Phase II (Annexure D.1.2).	12 months	30% of total project cost quoted by bidder distributed over 12 months and it will be paid after raising invoice for each month and satisfactory performance of the support.

Maximum Contract Value including Professional Fees and Project Expenses (Financial Limit): <i>[Please insert value in number and words]</i>
--

SECTION 6
INVOICE FORMAT *[To be given on letter head of the firm]*
INVOICE

Director, SCZCC, Nagpur For Attention of _____	Invoice No.: Invoice Date: Service Tax Registration No. PAN Number
--	--

Contract For: _____

Contract No.: _____

Period of work:	Start Date _____	End Date _____
Charges for Phase I / II / Monthly Onsite support:		

Maximum Contract Value: _____	Total Amount Received _____
Claims made Amount: _____	Date _____ Invoice No. _____ Date Received _____
Amount: _____	Date _____ Invoice No. _____ Date Received _____ Amount: _____
Date _____	Invoice No. _____ Date Received _____

Particulars of current claim made should be mentioned here	Amount	Tax if any
Invoice Total		

PLEASE MAKE PAYMENT TO:

Bank Name: Account Name:	Account Number: IFS Code:
---------------------------------	----------------------------------

This invoice is in respect of a supply of services to the Client, and is addressed to the Client, purely for payment purposes. I certify that the amounts claimed in this invoice have been wholly and necessarily incurred for the purpose of the engagement and have not been claimed before.

 Signature of Bidder

The claim is correct and Services have been received. Please arrange payment:

 Project Officer/Advisor

Prepared by: SCZCC, Nagpur

SECTION 7 PERFORMANCE GUARANTEE FORMATS

7.1 Performance Guarantee

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid Submission]*

Contract No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[Insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Equipment and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount (s⁴) in figures and words]* upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*⁵, and any demand for payment under it must be received by us at this office on or before that date.

[In preparing this Guarantee, the Purchaser might consider adding the following text to the Form]

⁴ The Bank shall insert the amount(s) specified in the SCC and denominated in Indian Rupees.

⁵ Dates established in accordance with the General Conditions of Contract ("GCC").

We agree to a one-time extension of this Guarantee for a period not to exceed [*six months*] [*one year*], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[Signatures of authorized representatives of the bank and the Contractor]

Annexure F: Glossary

SCZCC	South Central Zone Cultural Centre
EMD	Earnest Money Deposit
GCC	General Conditions of Contract
GoI	Govt. of India
LCS	Least Cost Selection
M&V	Monitoring and Verification
MIS	Management Information System
URS	User Requirement Specification
QCBS	Quality and Cost Based Selection
TOR	Terms of Reference
SCZCC	South Central Zone Cultural Centre
CMS	Content Management System
KPI	Key Performance Indicators