**GOVERNMENT OF JAMMU AND KASHMIR**
**DIRECTORATE OF HORTICULTURE, RAJBAGH-SRINAGAR, KASHMIR-190008**
**TELE-FAX**: 0194-2311287/2311484- **E-mail**:Kashmirhorticulture@gmail.com
**website**: http:/www.jktenders.gov.in

# OFFER NOTICE

**Subject: Offers Inviting for Development of a Web Content   Management System (WCMS) based Departmental Activities /operations and as per detailed tender document.**

Madam / Sir,

The **Directorate of Horticulture Kashmir** invites Offer from professionally competent and experienced firms/organizations/consortium for "**Development a WCMS based Website**". The offer documents can be downloaded from the website of **www.Jktenders.gov.in** Or **http:/HortiKashmir.gov.in**   and submitted along with Bank Draft of Rs.1,000/- as cost of tender document, drawn in favour of the Accounts Officer, Directorate of horticulture Kashmir  payable at Srinagar. The Offer is to be submitted on or before15 Feb 2017 by 4 PM, to the following address:

**Directorate of Horticulture, Kashmir**
**Horticulture Complex**
**Oppt. Presentation Convent School**
**Rajbagh Srinagar , Kashmir, J&K-190008**
Tele:0194 - 2311484
**Fax:** 0194 - 2311287
**E-mail:kashmirHorticulture@gmail.com**

**Deputy Director Horticulture**

**e-NIT No : 04 of 2016-17 –E Tendering    Dated 20-01-2017**

**Note** :        All  the  Bidding  Process will be Done on        www.jktenders.gov.in

*Subject:- Offer  Notice for development of departmental website*

# Offer Notice

For and on behalf of governor of Jammu and Kashmir State, sealed Offers are invited from reputed/registered companies for development of departmental website

1.  The Bidding documents consisting of qualifying information, eligibility  Criteria, specification, Drawings, bill of quantities(B.O.Q) Set of terms and conditions of contract and other details can be seen/downloaded from   government tender Website www.jktenders.gov.in .**as per schedule of dates given below:-**

## Critical Dates

| 1 | Date of issue of Tender Notice | 23-01-2017 |
|---|---|---|
| 2 | Period of downloading of bidding documents | 23-01 -2017 4:30 PM to 15/02/2017 4.00 PM |
| 3. | Bid Submission Start Date | 24-01-2017  10:30 PM |
| 4 | Bid submission End Date | 15/02/2017 4.00 PM |
| 5 | Deadline for receiving the Hard Copy (Original DD & EMD) including all the soft copy documents uploaded on the site. | Hard copy will be received from 25-01 -2017 10:30 PM to 15-02-2017 4.00 PM in the office of the Director Horticulture Kashmir(Directorate Of Horticulture Rajbagh Srinagar) |
| 6. | Date & time of opening of Bids( online) | Technical  Bid will be Opened on 17-02-2016 at 3:00 PM in the office of Director Horticulture Kashmir(Directorate of Horticulture Rajbagh Srinagar . Date of Financial Bid opening will be declared on-line. |

## Instruction of bidders regarding e-tendering process :-

i.   Bidders are advised to download bid submission manual from the "downloads" option as well as from "bidder Manual Kit" on website www.jktenders.gov.intoacquaint bid submission process.
ii.   To participate in bidding process. Bidder has to get ` digital signature Certificate (DSC). As per information technology Act-2000 .Bidders can get digital certificate from any approved vendor.
iii.   The bidder have to submit their bids online in electronic format with digital signature .No bid will be accepted in physical form.
iv.   Bids will be opened online as per time schedule mentioned in Para-1.
v.   Bidders must ensure to upload scanned copy of all necessary documents with the technical bid. Besides, original/photocopies of documents related to the technical bid be submitted physically/by registered post/through courier before date specified in Para -1
***Note:-Scan all the documents on 100 dpi with black and white option.***

# SECTION – 1

**INTRODUCTION**

Directorate of Horticulture Kashmir intends to develop a website which is easy to use, easy to search, easy to navigate and visually appealing. The website must have an easy to use web content management system (WCMS) and must **support dynamic content from a database**. Website must be compatible and interoperable with all leading browsers such as IE,Chrome, Opera, Safari, Firefox etc

**General Instructions to Bidders**

1. The time for completion of the work shall be 60 days from the date of issue of the Letter of award.
2. The successful bidder shall be required to present several designs of output templates out of which some templates will be selected by a Committee with/ without suggestions for changes which the bidder will have to incorporate.

3. The interested persons need to make a presentation covering design and technology while developing the website which will form part of the technical bid.

4. The bidder must have (**i**) **at least 6 (six) years**" experience of creating and managing quality websites, preferably WCMS based websites of large Institutions/ companies /Government Departments. Documentary evidence by way of completion certificate should be produced in support of experience and performance clearly mentioning use WCMS Tools.

5. The bidder should be registered for Service Tax (Copy to be enclosed).

6. **Signing of Tender**: Individual signing the tender or other documents connected with contract must specify whether he signs as:-

   (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
   (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
   (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

# 7. Instruction for Bidders:

- Documentary evidence in support of having done Design and development work.
- Documentary proof of Govt departments having done such type of work.
- Copy of work order and completion certificate of projects completed.
- The bidder should be a registered company in India.
- Preparation of website as per GOI guidelines.
- Database driven approach
- Management of Data through CMS
- Creation of dynamic web pages
- All copyrights should belong to the department.
- Clean and Professional Design
- Secure website.
- There should be Database Management System.
- Training to the staff department should be provided by the company.
- Database Backup`s should be provided.
- Server Development maintenance should also be done by the company.
- Official Email Id`s should be provided to the department.
- Home page with a professional design and should be available in ENGLISH & URDU Language with language Button Switch
- Professional Theme Design following the latest web trends
- FULLY RESPONSIVE WEBSITE DESIGN that adapts to the screen sizes of devices.
- Layout – The design must take into account the content that should appear in the site to ensure its usefulness and readability.
- The portal should allow users to share their views, feedback, solutions and suggestions online through the webmaster, and also allow podcasts, webcasts and other wikis and forums.
- The Portal Should Handle atleast 10 different databases

### TECHNOLOGY TO BE USED
- The Website should be developed using **ASP.NET** Secure Framework or better
- The website should be database driven using latest version of **SQL Server**
- The website should have various **user level** validations.

### ADMIN SECTION
- Admin should have an option to update content on the website through **CMS** [**Content Management System**].
- **Password protected** Admin section so that administrator can manage the dynamic part of the website.

## Roles
- Admin should be able to **create** roles.
- Admin should be able **edit** roles.
- Admin should be able to **delete** roles.

Admin should be able to create **New Users** and their roles.
- Admin should be able to **create** Users.
- Admin should be able **edit** Users.
- Admin should be able to **delete** Users.
- Admin should be able to **link** users with roles.

## Other Options

- **About us** page with details and images about the department.
- **Our Profile** page displaying department`s profile along with Aims and Objectives.
- **Feedback page** where users should give their feedback regarding department and its work.
- **Important Links** related to the department should be available on the website.
- **Guidelines** page where user should find all guideline given by the department.
- User should have an option to select **language** from the list of available languages.
- **Administration** Page displaying total staff strength of the department…Seniority Lists.. Promation Orders …etc
- **Mission and Vision** of the department should be displayed on Home page or any other appropriate page.
- **Contact Page** with complete address and contact details of the department.
- There should be links to all **social linking** sites.
- **Search Section** through which users can search content on the website.
- **Our Projects** page should display all the completed projects of the department in a best possible manner.
- **Schemes section** should display various schemes of the department. Users should have an option to download the details of the **Schemes** available with the department.
- There should be a dynamic **Gallery page** in which user should find images of your department or work you have done.
- **Tenders section** where user should find and download tenders uploaded by the department.
- **Search Engine Optimized** Design as per Development Perspective to Enhance Website Ratings on any Search Engine
- **Different types of notifications, Order and circulars** of the department should be displayed on the website.
- There should be a **Download Section** through which users can download various files.
- **Operational Calendar**
- **Spray Schedule.**
- **RTI information** section where users should find RTI details.

**LOGINS**

**District Login:**

After Login on the web Portal every District should have their own Page ,Maintain at district Level .

After Login on the web Portal every District be able to view his/her profile.

District Head should be able to edit some information of his/her profile.

District Head should be able to change his/her Login Credentials.

District Head should be able to upload the details provided by the department.

District Head should be able to fill the form and submit the details.

District Head should be able to view the details submitted.

District Head should have an option to request for Edit option after submission of form.

District Head should have an option to Issue the Passbook.

District Head should have an option to view Passbook details

District Head should have an option to add staff details.

District Head should have an option to view staff details

**ZONAL LOGIN:**

After Login on the web Portal Zonal Head should be able to view his/her profile.

Zonal Head should be able to edit some information of his/her profile.

Zonal Head should be able to change his/her Login Credentials.

Zonal Head should be able to upload the details provided by the department.

Zonal Head should be able to fill the form and submit the details.

Zonal Head should be able to view the details submitted.

Zonal Head should have an option to request for Edit option after submission of form.

Zonal Head should have an option to Verify  Passbook.

Zonal Head should have an option to Verfy Passbook details

**NURSERY LOGIN:**

After Login on the web Portal **All the departmental nurseries and Farms should have separate Page… and should have rights to maintain their Page  only**

After Login on the web Portal Nursery Head should be able to view his/her profile.

Nursery Head should be able to edit some information of his/her profile.

Nursery Head should be able to change his/her Login Credentials.

Nursery Head should be able to upload the details provided by the department.

Nursery Head should be able to fill the form and submit the plant details.

Nursery Head should be able to view the details submitted.

Nursery Head should have an option to request for Edit option after submission of form.

Nursery Head should have an option to issues statement at the end of year.

**Hosting**

The vendor may either host at its premises or can suggest a third party to provide hosting services. However, it should be ensured that the party is competent enough to safeguard Departmental  Web portal and provide robust security to maintain the site integrity and confidentiality. The other features which Department  would prefer to have in the host ISP are:

➢ Be highly reliable with at least 99.5% service up time.

➢  Have been providing their services for at least ten years.

➢ Have adequate Disaster Recovery facilities ·

➢ Ensure that security patches are regularly installed in their software and provide proactive defense against malware and other cyber attacks ·

➢ Provides Secure Sockets Layer (SSL) encryption during payment transaction and user login.

➢  Pro-actively monitor and maintain services to maximum server performance and up time.

➢ Only allow legal files.

Department  reserves the right to host the Portal or any other server also . In such a case, the vendor will be required to provide all other services as mentioned in this document on the server as chosen by Department .

8, The bidders will quote technical and financial bid separately in two separate envelops and should be marked on the cover of the envelops as "Technical Bid" or "Financial Bid". The envelop of each bid should be having address/cell No./Mail ID of the bidder, printed or hand written on the cover/envelop.

9. The bidder should quote rates Format in Annexure –I only

10 . **Cost of Bid**

The prospective bidders may download the bid documents from the Departmental Website http://HortiKashmir.gov.in and from Govt Tender website http://jktenders.gov.in and submit the completed bid along with cost of the bid documents of Rs.1000/- (non-refundable) and EMD of Rs. 10,000/- (refundable) both in the form of Bank Drafts drawn on a Nationalized Bank. Both bank drafts should be made payable to the Accounts Officer, Directorate of Horticulture Kashmir payable at Srinagar

11. The offer must reach to Directorate of Horticulture, Kashmir opposite presentation Convent School, Rajbagh Srinagar, J&K India, Pin code 190008 by or before 15/02/2017 4.00 PM. Parties who are interested to have the copy of detailed terms and conditions may collect the same from the office of Director Horticulture, Kashmir during office hours or download the required documents from departmental website http://jktenders.gov.in . For any query approach on departmental Email: KashmirHorticulture@gmail.com

12. The Offers will be opened on 17-02-2017 at 3:00 PM in the office of Directorate of Horticulture Kashmir opposite Presentation Convent School Rajbagh, Srinagar Kashmir J&K, India and the parties who are interested to participate in the opening process of bids are at liberty to participate in person or through their authorized representatives.

**Sd/-**

**(Rafiq Ahmed Hakeem)**<sup>KAS</sup>
D I R E C T O R

**No:- DHK/Pur/2017/13321-22**

Dated:- 20 -01-2017.

**Copy to the:-`**

1. Horticulture Information and Publication Officer, Srinagar for information nd necessary action.
2. Computer Programme Assistant for information and necessary action.

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**DIRECTORATE OF HORTICULTURE, RAJBAGH-SRINAGAR, KASHMIR-190008**
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Annexure-I

# FINANCIAL BID

Tenderers shall submit their financial bid in the following format Only:

| SN | Description of Work | Estimated Number | Rate per unit |
|---|---|---|---|
| 1 | **Design and Development of Website as per Specification in tender document** *(including Technical Maintenance Cost updating, design/re-design, uploading content/graphics and development of new pages for 2 years)* | 1 | |
| 2 | Charges for Hosting the website | Per year | |
| 3 | Any other expenses taxes if any etc | | |
| | **Total Amount** | | |

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Rafiq Ahmed Hakeem)<sup>KAS</sup>
D I R E C T O R