

**GOVERNMENT OF MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

**COMMUNITY-BASED FOREST MANAGEMENT AND
LIVELIHOOD IMPROVEMENT IN MEGHALAYA (MeCFLIP)**

REQUEST FOR QUOTATION(RFQ)

FOR

WEBSITE DEVELOPMENT - MeCFLIP

**Additional Project Director
Community-Based Forest Management
and Livelihood Improvement in Meghalaya
Meghalaya Basin Development Authority (MBDA), Shillong**

No. MBDA/JICA/42/2020/336

Dated Shillong the 06th September 2021

LETTER OF INVITATION

From

Dr. Raja Ram Singh, IFS
Additional Project Director,
Community-Based Forest Management and Livelihood
Improvement in Meghalaya
Meghalaya Basin Development Authority (MBDA)

To: _____

REQUEST FOR QUOTATION FOR WEBSITE DEVELOPMENT-McCFLIP

You are invited to submit your most competitive quotation for developing website for “Community-Based Forest Management and Livelihood Improvement in Meghalaya (McCFLIP)”

Scope of work:

1. Background

The Government of Meghalaya is implementing a project titled “Community-based Forest Management and Livelihood Improvement in Meghalaya” (McCFLIP), assisted by the Japan International Cooperation Agency (JICA). The objective of the Project is to restore and conserve natural resources within the villages by sustainable forest management, livelihood improvement, and institutional strengthening, thereby contributing to conservation of environment, biodiversity, and uplifting of socio-economic conditions of people in the State of Meghalaya. This project is being implemented by the Meghalaya Basin Development Authority (MBDA).

2. About the Assignment

The MBDA seeks to engage an agency to develop a website for McCFLIP to create an online space for the project, increase visibility and awareness, build presence online and to provide audience with access to various project related and project generated content. The site design will be built to allow easy access to various information, facts and data pertaining to McCFLIP and its operations. Furthermore, the website’s operation has to be simple and

flexible to enable easy and independent operations and maintenance by MECFLIP employees.

The vendor will provide MeCFLIP with a fresh and professional website that is easy to navigate and provides useful information to users. The design should include the creation of a color palette and structural templates so as to maintain a consistent look across the site and also guide any extensions in the future.

1. Design and Organisation of Website

The new design will have 5-7 main landing pages– each linked to multiple sub-pages. The CMS should allow for as many pages as necessary.

Working in conjunction with MBDA, the vendor will recommend templates based on their needs. Once a template is approved by MBDA, the vendor can begin incorporating the Content Management System and getting it ready for initial design and content setup.

The preliminary design concept for the new website will include the basic layout, colour palette, font choices, infographics, sitemap, etc. MBDA will provide the basic website content within the first week of initial design. The vendor will provide a basic template to assist in developing the site content if needed upon request. A tentative site map is given below.

The requirements for developing the static website are:

1. Home

- Single Scroll page
- Social media feed

2. About –

- **About MeCFLIP**
 - Background and Objective
 - Project area
 - Institutional arrangements
 - Supporting agencies/organizations
 - Project Management Consultants
 - NGOs
 - Contact us
 - Who's who
- **Project Management Bodies**
 - Governing Council
 - Executive Committee

3. Project Components

- **Sustainable Forest Management**
 - JFMCs and Micro-plan
 - Forestry Nursery
 - Restoration of Degraded Forest Areas
 - Soil and Water conservation for Forest Management
 - Conservation of Existing forests in good condition
 - Forest Research
- **Community Development & Livelihood Improvement**

- Community Mobilization & Gender Sensitization
- Micro-planning
- Entry Point Activities (EPAs)
- Self Help Group (SHG) Activities
 - i. Micro-credit activity
 - ii. Income Generation Activities (IGAs)
 - iii. Enterprise Development Activities
- Soil and Water Conservation for Livelihood Improvement
- **Institutional Strengthening**
 - Capacity Development
 - Monitoring and Evaluation
 - i. Baseline survey
 - ii. Annual Planning and Review meetings
 - iii. Annual Statutory Audit
 - iv. Mid-term evaluation
 - v. Terminal Evaluation
 - vi. Thematic studies and documentation

4. *Explore*

- **Progress Report (Data linked to MIS)**
- **GIS (Only Static Link)**
- **Publications -**
 1. Reports and Studies
 2. Resources
 3. Newsletter
 4. Media Gallery

5. *RTI*

2. **Content Management System (CMS)**

Central to the design will be a robust Content Management System (CMS or similar capability based on WordPress or other Website builder tools) that will allow MeCFLIP to make changes easily to the website, without requiring a dedicated workstation or additional software, to ensure that the website stays fresh and up to date.

3. **Website Design review**

Designated Point of Contact (PoC) from MBDA along with vendor will conduct the website design review at least twice to go through the changes/edits as required and suggested by MBDA.

4. **Training Once the site is ready to go live**

The selected agency will run ONE day onsite/online training session with MeCFLIP staff, showing them how to use the Content Management System.

5. Launch of Website

The agency in consultation with MBDA will facilitate the hosting of the website on a server as approved by MBDA, including registration of website domain name.

Upon final approval by MBDA, the website will be made live.

6. Project Summary

- Work with client to create a custom website interface - layout, colors, fonts, logo, infographics, sitemap, etc.
- Set up website / information architecture and easy navigation system. The website should be optimized for mobile and it should have dynamic web UI for all screen sizes.
- The code used should be updated to current version and there should be at least one option to add any language without requirement of code changes.
- Implement nameplate/logo placement/ brand identity and design.
- Integrate content management system with easy admin options to adding content to website.
- Enhance Website Graphics and Functionality.
- Customize website to tailor to both the prospective and current client, with less clicks to get where they are trying to go.
- Update website content that is provided and create menu items based on sitemap.
- Add high resolution images and custom graphics based on the intended audience to make the website more appealing to the user.
- Create login access section for Participants.
- Create custom form for inquiries (if needed).
- Create latest news and resources section of website.
- Setup meta description, keywords, and page titles to help with SEO Additional Components
- Set up a Gmail account to link directly to Google Analytics to allow the ability to monitor traffic and retrieve analytic statistics.
- Integration of social media on the website through multiple channels – ability for Facebook, Twitter, Instagram, YouTube, LinkedIn, Pinterest, etc.
- Hosting on a commercial hosting site, preferably having server in India will be preferred.

7. Website Training

ONE day onsite/online training session for MBDA Representatives on using site tools & how to read and access google analytics tracking software.

8. Duration of the assignment:

Three months from the date of signing the contract. Any changes in the duration of the assignment will be mutually agreed between the parties and made through an amendment to the Purchase Order. For any downstream activities like operations and maintenance (if required), the service provider may be contacted.

9. Deliverables, Timelines and Payment Terms

Sl. No.	Deliverable	Timeline	Payment (% of PO)
1	Completion of Website Architecture (layout, colors, fonts, logo, sitemap, etc.)	T + 4 weeks	35
2	Version 1 Launch; by November, 2021	T + 7 weeks	30
3	Completion of all Onsite/online Training and Launch of final version (Go Live)	T + 12 weeks	35

NOTE: The MBDA will have the ownership of the website and domain name; all arrangements pertaining to the same will be made by MBDA; though support to obtain the same should be provided by the agency.

10. Reporting:

The Service Provider will report to the Project Director – MeCFLIP; however, for day to day operations on website development, single point of contact will be Additional Project Director – MeCFLIP.

MBDA will constitute a review committee comprising of the following MBDA representative to review the work submitted by the firm.

- a. Project Director /Additional Project Director – MeCFLIP (Chair)
- b. General Manager, Knowledge Management, MBMA/MBDA
- c. Senior Manager/Manager, M & E, MBMA/MBDA

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall be a Citizen of India; (ii) Should not be blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.mbda.gov.in for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract. No Clarifications will be entertained with only one week time left for opening. The email id for any procurement related correspondence is jicaprocurement.mbda@gmail.com.
3. **Place of Delivery:** The website will be developed offsite and handed over to MBDA along with source code and databases. All invoices must be submitted at this address: Project Director, Community-Based Forest Management and Livelihood Improvement in Meghalaya, 2nd Floor, Shalom Building, Lower Lachumiere, Shillong-793001, Meghalaya.

4. Quotation Price

- a) The services offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- b) All duties, taxes and other levies payable shall be included in the total price.
- c) Goods and Service Tax (GST) should be indicated separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

5. Qualification of Bidder

- a) The bidder should have the legal capacity to enter into a contract;
- b) The bidder should not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) The bidder should not have had business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

6. Documents Evidencing Qualification: Bidders are requested to submit copies of the following documents as evidence of their qualification:

- a. Valid trading license/registration or equivalent/Exemption Certificate.
- b. Valid certificate of GST registration;
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
- e. Documents as stated under the evaluation criteria.

7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Evaluation of Quotations: as per the criteria mentioned hereunder:

Evaluation criteria:

- a. The firm should be in the business of website development for the last two years at least. (copies of registration, PAN, TAN, GST, or any other relevant registrations etc. to be enclosed)
- b. The firm should have an average annual turnover of INR 50 Lakhs in last three financial years. (Financial year 2017- 18, 2018 - 19 and 2019 - 20); alternatively, a statement on the annual turnover duly certified by a Chartered Accountant may also be acceptable.
- c. Firm to submit their design work, reference/links to the websites that they have developed.

- d. The firm must have successfully executed at least one similar assignment in past two years. (purchase order/s indicating the scope of work and value of the assignment should be enclosed)

NOTE:

- i. Quotations submitted by the bidder must be properly signed by the competent authority of the bidder and company stamped;
 - ii. Conform to the terms and conditions.
 - iii. GST/Taxes will not be taken into consideration while evaluating the quotations.
 - iv. Any historical information, if required, may be asked from the bidders during evaluation of quotes.
9. **Award of contract:** The Purchaser will award the Purchase order to the bidder whose quotation has been determined to be substantially responsive to the evaluation criteria and who has offered the lowest evaluated quotation price.
- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject the quotation at any time prior to the award of contract.
 - b. The bidder will be notified of the issue of Purchase Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
10. Payment shall be made as per the milestones achieved as mentioned under deliverables and timelines.
11. The **deadline** for receipt of your sealed quotation is **September 27, 2021 by 15:00 Hrs. (IST)**. Quotations will be **opened on September 27, 2021 at 15:30 Hrs.** Quotations **received after the last date** will be summarily rejected.
12. We look forward to receiving your quotation and thank you for your interest in this project.



(Dr. Raja Ram Singh)
Executive Director, MBDA &
Additional Project Director, MeCFLIP,
Shillong.

FORMAT OF QUOTATION *

Sl. No.	Description of Service	Unit Rate (INR)	Offered Rate (INR)	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1	Website Development - MeCFLIP	Lump Sum (consolidated for development)				

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (amount in figures)
 (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that commercial warrantee/guarantee of 36 months shall apply to the offered Service.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier