

# **TATA INSTITUTE OF SOCIAL SCIENCES DEONAR, MUMBAI - 40088**

## **Notice Inviting Expressions for development of Integrated Web Portal**

Tata Institute of Social Sciences, a Deemed University under University Grants Commission, located at Sion-Trombay Road, Mumbai, invites Expressions of Interest for “Design, Develop, Host and Maintain an Integrated Web Portal for the Institute to better serve the ever-changing information needs of all in knowledge sharing environment” from reputed Companies who have proven experience in web portal development for the functional activities of Educational Institutes.

### **Aim**

Tata Institute of Social Sciences, Mumbai is a Deemed University. It has strength of 1000 postgraduate and doctoral students, 120 faculty members, and 260 technical and administrative staff. It is organized into 6 Schools, 4 Independent Centres and 15 Sections/Units. The Institute campus spread over 21 acres in North-East Mumbai

The Institute proposes to redesign its web portal to share information with outside world on its various activities. The objective is to:

- Create an intranet / internet web environment with instant access of information to the aspirants, students, faculty and administration
- Provide an interface to create, edit, manage, and publish content in a consistently organized manner with Search module and directory be added and possibility to tag manuals and circulars/guidelines (added web space), while being working on intranet facilitative mode.
- The information should have linkages with Schools and Centres and Administrative Sections to make available through the web portal.

The process will also involve

- Formulating a solution that is efficient, cost-effective, and secure, and providing a seamless information and knowledge sharing among all the functionary of the institute.
- Design, develop, hosting and maintenance of the website.
- Online procedures / forms for various needs of the institute.

### **About the Present Website**

The present website is of more static in nature have information about the Institute, Programmes of Study, Research, Field Action, Continuing Education, Study India Programme, Learning Resources, Films & Publications, Alumni, TISS Community, TISS in Press, Announcements, Event Calendar, Work with Us, Downloads, Picture Gallery, FAQs, Site Map, Contact Us.

It has been done with html and java script. The part of the site is done with .asp for declaring results and asp.net for online application for forms. The Current website is hosted in linux for the static content and windows environment with MS-Access as database and connection using dsn for the interactive.

## **Brief Scope of the work**

The work involves study of the information flow from the various sections / schools and centres in the existing website. The development of the web portal should be in the appropriate technology with necessary requirement for the server, software and database with appropriate hosting, maintenance and support for the web portal

## **Pre-Qualification Criteria**

Companies meeting the following compulsory qualifying criteria are eligible to respond.

1. The company should be registered in India and its annual turnover should not have been less than 50 lacs on an average during the last three financial years.
2. The company should have been making profits in the last three financial years.
3. The company must be well established and providing web portal services for at least 3 years.
4. The Company should have at least one implementation/technical support office in the Western Region/Mumbai.
5. Company must have successfully completed at least four similar projects worth at least Rs. 5 Lakhs each in India.
6. The companies can also participate with their consortium partner.
7. In case of consortium, companies should clearly mention that leading company and the roles and responsibilities of all the partners. There should be a back-to-back contract with the consortium partners.

Companies meeting the following criteria will be preferred :

1. Companies that have successfully completed at least two similar projects in reputed institutes in India or abroad.
2. Companies owning the Intellectual Property Right (IPR) of the product/solution. In case of the consortium, one of the partners could be owners(s) of the IPR.

## **EOI Document Should Cover**

1. Office Address, Designated Contact Person with contact details.
2. Core business area of operations, number of years in the business, ownership and organizational structure of the firm. Attach Memorandum of Association and Articles of Association along with commencement of business certificate.
3. Audited financial statements for the last three years showing financial capability, the revenue generated from academic automation software along with profit after tax for the last three years clearly stated. Details like IT/PAN/TAN/TDR numbers, Service Tax registration and Professional tax status be furnished.
4. Technical capabilities of the firm in providing web portal solutions for academic institutes. Brief details of all the major similar assignments undertaken in the past 2 years. Enclose the list of projects with executive summary and attach necessary documentary proofs.
5. Your organization's core technical competencies and skill sets available. Provide details about skilled manpower resource available with you. Give emphasis to availability of trained resources for Design, Develop, Host and Maintain an Integrated Web Portal for a large educational Institute.

6. Details about quality processes and standards followed and certifications obtained by your organization. Enclose copies of relevant valid quality certificates.
7. Furnish details about your web site hosting and maintenance support facilities.
8. Name and short CV's of key staff proposed to be deployed and client references for similar projects. Attach separate statement indicating names, qualifications, experience and skill sets and details of projects handled.
9. Approach paper for this project, detailing:
  - a. Methodology for study and improvement of the existing website.
  - b. Methodology for formulating a solution that is efficient, cost effective, and secure
  - c. Methodology to interface with the section has information.
  - d. Proposed features and functionality of the solution.
  - e. Methodology for Design, Develop, Host and Maintain an Integrated Web Portal.
  - f. Methodology for testing and validation
  - g. Hosting and Training plan
  - h. Proposed work plan, time frame for project execution with CPM/PERT
  - i. Hosting/Maintenance/support plan

Please note that this is not a Request for Proposal (RFP). After review of the Expression of Interest (EOI), short list will be prepared and the short listed vendors would be invited to submit their technical and financial bids.

Companies interested in participating in this EOI are requested to submit their Expressions of Interest to the Registrar, Tata Institute of Social Sciences, Sion-Trombay Road, Deonar, Mumbai -400 088 in a sealed envelope along with refundable EMD in the form of demand draft of Rs.2,000/- (Rs. Two thousand only) in favour of Tata Institute of Social Sciences, Mumbai by 8th August, 2008 by 17:00 hours.

The Institute reserves the right to accept or reject any or all responses without assigning any reasons therefore. The decision of Director, Tata Institute of Social Sciences, Mumbai will be final and binding on all parties participating in the process.

(Sandeep Chatterjee)  
Registrar

Note :

For any clarification contact:

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