

Expression of Interest: For the Development, maintenance and content management of
Goa State Portal



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I. DISCLAIMER

This Expression of Interest (EOI) is not an offer by the Department of Information Technology (DoIT), Government of Goa but an invitation to receive offer from interested firms. No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed by Director of the Department of Information Technology with the selected firm. This is a broad scope of work. The detailed scope of work will be provided once the Information Technology Companies/Information Technology Start-Ups are empanelled.

II. About Department of Information Technology

The Department of Information Technology, Government of Goa has been created for evolving suitable IT program with the basic philosophy to realize the dream of taking the benefits of Information and Communication Technology (ICT) to the masses of Goa.

III. Purpose of this EOI

The purpose of this EOI is to redevelop the existing Goa State Portal with a new CMS based technologies with advance graphics and further provide Helpdesk and maintenance for a period of 5 years.

IV. Schedule of Activities

Sr. No	Activities	Date
1	Issue of EOI	18/05/2022
2	Last Date and Time of Submission of EOI	08/06/2022 at 17.00 hrs.
3	Opening of EOI	09/06/2022
4	Date of Presentation of Technical Proposal	Shall be intimated in due course of time.
5	Address where proposals have to be submitted	Director (IT), Department of Information Technology, 2 nd floor, IT Hub, Altinho- Panaji, Goa-403001

V. Terms & Conditions:

1. The interested firm should be Information Technology Company/ Information Technology Start-Up(firms) registered in Goa and should be operating in Goa for a minimum of 2 years.
2. The interested firm/Information Technology Start-Up should have a minimum experience of 2 years of web development.
3. The sealed envelope containing detailed technical proposal (Software and Hardware) should be super scribed as "EOI for Development of Goa State Portal" and should reach the Department of Information Technology, Government of Goa before the

scheduled date and time of submission of EOI.

4. EOI received beyond the scheduled date and time shall not be entertained.
5. The firm has to strictly follow the Ministry of Home Affairs (MHA), Government of India directives regarding the website certification and auditing of the Hardware/Software by STQC.
6. The firm should strictly follow the prevailing guidelines for Indian Government Websites (GIGW) issued by the Government of India accessible at <http://www.guidelines.india.gov.in>
7. The firm with substantially responsive EOI will be invited for presentation before the committee of Department of Information Technology in order to know how the firm is planning to enhance the functionalities/GUI of Goa State Portal so as to cater to the larger audience (citizens of Goa).
8. The State Portal should be hosted on the NICSI Cloud.
9. The SSL Certification and Security Audits of the website should be carried out by the concerned firm.
10. The interested firm should provide multilingual(English/Hindi/Konkani/Marathi) access on the State Portal to the public.
11. The website should be developed using Open-Source Technology.
12. DoIT has full right to cancel this EOI at any point of time. There will not be any financial implication from agency towards DoIT for submission of this EOI.

VI. Scope of Work:

1. The development of CMS based Goa State Portal and content management which includes information gathering, uploading the information pertaining to Government Setup, Administrative setup, information pertaining to various Departments/Corporations/Autonomous Bodies, orders and circulars issued by various Departments/Corporations/Autonomous Bodies etc and maintain the digital data on the State Portal. The Content should always be managed so as to update the citizen with the current happenings.
2. The interested firm will be responsible towards the maintenance and content management of Sate Portal in a timely manner which is important; as the State Portal plays a major role in providing the correct updated information to the public.
3. The interested firm should set up a Helpdesk Team which will provide public with help and support to their queries over phone calls. This will aid in providing better and user friendly service to the Public.

VII Criteria for evaluation :

The evaluation process will be examined against the following evaluation criteria:

Sr. No.	Evaluation criterion	Max points
1	Background and registration of organization	10
2	Previous experience of website maintenance, management, development.	60
3	Qualifications (education, general qualifications, previous experience within or outside the company) of proposed staff	20
4	Understanding of the Objectives of the Assignment: The extent to which the Firm's approach respond to the objectives of the Project, Key Challenges identified for successful development of the website, best practices and manner in which proposed project to be approached to respond to the objectives.	10
	TOTAL	100

*All the agencies who score 80 points are eligible for empanelment for the development of the State Portal.

**The detailed RFP will be floated within the empanelled Agencies.

IX Formats:

The following prescribed forms are required to be used for submission of EOI:

- Form 1 : Particulars and qualifications of the Firm/Organization.
Form 2 : Duly authenticated list of full time technical personnel to be employed for the work.
Form 3 : Details of work completed during last 2 years.

Form 1: Particulars and qualifications of the Firm/Organization

1. Firm/Organization:

Name _____

Year of Incorporation / Registration in Goa _____

Year of Start of Operation in Goa _____

TAN No. _____

PAN No. _____

GSTIN No. _____

Total No. of Technical
Manpower _____

Total No. of Administrative
Manpower _____

2. Registered Office Address: -----

Telephone No.(s) ----- Mobile Nos. _____

Fax No. (s) ----- Email: _____

3. Legal status of Firm/Organization:

Whether Company / Firm / Proprietorship/ Others? _____

(Attach proof MOA, AOA/Incorporation Certificate/Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be)

4. Ownership

Sr. No.	Name of persons owning stake in the Firm/Organization	Nationality of the stakeholders	Details of restrictions, if any on transfer of stake

5. Annual Turnover for the last 2 years

Sr. No.	Financial Year	Total Annual Turnover	Sector wise Annual Turnover		
			Website	Other IT related services	Other areas of operation (specify, if any)

Note: Please attach Company Balance Sheet and Profit & Loss Statement for the last two years, duly audited by Chartered Accountant/ Statutory Auditors.

6 . Complete Office Address for communication:

Address 1	
Tel No (s)	
No. of Technical Employee	
No. of Administrative Employee	

Note: For more than one entry create multiple rows in similar format in continuation.

7. Quality & Security Certification Details (ISO, CMM Level etc.)

(Attach Proof)

8. Have your firm/ organization incurred loss during last two year's : YES/NO

9. Particulars of Authorization of the person signing these documents on behalf of the bidder

- (a) Name, Designation & Address of the authorized person:

- (b) Name, Designation & Address of the person authorizing for signing the document: _____
- (c) Type/form of the issued authority (whether power of attorney/ Authorization letter etc.): _____

(Please enclose the original authorization document)

Form 2: Duly authenticated list of full time Technical Personnel

Sr. No.	Name	Designation	Educational Qualification	Date of Joining
1				
2				
3				

Form 3: Details of work completed during last 2 years

(SUMMARY PROFILES OF PROJECT COMPLETED DURING LAST TWO YEARS)

Sr. No.	Name , address, Tele no. and fax no. of organization for which project/work	Description of the work	Value of Contract (in lakhs)	Period of Execution	Slow progress (if any) and reasons	Litigation/ Arbitration with detail	Remarks

	has been executed (also mention Name, Designation and Contact No. of contact Person of the organization)				thereof		

Note: The bidder will have to attach full details of the completed projects/works along with documentary proof such as work order, agreement copy, and successful completion report from client etc.