

INVITATION FOR WEBSITE DEVELOPMENT FOR **STATE DENTAL COUNCIL, PUDUCHERRY** **(BY SEALED QUOTATION).**

The State Dental Council (SDC), Puducherry is a statutory body established under the provisions of the Dental Council of India Act, 1948. The SDC regulates the dental profession in the state and ensures that dental professionals adhere to the ethical and professional standards set by the Dental Council of India.

The SDC, Puducherry seeks to develop a new website that will be informative, user-friendly, and accessible to all stakeholders including dental professionals, patients, and the general public. **Sealed quotations are hereby invited from experienced and qualified firms to design, develop and maintain the SDC website.**

TERMS AND CONDITIONS

1. Persons submitting quotation must go through the terms and conditions carefully and understand them before submitting their quotation. No lapse in this regard will be entertained later.
2. Only firms with valid Registration certificate issued by the Govt. of Puducherry / Tamil Nadu shall apply.
3. An EMD of ₹ 1000/- (**Rupees one thousand only**) should be paid through online to the Bank details as follows: -

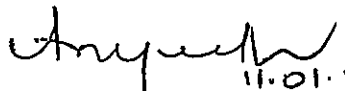
Bank Name	: State Bank of India
Account Number	: 31453222870
IFSC Code	: SBIN0010662

The EMD paid will be adjusted against the security deposit in respect of the successful quotation and the EMD in respect of the unsuccessful quotation will be refunded. 5% of the quoted value shall be remitted as Security Deposit within 7 days from the date of communication of the approval of the quotation.

4. Quote the rates for the entire work process and to maintain the same for three years (Any corrections / modifications as and when required should be done free of cost)
5. The quotation should be submitted in the prescribed proforma along with the undertaking and all relevant certificates and documents as mentioned in the Annexures. Incomplete Proforma and failure to enclose the necessary documents, will lead to rejection of the quotation.
6. The Website should be ready to host within 45 days from the date of communication of the quotation approval.
7. The website developer must be competent enough to solve any issue raised from time to time within 24 hours.
8. The rate quoted shall be final for the contract period.

9. Quotation should be sent in a sealed cover superscribed "QUOTATION FOR DESIGN & DEVELOPMENT OF SDC-PUDUCHERRY WEBSITE". It shall enclose two sealed separate covers titled "TECHINICAL BID FOR SDC, PUDUCHERRY WEBSITE" & "FINANCIAL BID FOR SDC, PUDUCHERRY WEBSITE", respectively.
10. Quotation shall reach the Registrar, State Dental Council, Puducherry, Mahatma Gandhi Postgraduate Institute of Dental Sciences campus, Indira Nagar, Gorimedu, Puducherry-605 006 up to 05.00 PM on 22.01.2024. The Quotations received after the due date & time will not be accepted.
11. Technical Bids will be scrutinized and the eligible quotations will be shortlisted for Financial bid opening. The financial bid will be opened in presence of the Authorized representatives on specified date and time which will be intimated to the concerned applicants.
12. The Registrar, State Dental Council, Puducherry shall have the right to accept / reject any of the quotations without assigning any reasons thereof.
13. Any legal dispute will be subject to Puducherry Jurisdiction.




11.01.2024
REGISTRAR
SDC-PUDUCHERRY
REGISTRAR
STATE DENTAL COUNCIL
PUDUCHERRY - 605 006.

TECHNICAL SPECIFICATIONS FOR THE WEB SITE DESIGN, DEVELOPMENT AND MAINTENANCE

The scope of work includes the following:

- Design and development of a new website that is responsive, visually appealing, and easy to navigate.
- Only approved content must be hosted in the website by the Competent Authority.
- Integration of all necessary functionalities such as online registration, online renewal, and any other related services.
- Creation of a database to store all relevant information related to dental professionals, including their registration status, disciplinary actions, and continuing education credits and any other relevant information.
- Integration of social media channels to promote the SDC's activities and events.
- Integration of SMS gateway and TRAI approval should be obtained in the stipulated time.
- Development of a secure online payment system for registration, renewal and other fees.
- Provision of web hosting and maintenance services for a period of three years in total.
- Development of user manuals and training materials for SDC staff to manage and update the website. Sufficient training shall be provided to SDC, Puducherry Staff to handle the Website
- Compliance with all applicable laws and regulations related to data privacy and security with SSL certification.
- The Data should be doubly protected and backed up properly.

Website Features

1. **Secure Login:**
 - ❖ Admin section must be protected by username and password and using proper encryption.
 - ❖ At database level also password should be stored in encrypted format.
 - ❖ After 3 consecutive wrong attempts the password should be reset and new password would be sent to administrator through email.
2. **Links:** Administrator would be able to add/delete the links pertaining to Tamil / English in the website at any point of time from any location. The control for the same should be user friendly that a simple data entry operator should be able to update the links. There would be three types of links. File (link to a file i.e., Doc, PDF, JPG etc.), URL (Link to some other website) and Content (Static

information in rich text format). Also the administrator should be able to set the order in which the links would appear in the website.

3. **Page Title:** For each link created the admin would specify the title of page.
 - a. **Link Validity:** For each link created the admin would specify the date by which the link expires. The default value should be never expiring.
 - (i) **Ownership:** For each content the admin should specify the source of the content and owner of the content.
 - (ii) **Meta Data:** For each content the admin should specify the metadata
 - b. **Content Structure:** The admin should be able to add links in the website. Now each link can be a main link. At the same time, it can be a sub-link to some other link. Also, simultaneously it can be a sub-link level 2 thus achieving complete flexibility.
 - c. **Feedback Management System:** The admin should be able to view all feedback received for a particular date or for a duration period. The admin should be able to send the reply for the same and email would be sent to the visitor's email address. Three types of feedbacks would be viewed and replied:
 - ❖ **General**
 - ❖ **Content Specific**
 - ❖ **Department/Section Specific:** For department/ section specific tenders the administrator should specify sections and email address for each section. This way apart from viewing the feedback received for a particular section of the department an email should be automatically sent to that section email mentioned by admin.
 - d. **Circulars:** Through this section the Administrator of the site should be able to Add/Edit/Delete the categories in the website & should further be able to Add/Delete/Modify the documents pertaining to that category in the website.
 - e. **Photo Gallery:** Through this Module the Administrator should be able to add/update the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.
 - f. **Downloads:** Administrator should have the option to add/delete/modify the files pertaining to download section.

4. Technology Used

The new website for SDC-PY should be developed under LAMP platform. The operating system requirements at Server should be Linux.

5. A Desktop system (PC with Printer) and its software to maintain of line site.

Specification: HP System with Latest Generation I7 Or Equivalent Processor, 16 GB RAM, 2 X 1 TB SSD, DVD Drive, With Enclosure and supporting Power Supply, 24" IPS LED Monitor, Keyboard and Mouse, 1KVA offline UPS with Windows 11 and Office 2021 (Original) and HP Ink Tank color Printer with Print / Scan & Copy and Wi-Fi Support and 1KVA UPS

6. Implementation Approach

- i. On receipt of work order the Developer shall prepare 3 sample layouts for the website and submit for approval. Web site setup / Installation, Web site contents, User Manual and Maintenance Guidelines shall be submitted in a pen drive. All changes as per the suggestion of the competent authority for the layout shall be done by the Developer.
- ii. Further work shall be started after approval. Work shall be done based on cyber security guidelines. All existing content of the website shall be converted so as to comply with Govt of India website guidelines including all PDF and HTML files. The website shall be subsequently launched.

ANNEXURE - 1

TECHNICAL BID

Note :

- (i) The technical bid shall be submitted as per following format including all annexures.
- (ii) To be submitted in company letter pad with company seal and signature of authorized Person.
- (iii) All the pages should bear the signature and seal.
- (iv) To be enclosed in a separate sealed cover titled "TECHNICAL BID FOR SDC. PUDUCHERRY WEBSITE"

Name of the applicant / authorised person :

Name of the company :

Address :

Contact number :

E-mail ID :

Licence registration no., & valid upto :

Company Website URL :

Whether you have read and understood
all the contents and terms & conditions
of the Quotation document : Yes / No

Seal and signature of Authorised Person

Fill up the following details

Project Schedule Timeline (Maximum 45 days) After the issue of the Work Order

Sl. No.	ACTIVITY	START DATE	END DATE
1.	Preparation of 3 Sample Layouts		
2.	Finalisation of layout		
3.	Project Initiation		
4.	Website Functionality Presentation		
5.	Approval of functionality		
6.	Content incorporation		
7.	Web Guidelines Audit		
8.	Security Audit & submission		
9.	Web Site uploading & Launch		

Seal and signature of Authorised Person

Enclosures:

Sl.No.	Checklist	Whether submitted
1.	Acceptance Certificate stating that the bidder has read and accepts to comply with all the terms and conditions mentioned in the bid document. (To be submitted in company letter head with seal and signature)	
2.	Valid Registration certificate issued by the Government of Pondicherry / Tamil nadu (self- attested copy)	
3.	Proof for past 3 years' experience in the field. (self- attested copy)	
4.	Proof for prior experience in hosting website in educational / government / Private Sectors (Work orders should be enclosed) (self- attested copy)	
5.	Satisfactory project/job completion certificate issued by the concerned authority with respect to Website hosting and maintenance. (self- attested copy)	
6.	GST Registration certificate. (self- attested copy)	
7.	Copy of the PAN card. (self- attested copy)	

Seal and signature of Authorised Person

ANNEXURE - 2

FINANCIAL BID

Note :

- (i) Financial Bid shall be quoted as per following format including **all taxes and overheads (if any)**.
- (ii) To be submitted in company letter pad with company seal and signature of authorised Person.
- (iii) To be enclosed in a separate sealed cover titled "FINANCIAL BID FOR SDC. PUDUCHERRY WEBSITE"

S. No.	COMPONENTS	COST
1.	Cost of designing and launching of website, writing of content, structure of website, addition of HTML Pages. Conversion to accessible format (PDF, DOC and HTML) including online storage space 1TB and backup of the data, linked with social media. SMS Gateway integration with TRAI Approval and 10000 SMS, Online payment gateway integrated with Bank, Double backup for the Data, with Desktop system (PC with Printer) and its software for website purpose (off-line site to be maintained in the PC). software maintenance for 1 year from the date of launching. To comply with all the Terms & Conditions and technical specifications.	
2.	Maintenance cost - Second year	
3.	Maintenance cost - Third year	
TOTAL		
TOTAL (in words)		

Seal and signature of Authorised Person