Minutes of the Pre-Bid Meeting - Appointment of web design/development agency for maintenance of Business Reforms Action Plan Portal

In connection with the RFP on “Appointment of web design/development agency for maintenance of Business Reforms Action Plan Portal”, a pre-bid meeting was held under the chairmanship of JS, DIPP on 15.02.2017 in Room No. 352, Udyog Bhawan.

2. The following issues were discussed/clarified:

(i) The contract period of the project shall be 3 years. Development and go-live ('Development Phase') of the project shall be within 3 months of the signing the contract between the agency and DIPP. Post go-live maintenance ('Maintenance Phase') of the project shall commence. Failure to meet the Development Phase schedule shall invite penalties as per clause 4.1.8 of the RFP. Any changes in the Scope of work during the Maintenance Phase shall follow the Change Management Process as defined below:

a) Agency shall prepare a Change Control Note (CCN), as per enclosed format (Annexure), to capture the details and its assessment of the change.

b) DIPP shall follow its internal process to provide approval of the CCN

c) The agency shall implement the change only after a written approval of the CCN is provided by DIPP.

If the impact of the change is deemed to be small and can be done by the 2 dedicated maintenance resource persons, the agency is required to accommodate these changes at no additional cost.

(ii) Timelines for resolving issues shall be as per Service Level Agreement (SLA) between DIPP and the agency.

(iii) New feature to support public feedback to be added on the portal.

(iv) The portal will be hosted in NIC Cloud setup

(v) VPN access will be provided by NIC.

(vi) As per existing Meity guidelines, EODB portal will be developed on Open Source Software Platform and the agency shall be responsible for this migration of the existing portal and development of new portal.

(vii) Minimum number of years of work experience shall be considered while appointing the resources.

(viii) The revised configuration of the resource team shall be as follows:

- 1 post of Project Manager
- 2 posts of Sr Developer
- 1 post of Developer
- 1 post of Web Designer
(ix) All the 5 resources shall be dedicated on full-time basis during the Development Phase. Whereas during the Maintenance Phase, 2 Sr Developers (1 on site & 1 offsite) shall be dedicated on full-time basis.

(x) Project Manager & the agency shall be responsible for overall development/maintenance of the project. Project Manager & the agency will make sure to provide 24*7 service support to the portal.

(xi) Agency shall be responsible for third party security audit by CERT-IN empanelled vendors as well as (Guidelines for Indian Government Websites) GIGW compliance by STQC.

(xii) Source Code shall remain the property of DIPP.

(xiii) All Software Development Life Cycle documentation such as PMP, SRS, SDD, System Manual, User Manual etc. will be provided by agency to DIPP.
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Bidder Name</th>
<th>Bidder Query</th>
<th>Response from DIPP</th>
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<tbody>
<tr>
<td>1.</td>
<td>Advantal Technologies Pvt. Ltd. &amp; C-Net Infotech Pvt. Ltd.</td>
<td>Whether NSIC and MSME Certification can be considered for EMD Exemption.</td>
<td>Bidders who are registered with the Central Purchase Organisation/National Small Industries Corporation (NSIC) are exempted from submission of Earnest Money Deposit (EMD) as per Rule 157 of General Financial Rules (GFR), 2005. Exemption from submission of EMD may be granted to MSMEs as per the prevailing policy order issued by Ministry of MSME.</td>
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<td>2.</td>
<td>YAAP Digital Pvt. Ltd</td>
<td>The tender is stating the website maintenance but few parts also suggest development of website pages. So is it focused on development as well along with AMC. * Proposed design features and architecture of the web-portal * Proposed feedback form on the portal: Design, feature and architecture</td>
<td>The agency shall be responsible for development as well as maintenance of the portal for a period of 3 years. For details, refer section 5 “Terms of Reference” of the RFP document.  * PHP with MVC architecture and MySQL database  * Feedback form is a part of RFP document (Refer para 2.6.5 of the RFP)</td>
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<td>Is it required to be developed in net or PHP platform</td>
<td>PHP with MVC architecture and MySQL database</td>
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<td>Is consortium allowed in the tender</td>
<td>Not allowed.</td>
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<td>Only one resource is required for this project and the manpower required needs to be stationed at DIPP</td>
<td>The revised configuration of the resource team shall be as follows: 1 post of Project Manager 2 posts of Sr Developer 1 post of Developer 1 post of Web Designer  All the 5 resources shall be dedicated on full-time basis during the Development Phase (Initial 3 months of Year-I). Whereas during the Maintenance Phase, 2 Sr Developers (1 on site &amp; 1 remotely located) shall be dedicated on full-time basis. For Year-II &amp; Year-III also similar pattern shall be followed.</td>
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<td>3.</td>
<td>Arete Consultants Pvt. Ltd.</td>
<td>Whether the revenue of Rs. 2 crore is cumulative of last 3 financial years or annual.</td>
<td>Revenue of Rs. 2 crore is cumulative of last 3 financial years. (Refer: Para 2.6.4 of the RFP document)</td>
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<td>What will be the scope of services to be provided by the agency.</td>
<td>The scope of services is as per Section 5 “Terms of Reference” of the RFP.</td>
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<td>What is the SLA for support services and count of support stuff expected from the agency.</td>
<td>Information to be provided by the agency which shall be decided in accordance to the requirement of project by DIPP.</td>
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Whether the tender value (Rs. 20 lacs) will be billed annually or is it for 3 years.
The value Rs. 20 lacs is notional. The financial bid and complete evaluation shall be done as per para 2.6.6 of the RFP. The agency shall submit estimates for each year in two forms viz., with service tax & without service tax.

What is the expected and current technical architecture and stack use for development of this portal.
Current - .Net with MSSQL
Expected – Open source PHP with MVC architecture and MySQL database

The experience required for each individual of the team.

(a) Project Manager
Min. Qualification: M.C.A./B.E./B.Tech.in Computer Science/IT from any recognized university.
Work Experience: Min. 7 years in relevant field.

(b) Sr Developer
Work Experience: Min. 5 years in relevant field.

(c) Developer
Work Experience: Min. 2 years in relevant field.

(d) Web Designer
Min. Qualification: M.C.A./B.E./B.Tech.in Computer Science/IT from any recognized university.
Work Experience: Min. 2 years in relevant field.
Annexure: Format for Change Control Note

Change Control Note

Part A: Initiation
Title:
Originator:
Sponsor:
Date of Initiation:
Details of Proposed Change
(To include reason for change and appropriate details/specifications. Identify any attachments as A1, A2, and A3 etc.)

Authorized by: Date:
Name:
Signature:

Received by: Date:
Name:
Signature:

Part B: Evaluation
(Identify any attachments as B1, B2, and B3 etc.)

Changes to Services, charging structure, payment profile, documentation, training, service levels and component working arrangements and any other contractual issue.

Brief Description of Solution:
Impact:
Deliverables:
Timetable:
Charges for Implementation:

(including a schedule of payments)
Other Relevant Information:

(including value-added and acceptance criteria)

Authorized by the Implementation Partner Date:
Name:
Signature: