

NOTICE INVITING QUOTATIONS

Invitation for Sealed Quotations for IPA Website Development

The **Indian Ports Association (IPA)** invites sealed quotations from interested bidders for the development of a **dynamic and feature-rich website** for IPA. The selected bidder will ensure seamless execution of the work.

Scope of Work:

The scope of work includes, but is not limited to, the following:

Sl. No.	Items Description	Quantity	Unit Rate (Rs.)	Amount (Rs.) (excl. of GST)
1	Menu Bar Management - Dynamic menu with dropdowns, PDF & content-based pages	1	To be quoted	To be quoted
2	Dynamic Page Creation - Admin-controlled pages with add/update/delete functions	1	To be quoted	To be quoted
3	Banner Management - Image & video support with title & description	1	To be quoted	To be quoted
4	About Us, Our Story, Mission & Vision Pages	1	To be quoted	To be quoted
5	Statistics Management - Major & Non-Major Ports data	1	To be quoted	To be quoted
6	Recruitment Management System - Job posting, applications, OTP verification	1	To be quoted	To be quoted
7	Tenders & Procurement Management - Dynamic listing & PDF upload	1	To be quoted	To be quoted
8	Guest House Booking System - Room categories, booking & status tracking	1	To be quoted	To be quoted
9	Gallery & Events Section - Dynamic image & event management	1	To be quoted	To be quoted
10	Multi-Language Support - Website translation in multiple Indian languages	1	To be quoted	To be quoted

11	Data Recovery & Retention System	1	To be quoted	To be quoted
12	Security & Privacy Policies Implementation - Terms & Conditions, Privacy Policy, Cookies	1	To be quoted	To be quoted
13	Unique Visitor Counter & Social Media Integration	1	To be quoted	To be quoted
Total				

Details for Submission of Quotations:

- **Last date of submission:** 24-04-2025 at 11:00 AM
- **Opening of quotations:** 24-04-2025 at 11:30 AM
- **Venue:** IPA Administrative Building, NBCC Place
- **Quotations shall be submitted to:**
Head Officer (Procurement),
Indian Ports Association (IPA),
1st Floor, South Tower,
NBCC Place, Bhasham Pitamah Marg,
Lodhi Road, New Delhi – 110003

Terms and Conditions:

1. All quotations must be addressed to the Head Officer (Procurement) in a sealed envelope.
2. Selection of the bidder will be based on the lowest total quoted price for the entire scope of work.
3. The selected bidder shall work under the instructions of IPA and ensure that the development is executed as per requirements (Annexure – I)
4. The bidder shall ensure compliance with government security standards and data privacy laws.
5. Any necessary items not included in the list but essential for the successful execution shall be provided by the bidder.
6. Any additional requirements beyond the scope shall be paid separately based on market rates.
7. The IPA reserves the right to reject any quotation without assigning reasons.
8. For any inquiries, contact at email – procurements@ipa.org.in

Note: Bidders must ensure that they have prior experience in website development projects of similar scale and must submit relevant experience details along with the quotation.

Requirements: Indian Ports Association Website Development

1. Project Overview

Objective:

- Develop a fully dynamic, responsive website for the Indian Ports Association with multimedia content.
- Optimize for seamless access on Android and iOS devices.
- Implement a robust backend CMS for content management and updates.
- Ensure accessibility, security, and compliance with government guidelines.
- Work to be done using Agile methodology with daily sprint meetings (15 minutes) involving all stakeholders.
- Weekly progress reports to be shared with all stakeholders to monitor development milestones.

Key Features:

- Rich multimedia support (video and image galleries)
- Interactive elements (comments, ratings, feedback sections)
- Comprehensive CMS for easy content updates and management
- Mobile-first responsive design with seamless cross-device functionality
- Security measures, including SSL encryption, VAPT & STQC certification, and regular updates
- Compliance with Government's GIGW 3.0 guidelines
- All licenses and SDK rights reserved with the Indian Ports Association (IPA), with the vendor providing only manpower services for development and support.

2. Project Deliverables

Website Design & Development

UI/UX Design:

- Intuitive, accessible, and interactive design ensuring ease of use for all stakeholders.
- Mobile-first, fully responsive design ensuring adaptability to various screen sizes.
- High-fidelity wireframes and prototypes for review and approval.

Dynamic Content & Media Integration:

- Seamless integration of multimedia content, including embedded videos and interactive image galleries.
- Backend CMS for easy management and updates of multimedia files.
- Video player with adaptive streaming, subtitles, and playback controls.
- Image zoom, lightboxes, and dynamic gallery features.

Content Delivery Optimization:

- Fast loading of images and videos via CDNs.
- Adaptive video streaming to ensure smooth playback across different internet speeds.
- Lazy loading and caching strategies for enhanced performance.

Backend Development:

- Secure admin panel for content management, user access control, and moderation.
- Role-based access for administrators, editors, and content managers.
- Database setup for efficient storage of media content and metadata.
- API integration for third-party services if required.

Mobile Compatibility & Testing

Optimization & Testing:

- Ensure the website is fully responsive across all devices, including Android and iOS smartphones and tablets.
- Comprehensive cross-browser testing on Chrome, Firefox, Edge, Safari, and others.
- Mobile touch-friendly navigation and optimized video controls.
- Load testing to ensure high performance under varying traffic conditions.

SEO & Performance Optimization

SEO & Speed Enhancement:

- Metadata optimization, structured data implementation, and proper indexing for search engines.
- Optimized video and image metadata (titles, alt texts, descriptions) to enhance visibility.
- Performance enhancements using caching, compression, and lazy loading.
- Mobile-first indexing for improved search engine ranking.

3. Technical Requirements

Technology Stack

- Frontend: HTML, CSS, JavaScript (React.js/Vue.js for dynamic content)

- **Backend:** PHP, Node.js, or Python (based on CMS requirements)
- **Database:** SQL, MySQL, PostgreSQL, MongoDB (for structured content storage)
- **CMS:** WordPress, Joomla, or a custom-built CMS for easy content management
- **Video Hosting:** YouTube, Vimeo, or dedicated media server with adaptive streaming
- **Responsive Framework:** Bootstrap, Foundation, or custom CSS for mobile-first design

Security & Compliance:

- **SSL encryption** for secure data transfer.
 - **Compliance with Government's GIGW 3.0 guidelines.**
 - **Vendor must ensure the website is certified with VAPT and STQC before go-live.**
 - **Regular security audits and vulnerability assessments.**
 - **Backup & recovery plan for content and database.**
 - **GDPR-compliant user data handling and privacy protection measures.**
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4. Key Features & Functionality

Multimedia & User Interaction:

- **Custom video player with playback controls, adaptive bitrate streaming, and captions.**
- **Image galleries with zoom, carousels, and interactive features.**
- **User engagement via comments, feedback sections, and ratings.**
- **Subscription options for notifications, newsletters, or content updates.**

Admin Panel & User Management:

- **Comprehensive content management system with multimedia support.**
 - **Role-based user permissions (admin, editor, viewer, moderator).**
 - **Analytics dashboard for tracking user engagement, content performance, and website traffic.**
 - **Secure user authentication and access controls.**
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5. Project Timeline & Milestones

- **Phase 1 (1-2 weeks): Discovery & Requirement Gathering**
 - **Stakeholder meetings, wireframing, and design conceptualization.**
- **Phase 2 (2-3 weeks): Development & CMS Integration**
 - **Frontend & backend development, multimedia integration, admin panel setup.**

- **Phase 3 (2 weeks): Testing & Quality Assurance**
 - Cross-device, cross-browser, security, and performance testing.
 - **Phase 4 (1 week): Deployment & Go-Live**
 - Final bug fixes, server setup, content upload, and website launch.
 - Deployment on physical server/cloud will be confirmed by Client, IPA
 - **Phase 5 (12 months post-launch): Maintenance & Enhancements**
 - One year of ongoing support, updates, security patches, and feature enhancements.
 - Vendor to share delivery timelines for monitoring progress and ensure Agile methodology is followed.
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6. Payment Terms

- **Payment Schedule:**
 - Final payment to be released upon successful deployment and approval
 - Any additional costs arising due to changes in scope will require mutual agreement.
 - Payment will be subject to acceptance of deliverables by the Indian Ports Association.
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7. Roles and Responsibilities

Client:

- Provide branding materials (logos, colours, content, etc.).
- Deliver video and image content for integration.
- Approve design, functionality, and updates.

Vendor:

- Provide only manpower services for development and support.
 - Design, develop, and deploy the dynamic website.
 - Ensure full compatibility with mobile devices and browsers.
 - Ensure compliance with security and government regulations.
 - Provide one-year post-launch support for enhancements and change requests.
 - Conduct daily sprint meetings with stakeholders (15 minutes) and furnish weekly progress reports.
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8. Terms and Conditions

- **Intellectual Property:** All rights reserved with the Indian Ports Association (IPA).
 - **Confidentiality:** Vendor must protect any sensitive information shared during development.
 - **Compliance:** Vendor must ensure adherence to security and regulatory guidelines.
 - **Termination Clause:**
 - The contract may be terminated by either party with a 30-day written notice in case of breach of agreement, failure to meet project timelines, or non-compliance with legal requirements.
 - In case of termination, the vendor must hand over all completed work, documentation, and source code to IPA.
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9. Approval and Sign-Off

- **Client Approval:** Final sign-off on design, functionality, and content before development begins.
- **Vendor Approval:** Confirmation of successful project launch and delivery.