

GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY

Request for Quotation (RFQ) for the Development of Meghalaya State Skill Development Society (MSSDS) Website

1. Introduction

The Meghalaya State Skill Development Society (MSSDS) plays a pivotal role in empowering the youth of Meghalaya by bridging skill gaps and providing them with opportunities for skill development, employability, and entrepreneurship. A robust online presence is essential to amplify the organization's reach, communicate effectively with stakeholders, and provide updated information on its initiatives and achievements.

MSSDS aims to rebuild its existing website to enhance its online presence and improve services to stakeholders. The existing MSSDS website requires modernization to align with current technological standards and user expectations. The new website should not only serve as a source of information but also as an interactive platform for stakeholders, including trainees, trainers, employers, and policy-makers. It should reflect the vision and mission of MSSDS while being accessible, visually appealing, and scalable for future expansions.

This document outlines the Terms of Reference (ToR) and the request for quotation (RFQ) process.

2. Objectives

- Design and develop a visually appealing and intuitive website.
- Enhance user experience and accessibility.
- Improve search engine optimization (SEO).
- Integrate interactive features and functionalities.
- Ensure scalability, security, and maintainability.

3. Scope of Work

3.1 UI/UX Design:

- Develop a visually engaging and user-friendly interface.
- Ensure intuitive navigation for seamless user experience.
- Incorporate design elements that reflect the identity of MSSDS and appeal to a diverse audience.

3.2 Front-end and Back-end Development:

- Build the website using modern frameworks and technologies such as HTML5, CSS3, and JavaScript.

3.3 Responsive Design:

- Ensure compatibility across various devices, including desktops, tablets, and mobile phones.
- Optimize the website for varying screen sizes and resolutions.

3.4 Search Engine Optimization (SEO):

- Implement best practices for SEO to enhance the website's visibility on search engines.
- Include metadata, alt tags, and structured data for improved search rankings.

3.5 Social Media Integration:

- Link MSSDS's social media platforms to the website for increased engagement.
- Include features like social media feeds and sharing options.

3.6 Testing and Quality Assurance:

- Conduct thorough testing for functionality, performance, and security.
- Ensure compatibility with all major browsers (Chrome, Firefox, Safari, Edge).
- Perform usability testing to validate the user experience.

3.7 Documentation:

- Provide comprehensive documentation for the website's structure, features, and functionalities.
- Include a user manual for the IT team to manage updates and maintenance post-deployment.

3.8 Data Migration and Maintenance:

- Migrate content from the existing website to the new platform.
- Ensure a seamless transition with minimal downtime.
- Set up maintenance protocols for ongoing updates and fixes.

4. Deliverables

The deliverables for the project include the following:

4.1 Fully Functional Website

- A live, operational website hosted on MSSDS's existing NIC hosting service.
- Complete with all required features, integrations, and optimizations.

4.2 Design Files

- Provide source files for the website design, such as PSD, Sketch, or Figma files, to MSSDS for future reference or updates.

4.3 Source Code and Documentation

- Deliver clean and well-commented source code for the website.
- Include a technical document detailing the code structure, database design, and integration processes.

4.4 Testing and Quality Assurance Report

- Submit a report detailing the testing procedures undertaken and issues resolved.
- Provide evidence of browser and device compatibility, as well as security compliance.

4.5 User Manual and Handover

- Submit a report detailing the testing procedures undertaken and issues resolved.
- Provide evidence of browser and device compatibility, as well as security compliance.

4.6 Ownership and Maintenance Handover

- Transfer full ownership rights, including the source code and design elements, to MSSDS.
- Establish a mechanism for the IT MIS Manager to handle updates and content management independently.

5 Technical Requirements

5.1 Programming Languages: HTML5, CSS3, JavaScript.

5.2 Browser Compatibility: Chrome, Firefox, Safari, Edge.

5.3 Mobile Compatibility: iOS, Android.

6 Eligibility Criteria

- 6.1 Minimum of 5 years of experience in web development.
- 6.2 Submission of a portfolio with at least five previously deployed live projects.
- 7 Timelines:** The project must be completed within 60 days from the issuance of the work order.

8 Quotation and Selection Process

Firms/individuals are requested to submit their quotations along with the following documents:

8.1 Quotation Format:

- Quotations should clearly specify pricing, scope of work, deliverables and timelines.
- Rates quoted should be valid for one year.
- Submit proposals following the format outlined in Annexure 1.

8.2 Selection:

- The lowest quotation for each category will be selected, provided it meets the minimum technical and quality requirements defined in the RFQ.
- MSSDS reserves the right to reject any or all quotations and engage in further negotiations as deemed necessary.

5. Submission of Proposals

Interested agencies are requested to submit their proposals by the **08 January, 2025** latest by **4:00PM** to skills-meg@gov.in and skills.megh@gmail.com. Late submissions will not be considered.

6. Contact Information

For any queries regarding this RFQ, please contact:

Name: Mr. Kevin M Shangpliang

Designation: IT-MIS Manager.

Email: skills-meg@gov.in / mssdswebinfo@gmail.com

7. Annexure 1: Proposal Format

Each proposal should include the following information:

- Agency / Individual profile and experience
- Understanding of the Scope of and target audience

- Proposed methodology and approach
- Team qualifications and experience
- Timeline and deliverables
- Detailed budget breakdown

8. Important Information

This RFQ does not guarantee a contract award. MSSDS reserves the right to modify or cancel the process at any time.

SN	Particulars	Details
A.	Documents to be submitted	<ol style="list-style-type: none"> 1. List of requirements in Annex 1 2. References from at least 3 clients' that agency has worked within the last 5 years 3. Samples of the similar projects that have been handled within the last 3 years 4. Latest Business Registration Certificate for Agencies 5. GST Registration & PAN Card for Agencies / PAN Card for Individuals
B.	Price Quotation	Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by MSSDS. The unit price shall prevail and the total price shall be corrected. If the participating agency / individual does not accept the final price based on MSSDS's re-computation and correction of errors, its quotation will be rejected.
C.	Conditions of Award	<ol style="list-style-type: none"> 1. Selected Agency will be based on the quotation that complies with all of the specifications, requirements and offers the lowest price. 2. Any Work Order that will be issued as a result of this RFQ shall be subject to the general terms and conditions specified therein and as per the pricing, scope of work, deliverables and timelines indicated in the Quotation. 3. The project timeline is non-negotiable.
D.	Payment Terms	100% upon completion of delivery of services
E.	Conditions for Release of Payment	Final product approved by Executive Director, MSSDS.

Sd/-
Executive Director,
Meghalaya State Skill Development Society,
Department of Labour, Employment & Skill Development,
Government of Meghalaya.