PREVENT IT
RISK MANAGEMENT AND PREVENTION OF ANTIBIOTICS RESISTANCE

CHITKARA UNIVERSITY

Open Tender for Design & Development of Website

Chitkara University
SCO 160-161 Sector 9C, Chandigarh 160009, India

Tender Number	2018-3056/CU/PREVENTIT/01
Name of work	Design and development of the projects' website
Opening of the call for tender	May 23th, 2019
Last date of submission	June 24th, 2019
Announcement of result	July 15th, 2019
Cost of work (Minimum and maximum)	3 00 000 INR to 7 00 000 INR

Tender is invited from agency/company who has expertise in web development, design & maintenance of website.

1. Introduction
About the project – PREVENT IT

During the public call 2015 for the Erasmus+ Capacity Building for Higher Education, Chitkara University has been selected by the European Commission for its academy intuition in preventing antimicrobial resistance. PREVENT IT project is composed by an alliance of Indian and European universities coordinated by Chitkara University. The primary aim of PREVENT IT is to promote preventive measures to save lives. By 2050, antibiotics resistances (viz. superbugs) are expected to be the first death cause worldwide. The proposal has been inspired by the growing political Indian commitment in fighting antibiotics resistance. In cooperation with the WHO – the Indian Ministry Health & Family Care has presented the National Action Plan on Antimicrobial Resistance 2017-2021. PREVENT IT proposal match the aims and objectives of the National Action Plan:

  i) 'improving awareness and understanding of antimicrobial resistance (AMR);
  ii) 'strengthening knowledge […] and reducing the incidence of infection through […] prevention and control';
  iii) 'promoting investments for AMR activities, and […] strengthening India's leadership on AMR'. According to the Action Plan prevention shall include: a) 'community environment – to reduce the spread of […] antimicrobials in the community and environment'; b) 'revise curricula of professionals in human health […] Develop[ing] training resources (including online courses) on antibiotic resistance […] for capacity development among professionals'; c) 'Develop […] surveillance of antibiotic residues […] in environment including waste […] factories (pharmaceutical industry […])'; d) International collaborations – to ensure India's contributions towards global efforts'.

2. Objectives of PREVENT IT website

  a. To increase awareness on antibiotics resistance, boost PREVENT IT project visibility and showcase projects' results and intellectual outputs.
  b. Develop a reader-oriented website: external stakeholders and individual shall easily freely access – read and watch- the material produced during the project.
  c. Easy to be consulted: provide a website that is functional and easy to use for all age groups;
  d. Create the embedded intranet service to allow PREVENT IT <u>internal staff</u> - from 12 different universities/organisation from 5 different countries - to communicate, exchanging information and files.

3. Scope and specification of the website

The bidders are expected to undertake the development of the website from the scratch. Starting from procuring the domain, hosting server and web designing. PREVENT IT staff will copyedit the text for the website, and when required, provide photos and additional audio video materials resources.

3.1. Functionality required

  a. Dynamic content, clean and professional design and navigation;
  b. Intranet for projects' staff composed of two integrated component, <u>accessible with a single login</u> from the website homepage:
  > i) Forum/Online Community for projects' staff (approx. 50 persons) with different threads subdivided according to the different tasks which the project team has to implement. For your reference, please consult the service provided by VBulletin, bbPress, Simple Machine Forum, phdBB, Discourse, etc;
  > ii) Cloud where all the projects' staff can upload/download files. For your reference: VBulletin Cloud, Google Drive, DropBox, etc;
  c. Social media integration (i.e. Facebook, twitter, Instagram, etc);

d. YouTube integration.

e. The entire website – including the intranet - shall be compatible with mobile compatibility;

f. Statistics: data on number of visitors, downloads, comments, pages viewed etc. should be readily available to the center;

g. Ability for users to subscribe to the newsletters and/or upcoming events;

h. Gallery of images and events calendar.

3.2. Search Engine Optimization

The winning bidder should provide SEO services within the cost of work. Make sure site appears on search engines, providing clear instruction of the management of metatags, and other measures to ensure the website visibility.

3.3. Graphic Design

a. The site must comply with design, content and colour schemes decided upon Chitkara University request;

b. The bidder has to provide multiple web designs to choose from to PREVENT IT staff.

3.4. Maintenance, Training & Support

The bidder should take care of the maintenance of the website till January 2022. Wherein the successful bidder will look after the maintenance of the website, assisted by the PREVENT IT staff, which will provide guidelines on website architecture and content.

The bidder should have competent staff who could train the PREVENT IT staff to independently operate on the website. The bidder should provide all necessary support throughout the contractual period.

3.5. Domain and hosting service

The **domain name** must be procured for the period of **5 years.**

The bidder must provide **hosting service** on a reliable server within the cost of the contract for a period of **5 years.**

4. Budget and payment terms

The cost of the work (bid amount) should include designing, development, hosting, domain name, training of the PREVENT IT staff and maintenance for three years and all other activities which are part of the project.

Please note: The bid amount should be in the range of 3 00 000 INR to 7 00000 INR. Any application/bid amount which is out of the specified range will be disqualified by default and will not be considered by the Tender Evaluation Committee.

Evaluation of the offer will mainly focus on the quality of the services that the bidder plans to provide. Payments to the winning bidder will be transferred in three instalments:

1. 25% of cost of work on successful signing of the contract
2. 55% of cost of work at the conclusion of the website (expected by December 2019)
3. 20% of cost of work at the end of the contract (January 2022)

The amount will be transferred bank to bank electronically.

5. Time Frame

The beta version of the website should go live no later than the second month of the contract signature.

6. Copyright Issues

Ownership of assets including the content, study material, and imagery is in sole ownership of PREVENT IT consortium institution and organisation along with the European Commission.

7. Documents required for tender application

It is expected that bidders are experienced in the field of IT, web design and SEO services. Interested bidders are expected to submit:

a) Detailed Portfolio
- → Details of the company (e.g. address, areas of operation etc.);
- → Financial soundness: Provide a proof that your company is in sound financial position;
- → The bidders are requested to submit past experiences/case studies/success stories of similar projects of same value in terms of cost or work;
- → Proposed Team: provide details of each person who will work on this project – name, role, qualification and relevant experience.

b) Detailed Work Estimation
Based on the requirements illustrated in this call:
- → A draft work plan reflecting the above elements and expected time required for each stage;
- → A dedicated section on the solution offered for the website intranet.
- → Quote breakup: provide a detailed breakup of cost of work you are proposing (e.g. Design cost, hosting cost, external procurement costs, staff cost, maintenance cost etc.);
- → If applicable, details of extra services offered.

8. How to apply

Interested bidders are invited to send the a) *Detailed Portfolio* and b) *Detailed Work Estimation* – as illustrated in the point 7 - not later than the June 24th, 2019 via email at shagun.kohli@Chitkara.edu.in. Please include in the subject line "**2018-3056/CU/PREVENTIT/01**".

Applicants are asked to carefully read and understand the needs of the tender fully before applying. If any problems of interpretation arise in the course of drawing up the Tender documents, interested parties may submit queries via e-mail for further information.

There is no commitment on the part of PREVENT IT to accept any Tender or part thereof that is received in response to the Call for Tenders. PREVENT IT reserves the right to accept Tenders with non-substantial defects and to reject Tenders received after the deadline for receipt of Tenders, without indemnity or justification.

9. Evaluation and award of the contract

The Tender Evaluation Committee will evaluate the applications with respect to following criteria

9.1.   Exclusion Criteria
a. If the bid amount isn't in the range specified in point 4;
b. Incomplete applications.

9.2.   Selection Criteria
a. Previous experience in IT, web design and SEO services;
b. Skill and knowledge of the company and the staff involved;
c. Financial soundness and financial stability of the bidder;
d. Quality of the services offered, cost and value for money;
e. Extra services offered, if applicable.

9.3.   Award Criteria
The main emphasis will be on quality of the service provided while awarding the contract. European Union's principle "**Best value for money**" of awarding contracts will be followed, meaning that the winning tender is the one offering the best quality/price ratio, taking into account the criteria announced in the specifications.

10. Contact details

In case of need, you can contact the PREVENT IT Project Manager, Ms. Shagun Kohli at shagun.kohli@chitkara.edu.in, or via phone at +91 9878486923.