Sealed Quotation Form for the design, development and deploy of

"Webpage Upgradation"
of
AMDA Nepal, Central Office, Gokarneshwor-6, Kathmandu
(ID no.:010805/AMDA/14/2081_82)

"Technical & Financial Proposal"

AMDA Nepal
Gokarneshwor-6, Jorpati, Kathmandu
E-mail: amda@amda.org.np
URL: www.amda.org.np

SUPPLIER'S PROFILE

Name of Company / Firm: …………………………………………………………………

Company/Firm Registration No.: ………………………………………………………………

Address: …………………………………………………………………………………….

VAT/PAN No.: …………………………………………………………………………

Validity/Expiry of VAT/Pan Certificate: …………………………………………………

Phone No.: …………………………………………….. Fax No.: ……………………………

E-mail: ……………………………………………………………………………………

Web site: …………………………………………………………………………………

Type of Transaction: Retailer/Stockiest/Supplier/Manufacturer

Others (Specify)……………………………………………………………………………

Mailing Address:

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

………………………………………………………………………

I/We confirm the accuracy of the information given in the sealed quotation document and fully responsible to supply the items as cited under the following terms & condition.

Signature: Stamp:

Name of Proprietor:

Date:

AMDA Nepal
Gokarneshwor-6, Jorpati, Kathmandu

Notice of sealed quotation/proposal invitation

(Notice No.: 010805/AMDA/14/2081/82)

Bidder's Qualification checklist

SN	Description	Enclosure	
		Yes	No
A	**Mandatory**		
1	Cover letter for the submission of quotation/proposal documents		
2	Company/firm registration/renewal certificate		
3	PAN/VAT registration certificate		
4	Tax clearance certificate (F/Y 2080/81)		
5	Self-declaration letter		
6	Declaration of acceptance of terms and condition of bid document specified in detail notice, bidder's qualification bid form, technical bid form and financial bid form.		
7	Signature of bidder's representative in each page of document and firm/company stamp		
8	Authorization Letter (if any)		

Name of firm/company:

Representative:

Contact number:

Signature: Firm/Company stamp:

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आम्दा नेपाल

शिलवन्दी दरभाउपत्र आव्हानको सूचना

(सूचना नं. 010805/AMDA/14/2081/82)

(प्रथम पटक प्रकाशित मितिः २०८१।११।१५)

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आम्दा नेपाल केन्द्रिय कार्यालय, काठमाण्डौं र यस अन्तर्गत सञ्चालित अस्पताल तथा परियोजनाहरुको प्रयोजनका लागी Webpage Upgradation सम्बन्धी कार्य सम्पन्न गर्नु पर्ने भएकोले ईजाजत प्राप्त ईच्छुक आपूर्तिकर्ताहरुबाट यो सूचना (सूचना नं. 010805/AMDA/14/2081/82) प्रकाशित भएको मितिले ७ दिन भित्र आम्दा नेपाल, केन्द्रिय कार्यालय, काठमाण्डौमा आईपुग्ने गरी शिलबन्दी आब्हान गरिएको छ ।

शर्तहरुः

१. ईच्छुक दरभाउपत्र खरिदकर्ताले दरभाउपत्र फारम निःशुल्क रूपमा फर्म/कम्पनी नविकरण भएको ईजाजतपत्रको प्रतिलिपि, भ्याट/प्यान दर्ता प्रमाणपत्रको प्रतिलिपि र आ.ब. २०८०/८१ सम्मको करचुक्ताको प्रमाणपत्रको प्रतिलिपि समेत संलग्न गरी लिखित निवेदन दिई आम्दा नेपालको केन्द्रिय कार्यालयबाट प्राप्त गर्न सकिनेछ ।

२. शिलवन्दी दरभाउपत्र पेश गर्दा शिलवन्दी खामको बाहिर फर्म/कंपनीको नाम, ठेगाना, सम्पर्क टेलिफोन नंम्बर स्पष्टरुपमा उल्लेख गर्नुपर्नेछ । शिलवन्दी खाममा आफुले आपुर्ति गर्न चाहेको सफ्टवयरको नाम, सूचना नम्बर र समुह प्रष्टसँग लेखिएको हुनुपर्नेछ ।

३. रितपूर्वकको शिलवन्दी दरभाउपत्र यो सूचना प्रकाशित भएको मितिले ७ दिन भित्र अर्थात् मिति २०८१।११।२१ गते दिउँसो २:०० बजे भित्र आम्दा नेपाल केन्द्रीय कार्यालय जोरपाटीमा पेश गरिसक्नु पर्नेछ । उक्त दिन सार्वजनिक विदा परेमा विदा पछि कार्यालय खुलेको दिन तोकिएको स्थान र समयमा पेश गरिसक्नु पर्नेछ ।

४. दरभाउपत्र फारम भर्दा जम्मा रकम नेपाली मुद्राको दररेट अंक र अक्षर दुबैमा स्पष्ट बुझिने गरी भर्नुपर्नेछ । अंक र अक्षरमा दुविधा भएमा अक्षरमा लेखिएको दर मान्य हुनेछ । केरमेट भएको ठाउँमा सही छाप गर्नुपर्नेछ । दरभाउपत्र फारमको प्रत्येक पानामा दाताले सही छाप गरेको हुनुपर्नेछ । त्यस्तो नभएको पाइएमा फारम रद्द गरिनेछ । नेपाल सरकारलाई तिर्न बुझाउनु पर्ने सबै प्रकारका करहरु र स्थानिय स्तरमा तिर्नु पर्ने अन्य सबै प्रकारका कर तथा शूल्कहरु दररेटमा समावेश भएको मानिनेछ ।

५. शिलबन्दी दरभाउपत्र पेश गर्दा शिलबन्दी खामका साथ अध्यावधिक कम्पनी/फर्म दर्ता प्रमाणपत्रको प्रतिलिपि, आ.ब. २०८०/८१ सम्मको करचुक्ताको प्रमाणपत्रको प्रतिलिपि, कम्पनीको तर्फबाट दस्तखत गर्ने अख्तियारी पत्र, कम्पनी/फर्मको संक्षिप्त परिचय तथा कार्यानुभवपत्रको प्रमाणित प्रतिलिपि, स्वघोषणा पत्र, कम्पनी/उत्पादकले दिएको वस्तु/सेवा बिक्रेताको आधिकारिक पत्रको प्रतिलिपि, उपकरणहरुको पुर्ण विवरण सहितको क्याटलग संलग्न गर्नुपर्नेछ ।

६. अन्य शर्त तथा कार्यविवरण शिलबन्दी दरभाउपत्र फारममा उल्लेख भए बमोजिम हुनेछ । शिलबन्दी दरभाउपत्रमा संशोधन आवश्यक देखिएमा पेश गर्ने अन्तिम मिति अगावै आम्दा नेपालले संशोधन गर्न सक्नेछ ।

७. शिलबन्दी दरभाउपत्र मिति २०८१।११।२२ गते दिउँसो ३:०० बजे दरभाउपत्र दाताहरु वा निजको प्रतिनिधिहरु समेतको रोहवरमा आम्दा नेपाल, केन्द्रिय कार्यालय, काठमाण्डौमा खोलिनेछ । उक्त दिन सार्वजनिक विदा परेमा विदा पछि कार्यालय खुलेको दिन सोही स्थानमा दिनको ११ बजे खोलिनेछ । दरभाउपत्र दाताको प्रतिनिधि उपस्थित नभएता पनि दरभाउपत्र खोल्न वाधा पुग्ने छैन ।

८. रितपूर्वक प्राप्त नभएको दरभाउपत्र उपर कुनै कारवाही हुने छैन ।

९. आपुर्तिकर्ता (दरभाउपत्रदाता) छनौट भई सूचना जारी भएको सात दिन भित्र स्विकृत रकम भ्याट समेत स्वीकृत रकमको जम्मा ५ प्रतिशत (पाँच प्रतिशत) का दरले हुन आउने रकम बराबरको एक वर्ष मान्य हुने गरी आम्दा नेपालको नाममा जारी भएको परफरमेन्स वोण्ड (बैंक ग्यारेन्टी) सहित आम्दा नेपालसँग संझौता गरिसक्नु पर्नेछ ।

१०. आम्दा नेपालले जारी गरेको खरिद आदेश वमोजिमको webpage upgradation को कार्य तोकिएको समयमा (६० दिनभित्र) सम्पन्न गरिसके पश्चात् समेत सोको परिक्षण पछि मात्र नेपाली मुद्रामा क्रस चेक मार्फत भुक्तानी गरिनेछ । नेपाल सरकारको प्रचलित नियमानुसार लाग्ने कर अग्रिम कट्टा गरिनेछ ।

११. छनौट भएको दरभाउपत्रदाता अर्थात् आपूर्तिकर्ता र आम्दा नेपाल बिच संझौता सम्पन्न हुना साथ आम्दा नेपालले खरिद आदेश जारी गर्न सक्नेछ । आम्दा नेपालले जारी गरेको खरिद आदेश वमोजिम तोकिएको स्थानमा, तोकिएको समयसिमा ६० दिनभित्र, तोकिए वमोजिमको कार्य आपूर्तिकर्ताले पूर्णरुपमा सम्पन्न गर्न नसकेमा परफरमेन्स वोण्ड जफत गर्न सक्नेछ ।

१२. दरभाउपत्रदाताले तोकिएको सामान आपूर्ति दिनु पर्ने स्थान, अवधि आदिको पूर्ण विवरण वुझी जानी दररेट भरेको मानिनेछ । आवश्यक परेमा आम्दा नेपालले दरभाउपत्र/दाताले पेश गरेको सेवा/उपकरणहरुको गुणस्तर परिक्षण गर्न सक्नेछ । तोकिए वमोजिमको गुणस्तरीय सेवा/उपकरणहरू आपूर्ति गर्न नसकेमा समेत परफरमेन्स वोण्ड (बैंक ग्यारेन्टी) जफत हुनेछ ।

१३. आपूर्तिकर्ताले खरिद आदेशमा तोके वमोजिमको कार्य सम्पन्न गर्न नसकेको खण्डमा उपरोक्त काममा हुने समयको अनावश्यक खर्चको सोधभर्नाको लागि हरेक पटक बीस प्रतिशतका दरले जरिवाना गर्न सक्नेछ । त्यस्तो जरिवाना रकम नगद वा परफरमेन्स वोण्डबाट असुल उपर गर्न सकिनेछ ।

१४. आम्दा नेपालले तोकेको समयभित्र webpage upgradation को कार्य सम्पन्न गर्न नसकेमा आम्दा नेपालले अन्य पक्षसँग उक्त कार्य गराउन सक्नेछ । आम्दा नेपालले अन्य आपूर्तिकर्ताबाट कार्य सम्पन्न गराएकोमा सम्पूर्ण मूल्यको जरिवाना वा बैंक ग्यारेन्टी (परफरमेन्स वोण्ड) जफत गरि आपूर्तिकर्तासँग भएको संझौता भङ्ग गर्न सक्नेछ ।

१५. आपूर्तिकर्ताले संझौता वदर गर्न चाहेमा कम्तिमा एक महिना अगावै लिखित सुचना दिनुपर्नेछ अन्यथा आम्दा नेपालले परफरमेन्स वोन्ड जफत गर्नेछ । संझौता बदरको प्रस्ताव स्विकार गर्ने वा नगर्ने अधिकार आम्दा नेपालमा सुरक्षित रहनेछ ।

१६. संझौता सम्पन्न गर्दा तोकिएको webpage upgradation कार्यको गुणस्तरको सुनिश्चितता, आवश्यक प्राविधिक सहयोग र अन्य सबै प्रकारका सरसहयोग, दरभाउपत्र/ साथ पेश गरे वमोजिम आपूर्तिकर्ताले उपलब्ध गराउनु पर्नेछ ।

१७. आपुर्तिकर्ताले प्रश्ताव गर्ने webpage upgradation को क्रममा आवश्यकता अनुरूप customization गर्नुगर्दा थप अतिरिक्त शुल्क नलिइ निशुल्क गर्नुपर्नेछ ।

१८. संझौता अनुरूप कार्य सम्पन्न भए पश्चात तोकिएको webpage upgradation कार्यको प्रभावकारी कार्यान्वयका लागि सम्बन्धित आपूर्तिकर्ताले आवशयकता अनुरूप निःशुल्क तालिम उपलब्ध गराउनु पर्नेछ ।

१९. दरभाउपत्र आंशिक वा पूर्णरुपमा, जानकारी दिई वा नदिई स्विकृत गर्ने वा नगर्ने सम्पूर्ण अधिकार, पूर्ण रुपमा आम्दा नेपालमा सुरक्षित रहनेछ ।

शिलबन्दी दरभाउपत्र संवन्धि थप जानकारीको लागि तलको ठेगानामा सम्पर्क गर्न सकिनेछ ।

सम्पर्क राख्ने ठेगाना

कार्यालयको नामः आम्दा नेपाल, केन्द्रिय कार्यालय

ठेगानाः गोकर्णेश्वर-६, जोरपाटी, काठमाण्डौ ।

फोन नं. ०१-४९१०२३५, ४९१११४१

ईमेल ठेगानाः amda@amda.org.np

आम्दा नेपालको उपरोक्त सूचना वमोजिम तोकिएका उपरोक्त शर्तहरु पूर्णरुपमा स्विकार गर्दछु /गर्दछौं ।

संस्थापक वा आधिकारीक पदाधिकारीको नामः ....

हस्ताक्षरः ....

मितिः ....

फर्म/कंपनीको छापः

<p style="text-align:center">Terms of Reference (TOR)
for
Upgradation of AMDA Nepal website (https://amda.org.np).</p>

1. Introduction

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) is a humanitarian, nonprofit-making, non-political, non-sectarian, Non-Governmental Organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan "Better quality of life for better future". It was established in 1989 as a chapter of AMDA-International, Japan and was officially registered in the government office as an NGO in 1990.

2. Objective

Design, Develop, deploy a fully responsive, high performance, dynamic, and template-based content management system (CMS), website for online presence of our hospitals, academic institutes, and projects. This CMS will use a modular approach to handle templates, themes, and website components for hospitals, academic institutions, and projects. The website's template-based structure ensures that when a new hospital/academic/project is added, default themes, colors, and menus are automatically applied, making expansion easier. Built on a modular framework, the platform will allow for flexible updates and smooth integration. The CMS will have dedicated sections for each hospital, allowing users to register patients online, view doctor profiles, book appointments, and access real-time hospital data. For academic institutes, there will be features like online student registration, teacher profiles, and academic information. Additionally, there will be a dedicated system for online job applications.

3. Invitation:

AMDA Nepal invites responses ("proposal") to this Terms of Reference ("ToR") from Software Development company ("Vendor") for upgrade (design, development, implementation & Maintenance) of existing AMDA Nepal website (https://amda.org.np) described in this TOR, "Scope of Work". AMDA reserves the right to extend the Term for a period as mentioned in this document, such extensions on the same terms and conditions, subject to AMDA obligations at law. Proposals must be received not later than the time, date and venue mentioned in the fact sheet. Proposals that are received late will not be considered in this procurement process.

4. Scope of work

AMDA Nepal is issuing this request for upgrading AMDA Nepal's website include designing, developing, deploy and maintain a modular CMS to dynamically manage websites for hospitals, academic institutions, and projects; facilitating online patient and student registration including appointment scheduling, enabling users to view doctor profiles and book appointments. It reflects key data from hospital management information system (HMIS) and student management information systems into the websites. It shall automate the creation of websites for new hospitals, academic institutions, or projects using predefined templates and providing customizable themes for different types of websites.

The vendor shall use the latest technology MVC framework in Laravel to redesign, develop and implement the application for AMDA. AMDA may choose designing as needed. Vendors shall add at least but not limited to features as described in the ANNEX -1.

i. Modular CMS Design
    – Enable dynamic management of websites for hospitals, academic institutions, and projects.
ii. Online Patient and Student Registration

- Facilitate patient registration and appointment scheduling for hospitals, and student registration and record management for academic institutions. AMDA shall provide the forms.

iii. Doctor Profiles and Appointment Booking
- Allow users to view doctor details and book appointments online.

iv. Hospital and Student Data Integration
- Reflect real-time data from hospital management software (HMS) and student management systems (SIS) directly on the respective websites.

v. Online Vacancy:
- The Online Vacancy section on our website enables applicants to apply for job openings following the AMDA format (personal history form). The details form shall be provided by AMDA.

vi. Automated Website Creation:
- Automatically generate websites for new hospitals, academic institutions, or projects using predefined templates.

vii. Responsive Design
- Ensure optimal user experience across all devices (mobile, tablet, desktop).

viii. Customizable Themes
- Provide easily customizable templates for different offices.

5. Deliverables

- The vendor shall be responsible for all the development, implementation, testing, installation, maintenance, support, feature enhancements, documentation, operations and management of website and database.
- Fixes and end-user problem.
- The end user support would include all activities related to resolving the bugs / defects reported by application users. Every bug / defect should be logged and categorized on the severity levels.
- Vendors identify the solution, take necessary approvals from AMDA Nepal, and release the patch for User Acceptance Test after fixing the defects.

6. Training and support

- Training of staff in maintenance, troubleshooting and day-to-day software work would be required.
- Free support and minor customization of websites at least 3 years from delivery of software.
- The support system may site visit/phone call / remote login/ group chat.
- Any written requirement or customization in software should be solved at the earliest possible or within 2 weeks.

7. Report

Generation of reports from the database would be required for which a comprehensive and customized report module would have to be developed with option for users to choose different data fields with sorting and filtering option for generating different outputs based upon fields selected.

8. Term and Condition

- Handover the copyright of the website and application to AMDA Nepal.
- Do not put any kind of business advertisement on the website, without the explicit written approval of AMDA Nepal.

– Confirm to the technical and quality standard.

9. Invoicing and Payment

– AMDA shall pay the vendor the price for the service within 30 days of installation of the website.
– The vendor shall issue the invoice to the name as indicated in the purchase order.
– Payment will be made from A/C payee bank Cheque.

10. Schedule

– The date for service completion shall be 60 days after signing the agreement and/or as mentioned in the date of purchase order issued.
– The vendor shall forthwith give notice to AMDA of any likely delay in service of which it becomes aware of and shall provide AMDA with prompt and reasonable notice of the re-scheduled service date.
– If vendor is late with complete delivery of ordered service, AMDA Nepal shall have the right to cancel the order for such service at any time before completion of service.
– AMDA Nepal reserves the right to reject the unspecified services. In the case the vendor fails to provide the ordered service within the deadline, AMDA reserves the right to forfeit the outstanding payment and/or the bank guarantee and can cease the agreement with immediate effect.

<div align="center">

ANNEX -1
</div>

(Features to be added by vendor in the existing website of AMDA Nepal)

Features/Services

A. Standard features and services

1. Dashboard
- Enhanced dashboard with Summary information, quick information, remainder etc. including the number of applicants applied for the opening vacancies, number of online patients' registration.

2. Responsive and Accessible design
- Mobile-First Design: The CMS will ensure that all websites are fully responsive, providing an optimal experience on mobile, tablet, and desktop devices.
- Ensure consistent performance across major browsers (Chrome, Edge, Firefox, Safari) and operating systems.
- Website hosted on https and/or http.
- Lazy loading of pages to reduce the initial load time.
- Able to create duplicate pages.

3. Modular CMS for Website Management
   i. Custom Templates:
      - Hospital Websites: Include features for doctor profiles, online appointment scheduling, and online patient registration.
      - Academic Websites: Focus on academic programs, faculty details, online student registration, and integration with the student management system.
      - Project Websites: Highlight project details, timelines, goals, and achievements.
   ii. Themes and Reusable Element
      - Consistent themes across websites with customizable color schemes, logos, and layouts.

4. Online Patient Registration and Doctor Appointment Booking
   i. Doctor Profiles:
      - Each hospital website will display doctor names in a directory, allowing users to click on a doctor's name to view their full profile (qualifications, specialties, availability).
      - Online Appointment: After viewing a doctor's profile, patients can book appointments online by selecting their preferred date and time. The system will be integrated with the hospital's appointment scheduling system to reflect real-time availability.
   ii. Online Patient Registration:
      - Patients can register on the hospital website by filling out personal information. The patient record shall be tracked and presented as required.
      - Integration with the hospital management software (HMS) will ensure patient data is securely stored and available for future appointments and medical history access.

5. Online Student Registration and Record Management
   i. Online Student Registration:
      - Academic websites will allow prospective students to register online, submit required documents, and apply for courses.
      - Integration with the student information system (SIS) will manage the admissions process, track applications, and notify students of their registration status.
   ii. Student Data Display:

– The CMS will reflect data from the student management system, such as student records, academic achievements, and course enrollments. This feature will enable real-time updates of student profiles and academic information on the website.

6. **Integration with Hospital and Student Management Systems**
   i. Hospital Management System Integration:
      – Display Real-Time Data: The hospital website will reflect real-time data from the HMIS, including the number of patients (inpatients and outpatients), lab reports, and indoor patient data.
      – Patient Statistics Dashboard: A dashboard displaying daily patient statistics, lab test results, and overall hospital performance can be integrated into the hospital website, providing useful information to administrators and visitors.
   ii. Student Management System Integration:
      – Academic websites will integrate with the SIS to reflect real-time student data, such as enrolled courses, and academic progress.

7. **Online Vacancy Module**
   i. The Online Vacancy on the website is designed to streamline the job application process, making it easy for both applicants and HR. This section allows candidates to apply directly through our site by filling out an online form with personal, professional details and supporting documents.
   ii. It will ensure that HR has easy access to well-organized candidate profiles, improving their ability to quickly identify suitable applicants for opening positions.
   iii. Online job applications will be modified with steps enhancing with user friendly. In addition, automatically short listing of applicants from the system on given criteria by AMDA.
   iv. Modify according to organization need.

8. **Automated Website Generation for New Entities**
   i. Default Template Assignment:
      – When a new hospital, academic institution, or project is added, the CMS will automatically generate a fully functional website using predefined templates tailored to the specific type of entity.
   v. Customizable Setup:
      – Once generated, administrators can easily customize the website by adding specific content, such as doctor profiles, hospital services, or academic programs.
   vi. Scalability:
      – The system will allow for seamless scalability, enabling the NGO to add multiple hospitals, academic institutions, or projects without requiring additional development.

9. **Branch Setup**:
   – Allow to create duplicate branch (duplicate all page) by super admin.
   – Allow to archieve branches that are hidden by super admin.
   – Allow to add start and expiry date of pages.
   – Data sync and/ entry from/with hospitals, college and projects.

10. **Role Based Access Control:**
    – Super admin role will be added. Super admin will have full privilege to CRUD operation for all branches.
    – Super admin can change the user's branch and can set up which users are allowed to see which pages of website.

- Main site users will access all Media library, but branch users will access only its own media library.
- User role: Super admin, branch admin, user.
- News, notice and report shall be created, reviewed and published.
- Super admin will manage global settings (themes, templates, etc.), ensuring uniformity across websites.
- Hospitals, academic institutions, and project teams will have the flexibility to manage their local content, such as updates to doctor profiles, student records, or project activities.

11. Deployment of website:
- The vendor will be responsible for hosting and maintaining the website on cPanel, the website may be deployed offline too to utilize the modular feature of website.

12. Offline Deployment:
- Support to run offline (local server) computer.

13. News/Events/Notice board /popup add
- Latest News and Notice will be displayed and can be controlled by settings.
- Allow the publisher to edit the content and then publish (in all news/notice/report)
- Multiple popup images or files. In addition, we will accept upload images/files and/or link URL (cloud storage).

14. Reporting
- Integrated with Nepali and English date/calendar
- Report can be exported to excel and pdf format.
- The reports can be filtered by date, name etc.
- Hospital, academic and project data with indicators will be displayed (as per data input separate form) on the main page of site of hospitals and project separately.
- The required reports shall be generated as required.

15. Search:
- This model helps users to search for desired information instantly.
- Add search features as needed by organization.
- Search by keyword, indexing, by date, name.

16. Photo & Video:
- Able to link and fetch from cloud storage.
- Changeable size and position of front and back page.
- Photo/video resizing, zoom in/out.

17. Social media plugin and interfaces:
- Allow integration of feeds from the social websites like Facebook, twitter(X), Instagram, WhatsApp etc. to allow sharing of the content for maximum integration on the websites blogs/blog pages.
- Facebook, twitter(X), Instagram, WhatsApp etc. sections separately will be added.

18. Archive Section:
- As appropriate, old articles should be moved to the archive.
- All operations like searches and views should be available for archived information as well.

19. Security and Performance
i. SSL Encryption: All websites will be secured using SSL certificates, ensuring safe data transmission for patient registrations, student records, and appointment bookings.

20. Search Engine Optimization
i. SEO-Friendly Features: Each website will be optimized with clean URLs, metadata, and automatic sitemap generation to improve search engine rankings.

ii. Meta Tags and Descriptions: Customizable meta descriptions for individual entities to enhance their visibility in search engine results.

B. Optional features/services

SN	Feature	Yes/No	Remarks
1	**Chatbot** – Chatbot on websites shall serve as assistance or guiding users through processes like booking appointments, or locating information is an automated tool that interacts with visitors in real-time, answering questions. It can enhance customer service, improve user experience, and reduce response time.		
2	**Separate online job application portal** – Applicants can create an account using an email ID and password. – Displays the list of jobs applied for, their status (pending, under review, shortlisted, rejected, selected). – Profile management (update personal details, experience, qualifications, others).		
3	**Integration with HRIS, Timesheet.** – Allow to link and/or upload HRIS, timesheet data.		

C. Technical Requirements

Technology Stack:
— CMS Platform: CMS using MVC framework in Laravel.
— Front-End Technologies: HTML5, CSS, JavaScript (with responsive frameworks like Bootstrap).
— Database: MySQL or MariaDB for storing content, user data, and registration forms.
— There should not be any demo plugins.

Third-Party Integrations and Template:
— There shall be a mechanism for uploading data (like HMIS, SIS, etc.) to website via API and/ or with excel sheet in specific format.

Cloud Hosting
— Use cloud solutions such as AWS, or Microsoft Azure for scalable and secure hosting.

D. Financial Bid

S.No.	Description	Qty/unit	Estimated Cost with VAT	Bid Amount with VAT	Remarks
1	Web page upgradation	lumpsum	500,000.00		
Total Cost:					

*****END*****