



महाराष्ट्र शासन

शिक्षण संचालनालय, उच्च शिक्षण

४१२, ई, बहिरट पाटील चौक, मॉडेल कॉलनी, शिवाजीनगर, पुणे - १६

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क्र. बीएड-२०२३/प्र.क्र.७८/सीईटीसेल/

दिनांक : १२.१२.२०२३

### दरपत्रके मागविणेबाबत सूचना

उच्च शिक्षण संचालनालय, पुणे या कार्यालयाच्या अधिनस्त असलेल्या शिक्षण शुल्क समिती, मुंबई या कार्यालयाकडे राज्यातील शिक्षणशास्त्र व शारीरिक शिक्षण महाविद्यालयाचे शुल्क निश्चितीचे प्रस्ताव ऑनलाईन पध्दतीने मागविण्यासाठी Web Based Application तयार करावयाचे आहे. याकरिता संगणक आज्ञावली विकसनाच्या अनुभवी व इच्छूक संस्थेकडून दरपत्रके मागविण्यात येत आहेत.

उक्त नमूद केल्याप्रमाणे Web Based Application बाबत R.F.P. (Request for Proposal) व सविस्तर तपशील संचालनालयाचे संकेतस्थळ [www.dhepune.gov.in](http://www.dhepune.gov.in) या संकेतस्थळावर प्रसिध्द करण्यात आलेला आहे. त्यानुषंगाने इच्छूक संस्थांनी दरपत्रके दिनांक १३.१२.२०२३ ते २०.१२.२०२३ या कालावधीमध्ये कार्यालयीन वेळेत प्रवेश प्रक्रिया कक्ष (सीईटीसेल), उच्च शिक्षण संचालनालय, ४१२, ई, बहिरट पाटील चौक, मॉडेल कॉलनी, शिवाजीनगर, पुणे - १६ येथे बंद पाकीटात जमा करावीत.

(डॉ. शैलेन्द्र देवळाणकर)

शिक्षण संचालक (उच्च शिक्षण)

महाराष्ट्र राज्य, पुणे - १६



**Quotation for Design, Development and Maintenance of  
GIGW Compliant CMS Based Web Application**

Sealed quotations are invited from software developers/service providers for the supply of the following services to this office. The quotation in the specified format, along with necessary supporting documents should be sealed in an envelope and submitted to this office on or before the prescribed time and date mentioned in this invitation letter.

SN	Details of the Work/Service	Quantity
1	Design, Development and Maintenance of GIGW (Guidelines of Indian Government Web Applications Norms) compliant, CMS based Web Application as per specified scope including one year of AMC, hosting, and support	1
2	3 years AMC, Hosting, and support for CMS based Web Application	1

The sealed quotations are invited for the items as enclosed herewith. The quotation should be sent in envelopes duly sealed and subscribed as “Quotation for Design, Development and Maintenance of GIGW (Guidelines of Indian Government Web Applications Norms) compliant, CMS based web application as per specified scope”

Web Application should be developed as per following :

❖ **Background**

Department of Higher and Technical Education, Government of Maharashtra, constituted Shikshan Shulka Samiti to decide Fees Structure for Unaided and permanently unaided Educational Colleges/Institutions vide GR shulka-2012/pr.kra.183/12 mashi-2 dated 05th July 2013 and for Physical Education Colleges/Institutions vide GR Shulka-2015/Pra.kra.434/15 mashi-2 dated 19th January 2016. The Samiti is constituted as per National Council for Teacher Education (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education Institutions) Amendment Regulation, 2010

## ❖ Objective

The web application of the Shikshan Shulka Samiti, Mumbai needs to be designed in accordance with the GIGW (Guidelines of Indian Government Web Applications Norms). The web application is expected to be a dynamic, state-of-the-art, CMS-based web Application which would truly reflect our proposed vision, be a lively platform and add to the samiti's vibrant environment. The web application shall serve as a powerful communication tool in reaching potential users and serve information sharing and functionality purposes.

## ❖ Scope of Work

The scope of the work includes planning the new design, development in accordance with GIGW norms, Maintenance, Hosting and Management of gathering relevant information, user acceptance testing (UAT), and delivering the new web application.

The details of various sub-components of the web application redesign and development are as follows :

- **GIGW Norm Compliance** : The web application should be GIGW compliant in all respective terms. Various specifications including Government of India identifiers, ownership display, copyright policy, and specification for design and contents as per GIGW guidelines must be followed. The norms and conventions set by the development point-of-view should also be strictly followed while recreating the web application. The document set by the Gov. of India explicitly defining the norms is available on [guidelines.india.gov.in](http://guidelines.india.gov.in) (GIGW manual.pdf)
- **CMS-based Web Application** : The proposed Web Application should be CMS based so that it would include content dynamically wherein authorized individuals from different locations can upload data onto the web application. The content editors should be easy to use and should help to create the content without the need for coding skills. The core functionality alignment with the purpose and goal of the proposed web Application should be prime-focused. Social Media Integration should be provided to make it easy to add social media sharing buttons for the most important sites to any page or piece of content, and ensure the contents are optimized for sharing on each platform, to encourage people to share the content with their audiences.

- **User Interface and Accessibility** : The Web Application should be accessible through all major browsers (e.g., IE, Mozilla Firefox, Google Chrome, etc.). The Web Application should have Responsive Design and Contents in order to make web Application open on all type of devices like – computers, tablets, smart phones (android/bb/iOS/Windows). The Design should be clean, minimalistic, and flexible. The WebPages should be obvious and self-explanatory. The users should be able to grasp the idea behind the content displayed.
- **Content Editing** : WYSIWYG interface for content editors. The web application should have facility to update content by multiple admin users from anywhere through browser based administrative module. The content editing has to be easy-to-use enough allowing even users with least technical knowledge (or non-technical users) to create and edit content under minimal guidance. Various styling options should be provided so as to choose best suitable style for our web application. Sections like related to current happenings should be prominently displayed. The contents should be editable in both the Hindi and English language by easily operable control panel. A sign/alert system should be available to indicate the absence of non- translated version of any page. The ‘Contact Us’ section should be restructured to include Shikshan Shulka Samiti, Mumbai location details on Google Map.
- **Disability Friendly** : The bidder should provide universal designs and develop web Application considering visually impaired to surf the web Application easily with a browser and screen reader. (Use of text-to-speech converter tools is expected) Various options like Text size, Contrast Color scheme options should be included for partially sighted and color-blind personnel.
- **Lingual feature** : The web application should be in English language. The lingual facility should work on the text-to-speech converter as well, so that the visually impaired would be able to listen the contents as per their chosen language.
- **Site Search** : Site search should be included so that the related contents should be immediately displayed, saving exploring, and navigating time.

## ❖ **Distinct Shikshan Shulka Samiti (SSS), Mumbai specific Modules / Plugins**

The Web Application should include various accommodations that will help to manage, administer, share, and highlight the SSS-specific information and current activities.

### ▪ **Institute Dashboard**

- Content addition as per the prescribed forms A, B, C, D, E for College
- Upload scanned documents as per norms
- Home page indicates Status of Content Addition
- Prints formats available along with list of documents to be submitted for Signatures

### ▪ **SSS User Dashboard**

- To receive proposal & update checklist
- Institute Details will be available for SSS Office use
- To generate acknowledgement receipt
- To generate letters for colleges as per the Samiti decision
- To update the Samiti decision about fee finalized
- To update the worksheet calculations
- Prints formats available

### ▪ **User Classes and Characteristics**

- The system will support two types of user privileges, institutes, and SSS staff. Institute will have access to Institute functions, and the SSS staff will have access to both institutes and SSS staff functions.
- Online confirmation on institutes details
- Content addition as per the prescribed forms for college
- Upload scanned documents as per norms
- Home page indicates Status of Content Addition
- Prints formats available along with list of documents to be submitted for Signatures
- Print report of all institute information
- Change institute password

- **Institute Login Features**

Institute should be able to access following features :

- Uploading of Expense Documents
- Uploading of Income Documents
- Calculation of Depreciation on Assets
- Proforma for Common Information of Organization
- Annual Financial Reports for Last 2 Years
- Proforma for Information of Institutes
- Proforma for Information of Central Computing Facilities in the Institute
- Details of Teaching and Non-Teaching Staff
- Proposal Upload and Print Facilities
- Online Fee Approval Proposal

- **SSS Admin Dashboard**

- Database of all institutes will be available for SSS Office use
- To check Status of Content Addition for Colleges by users • Prints formats available for Signatures
- Admin Rights, Restricting time period for content addition by colleges, users
- Assigning viewing rights to users

The dashboard provides an overall snapshot of key metrics and activities. It includes :

- **Overall Status** : A comprehensive view of the system's current status.
- **Various Applications Count** : Breakdown of application counts by different categories, such as :
  - Stream wise Total Institutes
  - Total Institutes that have started data filling
  - Total Institutes that have confirmed their application
  - Number of proposals receive
  - Number of institutes with fees finalized by SSS
- **Statistical Report** : Detailed statistical insights and analysis available directly on the dashboard for informed decision-making and monitoring.

- Fees Report
- Institutes contact details
- Confirmed institutes & not confirmed institutes reports
- Institute status
- View, edit Calculation sheet of each institute
- Meeting preparations
- Date wise confirmed & proposal received reports
- Year wise proposal status
- To check Status of Content Addition for Colleges by users

- **SSS Office**

Database of all institutes will be available for SSS Office use

- Assigning viewing rights to users
- Admin Rights, Restricting time period for content addition by colleges, users
- Prints formats available for Signatures
- Change password
- Add institute details
- Edit institutes details
- Remove institutes confirmation
- Remove institutes uploaded files
- Manage courses
- Upload status
- Calculation sheets
- Various reports

- **System Generated Functionality**

- SMS / Mail Alerts : SMS charges Applicable
- Reports Generation

- **All Member Logins**

- User logins for different role as authorized by authorities
- Customization in viewing and editing rights to the users

- **CA Login**

CA can view the assigned proposal

- CA can only view the competition sheet
- CA can add remark or discrepancy

Comparisons of income and expenses

- Facility to compare the income and expenses details with previous years
- Comparison report in the form of excel and pdf formats

- **Collection of Processing Fees**

- Facility to pay processing fees in institutes login, calculations of processing fees as per norms
- Payment Gateway is integrated for collecting processing fees from institute Part payment of processing fees is also available
- Status of processing fees available in admin login
- Status of pending/due processing fees report also available in admin logins
- Various report available in admin login

- **Notice Board**

- Category wise circulars & notification can upload on notice board from login
- Automatic start date and end date for publish of notice/news/circular on notice board
- News upload facility

- ❖ **Server Administration & Database Administration**

- **Server Administration**

- Installing, supporting, and maintaining servers
- Tracking server activity
- Upgrades of software
- Solving technical problems
- Improving efficiency of server
- Scripting or light programming,

- project management for systems-related projects
  - User administration (setup and maintaining account)
  - Monitor system performance
  - Create file systems
  - Install software
  - Create a backup and recovery policy
  - Monitor network communication
  - Update system as soon as new version of OS and application software comes out
  - Implement the policies for the use of the server and network
  - Setup security policies for users.
  - Server security
  - Password and identity management
  - Create new users
  - Resetting user passwords
  - Lock/unlock user accounts
  - Monitor server security
  - Monitor special services etc.
- **Database Administration**
    - Assisting in database design
    - Updating and amending existing databases
    - Setting up and testing new database and data handling systems
    - Monitoring database efficiency
    - Sustaining the security and integrity of data
    - Creating complex query definitions that allow data to be extracted
    - Establish the needs of users and monitoring user access and security
    - monitor performance and manage parameters in order to provide fast responses to front end-users
    - map out the conceptual design for a planned database
    - consider both back-end organization of data and front-end accessibility for end-users
    - refine the logical design so that it can be translated into a specific data model
    - further refining the physical design to meet system storage requirements
    - install and test new versions of the database management system (DBMS)
    - maintain data standards, including adherence to the Data Protection Act

- write database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- control access permissions and privileges
- develop, manage and test back-up and recovery plans
- Manage the security and disaster recovery aspects of a database.

#### ❖ **Payment Gateway**

- The vendor is exclusively responsible for integrating the payment gateway with the SSS fees application, facilitating seamless transactions for institutes. Through their respective logins, institutes will have the capability to conveniently pay their processing fees, late fees, and review applications fees using the integrated payment gateway, ensuring a streamlined and user-friendly financial process.
- The vendor is expected to have the capability to generate various payment-related reports at regular intervals. These reports should encompass comprehensive details on payment transactions, processing fees, late fees, and review application fees. This functionality ensures timely and accurate financial reporting, contributing to a transparent and efficient payment management system.

#### ❖ **Technical Specifications**

- **Security** : Application Data should ensure a high level of security. Encryption of passwords, authentication, user rights and role-based access is primarily expected. The web Application should have minimal downtime with high availability. The Selected bidder has to resolve all the security vulnerabilities found during the security audit. The web Application should allow a secured socket layer. The web Application should be security audited according to OWASP (Open Web application Security Project) application security verification standard. Admin section of Web CMS should be protected by username and password and using Custom / SHA encryption. At database level password should be stored in an encrypted format. Sensitive data related to user contact information like mobile numbers, email ids etc. should also be stored in an encrypted format. Web Application should be secure and must be developed with all security features. It must include or protect web Application from MITM, hacking attacks, Cookies Theft, Form Validation, and Code check etc.
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- **Cloud-based Hosting and Storage** : The hosting will be provided by the service providers. The hosting will either be cloud-based (to be availed from the Cloud service providers empanelled by DIT) or on-premises physical server. The bidding company should ensure seamless web Application functioning on the selected hosting servers.
- **Scalability** : The web Application should be capable of incorporating the data server through scaling / expansion with increased demand. Any additional charges required for achieving this will be abided by the samiti. The scalability should be achieved effectively without any visible impact while operating the web Application.
- **Strong Backup system ensuring High Availability and Disaster Recovery** : The web Application is expected to be continuously operational exhibiting high availability and it should be achieved by implementing various HA mechanisms. The bidding company is expected to offer suggestions to avail related services (in case required) to achieve it.
- **Required Gateways** : Shikshan Shulka Samiti, Mumbai either will provide or bear cost for various Gateway solutions for mobile (SMS Gateway), e-mail and Secure Payment. The bidding company should ensure its *seamless* integration with the web Application functionality.
- **SEO** : The bidder should provide a Search Engine optimization (SEO) facility. All the pointers related to on-page and off-page SEO should be followed.

#### ❖ **Training and UAT**

User Acceptance Test should be provided. Significant timeframe should be given to test and revert back with suggestive changes before Go-Live. The bidders should ensure fast turnaround time for changes suggested. 2-days Training should be provided to the client staff either online or at samiti premises.

#### ❖ **Web Application Support and Maintenance**

The web Application developer would be required to provide a free online support warranty for a period of one year, which may be further extended on mutual

agreement. 5×8 telephonic, 5×8 e-mail and 5×8 online support should be provided with respect to the urgency of the issue/task.

❖ **Financial Terms (All figures in INR)**

SN	Item Description	Rate	Qty.	GST	Total Incl. Tax.
1	Design and Development of GIGW (Guidelines of Indian Government Web Applications Norms), CMS-based Web Application supporting English Language including one year of AMC, hosting, and support				
2	3 years AMC, Hosting, and support for CMS-based web Application				

❖ **Instruction to bidders and Terms & Conditions**

- The quotations must be submitted in a sealed envelope, in the prescribed format with details of enquiry super scribed on the envelope.
- The bidder must not be a defaulter to any Government authorities and must not have been blacklisted/debarred.
- The bid must be for all-inclusive prices of the goods/services. It must include all taxes and levies, transportation charges, freight etc.
- Delivery to the consignee has to be effected within the statutory period mentioned on the purchase order.
- Rates quoted should be valid for 90 days from the last date of submission of an offer.
- The bid offer must comply with alt technical requirements of the user department/consignee. Mere quoting of the lowest price will not be the criteria for the award.
- The bidder must quote the PAN number and GST Registration number.
- The consignee will make payment for the goods received by way of RTGS/NEFT/ECS, so the supplier will have to provide bank details to the consignee.

- Payments will be done only after delivery and inspection at the consignee's place. Advance payments will not be done.
- The bidder must provide last three years turnover details undersigned by CA.
- The bidder should submit details of Software Development Experts such as Project Manager, Web Application Programmers, Database Administrator, and Software Testers which will be used for this project.
- A bidder with experience in web application development for the Fee Regulating Authority (FRA) will be preferred.
- This office may call for additional documents and/or information required for processing the bids.
- This office reserves the right to reject any or all bid offers, without assigning any reason(/s), thereof.

❖ **List of Documents to be Attached**

- Covering letter with details of bidders
- Registration of Organization
- GST Certificate
- PAN Card
- Last Three Year ITR
- Turnover Certificate
- Experience Certificate(/S) or Document(/S) with details of work completed
- Software Development Staff Details

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