

RFP for Designing, Building and Maintaining a Website for Job Portal

Request for Proposal [RFP]

**Sports, Physical Education, Fitness & Leisure Skills
Council
FICCI, Federation House,
Tansen Marg, New Delhi – 110001**

RFP No. SPEFL-SC/TM/RFP/07/2019

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SECTION 1: INSTRUCTIONS TO AGENCIES

Introduction

SPEFL-SC is Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Council has been promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI) with financial support by National Skill Development Corporation (NSDC).

The purpose of establishing SPEFL-SC was to ensure that the Sports Sector & industry is able to grow with skilled manpower, increase productivity and profitability. SPEFL-SC will encourage the sector to employ skilled and certified manpower. In its endeavour to build capacity through Private sector participation, SPEFL-SC is expected to create a dynamic LMIS to keep track of labour market skill gaps, frame Occupational Standards, facilitate development of practical and high quality training content, ensure adequate availability of faculty through Train The Trainer initiatives, build accreditation and certification mechanisms and encourage capacity building through private sector participation with industries.

Through a digital platform for job opportunities, SPEFL-SC shall showcase the available openings for employment in the entire sports sector, a preferred employment destination, a rapidly growing job market in the sports sector, provider of quality job opportunities and as an industry on the threshold of unprecedented growth.

The SPEFL-SC proposes to appoint an agency to design, build and maintain a website on Job Opportunities available in the sports sector.

The Agency should be able to create a modern and dynamic website on SPEFL-SC certified candidates' employment opportunities in the sports sector while adhering to the global web standards and at the same time, knitting it with the Search Engine Optimization/Social Media Optimization (SEO/SMO) features. The new website will also host a community of bloggers on the website.

The Agency would be appointed for this website design, building and maintenance project only.

Interested Agencies are invited to submit their proposals for the assignment, which must include the following, as detailed subsequently in this document:

- (i) A Technical Proposal and
- (ii) A Financial Proposal

It may be noted that

- (i) The costs of preparing the proposal are not reimbursable and
- (ii) The SPEFL-SC is not bound to accept any of the proposals submitted.

The Agencies are required to provide professional, objective and impartial service and at all times hold the SPEFL-SC's interests with paramount importance, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of SPEFL-SC, or that may be reasonably perceived as having this effect. Failure to disclose such situations by the Agency may lead to disqualification of the Agency or termination of the contract.

Agencies must observe the highest standards of ethics during the selection and execution of the contract. The SPEFL-SC may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

Schedule of Events

The following table provides a schedule of events relating to this request.

Event	Target Date
RFP issue date, published on the SPEFL-SC website.	17-01-2020
Pre bid meeting	23-01-2020
Last date of submission of Proposals/Bid	30-01-2020
Opening of Technical Bid	10-02-2020
Decision on short-listed firms for technical presentations	13-02-2020
Technical presentations	17-02-2020
Financial bid opening	20-02-2020
Commencement of project implementation	01-03-2020

NOTES

The dates furnished above are subject to revision by SPEFL-SC (to be notified on its website)

This Document is not transferable

Based on pre-bid meeting correction/modification of the document will be done and it will be uploaded on the SPEFL-SC website.

Minimum Eligibility Criteria

1.2.1. The Agency should be able to provide a qualified web designing, building and maintenance team, for undertaking this assignment. The Agency team would work closely with SPEFL-SC. **A confirmation letter from the Agency for being able to provide the qualified team should be attached.** Details of the team dedicated to SPEFL-SC project should be provided.



Scope of Work

Agency will help SPEFL-SC in selecting the domain name for the website and Agency will provide suggested domain names for the website in the proposal.

The agency will not only design a website on Job Opportunities but will also provide one-time content on the subject. The content will be finalized in consultation with SPEFL-SC.

The website will be highly user friendly and compatible with latest technologies and latest browsers.

The agency will provide website maintenance services for the year.

The agency will provide technical support to SPEFL-SC in selecting web hosting services provider.

The website will be designed aesthetically in consultation with SPEFL-SC. **For the navigation menu and content of the website, agency can refer to the websites of Naukri.com, Monster, and so on.**

The website and its elements will be SEO & SMO friendly.

Delivery

The Agency should be able to deliver aesthetically designed website which will be highly user friendly, SEO friendly and compatible with all the latest browsers and technologies.

The Agency should be able to provide design templates to SPEFL-SC for the finalization.

The Agency will change/modify the design in order to facilitate the web developer of mentioned websites without any additional fee.

A dedicated web designing, building & main team will have to work as an integral component of SPEFL-SC.

Agency will provide samples of the concept designs of homepage and at least two templates of inner web pages to the SPEFL-SC for evaluation purpose.

Agency will also provide samples of the content (for e.g. landing pages (s) of the website).

Agency will provide project timelines with the proposal.

Agency will provide sample domain names for this website.

Agency can provide more than one design in the proposal.

Preparation of Proposals

Agencies are required to submit a Technical proposal and a Financial Proposal as specified below.

(a) Technical proposal

The Agencies are expected to provide the Technical Proposal as specified in the RFP Document. Material deficiencies in providing the information requested for may result in rejection of a proposal.

The Technical Proposal shall contain the following documents:

- (i) Letter of Technical Proposal Submission.



(ii) Profile and Track Record of the Agency.

(iii) Case studies of large brands handled, with focus on results achieved through web designing and development.

(iv) Detail of award winning web designing and building assignment (s) handled, if any.

(v) Defined deliverables have to be mentioned in the technical proposal with timelines.

(vi) Detail of the team proposed to be deployed to work with the SPEFL-SC, with qualifications and experience of the team members must be provided.

(vii) An undertaking on the letterhead of the Agency and signed by an authorized signatory, that the Agency will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the Agency in the financial proposal **(the cost is not to be indicated in the undertaking)**. The above undertaking submitted by the agencies would be binding on the Agency.

The Technical Proposal shall not include any financial information.

(b) Financial Proposal

In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in the RFP document.

Letter of Financial Proposal should include:

(i) Fixed Annual Fee, from the date of issue of work order.

For Financial Evaluation, the total fee for the assignment will be considered.

This Fixed Annual Fee should include costs/expenses of the Agency for undertaking work as detailed in the Scope of Work.

(ii) Break-up of costs for each of the items of work listed in the Scope of Work (Para 1.3 of this RFP Document) are to be submitted on a separate sheet of paper.

GST as applicable in India will be paid as per actual and the same is **not** required to be indicated in the financial bid.

The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by SPEFL-SC.

The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.



Submission of Proposals

The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals.

The Technical Proposal should be placed in a sealed envelope and super scribed “Technical Proposal” for **Appointment of Integrated Agency** for SPEFL-SC

Further, the Financial Proposal shall be placed in a sealed envelope and super scribed “Financial Proposal” for **Appointment of Integrated Agency for** SPEFL-SC.

If the Financial Bid is not submitted in a separate sealed envelope duly superscripted as indicated above, this will constitute grounds for declaring the Bid non-responsive.

Both the sealed envelopes should be put into an outer envelope and sealed. The outer envelopes shall be super-scribed **“Technical & Financial Proposal for Appointment of an Integrated Agency for SPEFL-SC” with the due date for submission.** The Bottom Left corner of the outer cover should carry the full name, address, telephone nos.; e-mail ID etc. of the agency submitting the Proposal.

The outer envelope containing the sealed Technical and Financial Proposals should be addressed to:

**Ms. Priya Dwivedi
Sr. Manager SQA,
Sports, Physical Education, Fitness & Leisure Skills Council,
FICCI, Federation House, Tansen Marg,
New Delhi-110001
Phone: 97110 45448**

The Proposal should be submitted on or before <Date>.

1.6.7 No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned unopened.

Opening of Proposals and Selection Process

The Technical Proposals will, in the first instance, be examined in SPEFL-SC to ascertain fulfillment of eligibility criteria and submission of required documents. Agencies which fulfill the eligibility criteria and have submitted all required documents in their Technical Proposal will be invited to make presentations on their Technical Proposal at a date/time to be specified and conveyed by SPEFL-SC. The presentation would be made by team members identified to work with SPEFL-SC.



Financial proposals of only the qualifying agencies, which cross a threshold score of 55 over 60 in the technical proposal, will be opened. Please refer to Annexure 1 for the evaluation criteria for the technical proposal.

The Financial proposal will carry a weightage of 40%. Please refer to Annexure 2 for the evaluation criteria for financial proposal.

From the time the Technical Proposals are opened to the time the contract is awarded, if any Agency wishes to contact SPEFL-SC on any matter related to its proposal, it should do so **only** in writing. Any effort by the Agency to influence the SPEFL-SC in the proposal evaluation or contract award decisions may result in rejection of the proposal of the Agency.

This RFP is not an agreement and is neither an offer nor invitation by SPEFL-SC to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their proposal pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by SPEFL-SC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for SPEFL-SC, its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. SPEFL-SC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that SPEFL-SC is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and SPEFL-SC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Further, all information/data/reports/pitches/data or other material submitted to SPEFL-SC under this Tender/RFP/RFQ by the Applicant shall become the property of SPEFL-SC. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to SPEFL-SC. The Applicant further agrees and undertakes that SPEFL-SC may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the Applicant shall not have any objection whatsoever in SPEFL-SC using the same.



Annexure 1

Technical Proposal – 60% weightage

1. Completeness of proposal -2%
2. Clarity on the objective of the proposal -5%
3. Design concept and website building strategy -40%
 - Execution plan
 - Depth of understanding
 - Uniqueness of design concept and website functionality
4. Agency Credentials -5%
 - Profile and track record
 - Credentials of web designing, building & maintenance team
 - Award winning web building initiatives, if any
 - Case studies of successfully built websites
5. Discipline and commitment to timelines -5%
6. Previous experience of engagement with the agency -3%



Annexure 2

Financial Proposal – 40% weightage

1. Completeness of proposal
2. Project cost
