उत्तराखण्ड अधीनस्थ सेवा चयन आयोग

रायपुर–थानों रोड, निकट–महाराणा प्रताप स्पोर्ट्स कॉलेज, देहरादून। 248008
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विज्ञापन संख्याः   /उ0अ0से0च0आ0/2024   दिनांकः 24 मई, 2024
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।। कोटेशन आमंत्रण सूचना।।

एतद्द्वारा सूचित किया जाता है कि उत्तराखण्ड अधीनस्थ सेवा चयन आयोग की अधिकारिक वैबसाईट को नये प्रारूप में निर्मित किया जाना है। इस कार्य/सेवा हेतु अल्पाकलिक कोटेशन आमंत्रित की जाती हैं। कार्य व सेवाओं के लिए Scope of work शेड्यूल 01, सेवा शर्तों हेतु शेड्यूल 2 तथा वित्तीय प्रस्ताव का विवरण शेड्यूल 3 तैयार कर आयोग की वैबसाईट www.sssc.uk.gov.in पर अपलोड किया गया है।

उक्त कार्य हेतु इच्छुक फर्में आवश्यक प्रक्रिया प्रपत्रों को भरकर अपने वित्तीय प्रस्ताव सहित दिनांक 03 जून, 2024 को अपराह्न 3.00 बजे तक आयोग कार्यालय में प्रस्तुत कर सकते हैं। उसके उपरान्त प्राप्त प्रस्तावों पर कोई विचार नहीं किया जायेगा। कार्य आवंटित करने के सम्बन्ध में अन्तिम निर्णय आयोग की निर्धारित समिति का होगा।

-Sd-
सचिव

When engaging a agency to develop our website, it's essential to establish clear rules and guidelines to ensure a successful collaboration and the delivery of a high-quality product. Here are some key rules and considerations for the company developing your website:

1. Scope of Work:

Clearly define the scope of work, including project objectives, deliverables, timelines, and milestones. Outline specific features, functionalities, and design requirements for the website. Some Point for Scope of Work

(i)　Project Objectives:

Clearly state the overarching goals and objectives of the website development project. This may include enhancing online presence, improving user experience, increasing lead generation, or launching a new service.

(ii)　Deliverables:

Specify the tangible outcomes or deliverables expected from the project. This may include a fully functional website with specific features and functionalities, design mockups, documentation, training materials, and any other related assets.

(iii)　Features and Functionalities:

List the specific features, functionalities, and components to be included in the website. This may include:
Homepage with interactive elements and navigation menu like UKPSC(https://psc.uk.gov.in/).
About Us page with information about the organization.
Contact form or inquiry form for Candidates.
Samvad integration with our website.

(iv)　Design Requirements:

Specify the design preferences, branding guidelines, and visual elements for the website. This may include color scheme,layout structure, logo placement, imagery, and overall aesthetic considerations.
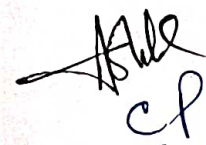
(v)　Content Requirements:

Outline the content requirements for the website, including text copy, images, videos, and other multimedia assets. Specify whether the content will be provided by the UKSSSC or developed by the development team.

(vi) Technical Specifications:

Define the technical requirements and specifications for the website, including:
Platform or content management system (CMS).
Hosting and server requirements (e.g., shared hosting, cloud hosting, dedicated server).

Compatibility with browsers, devices, and operating systems.
Security measures and protocols to be implemented (e.g., SSL encryption, firewall protection, data backup).

Establish a realistic timeline for the completion of the website development project. Break down the project into phases or milestones with corresponding deadlines for each deliverable.

(vii). Roles and Responsibilities:
Define the roles and responsibilities of the UKSSSC and the development team throughout the project lifecycle. Clarify who will be responsible for providing content, reviewing designs, testing functionality, and providing feedback.

(viii) Assumptions and Constraints:
Identify any assumptions or constraints that may impact the project, such as budget limitations, resource constraints, technical dependencies, or external factors beyond the control of the development team.

(ix) Acceptance Criteria:
Define the criteria for acceptance and approval of the completed website. Outline the testing and validation process, including user acceptance testing (UAT) and final client approval before the website is launched.

2. Contractual Agreement:
Draft a detailed contract outlining the terms and conditions of the project, including payment terms, intellectual property rights, confidentiality clauses, and dispute resolution mechanisms. Ensure both parties agree to and sign the contract before commencing work.

3. Communication Channels:
Establish effective communication channels for regular updates, progress reports, and feedback exchange throughout the project. Designate key points of contact from both the client(IT Section of UKSSSC) and development team to facilitate smooth communication.

4. Quality Standards:
Define quality standards and benchmarks for the website's design, usability, performance, and security. Conduct regular reviews and testing to ensure compliance with industry best practices and client expectations.

5. Project Management:
Implement a project management framework to track progress, manage tasks, allocate resources, and address issues or delays promptly. Utilize project management tools and methodologies such as Agile or Scrum to streamline collaboration and enhance productivity.

6. **UKSSSC Involvement:**

Encourage active UKSSSC involvement throughout the development process, including requirements gathering, design reviews, user testing, and final acceptance. Seek UKSSSC feedback and approval at key milestones to align with expectations and preferences.

7. **Documentation and Training:**

Maintain comprehensive documentation of the website's architecture, codebase, configurations, and functionalities for future reference and troubleshooting. Provide training and support to client personnel for managing and maintaining the website post-launch.

8. **Testing and Deployment:**

Conduct thorough testing of the website across different browsers, devices, and operating systems to ensure compatibility, functionality, and performance. Develop a deployment plan to transition the website to the production environment seamlessly, minimizing downtime and disruptions.

9. **Security and Compliance:**

Adhere to industry standards and best practices for website security, including data encryption, secure authentication, and protection against cyber threats. For Security Purpose only one admin login for updation of website and this can only access by IT section of UKSSSC.

10. **Support and Maintenance:**

Provide ongoing support and maintenance services post-launch to address any issues, updates, or enhancements required. Offer service level agreements (SLAs) outlining response times, support hours, and escalation procedures for technical support requests.

Detail the types of support services covered under the 1-year support period. This may include:

Bug fixes and technical issues related to the website's functionality.

Security updates and patches to address vulnerabilities and protect against cyber threats.

Content updates and minor revisions to website content, design elements, or features.

ASHOK NEGI
Programmer
UKSSSC

Terms & Conditions.

1. Approval and Authorization

Government Authorization: Obtain necessary approvals from the relevant government department or authority in Uttarakhand.

2. Compliance with Guidelines

Web Guidelines Compliance: Adhere to the "Guidelines for Indian Government Websites" (GIGW) which includes standards for content, design, development, and maintenance.

Accessibility: Ensure the website is accessible to all users, including those with disabilities, by following the Web Content Accessibility Guidelines (WCAG).

3. Design and Development

Responsive Design: The website must be responsive, ensuring it is usable on various devices like desktops, tablets, and smartphones.

User-Friendly Interface: Design the website with a user-friendly interface to enhance user experience.

Content Management: Use a robust Content Management System (CMS) to easily update and manage content.

4. Security Measures

SSL/TLS: Implement SSL/TLS certificates to ensure secure data transmission.

Security Audits: Regular security audits should be conducted to identify and fix vulnerabilities.

Data Protection: Ensure the website complies with data protection regulations to safeguard user information.

5. Content and Language

Official Language: The content should be available in Hindi, English language to cater to a diverse audience.

Regular Updates: Content must be regularly updated to provide current and relevant information.

6. Hosting and Infrastructure

Government Data Center: Preferably, host the website in a government-approved data center that provides adequate security and uptime.

Scalability: Ensure the hosting infrastructure is scalable to handle varying traffic loads.

7. Performance Optimization

Fast Load Times: Optimize the website to ensure fast loading times for all users.

SEO: Implement search engine optimization (SEO) best practices to improve the website's visibility on search engines.

8. Maintenance and Support

Regular Maintenance: Schedule regular maintenance to keep the website running smoothly.

Support Team: Have a dedicated support team to handle any technical issues and user queries.

9.Feedback Mechanism

User Feedback: Implement a system to collect user feedback and suggestions for continuous improvement.

Grievance Redressal: Set up a mechanism to address and resolve grievances or issues raised by users.

10. Legal and Ethical Standards

Privacy Policy: Display a clear privacy policy outlining how user data is collected, used, and protected.

Terms of Use: Provide terms of use that define the acceptable use of the website.

11. Payment Terms

Payment Schedule: 75 percent of the payment will be made upon the complete launch of the website and successful audit of the website.

Final Payment: The remaining 25 percent of the payment will be made six months after the website has been launched, contingent upon satisfactory performance and maintenance of the website.

Following these guidelines will ensure that the Uttarakhand Subordinate Service Selection Commission government website is professional, secure, accessible, and user-friendly, serving the needs of citizens and stakeholders effectively.

Details of Firm and Financial Bid

1.Company Name ,Address and

Mobile Number   ....

    ....

    ....

2. GST Number   ....

 Attach the Certificate

3.PAN Number.   ....

Financial Bid.

Format for quoting rates for developing our website.

S.no	Requested/work with Specifications	Quoting Rates. RS. (Including GST)
1.	Cumulative price for as per the presented ,project objectives,deliverables,features and functionalites, Hompage with interactive elements and navigation menu like UKPSC(https://psc.uk.gov.in?).Design requirements,content requirements,technical specification,UkSSSC Involement,security and compliance,support and maintenance etc and all other activites/work as per the Scope of work.	

I am writing to formally confirm that I have thoroughly reviewed the details of the Scope of work, Schedule I and Schedule II Terms and Conditions provided for the project and I am pleased to inform you that I am ready to commence work in accordance with the guidelines and stipulations outlined by Uttarakhand Subordinate Service Selection Commission.

Signature   ....

Firm Name   ....

Date   ....

Mobile Number   ....