

Minutes of pre-bid meeting

Subject : Notice for inviting bids / proposals for maintenance of NHIDCL website and handling of Social Networking Accounts and Corporate Communication work of NHIDCL.

A Pre-bid meeting for clarifying the scope of work on the subject NIT & attending to queries of prospective bidders was held on 30/07/2015 at 3:00 PM in the conference room of Corporate Office, NHIDCL. The Pre-bid meeting, chaired by Dr. Vaibhav Saxena, Manager (Finance), NHIDCL was attended by authorised representatives of prospective bidders & Ms. Gunjan Srivastava, Programmer, NHIDCL. Additionally, further comments/clarifications were invited through email upto 17:00 hrs 31/07/2015.

The points discussed in the pre-bid meeting and those raised through E-mail to NHIDCL, have been scrutinised and point-wise clarification on the part of NHIDCL are as follows:-

General Query:-

1. Will exemption from deposit of EMD, be available to firms claiming exemption on grounds of SSE/MSME registration?

Answer: Yes, provided that all relevant registration documents and GoI orders are attached with the bids, failing which bids shall be out rightly rejected.

2. Please share the technology specification from NHIDCL.

Answer: WordPress, MySQL Database, Linux server, Apache configured.

3. Any customization need to be made such as optimizing for search, adding content overlays, customized wrappers, etc.?

Answer: Yes, it is presumed that the agency shall, on request of NHIDCL, incorporate all these functionalities and maintain the website in the best condition.

4. Do you need multi-language support?

Answer: Yes, in future the contents shall also be made available in Hindi & other regional languages – bidders may please elaborate on this issue in point no. 5 of the technical bid regarding Application development, Maintenance and Support Methodology.

5. Do you need cross-linking of contents in social networking sites to be built in?

Answer: Yes.

6. Will there be any third party applications that need to be integrated? If so, what are they?

Answer: Yes. Integration of third party applications shall be needed in future for example payroll, monitoring of bank guarantees etc.

7. Source code will be required for maintaining & upgrading of existing website, will NHIDCL provide the same?

Answer: Yes

8. Do you require a database?

Answer: Yes, database to be maintained with cross-platform compatibility.

Query Specific to NIT terms:-

S.No. of the NIT	Content of NIT	Query of Bidder	Clarification of NHIDCL
1.	Scope of Work: A. To maintain & improve NHIDCL's existing website on an appropriate content Management System for:- 1) Enabling auto archive of the content. 2) Performing & Supervising of day to day website operations. 3) Developing customized pages and interlinking of related pages within this website. 4) Modification at the code level, required for adding fresh menu bar, creating forms templates etc. within the website	Q1. Kindly specify where the existing website is hosted.	Website is currently hosted at GoDaddy.
		Q2. NHIDCL only looking for Development and website Maintenance?	Yes, scope of work as defined in the NIT.
		Q3. Kindly confirm is there any web hosting required for this tender?	Traditional hosting these days is becoming old fashioned, you may look at switching to Amazon Web Server (or any cloud based solutions, for smoother functioning)
		Q4. Kindly share the Existing configuration of server used for Website hosting and database?	Linux Server, Apache configured, Shared hosting, MySQL Database (Not a dedicated server so this should suffice).
		Q5. Kindly specify the database edition? E.g. MS- SQL 2008 standard, express etc. OR MySQL 2008 community, standard. etc	MySQL (Open source database, 2.2.**- 2.4.**). NHIDCL may switch to any other database if required.
		Q6. Kindly specify the existing Operating System with its Edition? E.g. Windows 2008 STD. 64 bits?	Linux (Apache configured)
		Q7. Kindly specify the Functional architecture of the existing NHIDCL website.	WordPress Architecture (Capable of having MVC architecture)

		Q8 For any customisation in code level NHIDCL has to communicate with vendor, and will be consider part of the AMC.	Yes
	C. Ensuring content security of data.	For content security, NHIDCL has to go with SSL certification.	NHIDCL shall abide with all latest security protocols.
	D. Maintaining Email IDs for NHIDCL team on secured third party server.	Q1. Kindly confirm maintaining Email IDs for NHIDCL team means NHIDCL already have their email Solution and further bidder need to maintain the same.	We are presently using Godaddy but are keen in switching to mostly used platforms like Gmail, Office365 etc.
		Q2. Kindly confirm the existing service used for mailing solution? E.g. MS Exchange, Zimbra Server etc.	Shared GoDaddy server
		Q3. Kindly confirm the numbers of Email I'd that need to be maintained?	Depends on NHIDCL's requirement.
		Q4. Kindly confirm the per year increment of Email ID's.	Depends on NHIDCL's requirement
		Q5. Kindly specify about existing email ID service provider?	GoDaddy (webmail server)
		Q6. Kindly specify the features in existing email IDs?	It is an open source web-mail. But with transition to a new server, features like document sharing etc shall be required.
	G. Implementation of payment gateway.	Q1. Kindly specify about the existing payment Gateway?	None. NHIDCL shall like to integrate with payment gateway of Syndicate Bank and channelize all its receipts.
	I. Maintaining NHIDCL's Social Networking Account.	Q1. Kindly elaborate this point?	To handle the Company's twitter account, Facebook, LinkedIn, Blogger etc.
	J. Perform all functions related to NHIDCL's Corporate	Q1. Need Clarification.	To integrate features in the website as eNewsletter, Auto

	Communication?		archiving etc.
3.	3. Available resources to handle our issues (highest marks to the bidder providing onsite resources)	Q1. NHIDCL is looking for resident engineer he will handle development, website maintenance and Email Id management etc., but a single engineer cannot hold all these skills. Kindly suggest if onsite engineer would only be a webmaster for managing content/uploading documents or would be responsible for making programming changes?	Yes, NHIDCL will require a service engineer to be available 24X7 for taking up operational role, which shall be of a webmaster to liaison with the back-end team for necessary work.
Annexure - II	Annexure - II FINANCIAL BID	Consolidated Amount per month inclusive of all taxes	May be read as:- Consolidated Amount per month exclusive of applicable service tax.

The Last date for submitting completed Bids has been extended upto 10/08/2015 (Monday) upto 15:00 Hrs. All other terms & Conditions of NIT shall remain the same.

NHIDCL