

## NOTICE

**Subject: Request for Expression of Interest (EoI) for Development and Maintenance of KMRCL Information Website.**

### **1. Introduction**

The Kolkata Metro Rail Corporation Ltd. (KMRCL), a joint venture of Government of India and Government of West Bengal, invites Expression of Interest (EoI) from experienced and professionally competent agencies for design, development and maintenance of KMRCL website.

The key objective of the website is to raise the visibility of the KMRCL by providing the information in a structured and quick fashion, and enable KMRCL to establish and build better relationships with stakeholders and users.

Details indicating the assignment, the selection criteria, mode of submission of document are as given below. The KMRCL reserves the right to accept/reject proposals or stop the process of approval at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such decision. Mere submission of Expression of Interest (EoI) will not confer any right for carrying out the job. Similarly, the Expression of Interest (EoI) will not automatically entitle them to have any right for receiving the tender job.

### **2. Background**

Kolkata Metro Rail Corporation Ltd (KMRCL) is a special purpose vehicle (SPV) of Government of India and Government of West Bengal implementing Kolkata East-West Metro rail project. The KMRCL's Metro Project will be approximately 14.67 km long, operating on east-west corridor of Kolkata and will connect Howrah Maidan at the East and Salt Lake Sector-V at the West. The route will be approximately 5.77 km elevated and 8.9 km underground. There shall be 6 stations on via-duct and 6 stations in tunnel. The line will have interchange with existing network of Eastern railways at Howrah, Sealdah and Central station of existing North South Metro of Indian Railways.

In accordance with need of Kolkata East West Metro Project- Tenders, addendums, clarifications, results, recruitment notices, organizational information, project related pictures, etc, are being uploaded on existing KMRCL website at URL <http://www.kmrc.in> since its inception.

To fulfill the current demands it is required to redesign the website keeping provisions for all the present categories of information available on current KMRCL website simultaneously making provisions for other relevant categories. Among other requirements, there is a need to maintain active news section related to project development and announcement portal providing updated information and project pictures to website visitors.

The proposed website should be user friendly and interactive containing databases and with search facility for ease of operation as well as transparency in information dissemination to the stakeholders.

### 3. Objective

To set up and maintain 'KMRCL Information Website'.

### 4. Scope of work

- i) Preparing an outline structure/site map of the KMRCL Information Website.
- ii) Designing and development of KMRCL website.
- iii) Testing and deployment of the search strings using appropriate software.
- iv) Database creation and uploading on the website using appropriate software.
- v) Provision of employee email account and email ids.

### 5. Design Principles regarding KMRCL website :

The following design principles should be at the forefront of the design of the website.

- i.) Website should be interactive in nature.
- ii) Website should use CSS and have Tabbed browsing feature.
- iii) Content should only appear on the site if it directly assists the users in meeting their aims and goals for visiting the site.
- iv) Website should have provision of secured access.
- v) The Site design should be simple - in particular, limited colors and graphics should be used.
- vi) Emphasis should be on enhanced web site usability by making the site easy to navigate and enhancing the compatibility with all end user computer configurations.
- vii) The website need to be audited for Cyber Security vulnerabilities to ensure that it meets the guidelines developed by MoC&IT CERT-In. Clearance Certificate for KMRCL website has to be provided after development by the company/firm from CERT-In empanelled Auditors.

Website needs to confirm to the Government of India Guidelines issued by Department of Administrative Reforms & Public Grievances in 2008.

### 6. Information to Agency

The KMRCL is not bound to accept any of the proposals submitted. At any time before the submission of proposals, KMRCL may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the scope of work. Any amendment shall be issued in writing to the bidders and shall be binding on them. KMRCL may at its discretion extend the deadline for the submission of proposals.

## 7. Selection and Evaluation Criteria

Expression of Interest (EoI) submitted by those firms/organizations exhibiting adequate skills and experience in the following areas will be considered:

- i) Those who have completed website redesigning and restructuring work in the past as evident by relevant documents showing the quantum of work and the costs.
- ii) Type of website redesigning and restructuring completed/ongoing (including the Ministry/Departments in the Government of India) along with platform as well as names of the agency for whom the website redesigning and restructuring have been executed as well as financial details for the respective assignments should be mentioned in the Expression of Interest (EoI).
- iii) Expertise, skill-sets, and the manpower strength to be indicated in the Expression of Interest (EoI).
- iv) The infrastructure and equipments available with the proponent organization need to be clearly indicated.
- v) The Expression of Interest (EoI) to be supported with Audited Statement of Accounts for at least last three years.

Expression of Interest (EoI) will be short-listed by an evaluation committee. The firms, short-listed on the basis of evaluation of the experience and adequate skills, may be asked to make technical presentation before evaluation committee. In this regard, a separate communication shall be sent to all the short listed firms.

The evaluation committee reserves the right to accept or reject any received EoI. The decision taken by the evaluation committee would be final and not open to further discussion.

RFP (Request for proposal) would be released only to firms/companies who will be shortlisted on the basis of their submitted EoI and a preliminary presentation to the committee for which they will be called. Firms/Companies to whom RFP would be released have to submit the technical and financial bids within a stipulated date. EoI of those firms/companies that have not fulfilled the selection and evaluation criteria will not be informed of the same.

## 8. Contents of Expression of Interest (EoI)

Expression of Interest (EoI) must address the selection and evaluation criteria as mentioned in item seven (7) "Selection and Evaluation Criteria" above along with the following additional information for which supporting documents must be provided and to which firms/companies must comply-

- i) Detailed background and structure of the firm, profile of the company including the year of establishment along with audited statement of accounts for last 3 financial years.

- ii) Details of similar website development and maintenance assignments (including the Ministry/Departments in the Government of India) handled/completed during the last 3 years, along-with names of the clients and URLs.
- iii) Contact name, addresses, telephones and facsimile numbers are to be provided.
- iv) CVs of the persons, who are to be involved in this project clearly stating the number of similar assignments they have completed in the past.
- v) Description of the methodology and work plan for performing this assignment.
- vi) Proposed time frame required for completion of the assignment; and any other information that would be relevant for the KMRCL website.
- vii) Documentary evidences with regard to all the technical claims are to be submitted.
- viii) An authorized representative of the firm should initial all pages of the Expression of Interest (EoI).
- ix) Copies of Clearance Certificate issued by CERT-In empanelled Auditors meeting the guidelines developed by MoC &IT CERT-In for already developed websites may be submitted.
- x) A list of Website addresses (at least 5) that have been developed by the firm/company must be clearly mentioned.

## 9. Submission of Proposals

The proposal should contain Expression of Interest (EoI) as well as experience on website redesigning and restructuring work in the past and other relevant documents as stated above. Expression of Interest (EoI) should be enclosed in a separate sealed cover super scribing the words:

“Development and Maintenance of KMRCL Information Website:  
Expression of Interest (EoI)”

Any Expression of Interest (EoI) received after the closing time (mentioned below) for submission shall be returned unopened. KMRCL will not be held responsible for postal delays. The Expression of Interest (EoI) must **remain valid for at least 2 months** after the closing date of submission for EoI. During this period, the bidder is expected to keep available the professional staff proposed for the assignment.

KMRCL will make its best efforts to decide on the Expression of Interest (EoI) within this period. If KMRCL wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals. **“Please note that prices should not be indicated in the Expression of Interest (EoI)”**

Interested parties may submit their Expression of Interest (EoI) in sealed envelopes through Speed Post/Registered Post to reach the following address **latest by 23/09/2011, 16:00 hours, IST.**

Managing Director  
Kolkata Metro Rail Corporation Ltd.  
5<sup>th</sup> Floor, HRBC House,  
Munsi Prem Chand Sarani,  
Kolkata (India) – 700021.

For queries please contact by email: [cest.kmrc@gmail.com](mailto:cest.kmrc@gmail.com)