



The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

Southern India Regional Council TRIVANDRUM CHAPTER

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Re-Tender Notice

Date.....

No. TCCA/96/GJ-Video/111 -2022

10.09.2022


Sealed tenders are invited from the interested bidders for the Design & Development of Website of the Institute of Cost Accountants of India – Trivandrum Chapter as per the specifications given below:

Last date of tender -19.09.2022.

Sl No	Item	Description
1	Design & Development of the Website of the Institute of Cost Accountants of India Trivandrum Chapter	Scope of work attached separately as Annexure I

Addl tender condition.

1. The duration of the work is 15 days from the date of receipt of Work Order.
2. The bidder shall visit the sites, at their own cost, to assess the quantum of work.
3. The inputs shall be provided by the ICAI-Trivandrum Chapter
4. The prospective bidder shall also submit tender document uploaded in the website with seal and sign in all pages.
5. Payment Terms will be 30% Advance against bank gaurantee and balance after completion of the work.


CMA Pranav Jayan
Secretary, ICAI-TrivandrumChapter



Acceptance Letter

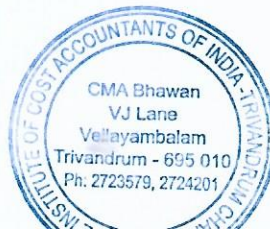
The Chairperson
The Institute of Cost Accountants of India-Trivandrum Chapter

Name of the work :

Tender number :

Dear Sir/Madam,

1. I/We, the undersigned having carefully gone through and clearly understood the Specifications & terms and conditions for the above-mentioned work, do hereby tender to execute and complete the whole of the works strictly in accordance with the said specifications, etc. at the rate specified in my bid
2. Having duly examined the tender documents including the specifications, designs, schedule of quantities relating to the works specified in the underwritten memorandum and having visited the site of the said work and having acquired all the requisite information relating thereto as affecting this tender. I/We hereby offer to execute the works specified in the Tender Document within the time specified there in all respects with the specifications, designs, drawings and instructions in writing referred to in the conditions of the tender, special conditions, the schedule of quantities and with such materials as are specified, by and in all other respects in accordance with such conditions in the schedule of quantities.



3. Should this tender be accepted, in whole or in part, I/We hereby agree to abide by and fulfill all the terms and provisions of the conditions of tender so far as applicable.
4. It is understood that the lowest or any tender will not necessarily be accepted and The Institute of Cost Accountants of India -Trivandrum Chapter reserves the right to accept or reject any or all the tenders and that The institute of Cost Accountants of India -Trivandrum Chapter is not bound to assign any reason for the same. The name of the Proprietor /Partners/Directors of our firm are:
5. I/We agree to complete the work with the amount of Rs.

Signature of Bidder with seal

Encl:

1. Tender documents Signed & sealed in all pages
2. Quotation



The Institute of Cost Accountants of India -Trivandrum Chapter

Design & Development of website

Annexure I - Scope of Work

INSTRUCTIONS TO TENDERERS

1. General Instructions:

TCCA invites tenders for the work "DESIGN & Development of website". All the offers in prescribed include with tender document should be submitted before the time and date fixed for the receipt of offers as set forth in tender papers. Offers received after stipulated time and date will be summarily rejected.

2. SCOPE

Broad scope of the project is as follows:

- Database driven approach and use of latest software
- Addition of content of approximately 150 pages (50 static & 100 dynamic) to be added as and when required.
- Writing of all the contents in the website
- Provision of E-tendering
- Training to TCCA officials for content placement at Trivandrum Office.
- 1 years maintenance of the website with rectification of errors, addition or up gradation of contents.

3. PROJECT REQUIREMENTS:

Developer must follow required guidelines for websites to ensure proper standardization of all content Website needs to be design with all dynamic features for updating and prescribed web accessibility features as below

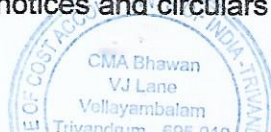
- Least site opening time
- Clean and professional design
- Website reflect our organization indent
- Search engine friendly website
- Security of website

4. Functionality Covered In Website

Website-Components: The proposed website should have 2 broad components:

A. Visitor Section

- Landing Page:** There would be landing page of the website which should contain links to Trivandrum and official website.
- Notices and Circulars:** All notices and circulars originating from TCCA should be listed here. The notices and circulars should be listed date-wise. All



notices and circulars should have a valid date and after date expiry it would be automatically moved to archives section under Notices and Circulars.

- iii. **Forms and Downloads:** All forms originating from TCCA should be listed under various categories under Forms and downloads sections. The format for all should be PDF file. For each file, brief description along with size of file should be mentioned. Here also these forms should have a valid date and after expiry of valid date, it should automatically be moved to archives section under Forms and Downloads.

5. Media Centre:

This would have following sections:

- a) Press Release: All press releases from ICAI should be listed under this section.
- b) Photo Gallery: Event-wise photographs should be listed under this section. Each photograph would have a brief description. All photographs would be listed in thumbnail (small) size and on clicking on the photograph it should be opened in a new window with original size.
- c) Events Calendar: List along with details of all forthcoming events should be mentioned under this section. When the date of event passes on the event should automatically be moved to archives section under Events.

6. Tenders:

The visitors to the site should be able to view the Tenders pertaining to both departments. The tender would be listed category-wise and date of expiry-wise. If a corrigendum is issued for the tender then it should be listed below that tender. On expiry of the last date of submission the tender should be moved to archives section of Tender. Also cancelled tenders should be listed under cancelled tenders section under Tenders.

7. Deputation:

Visitors to the site should be able to view all postings of the ICAI. Complete details as to how to apply, where to apply, eligibility criteria and last date of submission should be listed here. On expiry of the last date of submission the job opening should be moved to archives section.

8. Related Links:

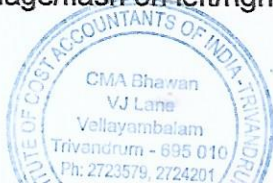
Links to other ICAI websites and web applications should be provided.

9. Frequently Asked Questions:

Provision of frequently asked questions along with answers to those questions. The department administrator should also have the option to link the feedback received from visitors with frequently asked questions.

10. Banners and Advertisements:

Facility to promote schemes of different ministries of GOI and programs. They can be displayed prominently on ICAI websites in the form of banners (image/flash in centre of page) and panels (image/flash on left/right side of page).



11. Full Text Search:

Provision of Full text search in the website for all the content. On entering any keyword, the system must be able to search in all links, sub-links and sub sub-links and should provide links where that word is present. On clicking the link the content should be displayed.

B. Administrator Section: Website should have all facilities be available asbelow

- **Secure Login:**

- Admin section must be protected by username and password and using salted MD5 encryption.
- At database level also password should be stored in encrypted format.
- After 5 consecutive wrong attempts the password should bereset and new password would be sent to administrator through email.

- **Links:** Administrator would be able to add/delete the links pertainingin the website at any point of time from any location. The control for the same should so user friendly that a simple data entry operator should be able to update the links. There would be three types of links, File (link to a file i.e. Doc, PDF, JPG etc), URL (Link to some other website) and Content (Static information in rich text format).Also the administrator should be able to set the order in which the links would appear in the website.

- **Examination Procedures**

- a) Exam Type:

Online Exam can be conducted for Objective Type of questions, Subjective type of questions where the candidate can type answers. For online exam various types of questions like True/ False, Multiple Choice, fill in the blanks, image-based, graphical analytical, etc can be used to check competency level.

- b) Marks for Each Question:

While defining the online exam you should define total marks allotted for each question. It can be a variable marking exam or exam with each question carrying the same marks. For variable marking exams, you need to define total questions with marks ranging from 1 to 5.

- c) Total Time for Exam:

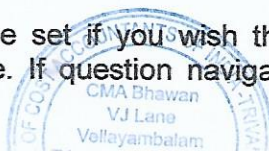
The duration of the exam varies based on the total number of questions. It can be defined in minutes. It is possible to define timer for each question. e.g. Each question can be attempted within 30 seconds time. After 30 seconds system moves to the next question.

- d) Instant Result View:

If you are conducting Online Test Series then it is recommended to publish Score along with a detailed analysis of the exam to the candidate immediately After finishing the exam. If you are conducting the Entrance Exam , Recruitment Exam then You can disable Result View of the online exam.

- e) Question Navigation:

Question Navigation can be set if you wish the candidate can answer questions in Any sequence. If question navigation is disabled then the



candidate has to attempt questions in sequence defined by the system. Each candidate gets a different sequence of questions

- f) **Negative Marking:**
You can set negative marking for wrong questions. Certain marks would be deducted for each wrong response recorded by the candidate for the objective online exam.

- **Page Title:**

For each link created the admin would specify the title of page.

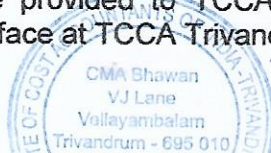
- a) **Link Validity:** For each link created the admin would specify the date by which the link expires. The default value should be never expires.
 - i. **Ownership:** For each content the admin should specify the source of the content and owner of the content.
 - ii. **Meta Data:** For each content the admin should specify the metadata
- b) **Content Structure:** The admin should add links in the website. Now each link can be a main link. At the same time it can be a sub-link to some other link. Also simultaneously it can be a sub-link level 2 thus achieving complete flexibility.
- c) **Tenders:** Through this section the administrator should be able to Add/Delete/Modify the tenders originating from the department. The admin should have the option to add corrigendum for the tender and also cancel or altogether delete the tender.
- d) **Feedback Management System:** The admin should be able to view all feedback received for a particular date or for duration. Now the admin should be able to send the reply for the same and email would be sent to the visitor's email address. Two types of feedbacks would be viewed and replied.
 - a. **General**
 - b. **Content Specific**
- e) **Circulars:** Through this section the Administrator of the site should be able to Add/Edit/Delete the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.
- f) **Photo Gallery:** Through this Module the Administrator should be able to add/update the categories in the website & should further be able to Add/Delete/Modify the photographs pertaining to that category in the website.
- g) **Downloads:** Administrator should have the option to add/delete/modify the files pertaining to download section.

- **E Tendering**

The site should have a section of E tendering for receiving & opening of Tenders secure basis.

- **Implementation Approach**

- On receipt of work order the Developer should prepare 3 sample layouts for the website and should be submitted TCCA committee for approval. All changes suggestion for the layout would be done by the Developer.
- Further work should only be started after approval. Work should be done based on cyber security guidelines.
- Training should be provided to TCCA officials for management of Administrative Interface at TCCA Trivandrum.



- The Developer should provide one year technical maintenance for the website which should essentially mean rectification of errors and correction or addition of contents. For addition of new functionality/ pages separate proposal would be submitted after understanding the requirement.

c) Students Section

1. Secure Login:

- Students section must be protected by username and password and using salted MD5 encryption.
- At database level also password should be stored in encrypted format.
- After 3 consecutive wrong attempts the password should be locked and student should approach the admin for new password reset.

2. Exam Portal

When Admin initiated the exam the student should get a notification on their portal.

3. Student attendance details

Students can get there report on the portal

4. Curriculum Syllabus

The students can able to get the syllabus and their respective mentors details.

d) Members Section

a) Secure Login:

- Member section must be protected by username and password and using salted MD5 encryption.
- At database level also password should be stored in encrypted format.
- After 3 consecutive wrong attempts the password should be locked and student should approach the admin for new password reset.

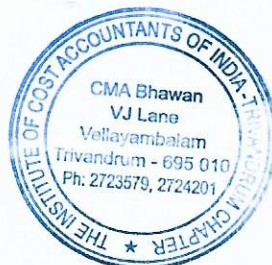
b) Upcoming PD programs view

c) Connect to official account:

Members need to connect directly to official portal through there login.

d) Profile:

Members need to able to create a profile of them for website view.



SECRETARY
The Institute of Cost Accountants of India
Trivandrum Chapter