

**PUNE DISTRICT CENTRAL CO-OPERATIVE BANK LTD**

**Head Office: 4B, B.J.Road, Pune – 411001.**

## **Request for Proposal for Website Design, Development and Hosting**

At the outset we would like to introduce our self as the leading District Central Co-operative Bank in India catering the technology enabled financial services to the farmers in Pune District, Maharashtra. The Pune District Central Co Operative Bank Ltd (PDCC Bank) is requesting proposals for a vendor to provide three services related to its website: (1) Hosting the PDCC Bank website (Cloud Base) (2) Migration from the existing website to the new site (3) Redesign of the site.

The bidder should ensure that they satisfy the eligibility criteria given below

### **1. Eligibility Criteria:**

- Qualifications in website development, capacity (at least five full-time staff members dedicated to web development, design and maintenance), 2 years' experience and knowledge in the area of website development and maintenance

### **2. Disqualification**

Any form of canvassing/ lobbying/ influence/ query regarding short listing, status etc. will result in a disqualification

### **3. Responsibilities:**

- Review, maintain, and update existing PDCC Bank web pages for accuracy, currency, and functionality
- Work with the Bank Management and IT Team to create a new design that gives the site a professional, attractive, and contemporary look
- Identify the optimum server platform and development language for the new website, considering both functionality and cost
- Migrate the current website content to the new design with database.
- Integrate one-click social media profile join buttons for Facebook and Youtube.
- Maintain documentation of the PDCC Bank website
- Perform other related duties and responsibilities as required and as time allows.

#### **3.1. Important**

Bidders must take the following points into consideration during preparation and submission of bids.

1. Relevant documents must be submitted as proof wherever necessary. All the pages must be sealed and signed by the authorized signatory of the respondent.
3. Responses should be concise and to the point. Submission of irrelevant documents must be avoided.
4. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected
5. Each bidder shall submit only one proposal

### **4. Scope of Work**

Vendor should adopt industrial standard methodology for Change Management and Content Change tracking for websites. Single point of contact (SPOC) will be suggested from PDCC Bank for approval of the changes at websites. Details of authorized SPOC will be shared with the selected vendor.

#### 4.1 Website development

- Development of a new website for PDCC Bank
- Redesign and update website, using the existing content and new content but with a revised And updated look and feel and new functionality
- Website to be built using a content management system.
- Website to be secure and scalable
- Website built using web standard coding that is platform and browser independent
- Website to be fully searchable using the world's top search engines
- Website to be informative, interactive, user-friendly and eye-catching, as well as attractive and professional, and must clearly communicate the objectives of PDCC Bank
- Website to present information in a clear, collated format
- Website structure that is modern, usable, accessible and intuitive for users as well as easy to update
- Edit existing content as well as create new content that advances the vision of the website
- Integrate with social media like Facebook, twitter. Sharing of pages / Posting option from website to be available to visitors as per bank's requirement.
  
- The website design needs to follow a new age, contemporary, minimalistic and parallax design style. Need to implement a consistent look and feel across all pages on the website and templatisation. Improve user experiences when interacting with the website through design, navigation etc.
- All locators (branch / ATM) should have google map integration with directions and address of the Branch / ATM. The locators need to be geo location enabled, wherein the user will be by default shown the Branch / ATM of the location that the user is accessing the website from.
- Bank will provide content in Marathi or English contents. English content to be translated by vendor.
- Website should be in bilingual. (English and Marathi)

#### 4.2 Website Maintenance:

1. Maintenance / additions / updation in Contents (static & dynamic) and Graphics etc. of websites.
2. Up-loading / removing / moving of web pages, links, Graphics, animation, advertisements etc.
3. Audit of Website is conducted on periodic basis. Selected vendor will be required to undertake compliance of the observation of the auditor as and when advised.
4. Bug fixing, ensuring smooth access by browser from / through relevant modes.
5. The selected vendor shall monitor & optimize the websites for performance (e.g. ensuring sites have enough storage space, loading quickly etc.) in coordination with website hosting service provider.
6. All the maintenance & development activities should be carried out so as to protect and ensure that the websites (pdccb.com) remains:
  - IPV 4 and IPV 6 compliant
  - Convenient Interface over mobile phones, tablets, desktops etc.
  - Responsive
7. Content which needs to be hosted on website will be provided by PDCC Bank. Vendor is required to modify the content to gel with the layout of the website.
8. Detailed Analytic Reports for the websites to be provided by selected vendor on monthly

basis or whenever required.

9. Vendor should be able to troubleshoot any unforeseen problems with the website at a short notice.

10. Selected Vendor needs to provide the backup of these websites to PDCC Bank, if required.

11. Vendor to ensure that all the modules being developed for the website are error free and are hack proof.

12. The modules being developed for the website should be going through a mandatory Quality Control and QA testing.

## **5. General**

Bank's Existing WebSite :

Bank already has a corporate web site hosted as [www.pdccbank.com](http://www.pdccbank.com) which is developed using ASP .Net technology. It has links to our Internet banking site, branch locator, online application submission etc.

Further information regarding technical matters can be sent an email to: [support@pdccbank.com](mailto:support@pdccbank.com) or tel: 8605305757

## **6. Submission of Proposals**

- The Bidders shall seal the envelopes containing “Technical Bid” and “Price Bid” separately and the two envelopes shall be enclosed and sealed in an outer envelope.
- The inner and outer envelopes shall: a) be addressed to the Bank at the address given; and b) Bear the Project Name “Request for Proposal for Website Design, Development and Hosting”. c) All envelopes should indicate on the cover the name and address of the Bidder.
- If the outer envelope is not sealed and marked, the Bank will assume no responsibility for the Bid's misplacement or premature opening

Proposals should be submitted on or before the 23 August 2018 by no later than 03.00 PM to the following address:

**DGM IT**  
**Pune District Central Co- Operative Bank Ltd. Pune,**  
**4B , B.J.Road , Near Central Building,**  
**Pune- 411001.**  
**Tel: + (91) – 20-26304100, 26133833**

Schedule of Dates are as follows:

Bid Opening Date: 18-08-2018

Last Date of Submission of Bid: 23-08-2018 (Till 03.00 PM)

**The selection of the qualifying proposal will be at the PDCC Bank's sole discretion. The PDCC Bank does not bind itself to accept any particular bid/proposal, and the PDCC Bank reserves the right not to appoint the service provider.**