

**INVITATION TO TENDER (ITT) AND SPECIFICATION
FOR
UKIERI Website Redesigning and Maintenance**

Invitation to Tender

Applications are invited from Website Developers interested in developing and managing the UKIERI website (www.ukieri.org). The vendor has to update and develop the website as per the requirements.

Introduction to UKIERI Programme

UK-India Education and Research Initiative (UKIERI) started in April 2006 with the aim of enhancing educational links between India and the UK. UKIERI has been recognized as a key multi stakeholder programme that has strengthened the educational relations between the two countries and been successful in covering all segments of the education sector.

UKIERI Phase 1 (2006/07-2010/11) was set out to establish UKIERI as a framework to enable a step change in the bilateral relationship on education and research. UKIERI Phase 2 (2011/12-2015/16) narrowed the focus by working on thematic areas of national concern to both countries. It supported partnership under leadership, innovation, skills development and mobility with the aim to drive value through strategic and system driven projects. UKIERI Phase 3 (2016/17-2020/21) focusses on Leadership Development, Integration of Skills in education, Research and Educational partnerships.

UKIERI is being implemented with the aim to bring forth a unique initiative that strengthens the bilateral relationship between India and the UK to set an example of best practice in international cooperation. The initiative is working towards developing programmes that meets the priorities and needs of both India and the UK and bring about a systemic change in the educational sector of both India and the UK.

UKIERI is a multi-stakeholder partnership programme supported by Department for Business, Innovation and Skills, Ministry of Human Resource Development, Foreign and Commonwealth Office, British Council, Department for Science and Technology, Department for Employment and Learning, Scottish Government, Welsh Government and University Grants Commission.

The UK and Indian government has committed over GBP 35m across the two phases of UKIERI with over GBP 75m leveraged over the last 7 years against this funding. Mutuality of benefit has been the core principle of all partnerships supported under the programme. UKIERI, as a programme, has been flexible and has evolved according to experience gained during its implementation

and the changing needs of both countries. This has been possible through constant consultation processes with the representatives of the UK and Indian sectors and through evaluation of feedback from related bodies & organizations.

About UKIERI Website

The UKIERI website is accessed by a huge audience not just from India but from the UK as well. Starting from Professors, Researchers, Educationalist, Institutions, Vocational Training Providers, Sector Skill Councils, Industrial organisations, to Government Organisations, Representative organisations of the government and Government Officials

The website is aimed to be the information platform for its stakeholders. The website will have announcements, updates and results about the RFP/Invitation to Tenders. The website will also have information about the recent activities, events and workshop schedules.

The website will continue to have Knowledge bank of downloads, PDFs of Case studies and other internally made documents.

Scope

The services required and activities will include:

1. Web site development:

- a) Make the website/its content the look and feel consistent. Interactive and appealing web design
- b) Secure the existing site during the updation and preservation of all current website content and functionality and implement new features that add value.
- c) Make the website Mobile responsive
- d) Make the website more dynamic
- e) Create wire frames and get approval before making changes
- f) Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu.
- g) Optimize the site for low bandwidth users.
- h) Integrate twitter and Facebook posting (UKIERI current has active LinkedIn and Facebook groups; website should facilitate streaming of information between these different platforms)
- i) Browser compatibility. The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.
- j) Add a comprehensive search functionality to the web site and not Google search
- k) Alerts: Email alerts for members (fortnightly, monthly, customized based on their preference of info / frequency).

2. Web site Updation and Redesigning - The updated website is expected to have :

- a) Testimonials
- b) Photo and video gallery
- c) Banner
- d) Highlights and Downloads
- e) Contact Details
- f) Info graphics
- g) News Items
- h) Calendar and events

The list is not exhaustive.

3. Search Engine Optimization and site analysis

- a) Keyword research & analysis
- b) Site analysis (Who accessed it; What document is uploaded; Frequency of Intranet, pages accessed; (With other standard Usage Analysis features)
- c) Search Engine submission (free search engines)
- d) Web ranking report

4. Training, Maintenance / Support Period

- a) Trouble shooting: In case site is down, any link is broken, any functionality not working properly etc.
- b) Technical Assistance: In case Website needs to be moved from one server to another, any patch up-gradation on Open Source CMS and server etc.
- c) Remote support for assistance in changing/editing/modifying modules, webpage via call or emails (if at all required).
- d) Bug fixes for any existing functionality.
- e) During AMC, hired company is expected to upload content

Applications:

Applications for the programme should include:

- Company Profile (Turnover, Board of Directors, Office location(s); staffing)
- Track record
- Proposed Methodology / Approach and detailed Timeline with Deliverables;
- To share the SLA and timelines for the proposed scope of work
- Include CV of their team working for the project
- Financial Proposal (Detailed Cost Break-up)

The proposals received will be evaluated according to the following criteria:

| | |
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| Experience, credentials, track record in web design, development and user experience | 30% |
| Suggested approach and methodology | 40% |
| Review process and account management | 10% |
| Commercial (management fees and any additional installation or services fees, added value such as bidding discounts) | 20% |

Instructions for submitting your Tender

Proposals should not exceed 15-20 pages. Incomplete proposals will be disqualified and not considered for evaluation.

A copy of your tender marked "UKIERI Website Development Invitation to Tender" in the email title should be e-mailed to: ukieri@in.britishcouncil.org

No later than 12.00 noon by Monday, 15th July 2017. Late tenders may not be accepted for inclusion in the bidding.

Proposed Timetable

| Timetable of Events | |
|----------------------------|------------------|
| ITT Issued | 15 June 2017 |
| Closing of ITT | 15 July 2017 |
| Contract Award | 1 September 2017 |
| Assignment Start | 1 September 2017 |
| Assignment Complete | 1 December 2017 |

General

- This Invitation to Tender document is not an offer of services and UKIERI is not obliged to accept any of the bids received.
- All costs incurred in the preparation of the bid are the suppliers' responsibility.
- 'The contents of this ITT are confidential and are not to be disclosed to any third party.'

Issued by
UKIERI Secretariat
British Council, Delhi