

**High Commission of India
Port Louis**

Request for Proposal

Request for Proposal for Redevelopment and Maintenance of Website for High Commission of India, Port Louis. (In compliance with XP Division Ministry of External Affairs guidelines of 8 December 2017).

1. Introduction

The High Commission of India, Port Louis (hereinafter referred as “Mission”) website can be accessed at <https://indiahighcom-mauritius.org/>. The website provides vast amount of information through various sections/web pages. The website provides latest updates for the benefit of the Indian community in Mauritius; in addition, the website has vast information about various consular services rendered by the Mission. The website also provides information related to RTIs and Press Releases, Announcements, New Events, Whats New etc. Mission therefore intends to avail services from firms/ agencies having experience of developing and maintaining websites.

2. Scope of the work

- I. Redesign of website as per MEA and NIC website guidelines as a responsive website.
- II. Website to be migrated and hosted in India on Virtual Private Cloud by the vendor with hack proof security.
- III. VPC hosting will be on India based Cloud infrastructure.
- IV. Providing 24 X 7 unlimited update of the content with mission officials for all the tasks related to the website design and maintenance and updates respectively.
- V. Providing 24X7 unlimited troubleshooting and maintenance of the website.
- VI. In-house website security audit as per the Ministry of External Affairs guidelines to be conducted on regular basis.
- VII. Agency would be required to provide Warranty, Maintenance, and Technical Support for the period of contract for all matters related to Website Management, Website security and Website Hosting.
- VIII. Social Media updates such as Facebook/Twitter and other MEA and Mission required Social Media updates in the live feed of the website.
- IX. Website complies with the “Guidelines for Indian Government Websites (GIGW)” <http://guidelines.gov.in/>

3. Terms and Conditions

- a. The bidder should have completed at least 10 orders for Indian Mission’s website development during the past five years i.e. 2012-2017 with requisite manpower for a similar scope of work. At least 3 reference letters and 5 emails from Missions should be provided.

- b. An undertaking (self-certificate) that the agency hasn't been blacklisted by a central/state Government institution and missions. Also there has been no litigation with any government department on account of IT Services.
- c. The quotation must include Total fee (in USD) per year. This Fee should include costs/expenses of the Agency for undertaking work as detailed in the Scope of Work which includes all Taxes.
- d. Contract period will be 3 years.

4. Important Dates

Details	Date	Time
Date of Publishing	31.08.2018	0900HRS
Submission end date	21.09.2018	1200HRS

Proposals must be submitted to High Commission of India, Port Louis by email pol.portlouis@mea.gov.in or at the address specified below:

High Commission of India
6th Floor, LIC Building
John Kennedy Street,
P.O. Box 162, Port Louis
Mauritius

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John Kennedy Street,
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Fax No. +230 208 6859
Email: pol.portlouis@mea.gov.in/admn.portlouis@mea.gov.in
Officer-in-Charge: Urmila, Attaché (Admin)