

	The Energy and Resources Institute	ISSUE NO.	04	DATED	06-09-2023
	Tender	REVISION NO.	01	DATED	13-09-2023
		DOC. NO.	F/Mat/04		

**Terms of References (ToRs) for the Procurement of Services for
 the Development of a web portal on Green Shipping and Ports
 (National Centre of Excellence in Green Port and Shipping
 (NCoEGP)**

TERI/MAT/2023–24/004

Tender Date: 06-09-2023

Last Date for Submission of Bids: 15-09-2023


Background

The web portal on Green Shipping and Green Ports is envisaged as a knowledge platform and a forum for enhanced dialogue and information dissemination. As such it will be largely web-based, with knowledge servers and dialogue forums for exchange of innovative ideas, policies, research findings, and data. It will function as an information driven and needs-based mechanism. The main thrust of the center is to provide technology support to the shipping and port section.

Objective

The portal will provide web-based collaborative space for stakeholders to find technology-driven innovative solutions with following objectives:

- to provide a platform for sharing ideas, knowledge, and draft documents among the different stakeholders of various organisations and institutions from India and abroad involved in Green Port and Shipping activities
- to disseminate knowledge, promote collaboration, and support capacity-building efforts in India and abroad by providing access to materials on policy instruments, reports, articles, books, standards, case study, technologies etc.

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Scope of the Work

The web portal would be designed to assist in participatory mode, where various participants from the shipping and port industry will be able to interact and share knowledge. It will be a dynamic and database driven web portal that would help in easy exchange of information, creation of searchable data with tags, and so on. It is proposed to use a CMS (Content Management System) in order to build a dynamic web portal and AI tools to generate analytical reports and real-time data.

The website will be a gateway to all relevant knowledge products, events updates, news, possible training materials, etc.

Completion of First Phase:

Since we have the Global Maritime India Summit 2023 being organized on 17th of October, we are planning to launch the website during the event.

In this regard TERI is publishing this tender for hiring a company to develop and maintain a web portal for the ***National Centre of Excellence in Green Port and Shipping (NCoEGPS)***

Task to be performed by the contractor/company

- The contractor shall have an inception meeting with the TERI team to undertake the review and analyse the structure of the projects, such as different verticals/outputs under the three projects.
- The contractor shall propose a suitable structure for the website based on the analysis of the outputs. The design of the website shall be user-friendly and easily accessible.
- The website shall be based on a CMS website with admin and editor accounts so that the TERI team can also contribute to the website editing post development.
- The website shall be compatible with all platforms – a fully responsive website (mobile, tablet, desktop, and laptop).
- The website shall have the following Plugins – Google Analytics (or another analytics channel), Elementor, JavaScript theme library, and cookies integration.

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Key features that are proposed to be developed for web portal must include:

Designing a visually appealing web portal having structured content packaged with meaningful graphics

- Creating an intuitive interface to provide quick and fast retrieval of information.
- Developing a ‘knowledge repository’ with database driven components for various sections including case studies, research papers, bests practices, news, events, publications, multimedia (videos, photo gallery) etc.
- Thematic sections would enable users to locate similar nature of information easily.
- Integration to minimize the human intervention such as ChatGPT or Chabot for query resolution.
- Developing a generic and comprehensive search tool for global site search, parametric search and contextual search within a section

Expected functions:


Features	Expected functions
A one-stop knowledge platform	<ul style="list-style-type: none"> • The portal will host metadata and full text data of different proposed knowledge components
Multiple databases of different content types	Different CMS based databases will be in place with appropriate metadata standard
User subscription facility, User registration and management	User will receive alerts of new additions on subscriptions and download full text after login.
Robust search interface	Both Quick and Advanced search facility for users for document retrieval
User-friendly display	<ul style="list-style-type: none"> • The search will capture and display results from all repositories as per user requirements. • Contents will be displayed category-wise
Document access	<ul style="list-style-type: none"> • All users can access metadata and a select full-text even without a subscription • Users will be required to submit subscription form for accessing all documents and availing of portal services
Auto link-checking	The portal will provide auto-link checking facility to keep these links updated always and also prompt if any linked document is removed at source
Admin panel	<ul style="list-style-type: none"> • Dashboard and publish documents on the portal.

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Required Home Page Menu Items

- Home page banner will have all the Menu items with logos as given below, with ChatGPT/Chatbot link.
- The vendor is supposed to develop subsequent landing pages as well.

About page	-Centre Vision and Mission, -Facilities/Services -Structure of NCoEGPS -Thematic area) -Members Information -FAQ
Resources (database driven)	Knowledge resources will have the following database driven items having the facility of simple and advanced search. Metadata Structure and Content will be provided by TERI team. -Research paper -Feature Articles -Policies/Regulations (Regulatory updates, Rules) -Reports/Policy Brief -Technologies -Standards -Green practices -Data & Infographics -Training materials
Media (database driven)	-Recent developments(National/Global) -Press releases/News -(Archive)
Events → (Database driven with search facility)	-Our events -List of other Events
Publications	Centre publications -Video -Photos
Port@India Map	-Depicting Major & Minor ports in India state wise
Directory of Scientist	-Database-driven with a search facility based on the given metadata. -Admin panel to scientists to add/update their credentials

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Timeline and Milestones


Milestones/process steps/partial services	Deadlines for Signing the contract
Last date for submitting the bid	15 th September 2023, 3:00PM
Opening of technical and financial bid	16 th September 2023, 11:00AM
On Signing the contract	18 th September 2023
Draft Structure/Design of the Portal home page	20 th September 2023
Back end development	30 th September 2023
Completion of front end development of the Portal for review	5 th October 2023
Review point implementation	9 th October 2023
Beta Version of the Portal with approved design and Demo	10 th October 2023
Final Portal Demo & Acceptance	14 th October 2023
Maintenance of the Portal	31 st Oct 2024

**The vendor may be required to develop additional components of the portal in the 2nd phase after the launch at an additional payment basis*

Criteria for Eligibility Firms:

The bidder shall meet the following conditions to be eligible to participate in the tender.:

- The Company shall be a registered entity in India under the Societies Act/Companies Act.
- Minimum 3 years' experience in the field of development & maintenance of the websites.
- Companies should provide experience of at least three reference projects in developing websites and 2 reference projects within the last three years.
- At least 5-10 employees should be working in the organization.

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- e. The bidder must submit documentary proof in their bid to prove the eligibility. In case, the proofs aren't provided the bids will get rejected.

The interested companies are requested to please send their technical and financial proposal through online mode by Wednesday, 15th September 2023 12.00 midnight on the below given email id: manoj.tiwari@teri.res.in.