सेंट्रल कोलिफल्डस लिमिटेड

(कोल इण्डिया लिमिटेड की एक सहायक कम्पनी) प्रणाली विभाग

दरभंगा हाउस, राँची - 834029

दूरभाष सं: 0651-2360749, 2360606 विस्तार: 5251

फैक्स सं: 0651-2360024 वेब साइट: http://ccl.gov.in



Central Coalfields Limited

(A Subsidiary of Coal India Limited)

SYSTEMS DEPARTMENT

Darbhanga House, Ranchi - 834029

PHONE: 0651-2360749, 2360606(PBX) Extn. 5251

FAX: 0651-2360024 WEBSIŢE: http://ccl.gov.in

A Miniratna Company

WORK-ORDER

Ref. No.:CCL/GM(Sys)/14-15/446/

Date: 25/08/2014

To,
M/s Computer Ed.
LIG – R/276
Harmu Housing Colony
Ranchi – 834002
Dear Sir,

Subject: Work Order for System Study, Redesign, Development, Integration, Implementation and Maintenance of CCL Websites and Web based application on CCL Web Server using latest available technologies like PHP, My SQL, Flash, Java Script, Redesign Tools HTML, XHTML, Scripting Language J Query or any other open source, Content Management System and Maintenance for 3 years.

This is to convey that CCL Management has accepted your offer regarding the aforesaid subject and pleased to place the work order as appended below:

SI. No.	Description	Estimated Work	Rate in Rupees	Total (INR) (Without Tax)	With Taxes in Rupees.	
1	System Study, Redesign, Development, Integration, Implementation and Maintenance of CCL Websites and Web based application on CCL Web Server using latest available technologies like PHP, My SQL, Flash, Java Script, Re- design Tools HTML, XHTML, Scripting Language J Query or any other open source		422.00/ page	211000.00	237080.00	
2	Content Management System	1	52700.00	52700.00	59214.00	
3	Maintenance of CCL Website	36 months	2500.00	90000.00	101124.00	
4	Extra Static Page Extra Dynamic Page # Service Tax extra * as per requirement	-	410.00/page 750.00/ page			
	Total				397418.00	

(Rupees Three Lakh Ninety Seven Thousand Four Hundred Eighteen) only (inclusive of applicable taxes)

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Period of completion of work / Execution Time:

4 (four) months from the date of receipt of work order.

Security Deposit / Performance Bank Guaranty:

Performance Bank Guaranty @ 10% of the order value of any schedule bank within 15 days time from the date of issue of work order, in format given at Annexure 'F' of NIT, valid for a period of 16 months (execution period & warranty period).

Payment terms:

- After completion of work, payment shall be made within 21 days from the date of acceptance of submitted complete invoices for Serial No. 1 on the basis of actual Web Page Development and Serial no. 2, the Content Management System.
- 2) Websites maintenance Charge (AMC after 1 year warranty) shall be paid within 21 days from the date of acceptance of submitted complete invoices for each completing quarter.

Other terms & conditions:

As per accepted standard terms and conditions of NIT.

Please acknowledge the acceptance of the work order.

Encl.: Scope of Work

Yours faithfully

General Manager (Systems)

CCL, Ranchi.

SCOPE OF WORK

This tender is for the award of job for CCL website/web portal development and maintenance to agency having proven expertise in System Study, Re-Design, Development, Implementation and Maintenance of Websites / Web Portals / Web based applications, on web server using latest available technologies like PHP, My SQL, Flash, JavaScript, Re-Designing Tools HTML, XHTML, Scripting Language JQuery, or any other open source.

Broadly the scope of work includes:-

 Study, Requirement understanding and Analysis with respect to developing new /redeveloping/re-engineering existing CCL Website:

a. Preliminary study for New/existing CCL website.

b. Requirement gathering through consultation with CCL /User.

- Re-Design, Development and Maintenance of Web based applications on CCL web server and integration with technologies. Displaying more complex media (vector graphics, animations, videos, sounds) usually requires plug-ins such as Flash, QuickTime, Java run-time environment etc. Plug-ins is also embedded into web pages by using HTML or XHTML tags.
- The successful bidder is required to provide off-site/ on-site Warranty, Maintenance, and Technical Support from the date of issue of completion certificate, and Annual maintenance of website/ application with onsite technical support as required.
- 4. Ensure that the website fulfills standard requirements related to securities and contents (Network Security, Access Control, Intrusion Detection Systems, Host Security, Web and Application Server Security, Content Management, Logging and Backup, Physical Security, Third Party hosting) as prescribed by CERT-IN.

PROJECT DETAILS:

The Website Developing Agency is to develop a home page using suitable Thumbnail/ Buttons/icons/texts, etc for activating links and for displaying broad function of the company. Following are the features that the website will have

- 1. As per requirement Home pages of the CCL website should embrace:
 - a. Website should be developed on "Standard and Uniform Template" as finalized by GM (Systems) CCL and his representatives.
 - b. Search option on the website should be there.
 - c. Alternative text description to Images will be provided for better understanding of the images.
 - d. A header (Displaying the Coal India logo and important information of the Company).
 - e. Various active Links (through Thumbnail/ Buttons/icons/texts, etc)
 - f. Message scrolls (Running messages displayed like highlighted news, which can be edited by using admin panel).
 - g. Message Flashes (Blinking messages, which can be edited by using admin panel).
 - h. Footer at the bottom of the web page. (Containing critical/important information like contact information of CCL, Right to Information Act, Sitemap, Disclaimer, Definitions, etc)

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- i. Incorporation of a separate Panel for Administrator Content Management System.
- j. A counter for displaying the number of hits on the home page.
- k. Re-Design a Standard Menu Bar with Tabs & Buttons displaying different categories (Representing various scopes of works) under the ambit of CCL Department.
- I. Tabs or buttons can have drop down menus with more sub categories, etc.
- m. Home Page and every important entry page of Website display the last updated/ reviewed date.
- n. The Re-Design, development related database Design should make the portal with corporate looks, user friendly, easy to access or navigate, and should attract the visitors around the globe.
- o. The website should work as PRO, electronic brochure of the Company by displaying and stating Facts & Figures including Financial Health, Photographs, Product & services, Notices & Circulars, Events & Activities, etc of the company, targeted to General Public, customers, Vendors and Employee.

2. Web Design:

- a. Search engine optimized and Cross Browser compatibility.
- Development using current technologies available, including PHP, MySQL, XML, etc to develop powerful and efficient application.
- c. DYNAMIC MENU NAVIGATION SYSTEM: The system should generate Menus and Submenus automatically. The admin control panel should provide full rights to add/modify/delete menus and submenus, and changes reflect on entire website either in main menu and sub-menus.
- d. DYNAMIC ORGANISATION SETUP STRUCTURE: A control panel to manage organization setup, personal directory, contact number, email ids,to add/modify/delete names, Designation, photographs etc.
- e. Content of all Dynamic pages should be populated from structured related tables and other schema objects of local database being maintained on CCL Web Server.
- f. Standard Graphic and Thumbnails to help make the site more viewer-friendly.
- g. Implementation of Website on Web Server/Backup Server.
- h. Website must have option to display all the contents in both English and Hindi language. For Hindi display of the website the Contents must be created using a Devanagari Font compliant UNICODE standard.
- i. The entire website should be dynamic in nature with a CMS (Content Management System).
- j. There should be provision of system for Online Reservation / Status Enquiry/ Complain Form/other queries related to important facilities available at CCL.
- k. Administrator should be able to gain control over the front end content, edit, add or delete contents of the front end through Administrator Control Panel (ACP). There should be a limited user management part with different levels of access as described by System representative of CCL time to time.

3. Deliverables:

Bidder has to handover the Source Code, Patches & Releases (If any), all content used in the Re-Designing of the Website, along with User Manual, Installation Guide/ Maintenance Guide and any other if required, to develop environment and hosting, launching of the site, for the purpose of copyright and intellectual properties at no extra cost. A training program is to be conducted at CCL HQ for Admin content management for web portal/ website.

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4. Security and Maintenance Services:

The information being made available on the Website is to be updated periodically, which is a manual process to edit/replace the text, graphics, photos and other contents. A regularly updated website gives a very good message and attracts more site visitors expecting to find something new on the website. It also calls Search Engine bots to visit our website frequently if they see regular updates in our website, which ultimately increases the website ranking over a period of time. Security and Maintenance Services provided by bidder should include following:-

- Annual or as required by Security Audit: Should ensure guidelines provided by related Leading Government authorized/recognized Consultant.
- Redundant Current Local Backup Copy of Website at all times (real time/scheduled etc) Successful bidder will host the website in co-ordination with service providers. Update and maintenance of website: 11.

III.

Successful bidder will update and maintain the website as and when asked by authorized person of CCL during warranty and contract

period. IV. Copyright and Trademarks:

Copyright and ownership of website and data will be with CCL. Successful bidder will hand over the complete website to CCL for the purpose of copyright and intellectual ownership.

- Addition of content of minimum 500 static &dynamic pages as and when required. However depending upon future requirement this amount can be increased /decreased by CCL. V.
- Links: Administrator would be able to add/delete the links pertaining to Hindi/English in the VI. website at any point of time from any location. The control for the same should be user friendly. 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.

VII. Gallery

> The gallery should be divided into two sections "Photos" and "Press Clippings" with following features.

Admin Control Panel

- ☐ Create Album as per the category either it is "Photos" album or "Press Clippings" album.
- Create Album Title, Sub-Title.
- Provision to Modify/Delete Albums as well as individual photos.

Visitor Area

- Search Album.
- Photo display in Album as Thumbnail and on click opens as pop-up.
- Content Structure: The admin should have authority to add links in the website. Each link can be a main link. At the same time it can be a sub-link to some other link. VIII.
- Feedback Management System: The admin should be able to view all feedback received IX. 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. Three types of feedbacks would be viewed and replied.

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- a. General
- b. Content Specific
- c. Department/Section Specific:
- X. <u>E Governance Cell</u>: Separate E Governance Cell has to be maintained which consist of various columns like Grievance Cell, Director's Zone, and Employee's Zone etc. Each section contains an LOGIN ID and PASWORD. After entering proper id, password, one should be allowed to access the contents of the page.

5. Compatibility of Proposed Systems:-

The proposed system should be compatible to run under the following minimum hardware/software environment:

Operating System	Server:-Linux.
	Client:-Internet Explorer 7.0 + Mozilla, Google Chrome, Firefox Window Vista//2007/2008 or above/ (Other Updated Version), etc, Browser independen development or Cross Browser compatibility or Better/Higher.
RDBMS	MySQL.
Development Tool PHP or HTML, XHTML, Flash, Java Script, CSS, etc.	
Scripting Language JQuery, JavaScript or any other open source.	
Web Hosting Server	Linux, Scripting and Database support. Unlimited aliases.
Search Engine	The web developer is to carry out search engine optimization on the keyword
Optimization	provided by the department to get higher/better rankings.

6	Accep	tance	Crit	eria

- User Manual & Web Site Contents in electronic media.
- Web site Setup/Installation of CCL Web Server.

7. Delivery, Installation, Commissioning & Integration:

- ☐ The design, development, installation, commissioning and Integration of this Project of CCL Website should be completed within 16 Weeks.
- Penalty: If execution of the project (design, development, installation, commissioning & Integration) is delayed, LD will be imposed as indicated under LD clause.

8. Functionality Covered in website

Website Components: The proposed website should have 3 broad components. A brief reference is mentioned here. However the bidder should refer to our present website http://ccl.gov.in/ for detail structure. Further links/contents/structure should be added as per requirement in the future but only after approval of CCL Department.

A.Header:-

Arethal .

- Our Company: This section contains History, Vision & Mission Company Profile, FDs Profile, Management, Setup, Spread, Mega Projects, Areas, Infrastructure, of CCL.
- II. <u>Our Business</u>: This section contains Performance Highlights, Rules & Manuals, Means of Business, Sales & Marketing, Systems Work Order, Materials Management, HEMM Status, Bill Payment Information, Status of EMDs/SDs, Grievance Redressal, Product & Services, MOU, Revised coal price of CIL, of CCL.
- III. Our Initiatives: This section contains Safety, Environment & Forest, Health, Welfare, SD & CSR work, Achievement | Expenditure, Corporate Social Responsibility, Kayakalp Yojanaye, of CCL.
- IV. Financial: This section contains Annual Report, Financial Performance, of CCL.
- V. People & Careers: This section contains Employment, Non-Executive Employee's Forms, HR / Personnel, Manpower & Welfare, Provisional Seniority list of Executives, Quarter Occupancy Information, NCWA, Internal Circulars, Executive Biodata, Recruitment of Management Trainee in Various Disciplines in CIL, Executive Employment Opportunity, Online Recruitment, of CCL.
- VI. <u>Vigilance</u>: This section contains Overview of CCL Vigilance, Messages, Lodge a Complaint, Complaint under PIDPI Resolution, Integrity Pact Programme, Seminars / Workshops, Vigilance Awareness Week, Photo Gallery, Useful Links, CVC Circulars, Vigilance Compendium, Uniform Complaint Handling Policy, of CCL.
- VII. Events: This section contains Current Events, Past Events, of CCL.
- VIII. Gallery: This section contains CCL Foundation Day, CCL Mahila Mandal, Corporate Social Responsibility, Health facilities at CCL, Independence Day Celebration, Other Activities, Republic Day Celebration, Sports Activities in CCL, Sathapana Diwas Samapan Samaroh 2013, Vigilance, Zonal Mines Rescue Competition, of CCL.
 - IX. Media: This section contains Press Release, News Published, Advertisement Subscription to different Institution/Publication, of CCL.
 - X. <u>RTI Act:</u> This section contains RTI Act 2005, Section 4(b) of the RTI 2005, Application Form Under Right to Information Act, 2005, RTI Quarterly Return, Central Information Commission Online, of CCL.
- XI. Contact Us: This section contains Important Phone & e-mails, CUG Mobile Numbers of Individual Executives, E-Mail ID of individual Executives, E-Mail ID of functional posts, of CCL.
- XII. <u>Downloads:</u> This section contains Adobe Flash Player, Adobe Acrobat Reader, Any useful utility.
- XIII. <u>Hindi:</u> This is a medium to access our Website in Hindi/English language (UNICODE compliant).
- XIV. <u>Vigilance Eye:</u> This section contains PROJECT VIGEYE, HOW TO BECOME A VIGEYE, MOBILE COMPLAINTS, WEB COMPLAINTS, CONTACT, FAQ.
- XV. Online Recruitment: This is the official website of recruitment for CENTRAL COALFIELDS LIMITED.
- XVI. Links: This section provides important Links for the User.
- XVII. FAQs: This section contains frequent Queries asked.
- XVIII. Sitemap: This section presents Sitemap of our website.
 - XIX. Search: This section provides option for search of contents.
 - XX. Employee Zone, Customer Zone etc.

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B.Body:-

- I. General Notices: This section contains important notices and its access in simple way.
- II. <u>Grievance Redressal:</u> This section contains Government Public Grievance Portal, Consumer Grievance, Supplier Grievance, Public Grievance, Pension, Officer Dealing with Online Public Grievance, of CCL.
- III. Performance at a Glance: This section contains performance of CCL.
- IV. <u>Financial Performance:</u> This section contains Financial Position, Income & Expenditure Statement, Important Financial information & Relative Ratios, Financial Information, Financial Ratio/Percentage, Operational Statistics, of CCL.
 V. <u>Corporate Social Responsibility (CSR):</u> This section contains Environment & Control Measures,
- V. <u>Corporate Social Responsibility (CSR):</u> This section contains Environment & Control Measures, Environment & Clearance Project of CCL, Land Restoration/Reclamation Monitoring of Open Cast, Health, Welfare, Corporate Social Responsibility, Kayakalp Yojanaye, of CCL.
- VI. Apni Baat: This section contains magazine of regular time interval of CCL.
- VII. Rules and Manuals: This section contains Delegation of Power, Ministry of Coal (Govt. of India) Acts & Notification, Coal India Manuals, CDA Rules, Common Coal Cadre, CCL Certified Standing Orders, Code for Uniform System Maintenance Control & verification of Coal Stock, Coal Mines Regulations 1957, Indian Electricity Rule 1956, Annual property return Guidelines/Formats, Coalfield Allowance to Executives, Conveyance Advance Rules, Coal India Executives House Rent Allowance Rules, Coal India Executives Leave Travel Concession Rules, Coal India Executives Overseas Site Posting Rules -, Career Growth of Executives Cluster Concept of Promotion, Coal India Executives Leave Rules Payment of gratuity to the superannuating executives, Insertion of clause No. 7.14 Child Care Leave (CCL), Coal India Travelling Allowance Rules -(Including all amendments/clarifications issued), Amendment of Coal India Travelling Allowance Rules of Journey by Air, Amendment in TA Rules, Any type of Corrigendum, Medical, Dearness Allowance of Executives, Revision of Pay of Executives, Memorandum and Articles of Association of CCL, LTC/LLTC Rules for Non-Executives, of CCL.
- VIII. e-Procurement: This section contains e-Procurement details of CCL..
 - IX. Delegation of Power: This section contains CCL Board, CMD, Functional Directors, HODs at CCL HQ, CGMs / GMs of Areas, Executives of CCL.
 - X. <u>Tender:</u> This section contains New Tenders, Corrigendum, Notifications, Advertisement, Status Bulletin, e-Procurement, Schedule of Rate, Archive, Format (Annexure), Format (Tender), search criteria of CCL.
 - XI. Market: This section contains stock Market information of CCL.
- XII. <u>Directory:</u> This section contains Important Phone & E-mails Enquiry Forum, of CCL. XIII. <u>Webmail:</u> This section contains Email-id feature for the employee of CCL.
- XIV. What's New: This section contains new information of CCL. XV. CCL in
- News: This section contains new information from CCL.
- XVI. Flashes & Cooperate Geet This section contains Pictures and co-operate song of CCL. etc.

C.Footer:-

- Disclaimer:- This section contains Disclaimer made by CCL Department.
 Last Updated on:- This section contains last update date of CCL Website.
- III. Visitors Hits:- This section contains number of hits of CCL websites.

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- IV. Resolution: This section suggests best resolution for clearer view of Websites.
 V. Designed and Developed by: This section contains name of company involved in Design/
- V. <u>Designed and Developed by:-</u> This section contains name of company involved in Design/ maintenance of CCL Websites.
- VI. Copyright All Rights Reserved: This shows that the sole Copyright and ownership of the contents represented is CCL. etc.

Secure Login:

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

E Governance Cell:

□ Employee's and other relevant zone:

Content Management System

ADMIN PANEL

		Login Screen.		
_		Dashboard to view and navigate different sections.		
		Add/Modify/Delete webpage officers of CCL.		
		Provision to set permissions to authorize webpage officers to upload multiple data's in various authorized sections.		
		Provision to manage post, modify and delete posted data.		
		Basic & Advanced Search to track data.		
		Basic & Advanced Search of Complaints.		
		View/Print/Export Reports on the basis of selected fields of related tables available in local		
		Database.		
		Change Password.		
1.0	ALON	I DANIEL FOR DEFINIED WER BACE OFFICERS OF COL		
LC	GIIV	I PANEL FOR DEFINED WEB PAGE OFFICERS OF CCL		
		Login Screen.		
		Dashboard to view and navigate different authorized sections.		
		Provision to post data in various authorized sections of the website as per the assigned by		
	_	the admin.		
		Provision to manage and modify posted data.		
		Basic & Advanced Search to track data.		
		Change Password.		

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