



Request for Proposal **DIGITAL INFRASTRUCTURE** **(Portal Design, Development and Maintenance)**

This RFP is for design and development services for a new website for SEPC

Timeline

RFP Circulated : 10th September 2020

Deadline for receipt of Proposal : 17th September 2020

Proposals in two parts:

1. Send technical proposal and any questions on the RFP to: Dr Abhay Sinha, abhay.sinha@servicesepec.org
2. Financial (Preferably to be submitted in a sealed envelop at SEPC office)

Company Overview

SEPC is an Export Promotion Council set by Ministry of Commerce & Industry, Government of India. It is an apex trade body which facilitates service exporters of India. As an advisory body it actively contributes to the formulation of policies of Government of India and acts as an interface between the Services Industry and the Government.

An Interface between the World & Indian service providers: Services Export Promotion Council set up in 2006 by Ministry of Commerce & Industry, Government of India is an apex trade body to promote exports of services from India under Mode -1, Mode -2, Mode -3 & Mode-4.

SEPC as nodal organization for Services export promotion serves India's service sector through activities classified as under:

1. Trade Intelligence
2. Export Development
3. Export Promotion
4. Enabling Business Environment

Core Objective: Digital Infrastructure for SEPC

Primary Objective

- Complete Information Reservoir
- Sustained Updatations
- Enhanced Productivity
- Ease of communication
- Ease of Managing Events
- Business Model
- Centralised Database
- E-office

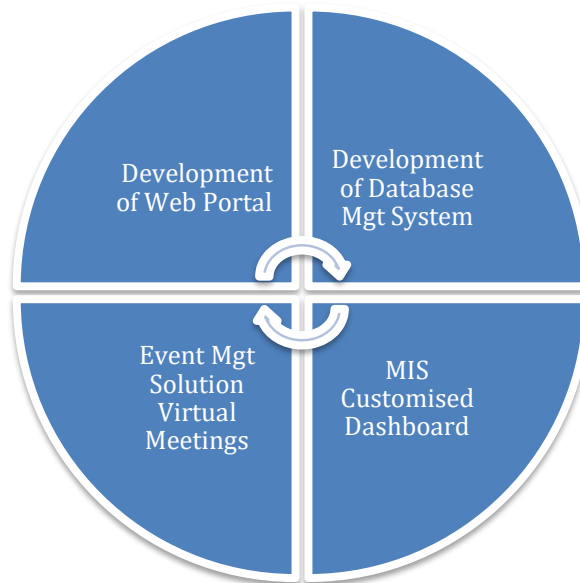
Additional Objectives

- Device Independent
- Secured Environment
- Scalable Architecture

Existing Portals which needs to be integrated into one main portal besides other sectoral sub-portals

- (1) www.servicesepec.org
- (2) www.indiaservices.in
- (3) www.indiahealthcaretourism.com (to be hyperlinked with the main portal retaining the same domain as separate portal)

Project Scope and Functionality Requirements



Modules to be Developed:

1. Interactive features on main Portal www.servicesepc.org
2. RCMC Module ends Its integration with Main Portal.
3. Robust Event Management module (B2B, RBSM Exhibition domestic, overseas, seminars, webinars, virtual platform enabled.)
4. MIS and Dashboard access module.
5. Communication Engine
6. Sector specific module and integrating with the main portal.
7. Employee Management System.
 1. Recruitment
 2. Leaves
 3. Attendance
 4. Performance Appraisal
 5. Employee Records
 6. MIS

Technical Requirements and Support

1. Technology
2. Servers
3. 3rd party integrations

Brief Suggested Details of each module:

1. Interactive features on main Portal www.servicesepc.org

Basic Site Map								
Home	Visions & Missions Statement	Daily News Update => Sector wise classification to the extort possible	About SEPC <ul style="list-style-type: none"> • Trade Intelligence • Export Development • Export Proportion • Enabling Business Environment 	Events & Activities	Membership Registration	Access Controlled Login	Contact Us	Service Sectors (detailes in section numnber 6

DGFT Notifications: Linking with DGFT Portal

CGC Members profile

Central Governing Committee Member's Election Notifications etc.

Contact us details

Login for my SEPC

- Emolyees
- Members

Chat helpline

Helpdesk

Careers

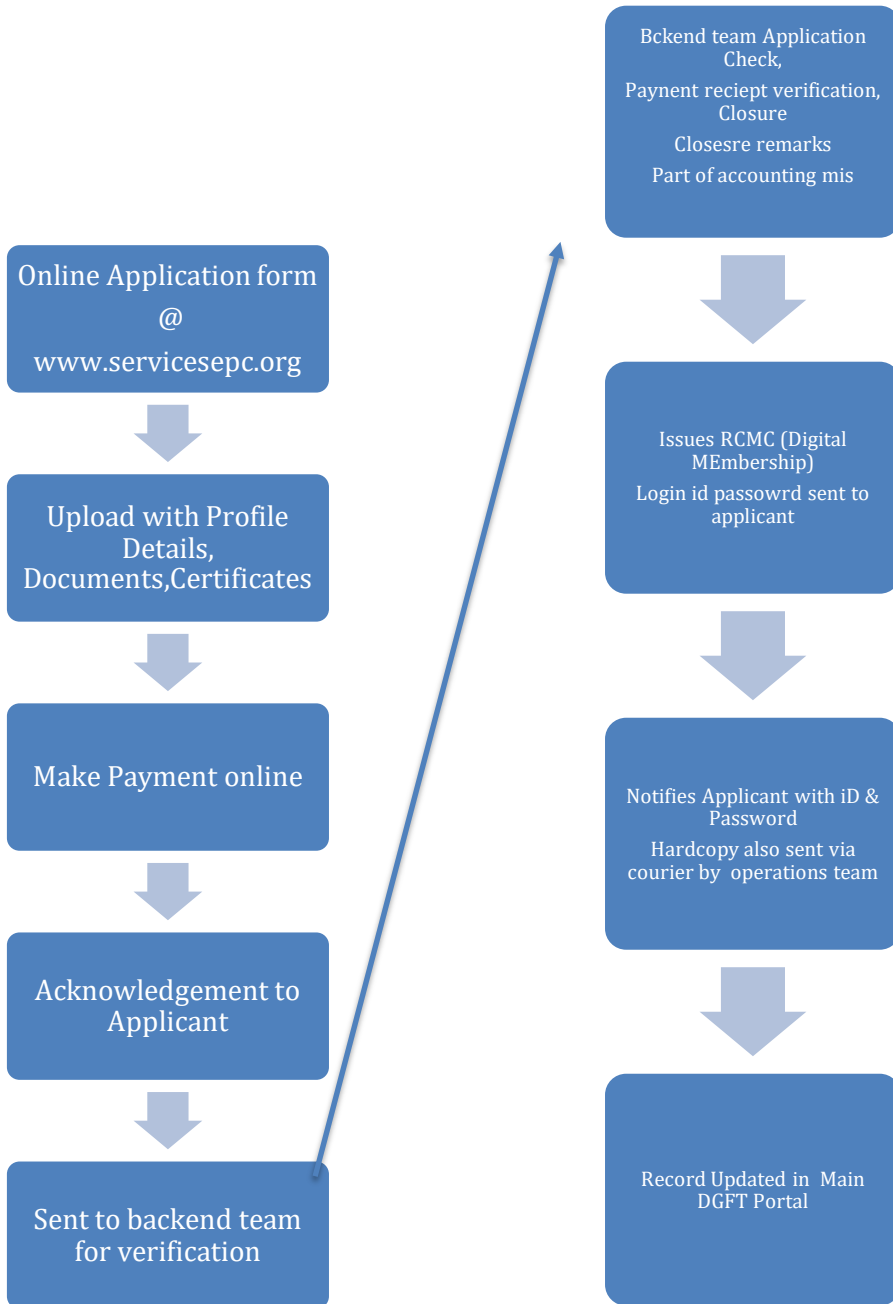
Online Training Module for startups

Circulars

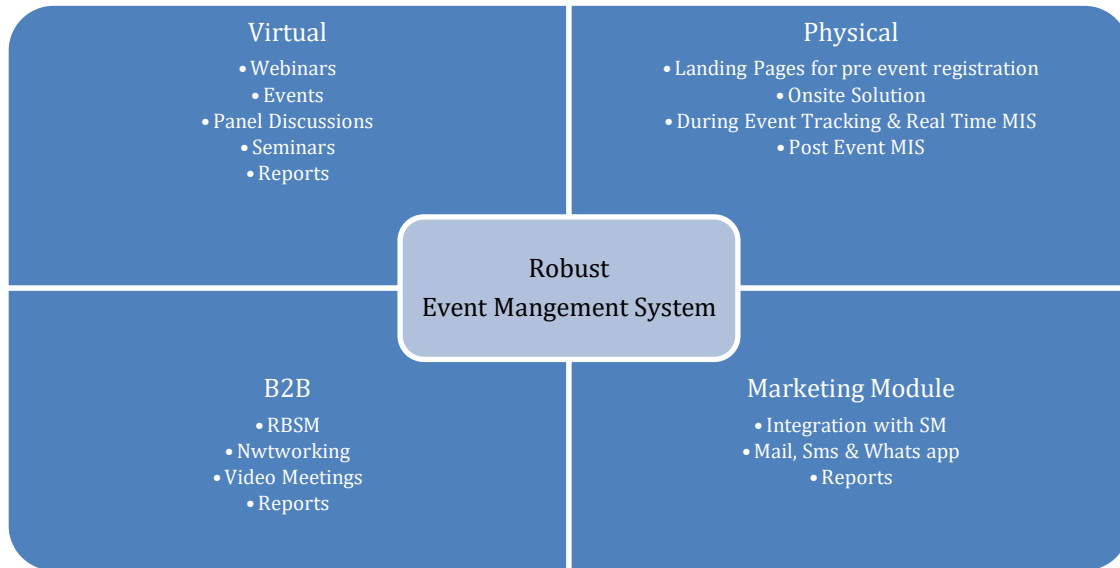
Press Releases

Tenders

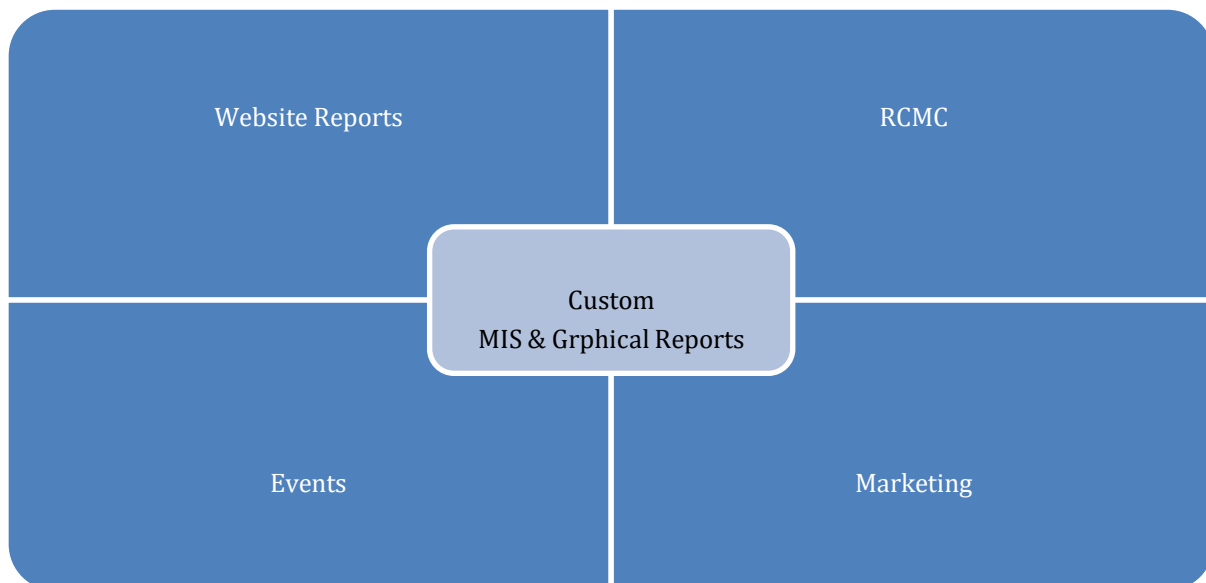
2. RCMC Module ends Its integration with Main Portal.



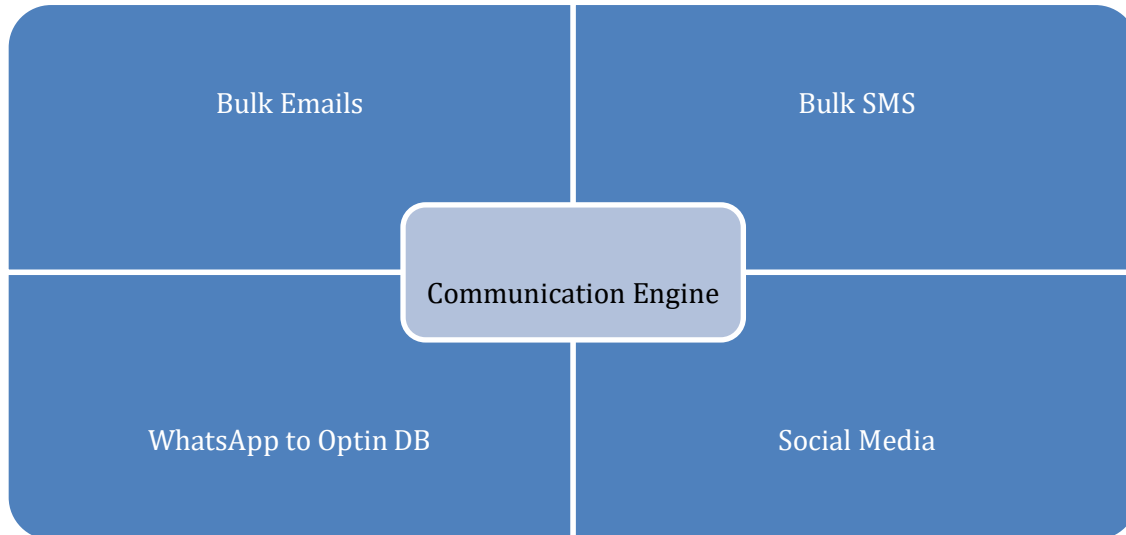
3. Robust Event Management module (B2B, RBSM Exhibition domestic, overseas, seminars, webinars, virtual platform enabled.)



4. MIS and Dashboard access module.



5. Communication Engine



6. Sector specific module and integrating with the main portal :

SERVICES SECTOR tab will be part of main portal.

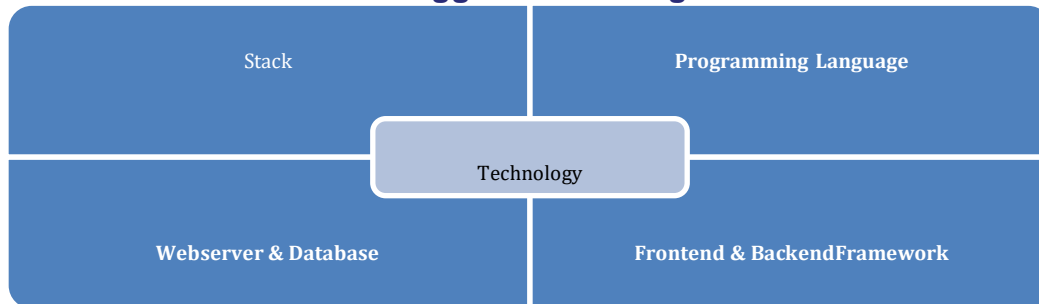
1. Listing all sectors
 - a. Champion Sector Integrate complete details as available on www.indiaservices.in
 - b. Other than Champion Sector
2. Each sector open up in a new tap
 - a. Details of sector
 - b. Marketing Information
 - c. Explore business opportunities B2B Correct
 - d. Event and activities
 - i. Complete mgt module
 - ii. Details on subsequent pages
3. Centralised Databased System

7. Employee Management System:

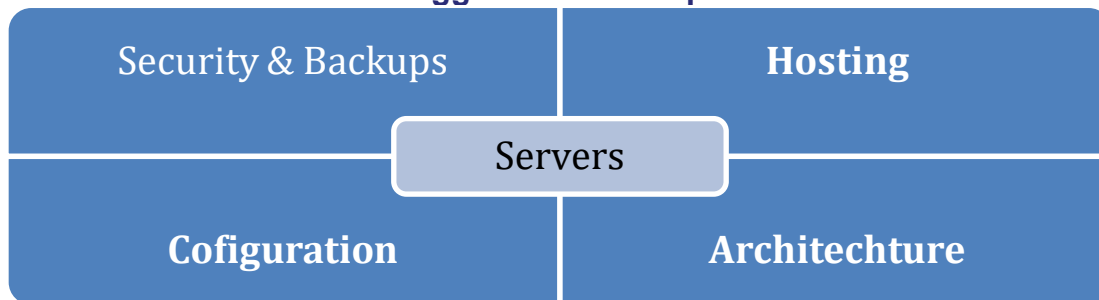
1. Recruitment
2. Leaves
3. Attendance
4. Performance Appraisal
5. Employee Records
6. MIS

Technical Requirements and Support

1. Suggest Technologies



2. Suggest Server Requirements:



3. Define 3rd party Integrations

- ✓ Analytics
- ✓ Events Platform
- ✓ Bulk Mail API
- ✓ Payment Gateway
- ✓ WhatsApp Business API
- ✓ Event Platform
- ✓ SMS Platform DLT Certified
- ✓ WhatsApp Platform
- ✓ CMS

Project Costs

The table below details the costs associated with this project. Invoices will be sent to Please mention following costs:

- Development cost Phase wise
- Recurring Cost for maintenance
- 3rd party license costs
- Servers Cost, Hosting Costs
- Any other cost

Execution Timeline	
Fill The following table details for projected execution timeline for website development project.	
Stage	Completion Date
Project Kickoff Meeting	[Kickoff.Date]
Initial Design Wireframe	[Wireframes.Date]
Page Mockups	[Mockups.Date]
Site Copy & Images	[Copy.Date]
Functional Prototype	[Prototype.Date]
Website Development Complete	[Development.Date]
Testing	[Testing.Date]
Website Launch	[Launch.Date]

Proposal Requirements

Please include the following in your proposal response:

- Overview of your company
- Overview of how you will meet our objectives
- Scope of your work (research, design, development, post-launch errors correction etc.)
- Explanation of your proposed platform
- Outline of your website design & development strategy
- Proposed website timeline from kickoff to launch
- Details about your team
- Recent design & development examples
- Any key differentiators about you?
- Pricing with optional elements line-itemed
- Terms & conditions

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