

## **SHORT TENDER NOTICE**

**Gender Resource Centre (GRC), Women Development Corporation, Department of Social Welfare, Government of Bihar invites application from bidders for Selection of an expert (Individual/organization) to Design, Develop and Maintain Gender e Repository – an e Governance Knowledge Solution.**

### **1. INTRODUCTION**

The Women Development Corporation, Bihar under the aegis of Department of Social Welfare, Govt. of Bihar is one of the implementation agency of the DFID (Govt. of UK) supported SWASTH project. Under the SWASTH project, a Gender Recourse Centre has been set up.

Gender Resource Centre (GRC) is an initiative under the aegis of the Women Development Corporation, Department of Social Welfare, Government of Bihar. It aims to provide technical support to the existing women empowerment programmes and schemes being implemented by Government of Bihar. GRC is also responsible to reach out to the various stakeholders for increased gender awareness and sensitisation by developing new and innovative methods.

Gender Resource Centre is the nodal agency for the Gender Budgeting in the state.

Now, the GRC is envisaging to develop Gender e Repository which will be a tool for e governance knowledge solution on Gender that would serve as a central tool to enable capture, organize storage and easy retrieval of the Gender Contents, knowledge tools, papers, case studies, newsletters and happenings in Bihar.

One of the biggest barriers to the use and application of Gender data in Bihar is the paucity of Gender Specific data and documentaries especially in reference to violence against women and Gender Equity. Lack of interoperability further restricts analysis and usage of data.

In an attempt to strengthen convergence and orient the Researchers on Gender Knowledge (Govt. of Bihar's Gender Empowerment Policy 2015, Modules, Guidelines, training tools, updates etc on Women Empowerment, Nutrition and WASH, among others), Gender e Repository – an e Gov learning solution is being developed for better use and flow of data and information to accelerate existing work and catalyze new solutions.

The knowledge repository on Gender would attempt to serve as a one-stop resource centre for government institutions and development practitioners in the domain of Gender Development as this would pave the way for an informed decision making thereby:

- i. Ushering in better governance standards,
- ii. Progressively infusing systemic changes adopting proven management practices,
- iii. Undertake selective and comprehensive administrative reforms for improved delivery and access of services to citizens, especially in the arena of Gender Equity.
- iv. Enhance sensitivities and infuse a passion for pursuing continuous improvements in the administrative systems and

The Gender e repository will have features that will receive, validate, and store information from multiple sources to make it easier and comprehending – and accessible right from the officer's / Researcher's desk.

### **2. SCOPE OF WORK**

It is proposed to hire the services of an expert (Individual/Organization) who would extend its services to Gender Resource Centre, Women Development Corporation in developing and maintaining the

Gender e Repository. This e Repository will be an international standard repository to collect, store and optimum use of existing resources on gender specific information.

The scope of services involved under the RFP thus is as follows:

1. Development of the e - Repository on open source platform
2. E-Repository compliance of OAI-PMH Protocol
3. Development / Benchmarks
4. Integration of the CMS in Gender E-repository
5. Administration including server set-up for E - Repository
6. Documents to be added to one or more Collections and Collections to be grouped into larger Communities. Each Collection and Community to have their own logo and custom homepage, allowing replication of the structure. It is proposed that updates should be batched / metadata stored content made accessible to the user through seamless web interface for citizens.
7. Subject Specific Content should be easily retrieved and searched. This should be in a similar fashion as all public content indexed by Google and other major search engines, helping to drive people to Gender e - Repository.
8. Content should be easily referenced, as all documents, Collections, and Communities assigned to a permanent, external identifier. Any search needs to be filtered and/or sorted in order to refine search results. There should be options to browse by Collection, Title, Authors, Subjects, or Date.
9. Gender e Repository should support various file formats and mime types, including PDF, Word, JPEG, MPEG, and TIFF files. Highlight image archive, News clips and/or to spotlight organization's audio/visual materials.
10. Workflow management for document posting and approval to publish needs to be properly framed and shared. The Business Process flow / use cases should have customizable user permissions, content deposit license, and approval workflows. Admin should assign users to specific roles with specific permissions in a seamless manner. Admin may also decide whether to review new deposits to specific Collections, so that individual submissions can be approved, edited, or rejected. As needed, choose to allow users to limit access to specific content.
11. Digitization of non-digital resources
12. There should be provisions to see usage statistics which tracks page views and downloads. In addition there would be a Learner's Console.
13. Develop plan for document, resources collection development
14. Expert will sit in GRC office to setup all software and hardware pertaining to Gender e Repository and work with the GRC team to develop the repository.
15. Expert will be the part of repository working group (RWG) and need to participate in all meetings within GRC/WDC.
16. Expert will provide training to the staff how to manage and administer e-repository after fully developed and handover

### **3. ELIGIBILITY CRITERIA OF THE EXPERT**

*Interested bidders for selection of expert must have the following minimum credentials to qualify for the proposed task –*

1. Demonstrated experience of 10 years on E-repository development
2. Working knowledge of Dspace open source software and Linux, apache, PHP
3. Working knowledge of Tomcat server and PostgreSQL
4. Understanding of the use of web-based communication (web 2.0) technologies in an international development setting with research studies and reviews being the main knowledge products
5. Knowledge of web accessibility and usability issues, including open data access
6. Experience in producing or commissioning multimedia content
7. Basic understanding of the programming languages
8. Experience in Documentation, Indexing and Abstracting
9. Working knowledge of audio/video management system

10. Expert should be willing to sit in GRC office to setup all software and hardware pertaining to Gender e Repository and work with the GRC team to develop the repository.

#### **4. EVALUATION PROCESS**

In order to expedite the development and maintenance of the e Repository work GRC wishes to hire an expert. For this interested bidders shall submit the RFP as per the Scope of Work specifications. Bids not satisfying the selection criteria shall be rejected. The bids need to be prepared and submitted in the format provided in this document respectively. Incomplete or non-adherence to the specified format may result in outright rejection of the bid.

The technical inputs required for Gender e Repository is of a specialised nature - the Evaluation of the Bids would be through Quality cum Cost Based Selection (QCBS) process with a 75% weightage to Technical Proposal and 25% weightage to Financial Rate.

##### ***Technical Evaluation***

Only those applications that are in conformity of the selection criteria and conditions during the evaluation would be taken up by the GRC/WDC team for further evaluation. The GRC/WDC reserves the rights to evaluate the bids on technical parameters as illustrated in the Eligibility Criteria.

During evaluation and comparison of bids, GRC/WDC may, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.

**The scoring instructions for desk review of Technical proposals will be as follows:**

Sl. No.	Criteria	Assigned Percentage	Supporting Documents
01	Demonstrated experience of minimum of 10 years on E-repository development	20	Work Credentials
	Working knowledge of Dspace open source software and Linux, apache, PHP, Tomcat server and PostgreSQL	20	Work Credentials
	Experience of the use of web-based communication (web 2.0) technologies in an international development setting with evidences of pooling in research studies and reviews as the main knowledge products	10	Work Credentials
	Extensive knowledge and understanding of web accessibility and usability issues, including open data access and control	10	Work Credentials
	Experience in producing or commissioning multimedia content	10	Work Credentials
	Experience in Documentation, Indexing and Abstracting on an e	10	Work Credentials

	platform		
	Working knowledge of audio/video management system	10	Work Credentials

**An applicant need to score at least 80 percent to be eligible for opening of financial proposals**

### ***Financial Evaluation***

Only those Bidders who score the minimum 80 % will be shortlisted for financial evaluation i.e. financial bids.

As the technical inputs required for Gender e Repository is of a specialised nature - the Evaluation of the Bids would be through Quality cum Cost Based Selection (QCBS). The lowest Financial Bid (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Bids will be computed as  $Sf = 100 \times Fm/F$  in which Sf is the financial score, Fm is the lowest price and F the price proposal under consideration. Proposals will be ranked according to their combined technical (st) and financial (Sf) scores using the weights (T= 0.75 & P=0.25),  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical & financial score will be invited for negotiations for undertaking the assignment.

- The rates will be valid for the period of 60 days from the date of opening of bids.

## **5. PROCESS FOR SUBMITTING THE BID**

Interested bidders wishing to undertake the above task for Gender Resource Centre (GRC), Women Development Corporation, Department of Social Welfare, Government of Bihar may submit the RFP in a sealed envelope marked 'RFP for Gender e Repository'.

The RFP should include the following–

Technical bid also consisting the processing fees of Rs.2000/- in form of Demand Draft favouring Managing Director, Women Development Corporation along with all supporting documents in one envelope and original copy of Financial bid in separate sealed envelope. All the above envelopes shall be sealed in one main envelope. All the envelopes should be distinctly marked Technical bid, and Financial bid.

The inner and outer envelopes shall be addressed to the competent authority at the following address:

Principal Consultant

Gender Resource Centre (GRC)

280 Patliputra Colony, Patna 800013

Phone: 0612 - 2263999

Email: genderresourcecentre@gmail.com

The envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late." If the outer envelope is not sealed and marked, the competent authority will assume no responsibility for the bids, misplacement or premature opening.

## **6. TECHNICAL & FINANCIAL BID FORMAT**

Interested Bidders shall provide technical and financial implication in the below template. The technical bid submitted by the Bidders shall comprise the following documents:

- Cover Letter (mentioning the suitability of the expert to carry out the assignment)
- Summary of Relevant experience for carrying out Development and Maintenance of Gender e Repository
- Approach and Methodology

- Indication of availability for the assignment
- Detailed CV/s (Highlighting in detail the projects showcasing relevant experience for Development and Maintenance of Gender e Repository)

The Bidders shall provide financial implication in the below template.

S.No.	Description	Total in Rupees
01	Development of Gender e Repository (A)	
02	Maintenance of Gender e Repository (B)	

**Total Professional Fees = (A)**

**Taxes (as applicable on the fees) (B)**

**Total Quote (inclusive of taxes) (C) = (A) + (B)**

**Key considerations on the financial format above**

- No deviations will be accepted from the above stated format.
- No price variation shall be allowed during the period of contract.
- The above rates shall be fixed and remain valid for the entire contract duration.
- All the prices should be inclusive of all taxes and duties which should be clearly specified.
- Payments will be made as per the payment terms mentioned in this TOR.
- GRC / WDC will not make any additional payments apart from the amounts quoted in the above provided format.

## 7. TIMELINES FOR SUBMISSION

The RFP should reach the address-

Principal Consultant  
Gender Resource Centre (GRC)  
280 Patliputra Colony, Patna  
Phone: 0612 - 2263999  
Email: genderresourcecentre@gmail.com

on or before 21.10.2016, at 03.00 PM.

Proposals received after this time, would not be entertained. Proposals shall only be submitted in sealed envelopes through speed post/registered post/Courier only.

Received Proposals shall be opened on 21.10.2016 at 04 PM in presence of Bidders/Representative who desire to be present in Conference Hall of GRC. In case of Government holidays (incl. Saturday/Sunday), the above activities will be done the next working day at the same time.

The selected bidder will have to start the work within a period of 15 days from award of contract. In case the selected Individual/ Organization declines to take-up the project after a notice of award has been issued, it would be barred from applying for any assignment/Project of any kind from GRC/WDC, Bihar for a period 3 years from the date of award.

The decision of the GRC/WDC, Bihar shall be final, and no enquiries, or application for review, shall be entertained. The Gender Resource Centre / Women Development Corporation, Bihar reserves the right to cancel the bid for no reason whatsoever.

**MANAGING DIRECTOR**