



# THE PHOTOGRAPHIC SOCIETY OF INDIA

Saheb Building, 5<sup>th</sup> Floor, 195 Dr.D.N.Road, Fort, Mumbai 400001.

Phone: 022-22664296, 022-49629987

Email :1937[psi@gmail.com](mailto:psi@gmail.com) website : [www.photographicsocietyofindia.com](http://www.photographicsocietyofindia.com)

## NOTICE INVITING TENDER

For

### Contract for Revamping and Re-designing of official web Application

#### NOTICE INVITING TENDER:--

The Photographic Society of India (hereinafter referred to as either the Purchaser or The PSI), invites sealed bids for Revamping and Re-designing of their official web portal [www.photographicsocietyofindia.com](http://www.photographicsocietyofindia.com).

#### A. General:

1. Tender document can be downloaded from the website: [www.photographicsocietyofindia.com](http://www.photographicsocietyofindia.com)

#### 2. Details of Bid: -

- a) Bid Reference : :74/PSI/2019-2021/71/Tender for Revamping and Redesigning of Website, dated 25/10/2021
- b) Last date & time of receipt of bid : 10/11/2021 up to 05.00 PM
- c) Place of receiving the bid : The Photographic Society of India, 5<sup>th</sup> floor, Saheb Building, 195, Dr. D. N. Road, Fort, Mumbai – 400 001.
- d) Contact Person : Shri Shashank Narsale, Joint Hon. Secretary. Ph.7208481737
- e) Date and Time of Opening of Bid : 11/11/2021 at 04.00 p. m.
- f) Place of Opening of Bid : The Photographic Society of India, 5<sup>th</sup> floor, Saheb Building, 195, Dr. D. N. Road, Fort, Mumbai – 400 001.

#### 3. Eligibility

a) The bidder shall be a Start-up Enterprise and shall have at least 2 years' experience, preferably in website creation / designing, development, maintenance & other related matters. The Bidder should have--

i. Developed portals of similar nature with at least 100 pages of static content and database driven dynamic content / interactive content.

ii. Domain knowledge of the sector is preferable.

b) The bidder shall have to provide services required at Mumbai on line and if need be, through physical presence also. The bidder shall have to provide a platform for viewing developed pages on line at Mumbai and to verify the progress of development as well as for getting corrections as required to be done by the bidder.

c) The Bidder shall enclose sufficient documents regarding their experience in execution of work order, specifically maintenance/ creation of websites in different modes.

#### **4. Period of validity of bid:**

The bid shall remain valid for 60 days from the date of bid opening. If any bidder withdraws his tender before the said period shall, without prejudice to any other right or remedy available to the PSI, have to forgo his / its Earnest Money deposit (hereinafter referred to as EMD). The PSI shall be at liberty to forfeit the same.

**5. Submission of Bids:** a) The envelope containing bid documents shall be super scribed with the words "Revamping and Re-designing of web Application" in capital letters. The bidder should specifically provide full technical details of all the services offered and the financial bid. The bidder shall have to pay Rs. 5,000/- towards the EMD, in the form of Cash, Bank Draft from a Nationalized Bank or Pay Order from a Nationalized Bank

#### **6. Opening of Bids:**

a) The purchaser will open the bids at the prescribed time on the prescribed date at the prescribed venue as at Serial Number 2 above, in the presence of the bidders or their authorized representatives, if they choose to attend.

b) The bidder or his representatives who choose to remain present, shall put his /her signature in the designated register evidencing their attendance. In the event of the specific bid opening day being declared a holiday for the purchaser, the bid shall be opened at the same time and location on the next working day.

#### **7. Clarification of Bids:**

To assist the examination, evaluation and comparison of bids, the Purchaser with the help of consultant if any, may at its discretion, ask the bidder(s) for clarification of their bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

#### **8. Evaluation of Bids:**

a) The Purchaser will examine the bids to determine whether:

i. They are complete

ii. Required EMD and other essential documents etc., have been furnished,

iii. The documents have been properly signed.

b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined.

Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.

c) The Purchaser will examine the bids to determine:

i. The correctness of the information furnished by the bidder in the bid. In case any information is found to be incorrect/false, the bid shall be considered as nonresponsive.

ii. The substantial responsiveness of each bid to the bidding.

For purposes of these clauses, a substantially responsive bid is the one, which conforms to all technical specifications and terms and conditions of the bidding documents without material or commercial deviations. The purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

iii) There should be no correction/ overwriting or scribbling in any words or sentences in the bid. If a genuine mistake occurs in the bid even after taking all the necessary steps by the bidder, the wrong word or sentence be struck out by drawing a line across it and the new word or sentence shall be substituted in its place. All such corrections shall be duly signed by the bidder or his / her/ its authorized representative.

iv. Purchaser may contact and verify bidder's information, references and data submitted in the bid independently, without further reference to bidders.

v. Purchaser reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of contract.

vi. Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.

vii. The purchaser may seek clarification in writing from bidder by any authorized means like fax, e-mail, letter etc. Bidder shall promptly reply within the time limit specified in the clarification seeking letter of the purchaser.

viii. The comparison shall be of total price of the services offered inclusive of all taxes. Therefore the price in the financial bid shall be quoted in full rupee which shall be inclusive of all taxes, duties, levies etc.

#### **9. Purchaser's right to accept or reject any or all bids:**

a) The Purchaser reserves the right to accept any bid or reject any or all bids and/ or to annul the bidding process, and/ or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

b) The acceptance of tender shall rest with the PSI, who do not bind themselves to accept the lowest bid and reserve themselves the right to reject any or all the tenders received without assigning any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

c) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, shall be rejected.

#### **10. Price:**

The price should be quoted in Indian Rupee. The price amount should be quoted in full figure rounded to the next higher ten rupees. The price should be inclusive of all taxes, duties, fees etc. The price should be quoted both in words and figures separately. In the case of any dispute the price quoted in Word shall prevail. The original Price quoted by the bidder under the Contract shall not vary in any case except when the scope of work is extended beyond that given in this document, at any time by the Purchaser after award of the contract.

#### **11. Termination by default:**

a) The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, terminate the Contract in whole or part, in case--

- i). If the Contractor fails to provide services/rectify the fault within the time period specified in the Contract or any extension thereof granted by the Purchaser,
- ii) If the Contractor fails to perform any other obligation(s) under the Contract.

b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to Para 11 (a) above, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered for any excess cost for such similar services and in such case any extra price that may be required to be paid shall be recovered from the bidder. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

## **12. Resolution of Disputes:**

- a) The Purchaser and the Contractor shall make every effort to resolve amicably by direct informal negotiation(s) any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to resolve amicably a Contract dispute, either party may require that the dispute to be referred for resolution to a special committee appointed for this purpose by the PSI. But this course of action shall not be limited to this method alone and the Purchaser may, at its discretion seek any other methods of dispute resolution which is duly recognized by or under the law applicable to the contracts.

## **13. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India & the Maharashtra State and all legal disputes shall be under the jurisdiction of the Courts in Mumbai.

## **14. Notices**

- a) Any notices given by one party to the other pursuant to the Contract shall be sent in writing or by fax / telex / cable /email and confirmed in writing to the address specified for that purpose in the Special Conditions of Contract.
- b) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **15. Taxes and Duties**

The bidder shall be entirely responsible for payment of all taxes, duties, license fees, etc., incurred until delivery of the Contracted Goods & services to the Purchaser, except for those which have been specifically decided to be borne by the Purchaser in this bid document. If there is any enhancement in the taxes, duties, license fees etc. by the Government during the service period, the enhanced expenditure will be paid by the purchaser.

## **16. Special Conditions:**

The following Special Conditions of Contract shall supplement the General Conditions of Contract, whenever there is conflict provisions herein shall prevail over those in the General Conditions of Contract.

- i. The design consideration for the website should result in an eye-catching website, with a pleasant and appealing color-code portraying activities of the PSI.
- ii. The website should be optimized for load time, response time, navigation and search.
- iii. The optimization should cover all the areas like HTML, CSS, GRAPHICS, PDF and would be involved smaller page size and faster downloads.
- iv. The website should be supported by all current browsers.
- v. The appropriate test data according to the various design consideration and will be presented to the PSI, monthly in a suitable format.
- vi. Records of updation in web contents should be maintained to determine the performance of the site with respect to page load speed and these statistics will be stored and examined, on a monthly basis and analysed.
- vii. Modification of Site Map as and when required.

**Viii. A separate document containing the actual scope of work in detail is enclosed with this document. The selected bidder shall conform to the contents of this document in toto.**

## **17. Payment**

The payment to the Contractor under the Contract will be made on satisfactory completion of the assigned task. The payment shall be given on satisfactory completion of the task in three parts. The first payment of 30% of the total cost of work shall be made on its becoming due after a period of two months from the date

of award of the contract. However, this shall be subject to the provision that the work assigned for that period has been completed to the full satisfaction of the Purchaser. The second instalment of 40 % of the total cost of the contract shall be paid on completion of four months from the date of award of the Contract. However, this shall again be subject to the provision that the work assigned for that period has been completed to the full satisfaction of the Purchaser. The third and final instalment of the remaining 30% of the total cost of the contract shall be paid on completion of six months from the date of award of the Contract. However, this shall again be subject to the provision that the work assigned for that period has been completed to the full satisfaction of the Purchaser.

**18. Period of Contract:** The contract shall be valid for a period of six months (Six Months) from the date of award thereof in writing. This period of contract of six months shall in no case be extended and any extension thereof shall be fully and solely at the discretion of the Purchaser.

### **19. Notices**

For the purposes of this bid all notices shall be sent on the following addresses of the Bidder and the Purchaser respectively.

Bidder : (To be filled in by the bidder)

Email address:

Purchaser:

The Photographic Society of India,  
Saheb Building, 195, Dr. D. N. Road, Fort Mumbai.

Email address: [1937psi@gmail.com](mailto:1937psi@gmail.com)

Phone Numbers:- : 022-22664296, 022-49629987

**TERMS AND CONDITIONS: Terms and Conditions about the detailed Scope of Work is elaborated in a separate document attached to this bid document.**

### **Technical:**

#### **Detailed Scope of work:**

1) Design, Development, Implementation, Training of the Customized Web Based application/portal solutions/ Web designing.

#### **Phase 1: Analysis**

- a. Finalizing the detailed list of activities, scope and duration of each of the activity and detailed project plan.
- b. Detailed discussions with concerned stakeholders to understand the overall objectives of the assignment.
- c. Finalization of Project Objectives/Requirements.
- d. Signoff on detailed project plan, activities, timelines etc., from concerned stakeholder.

#### **Phase 2: Design**

- a. Discussion with the stakeholders for finalizing the Detailed Requirement gathering and analysis.
- c. Detailed High level and Low level application designs.
- e. Client Sign - off for Requirement Analysis.
- f. Preparation of Content Structure/ Information Architecture for the website.
- g. Vendor shall develop appropriate screen layouts and templates for the user Feedback.
- h. Approval of prototype (design interface) developed by vendor
- i. Coordination and collection of required content from the concerned person.
- j. Approval on the content gathered by the Purchaser.

#### **Phase 3: Development**

- a. Coding / Temporary Demo server
- b. Content Population and content management system

- c. Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Web site
- d. Application Development and Unit Testing, Integration Testing, System Testing and Functional Testing
- e. Testing of developed website based upon
  - Compliance to applicable guidelines
  - Assess the user objective achievement, etc.
- f. Modification based upon user feedback
- g. Audit of the portal by the official audit agency
- g. Sign off on developed website by user department

**Phase 4: Operation and Maintenance support**

- 1) a. Identify and execute training requirements for successful execution of project
- b. Creations of necessary documents and User Manual for training
- c. Support in handover of website to user department
- d. Support on Training/ Demo on need basis
- e. Warranty Maintenance / Annual Maintenance of website.
  
- 2) Designing interface/ mechanism for Mobile based application.
  
- 3) Design Development and maintenance of GIS based applications
  
- 4) Adherence to Web Application Audit/ Compliance and Approval / Security Features
  
- 5) Design and Development of Web application Devices having capability to connect directly to Service Provider's central system through laptops, handheld devices, mobile etc.

Application should have:

- i. standard interface capabilities (standards like ISO, XML, web services).
- ii. Multiple backend systems interfacing capabilities.
- iii. Capability of integration with the other Portals

**Web Development Standards:**

The portal should be developed with the latest technology, using up-to-date and well established development tools and software. The development approach should conform to the best practices in the web portal development and maintenance industry.

Generally it should ensure the following:

- Adherence to commonly accepted standards and practices, including W3C compliance.
- Using latest web website design technologies
- Acceptability on all current user technology platforms; browsers, operating systems, client systems

**Main objectives: The main objectives for the web application are:**

- To adhere to all the standards of content writing
- To have user friendly features
- To ensure smooth working of the website with ease
- Protect website from cyber-attacks.

- Provide up to date information on all projects, events etc.
- Provide visitor feedback forms, enquiry forms etc.
- Maintained with ease so that only up-to-date information is available at any point in time.
- To analyse the usage pattern and improve the contents constantly
- Completion of Assigned job: the Job is to be accomplished with a period of six months from the date of award of the Contract. However, the bidder shall support the portal for a period of one year from the date of award of the Contract.**

**Security Deposit:**

The successful bidder will have to furnish Bank Guarantee/demand draft /Pay Order/ Cash etc. of Rs. 5,000/- (Rupees five thousand) only in favour of the Photographic Society of India, Mumbai towards performance Security Deposit within 7 days from the date of acceptance of the tender. The EMD furnished by the successful bidder shall be converted to Security Deposit, if the bidder so desires.

1. Name of the Bidder
2. Address of the Bidder, including Contact Person, Designation, address, telephone number, email and website.
3. EMD Rs. -----  
(In words) Rs.-----  
Demand Draft/Pay order  
Number -----  
---- drawn on -----  
--- (Name of the Bank)
4. Details of Enclosed Supporting Documents
  - i. Registration or Incorporation Certificate
  - ii. Service tax registration certificate
  - iii. Income Tax PAN Number
  - iv. The bidder shall be a Start-up Enterprise and shall have at least 2 years' experience, preferably in web portal creation / designing, development, maintenance & other related matters. The Bidder should have developed web portals of similar nature with at least 100 pages of static content and database driven dynamic content / interactive content. Domain knowledge of the sector is preferable.
- v.. Your Technical Proposal for effective fulfilment of Scope of Work and Technical Specifications mentioned in Scope of work.

**P.S. :- Please note that the Bidder has to fill in Forms number 2 and 4 and attach Document Form number 1- Notice Inviting Tender and Form number 3- Details of Requirements of the Web Portal with them after duly signing and setting stamp of the bidder on each page and at the end of each document. Without all pages of all documents duly signed and stamped on each page and at the end of each document being included, the tender papers shall not be deemed to be complete and the tender shall become null and void.**

# **TENDER FORM**

(To be filled in by the Tenderer)

1)	Name of the Tenderer Firm	
2)	Nature (Ownership Company/ Partnership Firm/ Limited Company etc.) If Partnership Firm, give names of all Partners and indicate their limited liability. Also attach copy of the deed. In all cases attach a copy of the Registration Certificate.	
3)	Date of Incorporation	
4)	Full Postal Address for Correspondence	
5)	Experience (Give Details and Attach Proof) Please refer Eligibility Criteria in the Tender Document	
6)	Please state whether you accept all terms and conditions elaborated in the Tender Document. Mention Yes or No	
7)	EMD Paid? Please state the mode of payment and give details.	
8)	Any other Information you want to submit. (Give Details)	
9)	Whether Technical Bid attached. Mention Yes or No	
10)	Signature of the Authorized Representative. Please attach letter of Authorization by way of proof.	



## **Please find below requirements for our web application :--**

### **1. Professionally Designed Website to meet our requirements:--**

The bidder shall have to design and develop in a professional way a state of the art web application. The PSI already has a website. The bidder has to make use of the same and make further developments to develop a state of the art web application containing various information as well as provisions to transact business online.

### **2. Development of pages:--**

The bidder has to design and develop in consultation with the Purchaser about 75 to 100 pages on various subjects in the web application.

### **3. Photo Galleries:--**

There should be a provision for uploading, and viewing various photos on the web application. The bidder shall have to discuss, design and develop such a provision in consultation with the Purchaser.

### **4. Video Gallery:--**

There should be a provision for uploading, and viewing various videos on the web application. The bidder shall have to discuss, design and develop such a provision in consultation with the Purchaser.

### **5. Provision for following different kind of Membership:--**

- (a) Patrons
- (b) Life
- (c) Honorary
- (d) Ordinary
- (e) Overseas
- (f) Associate
- (g) Institutional

This shall include provision for filling identification etc. online membership forms, payment of fees and generating receipts. The work flow shall be

- 1) The Member/ Non Member fills in the online form
- 2) Creating data base of his initial essential information for future reference / identification etc.
- 3) The user should be taken to the payment gateway for payment of fees. Creation of a Unique Identification Number (hereinafter referred to as UIN) by our website and sending the same to the payment website.
- 4) After the user chooses the mode, he should be taken to the concerned page of the Bank or the concerned utility.
- 5) After the payment is made by the user, the concerned website should generate and send a Unique Reference Number (URN) to our site.
- 6) After verifying the said URN sent by the Bank etc. site to our website and it is linked to the original Transaction Number, a receipt should be generated for the payer to download.
- 7) There should a facility to put authorized signatory's digital signature on the receipt.

- 8) A letter communicating the acceptance of the membership of the user should be sent on his email address.
- 9) There should also be a provision for filling in the application form for the Admin through his specific log in.

#### **6. Monthly magazine 'Click':--**

(a) Current magazine:- This should have the following

- (1) Facility to upload Articles / Photos for the contributor.
- (2) Availability of the same to the editorial team.
- (3) Facility to upload the content at the appropriate place as directed by the editorial team in the relevant software.
- (4) Facility to make available the monthly Click Magazine on our website.
- (5) Facility to send the copies of the Magazine in bulk to the members on their email addresses.

(b) Archives:--

This should include a provision to search for the Magazine, Year wise and Month wise on the website.

- 7. Contact us (details of PSI contacts):--** The Photographic Society of India, 5<sup>th</sup> floor, Saheb Building, 195, Dr. D. N. Road, Fort, Mumbai – 400 001.  
e-mail Id :- [1937psi@gmail.com](mailto:1937psi@gmail.com).  
Phone Numbers:- : 022-22664296, 022-49629987  
Ciontact Person:- Shri Shashank Narsale, Joint Hon. Secretary. Ph.7208481737

#### **8. Social Media links:--**

- 1) Provision to go to the Facebook, Instagram, Twitter, You Tube etc. pages of the Photographic Society of India, Mumbai.
- 2) Should include facility to upload Updated contents to the social media sites automatically.

#### **9. Obtaining SSL certificate:--**

Obtaining the SSL Certificate (128 bit authentication) from a reputed Security Agency shall be the duty of the bidder including identification of the agency. Of course the payment of Fees to that effect shall be done by The PSI. For this purpose the bidder shall advise the PSI about all technical aspects and about the formalities to be completed for this purpose and also provide all the technical help needed.

#### **10. Payment gateway:-**

- 1) This should include facility for the user to choose any of the different gateways for using payment provision using PayPal, Debit card, Credit card, Internet Banking, G-Pay etc.
- 2) The bidder shall have to give information about the different payment gateways, their pros and cons and usefulness of any one or more of them for our website, discuss with the concerned representative of the PSI and finalize the same. It would be the duty of the bidder to help te PSI in procuring the different Payment Gateways for the use of our website by providing technical information as well as by way of preparation of any paper or description

or material on technical matters for providing to the Gateway owners, take part in the discussion etc. held with the owners and finally incorporate the facility in our website for the use of the users. All the payments of fees etc. payable to the owners shall be the duty of the PSI. It shall be the duty of the bidder to incorporate all technical features to ensure safety and security of the payments being done through the gateways. It shall be the duty of the bidder to help the PSI to secure SSL Certificate for our Payment Gateway Facility. The payment if any to this effect shall be done by the PSI.

**11. Dynamic website:--**

It shall be the duty of the bidder to develop a user friendly and dynamic web application which should be friendly for all mediums like, mobile, Television, Desktops, Laptops and all other known mediums.

**12. Separate subject wise tabs:--**

There should be subject wise tabs and Menu which should be user friendly and easy to use. For this purpose the bidder should suggest different designs for incorporating Menus and Sub menus etc. and get it finally approved from the PSI.

**13. Search Engine Optimization:--**

**14. About PSI:--**

There should be a provision to mention about the PSI and its activities apart from the History of the PSI. It should have provisions for--

- (a) History of the PSI
- (b) Current Managing Committee
- (c) Archival provision for past Committees
- (d) Activities of the PSI
- (e) Information about different competitions conducted by the PSI.
- (f) Information about past Competitions, their Results etc. with provision for uploading limited number of award winning photos from the Competitions, with separate, clearly defined Tabs.

**15. Provision for various links:--**

A separate portion of the Home page, in consultation of the concerned representative of the PSI, should be earmarked for various links to websites pertaining to the Photography subject.

**16. Competitions:--**

This should contain--

- (1) Provision for giving information about different competitions held by the PSI, eg. Monthly – Members / Beginners, Members; Annual; Landscape Trophy etc.
- (2) Provision for filling information and uploading photos for competition by the Members / Non Members/Others.
- (3) Provision for declaring results of the competitions.
- (4) Enough space for showing award winning photos from the competitions. The exact number of award winning photos shall be given by the PSI.
- (5) Facility for judging online.
- (6) Facility to generate on line Certificate automatically on the web application.

**17. Space for advertisement:--**

A separate portion of the Home page, in consultation of the concerned representative of the PSI, should be earmarked for uploading various advertisements from different advertisers. The information about style and nature of the advertisements pertaining to the Photography subject shall be imparted by the PSI. The bidder shall have to propose design for this purpose in such a way that the advertisements can be displayed on the Home page without doing any harm to its beauty and elegance.

**18. Events:--**

There should be provision for giving information about various events of the PSI. They shall Be--

- (a) Weekly
  - (b) Monthly
  - (c) Bi monthly
  - (d) Outing
  - (e) Educational, e.g.
  - (i) Workshops
  - (ii) Classes
- . There should be provision for online classes, online workshops etc. under this head.
- (f) Competitions
  - (g) Any other event not envisaged at this stage.

**19. Feedback:--**

There should be a provision to record feedback about the web application by the user.

**20. PSI Salons:-**

This should contain provision to give information about different salons conducted by the PSI. for eg.

- (a) National Salon
- (b) International Salon

This should contain--

Provision for giving information about different Salons held by the PSI.

Provision for filling information and uploading photos for competition by the Members / Non Members / Others.

Provision for Online Judging.

Provision for declaring results of the Salons.

Facility to generate on line Certificate automatically on the web application.

Facility for judging online.

Enough space for showing award winning photos from the Salons. The exact number of award winning photos shall be given by the PSI.

**22. Facilities:--**

There should be a provision to –

1. Give information about the

- (a) Studio (s)
- (b) Exhibition Gallery belonging to the PSI.

2. Clarification about the availability of these studios and Gallery.
3. Fill application form on line by the person / Institution willing to hire the same.
4. Availability of Payment Gateway for the hirer to pay the rent / advance.
5. Generate on line the receipt of payment made using the Payment Gateway.
6. On line generation of Allotment letter with facility to sign digitally by the authorized representative of the PSI.

**23. Legacy:-**

Provision to display information and or photos of the

- (a) Past Presidents
- (b) Founder members
- (c) Honorary members, etc.

**24. Distinctions:-**

There should be a provision to –

- 1) apply online for different distinctions,
- 2) upload photos of defined dimension in the prescribed manner,
- 3) Judge online,
- 4) Declare result online,
- 5) Communicate results on email to the contestant,
- 6) Show Information about distinctions granted till date.
- 7) Following are the Distinctions--
  - (a) Licentiate of the PSI (LPSI)
  - (b) Associate PSI (APSI)
  - (c) Fellowship of the PSI (FPSI)

**25. Separate Administrator's log in for dealing with**

- (a) Accounts section
- (b) Administration section

**(a) Accounts Section:-**

- (1) Provision for entering receipts and payments manually and their classification under various expenditure and receipt heads. This is required because cash is also received in the office of the PSI for various reasons.
- (2) Generation of receipt for the payment received. Automatic classification under the respective Heads of Accounts.
- (3) Generation of statements of Receipt and Expenditure on daily, monthly, Quarterly, half yearly and yearly basis, automatically.
- (4) Generation of Income and Expenditure Statements, Profit and Loss Account, on the monthly, Quarterly, half-yearly and yearly basis automatically.
- (5) Generation of Balance sheet as on the last day of each Month, half-year and the Financial year, automatically.
- (6) Generation of other documents for imparting Accounts information as per the requirements of the Income Tax Act of India.
- (7) Provision through separate log in to the Statutory Auditor to log in to portal for uploading Audit Report.
- (8) Provision for generation of the Audit Report in printable format.
- (9) Generation of any other documents relating to Accounts Section under any other

prevailing laws in India.

**(b) Administration section :--**

This section should contain provision in respect of :--

- (1) All Administrative matters.
- (2) Generation of all Reports, Registers, Statements etc. as envisaged by the Mumbai Public Trusts Act and the Societies Registration Act, All relevant Acts and Rules relating to Publication of Magazines, Papers and Other Materials etc.
- (3) Generation of Employees' List, Managing Committee Member's List, Property list, both moveable and immovable.
- (4) Generation of All other materials, reports, documents, registers, etc. as required to be maintained under any relevant laws prevailing in India.

**26. Help and Support:--**

The bidder shall provide all technical and other help and support as may be required at any time during development of the web application.

It shall be the duty of the bidder to extend help and support to the Purchaser for a period of six months from the date of completion of the contract.

**27. Provision for uploading changes:--** Provision for uploading changes in the static as well as dynamic pages of the web application at the level of the Administration log in so that for any further changes to be made to the web application after the contract is over, the purchaser need not have to depend upon the bidder.

The bidder shall have to discuss, suggest ways and finalize the design for this.

28. Open forum : Members/Nonmembers should be able to upload their photos and get back reviews. Anybody should be able to access and upload, after login. There should be a provision for selecting, declaring and displaying "Photograph of the day".

29. There should be different sections like, Open, general login section, members login section, etc. There should be a provision to access the "Recorded course" after making payment.

30. There should be provision for displaying Stores like, PSI souvenirs, e.g., Caps, T-shirts, Key-chains... etc

**FINANCIAL BID**

To,  
The Photographic Society of India  
5<sup>th</sup> Floor, Saheb Building, 195  
Dr. D. N. Road, Fort Mumbai 400001

Subject:- Tender for Revamping and Re-designing  
of official web Application. Financial Bid.

Sir,

We are interested in bidding for the above referred work and  
quote our Financial Bid as below.

Amount we will charge for the work:- Rs.-----  
----- (In words) Rs.-----  
-----.

The above quoted amount is inclusive of all taxes, levies,  
duties,fees etc. as applicable on date.

Thanking You

Yours

(Name of the Authorized Signatory  
and Stamp of the Firm)