LOKA KERALA SABHA SECRETARIAT - Website Maintenance and Portal Development

OVERVIEW:

The Sabha was formulated with the objective of encouraging cooperation of non-resident Keralites across the globe, to integrate the diaspora community with social, cultural, and economic development of the state, to facilitate discussions on these matters, and as a public platform to discuss issues related to migration. The 351-member Sabha comprises members of the Legislative Assembly of Kerala, Members of the Indian Parliament from Kerala, members who are Non-resident Keralites (NRKs) of Indian citizenship, Eminent NRKs nominated by the Government of Kerala, and selected members of the returnee community.

PURPOSE:

The purpose of the EOI is to maintain the website, which should function as a single point of source for all information pertaining to the Sabha and related activities. The website should, in addition to providing the required information to the public, also be an interactive one where queries and doubts of public can be answered and their opinions and suggestions received and acknowledged.

Scope of Works:

The scope of work includes regular maintenance and updating of the website. Details of various elements of the scope of work are as follows:

1. The website Maintenance would include updating of content of all existing pages and designing new pages as per the requirements of the office. It would also include the upload of images and all types of work, and timely Domain Renewal procedures as and when required, as instructed by the concerned from time to time.

2. Add more features in the Content Management System (CMS) of the website (as and

when required). 3. Publishing of Notice, Tender, etc. on the website as per instructions of the office

4. Updating of data elements on existing pages

5. Designing and/or updating and publishing of new or revised pages

6. Address all the errors regarding the websites and their rectification.

7. Various types of content should be delivered through the Websites. The Indicative content types may be PDF documents, Images, Photographs etc.

8. Support for shifting of websites from shared hosting to cloud hosting. tif required)

9. Web page customization in English and Malayalam

10. Developing an online registration platform for NRKs abroad (including the admin page) as part of the LKS selection process. The portal should capture the basic details of the applicant and necessary credentials (registration form attached before annexure 1)

11. Annual maintenance and technical support for the website

12. Any other work of a similar nature required by LKS during the pendency of the contract

13. The ICT Solution provider will also be responsible for developing the required tools and implementing the plan.

14. Onsite support of experience team members for enabling live casting, Content/Photo updating etc. during LKS meetings and other major events.