

Kerala Sahithya Akademi

Request for Proposal

Web Portal for the Kerala Sahithya Akademi

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1. Context

Kerala Sahithya Akademi - the premier literary institution in Kerala under the Department of Culture, Kerala State is in the path of digital transformation. The institution is looking at utilizing prowess of digital tools and technologies to reach out to Malayali community across the globe.

The Akademi had undertaken efforts in this direction a decade back. This was confined to the creation of the Akademi website (<http://www.keralasahityaakademi.org/>) and the digitisation of books. However the domain of activities of the Akademi is very wide which demands a digital platform much beyond the present website. Akademi also owns resources in the form of text, image, audio and video in its archives which needs to be presented in the public domain.

Hence the Akademi is launching its current digital transformation efforts by revamping its website to a Web Portal which can manage dynamic content and ensure better delivery channels to all the activities the Akademi undertakes.

This Request for Proposal (RFP) from the Kerala Sahithya Akademi is for the selection and engagement of a vendor to develop the new Web Portal and transfer the same to the Akademi.

2. Objectives of the engagement

- ❖ To utilize cutting edge and relevant digital tools for meeting Akademi's goals
- ❖ To bring more public visibility to the activities of Akademi
- ❖ To become single point destination for Malayalam literature
- ❖ To develop a community eco system for Malayalam literary enthusiasts across the globe

3. Activities undertaken by the Kerala Sahithya Akademi

1. Provide library facility for Research Scholars
2. Digitisation of Books
3. Publication of Books
4. Sale of Books
5. Conducting literary programs
6. Conducting Book Festival
7. Awards including the highest literary honour of the State, the Ezhuthachan Puraskaram
8. Renting of halls to outside literary fraternity for conduct of literary programs
9. Publication of periodicals to enrolled subscribers

4. Scope of Work

As mentioned earlier, the web portal should serve as the front end of all the above activities and provide secure public interface to widen the delivery of all the said activities of the Akademi. This will include E-Commerce, Public access to the Digital Book repository, Scheduled Programs, Hall Bookings, Community Projects etc.

However we will be achieving this goal in phases. The Scope of Work of the current engagement will be the first phase with the following functionalities

- ❖ Online sales of books with payment gateway integration
- ❖ Video gallery
- ❖ Photo gallery
- ❖ Home page sliders for dynamic video/image content
- ❖ Events listing, details and content (video/press coverage)
- ❖ Media coverage related to Akademi and literature
- ❖ Archives of books, writer artefacts and audio clips (including portrait gallery)
- ❖ Journal & Newsletter archive, search & view
- ❖ Download center
- ❖ Social media integration. Facility to share content to social media handles including Facebook, Instagram & Twitter.
- ❖ Job opportunities and online resume submission
- ❖ General content including reports and announcements
- ❖ Content management with facility to manage all site content
- ❖ User management with customizable roles and responsibilities

All other existing features & links of the current site to be made available in the new site.

5. Features

- ❖ Use of Free and Open Source Software Technologies
- ❖ Contemporary design with international appeal. Minimum 2 design options to be submitted for each page.
- ❖ Easier navigation with multiple links to a page and easy access
- ❖ Home page with customisable cards for different sections
- ❖ Responsive design to be followed with access from Desktop, Tablet and Mobile
- ❖ Chrome/IE/Mac friendly
- ❖ Search engine friendly site design with meta tags
- ❖ Live coverage of events (through YouTube & FB live thumbnails)
- ❖ Adjustable font size
- ❖ Multi language option (English & Malayalam)

6. Scalability

The design framework should be such as to accommodate the development of future phases which would include functionalities & features such as:

- Integration to Operations and Sales IT system, especially for book sales.
- Integration to Maps
- Translation to multiple languages
- Blogs/Discussion forums
- Crowdsourced content
- Key word based content search
- Online library
- Audio books
- Third party write access for specific pages
- Micro sites
- MIS
- Data analytics

7. Work Methodology

1. The vendor shall visit Akademi as and when necessary to collect requirements, specifications and content
2. The vendor shall make a GUI prototype of the web portal and seek approval before commencing development. Any changes from the prototype shall be discussed and approved.
3. The vendor shall maintain separate Development and Test servers. Deployment environment shall be provided by the Akademi. However the specifications for the deployment server environment shall be provided 8 weeks in advance.
4. Requirement specifications, System architecture, Test plan and Build management norms are to be submitted during various phases of development
5. The vendor shall offer dedicated instance of the application along with test completion records for user acceptance testing. All the development and unit testing shall be done in separate environment, without affecting the test instance offered for customer testing.
6. The vendor shall manage a bug repository with shared access to the customer
7. The vendor shall deploy regression testing tools for managing releases after web portal going live.
8. The vendor shall provide help manual and adequate training to the staff of the Akademi staff after hand over.
9. The vendor shall provide 4 months warranty support after the final release of web portal.

8. Proposal

Prospective vendors are advised to submit their most competent proposals which include but not limited to:

- Technical proposal with indicative site architecture and technology tools
- Delivery plan with milestones
- Delivery methodology with list of software and hardware systems/tools intending to be deployed
- Teaming plan with resumes of key personnel
- Commercial plan with price and payment terms
- Profile of Organisation with year of inception, turn over, list of similar projects executed and staff strength in software development.
- Exceptions, if any
- Suggestions, if any

9. Call for quotation - Terms & Conditions

1. Quotations are invited for Website development as per above specifications.
2. The last date for submission is January 15th, 2021.
3. All quotes are requested to be sent to the email: keralasahityaakademi@gmail.com
4. The rates quoted by the firm should be valid for 3 months from the last date of submission.
5. The final acceptance of the quotations rests with the Akademi which is not bound to accept the lowest rate of quotation received without assigning any reason thereof.

