

## Policy for Website Development

Government of Gujarat  
Information Technology Division,  
General Administration Department,  
G.R.No:ITP-1099-585-ITD,  
Sachivalaya, Gandhinagar  
Dated 14 th February, 2000.

Read: 1 GR No: ITP-1098-127-ITD of General Administration Department  
Dated 10.10.98.

2 Minutes of the empowered committee dated 7.5.99

3. Letter No: Gil :MD:WEB:99 1301 of Gujarat Informatics Limited  
dated 12.11.99, 27.11.99 6.12.99

4. Letter No: G.I.L/MD/WEB/99 20.12.99. of Gujarat Informatics  
Limited dated 20.12.99.

### **Preamble:**

The state government intends to achieve Government-citizen interface more effective, efficient and transparent as laid down in the I.T Policy of the state as read in GR dated 10.10.98. A good website would be an important means of effective E- Governance.

To ensure that Government departments have access to quality web developers the empowered committee on I.T as read in 2 above decided To have a registration process for web developers which while being transparent would leave enough flexibility with the departments to devise a good website.

### **Resolution:**

The state Government is pleased to register the following guidelines for The Web Site Development.

#### **(A)Vendors:**

A list of the the registered vendors for the Website Development is as per Annexure -1. Gujarat Informatics Limited, would subsequently update the above list every three months.

**(B)** Annexure-2 provides for features of a Website. The department may consult and take help from Gujarat Informatics Limited, /National Informatics Centre/ empanelled consultant.

#### **(C)Procedure to be followed by departments for placing the work order**

1. The Department will call for the Web developers directly from the registered Web developers as per the Annexure.1

2. Compare the project cost and place the work order on the web developer who has quoted the minimum project cost.
3. The prices quoted should be inclusive of creation, operation and maintenance, Hoisting the web-site and Training of Personnel of the department/organisation.

**(D) Services to be provided by the Vendors:**

The service Provider may be required to provide any or all of the following services, including additional services.

1. Performance or supervision of the on-site assembly
2. furnishing of tools required for assembly and/or maintenance of the supportive hardware;
- 3 Detailed operations and maintenance manual
4. Training of the Client's personnel

**(E) Terms of Payment:**

1. No advance payment will be made by the Indentor.
2. 10% of the amount will be paid on award of contract.
3. 50% of the amount will be paid after the conceptualisation
4. 20% of the amount will be paid after uploading and installation of the website.
5. 20% of the amount will be paid after a month of successful implementation of the website.

**(F) Warranty**

1. If any module of developed software gives continuous trouble and runtime or logical errors, during the warranty period, the service provider shall rectify the problems without any additional cost to the client./ indentor department/ organisation.
2. Maintenance Service
  - 1) Free software maintenance services shall be provided by the service provider during the period of **warranty for 36 months**.
  - 2) The maximum response time for complaint from any of the destinations shall not exceed 24 hours .
  - 3) In case software is not usable beyond the stipulated maximum downtime the service provider will be liable for a penalty of Rs.500 per day. The amount of penalty will be recovered from the Performance security during the warranty period.

**(G) Performance Security**

A Performance Security will be signed by the supplier as per the enclosed Form at Annexure-3.

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**(H) Budget :**

The department should have Budget provision as per the provisions 5.1.2 and 5.1.3 of I.T Policy dated 10.10.98. The department will also obtain the approval of the F.A/F.D as per the prevalent rules and regulation.

**(I) Feedback:**

Secretaries of the concerned department and Head of Department shall keep Secretary(I.T &SC), General Administration Department informed about the performance of the agency they are dealing with.

This issues with concurrence of the Finance Department dated 13.1.2000 On this Department File No: ITP-1099-585-ITD.

By order and in the name of Governor of Gujarat,

ATANU CHAKRABORTY  
Additional Secretary(I.T),  
General Administration Department

To,

The Secretary to the Governor of Gujarat, Rajbhavan, Gandhinagar.

The Principal secretary to the Chief Minister Sachivalaya, Gandhinagar.

The Advisor to C.M.(S&T), Sachivalaya, Gandhinagar.

The Advisor to C.M (E.A), Sachivalaya, Gandhinagar.

The Personal Secretary to Hon.Minister of State for Information Technology.

Personal Secretary to Chief Secretary, Sachivalaya, Gandhinagar.

Additional Chief Secretary, Finance Department, Sachivalaya, Gandhinagar.

All Secretaries/A.C.S/P.S, Sachivalaya, Gandhinagar.

Secretary(I.T&SC), General Administration Department

Managing Director, Gujarat Informatics Limitd, Udyog Bhavan, Gandhinagar.

The Accountant General, (A. & E.) Gujarat, Post Box No.220, Rajkot.

The Accountant General (A. & E.) Gujarat, Ahmedabad Branch, Ahmedabad.

The Accountant general (Audit)-1, Gujarat, M.S.Bldg. Ahmedaba

The Director of Accounts & Treasuries, Ahmedabad

Pay & Account Officers Ahmedabad / Gandhinagar.

Resident Audit Officer, Ahmedabad / Gandhinagar.

Select File.

## ANNEXURE-1

A list of the the registered vendors for the Website Development

### **1. Applitech Solution Ltd.**

504, Shikhar  
Netaji Marg,  
Navrangpura, Ahmedabad  
380009  
Tel: 79-6568797, 6568709  
Fax: 79-6559489  
Email: marketing @applitechsolution.com

### **2. Cybersurf (India)**

26, Laxmi Chambers,  
Nr. High Court Rlym Crossing,  
Navjivan Press Road,  
Ahmedabad 380014  
Tel: 79-7540349, 6612054  
Email: cybrsurf@ad1.vsnl.net.in

### **3. Digitek Consulting Services**

**Shivam, Ground Floor,**  
Shimpoli Road, Borivli (W),  
Mumbai 400092.  
Tel: 22-8996070, 8996071  
Email: satyen@digiteksw.com

### **4. Babul Technologies Pvt. Ltd.**

202, Shri Kashiparekh Complex,  
opp. City Centre, C.G. Road,  
Navrangpura, Ahmedabad 380009.  
Tel: 91-6446492, 6440398  
Fax: 91-6561400  
info@babultech.com

### **5. Swixel Infosolutions Pvt. Ltd.**

UG Ashoka Chambers, Mithakali  
Ahmedabad 380006  
Tel: 91-6462888, 6404781  
Fax: 91-6467865  
Email: info@swixel.com

### **6. Design Expo Network Pvt. Ltd.**

First Floor, Hill View Apartment,  
Majiwada, Thane(W), 400601  
Tel: 22-5431889, 5339105  
Fax: 22-5445618 Email: dexpo@dexpomail.com

**7.Soft Ginie Ltd.**  
Synergy House,  
Subhanpura, Vadodara, 390023  
Tel: 265-382976,382086  
Fax: 265-382077  
Email: [info@systems.rubamin.com](mailto:info@systems.rubamin.com)

## ANNEXURE -2

### **1. Following are the standard phases of web site development**

- Collecting/collating and arranging information  
Period for completion: 1 week
- Conceptualizing the meta structure  
Period for completion: 1 week
- Approval of the meta structure
- Interface and colour scheme design  
Period for completion: 3 weeks
- Approval of interface and colour scheme by chief
- Plugging in of all information in the requisite packet size  
Period for completion: 1 week
- Provide proper navigation and hyperlinks  
Period for completion: 3 weeks
- Approval of Plugging in of all information in the requisite packet size
- Approval of Provide proper navigation and hyperlinks
- Building of graphics animation, etc and ease of user interface.  
Period for completion: 3 to 4 weeks
- Approval of the client for above
- Building of specific application such as chat and web enabled database application as per department requirements  
Period for completion: 3 to 4 weeks
- Testing and selective hosting of the web site  
Period for completion: 1 week
- Approval for final hosting function

**Note: Approximate development time is: 18 weeks**

### **suggested Features in sample web site:**

Following features should be present:

1. Well designed homepage
2. Ease of navigation and user friendliness
3. Search facility

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4. Multilingual interface
5. Simple graphics
6. Simple database application

#### **Sample site map**

1. Home page
2. Minister's / Secretary's message
3. Mission Statement
4. Organisation Chart
5. Government Resolution related to department
6. Infrastructure
7. Tenders and forms
8. Geographical profile
9. Related links
10. Useful addresses
11. Feedback

ANNEXURE-3

PERFORMANCE SECURITY FORM

To:

\_\_\_\_\_  
*(Name of Client)*

WHEREAS

\_\_\_\_\_  
*(Name of Service*

*provider)* hereinafter called "service provider" has undertaken, in pursuance of Contract No. \_\_\_\_\_ date \_\_\_\_\_ 19 \_\_\_\_\_ to render

\_\_\_\_\_  
*(Description Services)*

hereinafter called "the

Contract". AND WHEREAS it has been stipulated by you in the said Contract that the service provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the service provider's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the service provider a Guarantee: WE, THEREFORE, hereby affirm that we are Guarantors and responsible to you, on behalf of the

service provider, up to a total of \_\_\_\_\_ *(Amount of the Guarantee in Words and Figures)* and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the Contract and without cavil or arguments, any sum or sums within the limit of \_\_\_\_\_ *(Amount of Guarantee)* as aforesaid, without your needing to prove or to show grounds or reasons for your demand o the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Signature and Seal of Guarantors

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_