

**TERMS OF REFERENCE FOR  
FOR AASANDHA WEBSITE FRONTEND REDESIGN**

Subject: **TOR Aasandha Website Frontend Redesign**

Ref: **ASND/GA/IUL/2024/32**

Date: **26<sup>th</sup> August 2024**

Aasandha Company is seeking a qualified party for Developing Aasandha Website Frontend

**1. Project Overview:**

- Develop website frontend for Aasandha Company Ltd.
- The website should provide a user-friendly and appealing interface and an engaging user experience.
- The project timeline is three months.

**2. Functional Requirements:**

Navigation and Structure:

- Design and implement a clear and intuitive navigation system (based on the sitemap provided by the Company).
- Suggest a well-organized information architecture for easy exploration.
- Include a responsive design to ensure compatibility across different devices and screen sizes.

Homepage:

- Develop an attractive and informative homepage to engage users.
- Design and develop relevant infographics required for the homepage.
- Develop visually appealing homepage content and layout including sliders, summary sections and relevant company information, such as mission, vision, and key features.

Main Content Pages:

- Design and develop main content pages, example Scheme Page, Media and new page, Downloads page, Contact Us page etc.
- Design and develop relevant infographics required for content pages.

#### Content Presentation:

- Content management system (CMS) to manage website content will be developed by the Company. The website should present all the contents, in both languages (Dhivehi and English) where applicable.
- Implement a news section to publish articles and updates.
- Allow for the inclusion of multimedia content like images and videos.

#### Interactive Elements:

- Include interactive elements like sliders, carousels, and accordions to enhance user engagement.
- Integrate social media sharing buttons to facilitate content sharing.

#### Contact and Support:

- Include a contact form to enable users to reach out to the Company.
- Display relevant contact information, such as email, phone number, and address.
- Provide an FAQ section to address common user queries.

### 3. **Non-Functional Requirements:**

#### Performance:

- Ensure fast loading times and optimal performance.
- Optimize images and other media files for efficient delivery.

#### Accessibility:

- Ensure proper color contrast, text alternatives for images, and keyboard navigation support.

#### Browser Compatibility:

- Ensure the website is compatible with major web browsers (e.g., Chrome, Firefox, Safari, Edge) and their recent versions.

#### Security:

- Implement secure coding practices to protect against common vulnerabilities.
- Utilize HTTPS protocol for secure communication.

SEO-Friendly Design:

- Implement search engine optimization (SEO) techniques to improve website visibility in search engine results.
- Optimize page titles, meta descriptions, and URLs for relevant keywords.

4. **Deliverables:**

- Complete a fully functional website front interface.
- Source code repository with version control.
- Documentation, including relevant technical specifications.

5. **Milestones:**

- Milestone 1: Requirements Gathering and Design (Duration: Week 1 to 2)
- Milestone 2: Development and Testing (Duration: Week 3 to 7 )
- Milestone 3: Testing, Deployment and Documentation (Duration: Week 7 to 12)

6. **Documentation and Reporting:**

- Developer is expected to conduct a minimum of 2 meetings a week with IS and/or internal departments, minutes of the meetings to be compiled and shared by developer.
- Weekly progress reports to be shared with Aasandha IT.

7. **Evaluation Criteria:**

- At least one member of the team should have a C3 certificate or higher
- Maximum delivery for the project: **90 Days**
- Quotation Validity: **Minimum 60 Days**

1	Qualifications and experience of the team	30
2	Experience	10
3	Price	60
<b>Total</b>		<b>100</b>

**7.1. Qualifications and experience of the team** (Marks will be given for **maximum 01** team member with the highest qualification) **(30%)**

7.1.1. Educational Background (30%)

- Master's Degree/Bachelor's Degree/Equivalent: 30 points
- Diploma: 20 points
- C3 to C4: 10 points

**7.2. Experience of the team (10%): Relevant project experiences.**

7.2.1. References of relevant project experiences (provided work completion letters from previous projects will be considered)

- 2 projects or more: 10 points
- 1 project: 5 points

**7.3. Price (60%)**

- Cost Competitiveness (60%)
- Each bidder's price is used to identify their relative position on a 0 – 60 price scale. This is done by allocating the lowest priced qualified bid 60 points and scaling-down the remaining bidder's score in relation to this, based on the price proposed by the bidder.
- Price percentage =  $60 \times (\text{lowest price} / \text{quoted price})$

**8. QUERIES**

8.1. Any queries or requests for clarification should be sent in writing to the below email on or before **1200 HRS on 10<sup>th</sup> September 2024** to:

Email: [tender@asandha.mv](mailto:tender@asandha.mv)

Subject Header: Query on Aasandha Website Frontend Redesign

8.2. Unless notified by announcements or direct written communication, no changes will be allowed in the Bid Submission details or deadline.

## 9. REGISTRATION & DEADLINE FOR SUBMISSION OF BID PROPOSAL

9.1. Vendors must send their Company name/Individual name, contact person name, email, and number to tender@aasandha.mv before **02nd September 2024, 1500 HRS** to register for the Bid submission.

9.2. Bid Submission Date: **12<sup>th</sup> September 2024 (Thursday)**

9.3. Time: **1000 HRS**

## 10. BID SUBMISSION – Via Web Meeting (Microsoft Teams)

10.1. Aasandha company will send a web meeting link to the provided email address for bid submission. Vendors should send the bid document only when instructed to do so during the web meeting, via email to tender@aasandha.mv. Upload to cloud storage (Google Drive, Dropbox, OneDrive) and provide us a link via email if the bid document size is above 20MB. The vendor's bid document will NOT be accepted if the vendor is not registered for the submission or did not attend the submission meeting.

**Proposals must include** (proposals without any of the following will be cancelled)

- 1.1. Profile of firm/Individual, including relevant experience
- 1.2. Qualifications (Certificates) of the team members.
- 1.3. Price Proposal
- 1.4. References from past clients.
- 1.5. Declaration on Ethical Conduct and Fraud and Corruption (Anex 1)

## 11. EVALUATION AND COMPARISON OF PROPOSALS

To assist in the examination, evaluation, and comparison of bids, Aasandha Company Limited may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered, or permitted.

Aasandha Company Limited will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

If the Bidder does not accept the correction of errors, its Proposal will be rejected.

If there is a discrepancy between words and figures, the amount in words will prevail.

The Procurement Committee will determine the substantial responsiveness of each Proposal to the Invitation to Tender. For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the ITT without material deviations.

Aasandha Company Limited's determination of a proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Aasandha Company Limited and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Aasandha Company Limited does not bind itself to accept any bid or the lowest bid.

**Anex 1**

**Declaration on Ethical Conduct and Fraud and Corruption**

[The Bidder shall fill in and submit this form with the Bid]

We the undersigned confirm in the preparation of our Bid that:

1. Neither we, nor any of our employees, associates, agents, shareholders, consultants, partners or their relatives or associates have any relationship that could be regarded as a conflict of interest as set out in the Bidding Documents.
2. Should we become aware of the potential for such a conflict, will report it immediately to Aasandha Company Ltd.
3. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
4. We understand our obligation to allow Aasandha Company Ltd to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
5. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of Aasandha Company, Client or Employer.
6. We agree that Aasandha Company Ltd reserves the right to disqualify, suspend or terminate any contract or other arrangement between us and Aasandha Company Ltd, with immediate effect and without liability, in the event it is discovered that we have submitted a fraudulent bid.
7. This declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between us and the Company.

Authorized Signature: \_\_\_\_\_

Name :

Title:

Company Stamp: