

INSTITUTE OF URBAN TRANSPORT (INDIA)

1ST Floor, Anand Vihar Metro Station Building, Delhi-110092.

Dated: 14.06.2022

Subject :- Maintenance and Management of the websites of Urban Mobility India Conference (www.urbanmobilityindia.in) and Institute of Urban Transport (India) (www.iutindia.org.)

1. Sealed quotations are invited from reputed service providers / firms for maintenance, management and hosting of the websites of Urban Mobility India Conference(www.urbanmobilityindia.in) and Institute of Urban Transport (India) (www.iutindia.org).
2. The prospective firms should have at least 5 years' experience in maintaining, managing and hosting of similar websites. The firm should furnish a copy of the PAN, GST Registration, while submitting their quotations along with proof of earlier work carried out.
3. It is, therefore, requested to send the **rates / quotation** for the above mentioned items in a sealed cover so as to reach Director General, Institute of Urban Transport (India), 1ST Floor, Anand Vihar Metro Station Building, Delhi-110092 **by 14.30 hrs on Tuesday the 21st June, 2022**. The envelope must be super scribed "Quotation for UMI Conference & IUT websites. The bids will be opened the same day, i.e. 21.06.2022 at 1500 hrs in the presence of bidders / representatives of the bidders who may choose to attend..
4. Bidders must go through all the Annexures carefully before submitting the bids.
5. Offers should be submitted in a sealed envelope, to be submitted as described in Annexure A and B.
6. IUT reserves the right to accept or reject any quotation, in whole or in part thereof, without assigning / specifying any reason thereof.
7. For any queries kindly contact Ms. Tajinder Kaur, (M)-8587874068 or email tajinderkaur@iutindia.org.


(Sumit Chatterjee)

Officiating Executive Secretary

Terms of Reference

for

Maintenance and Management of the Websites of Urban Mobility India Conference and Institute of Urban Transport (India).

Urban Mobility India Conference

The Urban Mobility India (UMI) Conference and Expo is an annual flagship event of the erstwhile Ministry of Urban Development now Ministry of Housing and Urban Affairs, Government of India with the overarching theme which runs across all the aspects of urban mobility. It is organised by the Institute of Urban Transport (India), a registered Society functioning under the purview of the Ministry. The UMI Conference is mandated by the National Urban Transport Policy of the Government of India, 2006 (NUTP). The objective of the Conference is to bring together urban transport professionals and officials in the country as well as international experts under one roof to enable them to discuss, share views / experiences and to disseminate up to date knowledge on best practices in urban transport nationally and globally.

Till date 14, Conferences have been successfully held starting from 2008 out of which 12 events were held physically while the last two events in 2020 and 2021 were held virtually due to COVID-19 Pandemic.

Institute of Urban Transport (India)

The Institute of Urban Transport (India) [IUT] located at Anand Vihar Metro Station Building, Delhi, a professional non-profit organization, was set up in May, 1997 as a registered Society under the purview of the erstwhile Ministry of Urban Development (MoUD) now Ministry of Housing and Urban Affairs (MoHUA), Government of India (Gol).

Objective: The objective of the institute is to promote, encourage and coordinate the state of the art in sustainable urban transport. Accordingly, the role of IUT has been identified as a 'National Level Facility' in the National Urban Transport Policy, 2006 for providing continuous advice and guidance on the principles of sustainable urban transport.

Expert Team

The Institute is headed by a Director General, who is also the Officer on Special Duty (Urban Transport) and Ex officio Joint Secretary in the MoHUA Besides, it has a team of highly specialized urban transport experts, planners and also equipped with latest planning software and state of the art facilities for undertaking various activities related to urban transport.

The institute has 67 institutional members, 1,600 individual members and 70 associate members from various premier organizations connected with urban transport and state governments. Also, IUT has association with foreign organisations such as LTA Singapore, GIZ Germany, UITP, Terrapin, IMRT, Climate

Works (Shakti Foundation), Japan Transport Planning Association (JTPA), Korea Transport Institute (KOTI) South Korea, etc.

Main Activities

IUT undertakes a wide range of activities such as research, capacity building, publications, providing professional inputs to Government and non-Government agencies, etc. The activities of IUT are divided into 5 heads as follows:

- **Technical Support**
- **Policy, Research & Projects**
- **Training and capacity building**
- **Publications**
- **Library**

Scope of work includes:

1. Changes in the user interface design of existing websites (urbanmobilityindia.in & iutindia.org) to make it more attractive.
2. Crafting several dynamic web pages linked to database.
3. Setup of email marketing system for capturing email addresses.
4. Creation of blog, social media sections, email newsletters, promotional templates and office navigational addresses.
5. Testing of website and access to email in multiple email software, including on iPhone, Android, etc.
6. Yearly maintenance of the website.

Methodology

The methodology would include the web pages to be designed in Asp.Net as per the design of the current website. Also, the use of several tools like Photoshop and CSS etc. design on interior page templates based on signed off wire frames shall be included. It should be noted that the web pages should be user friendly and easy to use as before.

Tasks to be carried out

- Task 1: Dynamic Pages – cost per update /page.
- Task 2: Static pages - cost per page.
- Task 3: Improvement and maintenance of existing pages.
- Task 4: Auto generated bulk mails to the members.
- Task 5: Testing of websites and access to email in multiple email software, Including on iOS, Android, Windows, etc.
- Task 6: Creation of email newsletter and proportional templates.
- Task 7 : Annual maintenance cost.

Price Format

Sl. No.	Particulars	Rate/ Quotation	
		UMI	IUT
1	Annual web server hosting charge		
2	Dynamic Pages – cost per update / page		
3	Static pages – cost per update / page		
4	Improvement and maintenance of existing pages		
5	Annual maintenance cost		
6	Auto generated bulk mails to the members		
7	Creation of email newsletter and promotional templates		
8	Testing of website and access to emails in multiple email Software, Including on iOS, Android, Blackberry and Windows		
	Sub Total		
	GST		
	Total		