



Department of Information Technology, Electronics and Communications  
Government of Goa  
2<sup>nd</sup> Floor, IT HUB,  
Altinho, Panaji, Goa - 403 001, India

No. 8(66)/DOIT/2022/ State Government Website / 14121

Dated: 02/12/2022

To  
The Chief Executive Officer & Executive Director,  
Goa Electronics Limited,  
Shrama Shakti Bhavan, Ground Floor,  
Patto Plaza, EDC Complex,  
Panaji, Goa.

**Subject:** Regarding the role of State Designated Agency (SDA) for all website related activities for all State Government Organizations.

**Reference:** No. GEL/ITD/5958/2022-23 Dated 03/10/2022

Madam,

This has reference to the above cited subject. This Department is pleased to convey the Administrative Approval of the Government vide U.O. No 232/F dated 19/10/2022 and concurrence of Finance Department vide U.O. No. 2975/F dated 16/11/2022 for appointing M/s Goa Electronics Limited (GEL) as the State Designated Agency (SDA) for website related activities of all State Government Organizations for a period of 3 (three) years with the following terms and conditions:

- 1) The outline of the approved scope of work is enclosed at Annexure I.
- 2) M/s GEL to be paid a service charge of 7.5 % and the same is to be borne by the intending Department/Co-operation/Autonomous Body. Payment will be done purely on outcome basis. The payment milestones are defined at Annexure II.
- 3) M/s GEL to be paid a total of Rs 50,14,054/- as a ontime cost for carrying out activities mentioned at points 1, 2, 3 and 4 in Annexure I.

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GEL

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- 4) Fifty percent of the onetime cost (i.e. 50% of Rs 50,14,054/- = Rs 25,07,027/-) to be paid as mobilization advance as requested by M/s GEL.
- 5) A penalty of 5% of the onetime cost to be imposed on M/s GEL if the activities mentioned at 1, 2, 3 and 4 in Annexure I are not completed within the first six months from the issue of this letter.
- 6) M/s GEL to not charge fees from the agencies (IT companies and Start Ups) intending to empanel themselves as WDDAs.

This is for your information and necessary action.

Yours faithfully,



(Nijanand Vasta)  
Deputy Director (IT)

**Copy for information to:**

1. P.A. to Secretary (ITE&C), Secretariat Porvorim Goa
2. O.S.D. to Minister (ITE&C), Secretariat Porvorim Goa
3. The State Commissioner for Persons with Disabilities, O/o State Commissioner for Persons with Disabilities, Porvorim-Goa

## Annexure I

The following is the outline of the scope of work :

1. Empanelment of Website Design and Development Agencies (WDDA's) (one time).
  - i. Empanelment of WDDA's will be a continuous process for which M/s GEL will float a RFP (one time) and continue to empanel new WDDAs (IT companies and Start Ups) after receiving the relevant technical documents and fees.
  - ii. The following list of activities will be carried out by M/s GEL for empanelment of WDDAs:
    1. Interaction with IT Companies.
    2. Prepare RFP
    3. Pre-Bid Meeting
    4. Evaluate the applications submitted.
    5. Notify the companies about Empanelment.
2. Prepare design template, sample framework/layout, approval mechanism for Content Management along with the Monitoring framework and procedure for managing compliance to Standards and Upkeeping for all State Government Websites (one time).
  - i. Prepare design template, sample framework/layout and define procedures and ensure that all websites will comply with the prevailing standards defined by the State/MeitY (includes accessibility to persons with disabilities, GIGW 2.0, WCAG 2.0 standards, metadata and data standards, SSL certifications, STQC and security audited).
  - ii. Content management will include information gathering, uploading the information and maintaining digital data on the website. GEL will monitor the content management and ensure

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all content of Departments is updated regularly on their respective websites.

3. Understanding and Preparing the AS-IS report and GAP analysis report for managing approx. 180 websites for Standard Matching, Maintenance and Content Management (one time).
4. Complete Bid Process management to get all existing websites as per the defined Standards (one time).
  - i. Request for quotations from the empanelled agencies
  - ii. Evaluate the quotations submitted and determine the best least rate (L1).
  - iii. Issue work order to the selected empanelled agency subsequent to approval from respective department.
5. Maintenance of the hosted and existing websites for a period of THREE years to ensure each website is compliant with all the standards and content is updated in a timely manner (continuous).
  - i. Continue to empanel new IT Companies and Start Ups after receiving the relevant documents and fees.
  - ii. Update Standards, templates, frameworks/layouts as per Meity and DOIT guidelines and ensure compliance of the same for all websites.
  - iii. Understand and prepare scope document for any new website development/changes resulting due to updates in standards.
  - iv. Bid Management for any new website development/changes.
  - v. Continuous Monitoring of the development and deliverables, status of security audit, SLAs defined, payment milestones, content management, compliance to standards and procedures and ensuring updations by vendors for all approx. 180 websites.
  - vi. Defining and monitoring SLAs



- vii. Dashboard will be designed by GEL so that the latest statuses of the website can be monitored.
  - viii. GEL will define the payment schedule milestones and accordingly release payments in parts based on the signoff received from Departments.
6. M/s GEL will act as the single point of contact for all matters related to State Government websites and furnish any reports/status required by DOIT/Government in a time bound manner.
  7. M/s GEL shall ensure that all the State Government websites are hosted in Government IT Infrastructure establishments such as State Data Centre/NIC Data Centre and are hosted under the HTTPS protocol.
  8. M/s GEL shall also ensure that the correct 'last updated date' is displayed on all the State Government websites.

A handwritten signature in black ink, appearing to be 'A. Anand', with a horizontal line underneath it.

## Annexure II

The Payment milestones with regards to design and development of State Government websites

<i>Sr. No.</i>	<i>Milestone</i>	<i>Percentage of Payment</i>
1	Website UAT by intending Department	50%
2	GO LIVE of website	50%

