

Sub: Invitation for expression of interest for improving and providing website maintenance service for Commonwealth Educational Media Centre for Asia, New Delhi.

CEMCA invites expression of interest for providing website maintenance services. The service provider is expected to have proven record in undertaking maintenance of website for the past three years with a functional office in New Delhi. The credentials of the service provider have to be established by supporting documents in respect of previous experience.

The service contract will have following terms and conditions: -

- Technical maintenance, Search Engine Optimization (SEO) and content uploading for CEMCA's websites, such as cemca.org.in; cemce.org; cemca.asia;
- Support to renewal of cemca.org.in, cemca.org, cemca.asia website registered on HostGator/ GoDaddy account of CEMCA;
- Technical maintenance of following sub-domains of CEMCA:
 - crvc.cemca.org.in
- The website should be made mobile friendly.
- Conversion of CEMCA Newsletter to eNewsletter with ability to mass mail to readers.
- Provide website hit reports of CEMCA websites on monthly basis to CEMCA team.
- Provide additional support at CEMCA premises at the present address or anywhere in Delhi NCR region, for about 1.5 days/ month (on call basis), which will be 18 days during the period of the contract;
- Share all credentials of the activities performed on behalf of CEMCA.
- Website should be made responsive rather than just mobile friendly website.
- Database will have to be incorporated. The vendor needs to manage the same as well as incorporate any data based application running on the website.
- Develop a 5 screen MIS integrated with the website with user level access.
- Provide two-step process to upload content on the website and app.
- Develop mobile application in synch with the website.
- Popularisation of important event in social media.

Service providers may send the expression of interest and quotation (in a separate envelope) were providing such service to rthyagarajan@col.org on or before 15th January, 2018.