

# RFP for Writers Geo Position Android Mobile App Development

Date: 02/06/2022

Designed and Developed by:



**Odisha Sahitya Akademi**

**Sanskriti Bhawan, Odisha State Museum Complex  
Bhubaneswar-751014, Odisha**



## **Table of Content**

FACT SHEET	1
ABOUT THE ORGANISATION AND PROJECT	2
AUDIENCE OF THE APPS	2
SCOPE OF THE PROJECT	2
TECHNICAL REQUIREMENTS	3
Scoping and Design	3
Mobile App Requirements	3
Backend Database Requirement	4
Admin Panel Requirements	4
Support and Maintenance Requirements	4
PROJECT TIMELINE	5
BUDGET	6
PROPOSAL TIMELINE	6
PROPOSAL FORMAT	6
CONDITION FOR TECHNICAL EVALUATION /EVALUATION CRITERIA	6

**FactSheet:**

S. #	Item	Description
1 .	Project Title	Writers Geo Position Android Mobile App Development
2 .	Name of Purchaser	Odisha Sahitya Akademy Bhubaneswar.
3 .	Contact Person, Address	Secretary , OdishaSahityaAkademy, Odisha State Museum Complex, Bhubaneswar. odishasahityaakademi@gmail.com
4 .	RFP Document Fees	NIL
5 .	Earnest Money Deposit	NIL
6 .	Selection Method	(70% Weightage on Technical and 30% Weightage on Commercial Evaluation)
7 .	Last date for submission of queries by Bidders	08.06.2022
8.	Last date and time for Receipt of proposals from Bidders	17.06.222 4.00 P.M.
9	Date and time for opening of Technical Proposals	17.06.2022 5.00 P.M.
10	Date and time for Technical Presentation	20.06.2022 12.00P.M.
11	Date and time for opening of Commercial Bids	20.06.2022 4.00 P.M.
12.	Bid Validity Period	30 Days
13.	Project Term	1 YEAR

## 1. ABOUT THE ORGANIZATION

Odisha Sahitya Akademi an institution of letters was established in the Year 1957 for work actively for the development of Oriya Language and Literature and to set high literary activities and to promote through them all, the cultural unity of the State.

## 2. ABOUT THE PROJECT

**Poet and Writers (App)** English version will help you to find professional Poets and writers in your location. Also, it will give the users various options to choose the Poets and Writers according to their needs. Isn't it a great thing for our literature society? It will help numerous businesses plus literary professionals to grow

## 3. AUDIENCE OF THE APPS

When a user clicks on the **Poets/writers** category it will show the sub-category. Then user can select any of those categories from sub-category listing. While choosing the categories they can set the location preference so it will be easier for them to check the poets or writers information properly.

## 4. SCOPE OF THE PROJECT

- **Design:** Describe if the vendor is supposed to create detailed wireframes and visual designs.
- **Mobile Apps:** Describe if a vendor has to develop mobile android apps.
- **Backend Database:** Describe if the vendor has to develop the backend database to store the data in the app. the backend database will be provided by the Sahitya Akademi ,Odisha to the vendor or the vendor develop it for the APP, need to describe the details of the database.
- **Admin Panel:** Describe if the vendor has to build an Admin Panel for the mobile apps that will manage the content of the apps.
  
- **Design:** We want a sleek design of the mobile app that matches the color and theme of the site. The design has to be user-friendly and being compatible on various Android devices. The development firm has to supplied revisions and intuitively create the UI/UX.
- **Mobile Apps:** We are looking for native app for our users and members.
- **Backend Server & Database Development:** Setup a backend environment to host the application data. We would like the vendor to provide end to end services and build the database of the app. The vendor should build **RestfulBackend** APIs that allow the app to communicate with the backend server.

- **Administrative Portal Application:** We want to have a full control of mobile app data. Over the period, we will update/modify the content of the app. Apart from the content, we will also monitor mobile app usage, manage membership and view analytics of the app.

## 5. TECHNICAL REQUIREMENTS

In this section you should mention the technical requirements of different components of the scope like Design, Mobile Apps, Backend, and Admin. This helps vendors to easily understand the scope. Technology should be Php 8.1, Mysql database and Native android development in using JAVA.

### 5.1 Scoping and Design

Describe if the client will provide the written requirements or requirements will be written by the vendor. Describe if the vendor has to create the detailed wireframes of the application or if the wireframes will be provided by the app development company. Here, you can also decide the number of screens required in the app. Describe app design preference. Does it follow the same design pattern of your website? You can provide color options, layout, icons, and navigation style.

Create wireframes and visual designs for the mobile app and web-based administrative panel. We will conduct requirement sessions and supply all the information to the selected vendor. We would like to collaborate with the design team to create immersive app designs. The mobile app will have almost 4-5 screens or more and we would like to have the same look and feel of the site.

### 5.2 Mobile App Requirements

This is the most important section and you may want to cover all aspects of your app requirements. You can write a list of required features and functions, technology consideration, method for building an app (native platform), support for number of platforms and third-party integrations, external device to collect data). Describe if you want to view analytics and app usage (user activity, sessions, and user base).

Here you can also describe if the app has to be developed in a number of phases and breakdown features and functions to be implemented in each phase. This is necessary to prepare a structured business plan and monitor app development progress along with customer feedback.

1. The following features should be implemented in the initial version.
  - Members can login/update in the app
  - They will get notifications for news and updates
  - They can access all the PDFS and resources
  - They can search members in using geo tag

### 5.3 Backend Database Requirement

You should mention what type of backend database you require the vendor to create. Describe your preference (like AWS, or Other Cloud Server,). Describe what types of backend APIs (REST/JSON) should be coded.

We want vendors to build the backend database in Amazon AWS/Other Cloud and use the REST full API for mobile apps.

### 5.4 Admin Panel Requirements

Describe if you need a web based administrative panel to edit/update or delete the content and media of the mobile application. Describe what items you want to add in the app, how often you will update the content/pages of the mobile app. Describe if you want to monitor user accounts, user posts and block their account/post. Describe admin user roles and their permission level to make necessary updates in mobile app.

The web based administrative panel will allow our internal employees to add resource guides, news, and events information. We should also be able to see all the users of the app.

### 5.5 Support and Maintenance Requirements

Each and every project needs support from the technical team, you need to describe what level of support and maintenance you need initially. Also, you need to mention if you require continuous enhancements as well.

- The vendor will provide 3 months warranty after the app is launched.
- After three months the maintenance cost will be 30% cost of the Project  
During the maintenance vendor will do only shot out the problem in the existing project or code.

## 6. PROJECT TIMELINE

You describe when you plan to start the project and when you expect the apps to be launched. Your expected timeline may not match with the timeline required to build the quality solution, however, your timeline expectations will give some idea to the vendor and they can align their proposed timeline to your expected timeline. You should also state how flexible you are with the timeline. You should ask vendor to show the timeline for following phases separately:

- 10 days the timeline for the design phase.
- 20 days the timelines for the development phase.
- Scope of Service (including any assumptions)

- Samples of live products to review
- Plan for training/transfer of product

## 7. BUDGET

If you have a budget range already planned, you can mention that in the budget section. If you don't have any idea, you can mention that you are looking for vendors to come up with the best budget quotes. You should ask the vendor to breakdown the budget by various components of the scope.

- This project is currently budgeted at 500000 INR. (GST AS PER ACTUAL)

## 8. PROPOSAL TIMELINE

Describe how quickly you want to complete Project discovery and requirement gathering sessions. Once you send requirements to app development vendors, mention how soon you want them to provide feedback with a set of questions and suggestions. Then a pre-planned timeline to receive quotations from app development teams.

- RFP distributed to vendors XXXXXXXXX
- Intent to bid due XXXXXXXXX
- RFP questions due XXXXXXXXX
- Deadline for proposals XXXXXXXXX
- Vendor demonstrations/presentations XXXXXXXXX

## 9. PROPOSAL FORMAT

In this section you can describe what you are looking to see in the proposal. It could be any of these topics or any other topic.

- Company must be Startup and MSME
- Past Performance at least 2 Govt. Project work order in Mobile app with project completion certificate.
- Proposed solution and team 10 members
- Proposed methodology
- Cost Estimation and Timeline to complete the project
- Demonstration of Design and Development Process
- Client Reference (List of 2 international clients for references)
- GST Certificate/ROC
- Client Reference (List of 2 national clients for references)

HARD COPY Submit proposals by 5 pm EDT, XXXXXXXX, to:

#### 10. CONDITION FOR TECHNICAL EVALUATION :

Bidder should have successfully completed at least 02 (two) similar work of service/ supply within period of 01-03-2021 TO 31-03-2022 Govt. projects as a main or approved by concern dept. submitted work order in Mobile app with project completion certificate.

#### 11. EVALUATION CRATERIA:

We have prepared an evaluation criterion for vendors to fulfill our requirements. See the table below to complete and respond at the best level.

<b>Tasks</b>	<b>Selection Percentage</b>
Proposal Submission	10%
Work Experience	20%
Cost & Timeline to complete the project	10%
Presentation	10%
Project Staff & Client Reference	10%
Proposed Solution & Support	10%
Technical evaluation	30%