



केन्द्रीय लुग्दी एवं कागज अनुसंधान संस्थान  
**Central Pulp & Paper Research Institute**

An autonomous organisation under the administrative control of  
Ministry of Commerce & Industry, Govt. of India  
(Registered under Societies Act)

CPPRI/Engg./Website Designing/2017-18/

Dated: 4<sup>th</sup> July, 2017

Dear Sir,

Please find enclosed herewith Terms of Reference (TOR) for Web design & Development of CPPRI in compliance with GIGW Guidelines. The empanelled agencies of NIC (Tier-3) only may please submit their Quotation.

You are requested to submit your Technical proposal and financial estimate along with your terms and conditions in sealed cover latest by **24<sup>th</sup> July, 2017**.

Top right hand corner of your envelope should be superscribed with the words "Quotation for **Web design & Development of CPPRI**".

Thanking you,

Encl: As above.

Yours faithfully,

(B.K. Negi)

Section Officer (Pur)

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## Term of Reference for Web design& Development for CPPRI

### About CPPRI:

CPPRI is an autonomous R & D Institution under the administrative control of DIPP , Ministry of Commerce & Industry, Government of India (GoI).CPPRI, an apex institute in area of Pulp & Paper Research, caters to the R& D requirements of the Indian Pulp & Paper Industry by way of aid in schemes of GOI and industry sponsored projects. CPPRI also supports the paper industry by providing consultancy and technical services. The Institute has its head office at Saharanpur, U.P. and has elaborate infrastructure facilities including well equipped laboratories and pilot scale facilities.

### Background:

Our Website [www.cppri.org.in](http://www.cppri.org.in) is means of reaching out to our existing & potential clients from the Pulp & Paper Industry & other institutes for providing/updating vital information about ongoing/past research activities and facilities/services offered. Apart from information on core activities, the website uploads tender notices, recruitment alerts, manpower details, etc.

### Scope of Work

The current requirement of CPPRI is development of new website ( [www.cppri.org.in](http://www.cppri.org.in)) that fulfills all mandatory requirements of GIGW compliant Website.

The solution will be implemented to re-design and re-develop the CPPRI website to make it more user friendly on the basis of a CMS (Content Management System) which includes the following functional requirements:-

- (a) Menu Items
  - (i) Home Page
  - (ii) About CPPRI
    - (aa) CPPRI at a glance
    - (ab) Who's Who / Introduction
    - (ac) Vision and Mission Statement
    - (ad) Organizational Structure

- (ad) Contact Us
  - (iv) Regular updates / News
  - (v) Events
    - (aa) Forthcoming events
    - (ab) Seminar / Conference
  - (vi) Contact us
  - (vii) Career/ Job Openings
  - (viii) FAQ
  - (ix) Photo Gallery
  - (x) Video Gallery
  - (xi) Sitemap
  - (xii) Site Search
  - (xiii) Tenders
  - (xiv) Feedback
  - (xv) Forms/ Documents Download
  - (xvi) Press Release
  - (xvii) Useful links
  - (xviii) Related Websites
  - (xix) Guidelines
  - (xx) List of Publication/ Reports
  - (xxi) Website maintenance and safety guidelines
- (b) Search (Both drop-down menu as well as string/ character search) option for
- (i) Reference standards
  - (ii) Database/Publications/Reports
- (c) Mapping of R&D Labs and Skill Development Institution on the Portal

The Website should be bilingual (English and Hindi ) with following essential features.

- Dynamic Home page Design
- CMS based Website
- User Management
- User Access
- Contact Groups
- Login Management
- One Year technical support (Warranty)
- Govt. Guidelines (STQC Audited & CERT-IN certified)
- Security Clearance Certificate for the portal (through CERT in Empanel vendor)

