Dt: Dec.28, 2018

AdvantAge Card Website - Specifications

www.helpageadvantage.org

HelpAge India invites Quotes from competent digital agencies and web solutions companies for the following tasks for its dynamic website www.helpageadvantage.org

Advantage Website Maintenance

1. Continuous updation of content data (Text, pictures, videos etc.)
2. Update of Associate details
   - ✓ City wise
   - ✓ Discount wise
3. Addition of Categories and sub-categories
4. All Associate Data will be in a Searchable format vis-a-vis all above categories, sub-categories
5. Creating and uploading of Banners and other promotional material of Associates and Sponsors.
6. Member Data Management on All India basis through the website, both Online and data sent to HelpAge's HO or State offices
7. Generating unique Member IDs every week on a need generation basis, in preparation to sending card print file to the printer.
8. After assigning the unique member ID and excel extraction, data needs to be cleaned before sending ~~the~~ print file to the printer, with respect to checking address, ~~and~~ phone number and duplication (name, DOB or any other) mistakes.
9. E-Transfer of clean data to Card Printer
10. Member Records to be searchable and verifiable by member name or number.
11. Rectification, deletion and updation of incorrect associate or member data
12. The service provider to provide a dedicated person who will coordinate the teams at service provider location and interact with HelpAge India, who will be responsible for all corrections and implementing inputs from HI.
13. Updation work will be done within the time lines laid down by HI.
14. To ensure full functionality (*as defined by HI from time to time*) of the admin and individual city login ID sections of website. New logins can be added/

removed at any given time by HI team. Passwords to logins will change 1 week prior to year end closing (every year in March).

15. New back-end windows need to be created through relevant programming as per requirement.
16. All technical issues to be dealt by service provider, related to the website for e.g. user not able to login etc.
17. Full maintenance of website, covering all areas in existing work to be done as well as any new features added in the course of the contract.
18. TAT - all updations should be done within 24 hours.
19. Monthly report of Traffic to the site on all devices with monthly and yearly comparisons to be given.
20. **IMP:** Please specify the core strength of the design & maintenance team and allocated man hours.

Copyright and Security issues:

The copyright of the material used for development for website will be with HelpAge India.

Project Requirement

1. Front end – Graphical User Interface

2. Front end and back end integration

3. Data converting as per requirement

4. Programming (Platform ASP Dot Net, HTML5)

5. Maintenance & Updation of Admin section

6. Creation and maintenance of Login sections

7. Data entry in different sections

9. State login maintenance

10. Printer and Dispatch login section

11. Banner Management section for associates

12. Trouble shooting

13. Export and follow up application and editing in case of duplicate or date of birth errors

ADDITION TO ABOVE MENTIONED, WEBSITE MAINTENANCE INCLUDES

1. New Page design within existing template
2. New Page HTML production within existing template
3. Flash headers changes, including page coding
4. Flash headers creation, including page coding within existing template
5. Image enhancement and optimization, Image processing, adjustments, smoothing etc.
6. Image collaging
7. Flash update image, text link (image processing extra)
8. URL hyper linking checks for correctness
9. MS SQL database management
10. Banner design and development for website
11. Style sheet and its modifications (existing Style sheet)
12. Include files and its modifications (existing files)
13. FAQ section