

**TENDER SPECIFICATIONS FOR ENHANCEMENTS TO THE ONLINE  
DATABASE MANAGEMENT SYSTEM (WEB PORTAL & MOBILE  
APPLICATION) OF THE DIRECTORATE OF ENVIRONMENT AND  
CLIMATE CHANGE, GOVERNMENT OF KERALA**

**TENDER NUMBER: DoECC/2/2025**

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**ISSUED TO**

.....  
.....  
.....



Director

Directorate of Environment and Climate Change (DoECC),  
4<sup>th</sup> Floor, KSRTC Bus Terminal, Thampanoor,  
Thiruvannanthapuram – 695001  
(Signature & Designation of the Tendering Authority)

No: DoECC/180/2023-E1

Dated:16-05-2025

**Name of Work: Enhancements to the Online Database Management System  
(Web Portal) of the Directorate of Environment and Climate Change,  
Government of Kerala**

**TENDER NOTICE**

Tender No: DoECC/2/2025

Dated:16-05-2025

The Directorate of Environment and Climate Change (DoECC), Government of Kerala, invites tenders for the enhancements to the Online Database Management System (Web Portal) under its scheme 'Environmental Awareness and Education' as per the technical specifications and terms and conditions given below.

The successful Bidder shall be finalized based on a competitive bidding process.

**IMPORTANT INFORMATION**

- Enhancements to the Online Database Management System (Web Portal) of the 'Environmental Awareness and Education' scheme
- The Online Database Management System includes four micro web portals - Bhoomithrasena Clubs, Paaristhithikam, Training Programs/Workshops, Paristhithimithram Awards.
- The web portal (<https://schemes.envt.kerala.gov.in>) is currently hosted in the State Data Centre after conducting its security auditing.
- The source code and installation guide of the web portal will be provided.

The tenders in the specified form with the required documents shall be submitted in sealed cover super scribing "Tender for Enhancements to the Online Database Management System (Web Portal) of Directorate of Environment and Climate Change, Government of Kerala" addressing the Director, Directorate of Environment and Climate Change (DoECC), 4th Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram – 695001 before 3 PM on 31/05/2025. DoECC reserves the right to either accept or reject any or all the tenders without assigning any reasons.

The tenders will be opened at 4.00 PM on 31/05/2025. Detailed information, including the tender documents, can be obtained from the office during office hours up to 5 PM on working days and also from our official website [www.envt.kerala.gov.in](http://www.envt.kerala.gov.in).



Director

Directorate of Environment and Climate Change (DoECC),  
4th Floor, KSRTC Bus Terminal, Thampanoor,  
Thiruvananthapuram – 695001

**FORM FOR TENDER SUBMISSION**

(To be filled by the Tenderer)

**TENDER NOTICE**

Tender No. DoECC/2/2025 dated 16-05-2025

For the Enhancements to the Online Database Management System (Web Portal) of Directorate  
of Environment and Climate Change, Government of Kerala

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To,

The Director

Directorate of Environment and Climate Change (DoECC),

4th Floor, KSRTC Bus Terminal, Thampanoor,

Thiruvananthapuram – 695001

Sir,

1. Having examined the above Tender Notice, Schedule, and Tender Conditions of Contract, I/We hereby offer to provide the Enhancements to the Online Database Management System (Web Portal) as described in the tender.
2. I/We have signed all the pages of the tender documents as a token of acceptance of the Tender specifications.
3. Attested true copies of the specified documents have been attached.

**Date of Submission:** .....

**Signature**

**Name & Address of Tenderer**

## **TENDER SPECIFICATIONS**

This document contains three parts – PART I, II & III

Part I contains Instructions to the Tenderers

Part II contains General Conditions of Contract (SECTION-A) & Special Conditions of Contract (SECTION – B)

Part III contains Schedule A & B and Form of Agreement

For the Enhancements to the Online Database Management System (Web Portal & Mobile Application) of Directorate of Environment and Climate Change, Government of Kerala

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### **Part - I**

#### **INSTRUCTIONS TO TENDERERS**

1. Tenders should be submitted in a sealed cover, superscribed "Tender for Enhancements to the Online Database Management System (Web Portal) of Directorate of Environment and Climate Change, Government of Kerala," and addressed to 'The Director, Directorate of Environment and Climate Change (DoECC), 4th Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram – 695001.
2. The tender, including the covering letter, tender specifications, schedule, attested copies of documents, etc., should be enclosed in one sealed cover.
3. The last date for receipt of the sealed tender will be up to 3 PM on 31/05/2025. Tenders received after the stipulated time will not be accepted/ opened. The Authority will not be responsible for any postal delay in this regard.
4. Tender specifications can be obtained from the Directorate of Environment and Climate Change (DoECC), 4th Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram – 695001 during office hours on working days or from the website [www.envt.kerala.gov.in](http://www.envt.kerala.gov.in). Quoted rates should include all expenses that are required for the Enhancements to the Online Database Management System (Web Portal). Alterations should not be made in the Tender form or schedule or Tender Conditions, except to the extent of filling in the tender forms and schedules.
5. Tenders will be opened at 4 PM on 31/05/2025 by The Director, Directorate of Environment and Climate Change (DoECC), 4<sup>th</sup> Floor, KSRTC Bus Terminal, Thampanoor, Thiruvannanthapuram – 695001, or his representative/designated officer(s) at the office in the presence of those bidders or their representatives who may be present at that time. The Bidders/their representatives who are present at the time of the opening of the bid should sign in a register.
6. If the tenderer has any doubt regarding any portion of the general conditions/special conditions of the contract, they should get clarification from DoECC (Ph. No: 0471-2326264).

**Part II**  
**SECTION A**  
**GENERAL CONDITIONS OF CONTRACT**

1.	Name of work	Enhancements to the Online Database Management System (Web Portal) of Directorate of Environment and Climate Change, Government of Kerala
2.	Period of Service	Approximately 8 weeks from the start date
3.	Location of Service	Directorate of Environment and Climate Change (DoECC)
4.	Classification of Bidder	Kerala Government approved IT service providers with experience in web portal development and enhancement
5.	Last Date and Time of Receipt of Bids	Up to 15 Hrs on 31/05/2025
6.	Opening of Pre-qualification cum Technical Bids	16 Hrs on 31/05/2025
7.	Opening of Financial Bids:	16 Hrs on 31/05/2025

**PART II**  
**SECTION B**  
**TECHNICAL SPECIFICATIONS**

The project involves the development and integration of additional features in the Online Database Management System (web portal) of 'Environmental Awareness and Education' scheme of DoECC. The Online Database Management System includes four micro portals - Bhoomithrasena Clubs, Paaristhithikam, Training Programs/Workshops, Paristhithimithram Awards and Mobile Application (BMC Club). The web portal (<https://schemes.envt.kerala.gov.in>) is currently hosted in the State Data Centre after conducting its security auditing.

The source code and installation guide of the web portal will be provided. The selected bidder shall provide development and integration of the additional features for the micro portals as given below.

**Service Provider Responsibilities**

The service provider will be responsible for the development, testing, and implementation of the following features:

**1. Bhoomithrasena Clubs Micro Portal**

**1.1 Bhoomithrasena Clubs Club Finance (Admin End):**

- There should be three separate tabs - one for New Clubs, second one for recurring grants for existing clubs as exists in the portal now, and third one for Best Bhoomithrasena Club Awards

#### 1.2 Faculty-in-Charges Certificate Provision:

- There should be provision to give certificates to Faculty-in-Charges (process similar to student certificate approval). At the user end, from the FIC login, there should be facility to request for FIC certificate, then forward to Principal and from Principal Login the certificate should be submitted to DoECC. At the admin end, provision should be there to approve the certificate.
- As part of this, a repository of FIC's details and duration of charge should be there at the admin end.

#### 1.3 Additional Program Categories (User & Admin End):

- Three more 'Program Category' should be included in addition to the existing 17 categories. They are 1) 'Participation in Environmentally Relevant Events Conducted by Other Agencies/Institutions,' 2) 'Programs for Engaging Bhoomithrasena Alumni' and 3) Energy Conservation. Additionally, all the 20 Program Categories should be fetched in the BMC Evaluation Reports.

#### 1.4 Quantification of Activities (User & Admin End):

- For the 'Waste Management' Category, when a program is being 'Mark as Completed,' there should be additional data entry boxes with the main title 'Quantity of Waste Managed (in kilograms)' just below the 'Program Note' box. Different Categories that should be given under the main title are Plastic, Biodegradable Waste, E-waste and Hazardous Waste.
- For the 'Water Conservation' Category, when a program is being 'Mark as Completed,' there should be an additional data entry box with the title 'Quantity of Water Conserved (in litres)' just below the 'Program Note' box.
- For the 'Energy Conservation' Category, when a program is being 'Mark as Completed,' there should be an additional data entry box with the title 'Quantity of Energy Conserved (in Kilo Watt Hour)' just below the 'Program Note' box.

#### 1.5 Dashboards (Admin End):

- Pendency of 'BMC Evaluation Report' should be displayed in the Admin Dashboards of AEO, EO and EPM.
- Pendency of 'Award Report' should be displayed in the Admin Dashboards of PC, AEO, EO and EPM.

#### 1.6 'BMC Evaluation Report' Page Enhancements (Admin End):

- Additionally, one more option titled 'Shortlist for Awards' should be there along with 'Regenerate,' 'Forward,' and 'Export.'

1.7. Award Management Provision (Admin End):

- At the admin end: BMC --> just below 'BMC Evaluation Report' --> there should a menu titled 'Award Management.' Under the menu, there should be a provision for Award intimation to the selected clubs annually. For which, the list of clubs sorted by annual year, zone wise, category (College/HSS) wise should be listed and from which EPM could select the awarded club and there should be a button named 'Send Award Intimation.' By clicking on the button, an auto generated message should be received to the selected clubs.

1.8. Award Management Provision (User & Admin End):

- In the user end, under 'Award Management' tab, there should be a provision to add program plan, upload award report, expenditure statement and utilization certificate in KFC Form and submit to DoECC as in the case of the BMC Annual Report Section.
- And at the admin end under the 'Award Management' menu, these documents should be able to view and process through the hierarchical level as in the BMC annual reports.

1.9. Alumni Registration (User End):

- Alumni who are given Bhoomithrasena Club Certificates through portal possess a unique student ID, so these alumni shall be able to login with their student ID as username and password.
- This username and password should be sent to the student's email ID along with the Bhoomithrasena certificate.
- Suggestion: Password can be a combination of first four letters of their name and date of birth in day, month and year format. Eg: GEOR12012024.

1.10. Alumni Registration - Password Change (User End):

- Alumni should have a provision to change their passwords by clicking on 'Forgot Password.' At present, there is no such provision.

1.11. Alumni Feedback Notification (User End):

- HOI/FIC Login --> Alumni Feedback --> When an Alumni sends feedback, a notification should be there at the top of the FIC and HOI accounts, so that they will be notified and could read the feedback or reply.

1.12. Announcements (Admin&User End):

All the announcements made in the portal should be also received at the email of

Principal and Faculty-in-Charge.

1.13. There should be a provision to automatically remind the FICs about the timely enrolment of students in the portal in July and November of each academic year (at the user end).

1.14. Principal/HOI Login --> Annual Report Submission --> There should be only one PREVIEW tab with three buttons - PREVIEW PDF, SEND TO FIC FOR RECTIFICATION, and APPROVE AND SUBMIT TO DOECC. No need of Draft, Generate ES, Generate UC tabs(at the user end).

**Note:** The provision to return the 'Annual Report' from Principal/HOI to FIC through SEND TO FIC FOR RECTIFICATION button is necessary if any corrections/editing are needed before final submission.

1.15. Student Enrolment (User End):

Bulk student enrolment should be made possible. For example, FICs can upload the students' details in an excel sheet or so in the portal, then the individual details should be fetched in the system separately.

1.16. BMC --> Club Management --> Registered Clubs --> Action button (on the right hand side of all listed clubs) --> At present, there are only two options – VIEW & CHANGE BMC CODE. There should be also one more action titled 'REMOVE CLUB' (at the admin end)

2. Paristhithimithram Awards (Admin End):

- The links (youtube video link and google drive link) given in both 'the achievements in the award year' and 'life time achievements' in the application by the applicant is not separately visible to the admin in the portal. All the inputs uploaded for the award year and 'life time achievements' such as newspaper reports, publications, photos, videos and google drive links should be shown separately in the admin side of the web portal.
- At the admin side, a year wise filtering of applications received should be made possible.

3. For all micro portals (Admin & User End):

- Announcement Section should be made available for all the four micro portals & program specific announcements made in the section should be displayed in the home page of each micro portal. For example, notification for the Paristhithimithram Awards should be displayed in the home page of Paristhithimithram Awards micro portal.



**PART III - SCHEDULES**

**SCHEDULE 'A'**

**PROFORMA DETAILS**

1	Name &Address of the Tenderer	
2	Telephone No	
3	Details of Services Offered	

**Note: All the above items shall be filled up by the tenderer**

**Name & Signature of the Tenderer**

**Place:**

**Date:**

**PART III**  
**SCHEDULE 'B'**  
**DETAILS OF RATE QUOTED**

Sl. No.	Particulars	Rate (Rs.) (All charges including tax)	
		In Figures	In Words
1.	All Charges, including tax		

The above rates are inclusive of all charges, including all taxes. The tenderer agrees to all the terms and conditions of the tender and also agrees to any deduction to be made from the bills towards statutory taxes and levies as per relevant rules in force from time to time.

Name & Signature of the Tenderer

Place:

Date:

**FORM OF AGREEMENT TO BE MADE IN KERALA GOVERNMENT  
STAMP PAPER OF RS. xxx/-**

ARTICLES OF AGREEMENT made the ..... day of ..... BETWEEN The Director, Directorate of Environment and Climate Change, 4th Floor, K.S.R.T.C Bus Terminal, Thampanoor, Thiruvananthapuram-695001 (hereinafter called "DoECC") of the one part AND ..... (hereinafter called "THE CONTRACTOR") of the other part;

WHEREAS the contractor has tendered for the Enhancements to the Online Database Management System (Web Portal) for the use of the Directorate of Environment and Climate Change as per Tender No: DoECC/2/2025 dated 16-05-2025.

AND WHEREAS the Directorate of Environment and Climate Change is pleased to accept the contract in respect of the rates mentioned in the Work Order No: [Work Order Number] dated [Date], which also forms part of the agreement

NOW THESE PRESENT WITNESSES and it is hereby mutually agreed as the following documents form part of this Agreement:

1. Tender specification for the Enhancements to the Online Database Management System (Web Portal) of Directorate of Environment and Climate Change, Government of Kerala
2. Tender No. DoECC/2/2025 dated 16-05-2025
3. Work Order No: [Work Order Number] dated [Date]
4. Acceptance letter No: [Acceptance Letter Number] dated [Date] of the Tenderer.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

Signed, sealed, and delivered by:

The Director, Directorate of Environment and Climate Change (DoECC), 4th Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram – 695001 (Acting for and on behalf of DoECC)

In the presence of Witnesses:

1.

2.

Signed, sealed, and delivered by:

(Contractor]

In the presence of Witnesses:

1.

2.