

**GOVERNMENT OF NAGALAND  
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS  
NAGALAND: KOHIMA**

**EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR SETTING UP  
HIGH VOLUME OF DIGITAL AND PRINT OUT ARCHIVE CELL AND  
DEVELOPING /HOSTING INTERACTIVE WEBSITE WHERE THE ARCHIVE  
DATA WILL BE LOADABLE IN THE WEBSITE**

**TENDER NO.PUB-SPA/DSNG/2009-10**

**REQUEST FOR EXPRESSIONS OF INTEREST**

1. The Directorate of Information & Public Relations Department, Government of Nagaland intends to establish a high volume digital and print out archive cell and also have an interactive website.
2. The Department intends to record all data systematically year wise, subject wise etc and shall be made available in the department website.
3. Ultimate goal of the project is to maintain archive cell of news/photos/videos of all important functions since statehood and also made available in the website. It should be uploadable instantly whenever necessary .
4. The Hosting of website should have enough space .
5. The consultancy should signed on agreement for installation and commissioning of the project and services for one year w.e.f the date of commission.
6. The consultancy should impart training and skills to the staff for maintenance of Archive cell and Website.
7. The Directorate of Information & Public Relations now invites eligible consulting firms to indicate their interest in providing the services. Interested consulting firms must provide information mentioned below.
  - a) Company profile, brochures
  - b) Technology Options and approach to realization
  - c) Detailed Implementation scheme / implementation methodology shall be specified
  - e) Details of the projects ( as indicated in the enclosed concept note) with rates and can incorporate more wherever necessary.
  - d) Certified that they are qualified to perform
  - e) Certified that they are experience in similar conditions
8. Letters of expression of interest will be opened on 7<sup>th</sup> June 2010 in the Chamber of Director , Information & Public Relations, Kohima
9. Interested consultants may obtain further information at the address below during office hours, except Public Holidays.
10. Expressions of Interest shall be submitted to the following address:

The Director of Information & Public Relations  
IPR Citadel, Kohima Nagaland  
Kohima  
Phone 0370-2271496/2271490

11. Contact No.  
Tokishe sema- 9436005383  
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## Concept Note on Digital Archive Cell and Developing & Hosting of Interactive Website

The need for this cell is underscored by the following trends -- the increasing digitization of audio, graphical, and video information previously stored in analog format and the growing use of digital document storage and retrieval. As information technology becomes more pervasive and ubiquitous, demand for increased digital data storage capacity and performance is evident. The cost of digital data storage has decreased to the point where digital forms are the least expensive means to store most of the information. A digital archive may allow either online or offline access to the elements where the resources will be on real time or virtual, available elsewhere.

Secondly the Department intends to have an interactive website with Rich media like news, audio, photos & video galleries. This website will have many components like login in, feedback and subscription buttons etc. The archive information will also be posted on demand basis. Some of the main contents of the website are as follows:

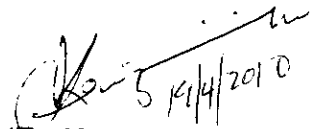
- 1) Accreditation Lists, Form & Rules
  - 2) Advertisements Form & Rules
  - 3) Naga News
  - 4) Photo Gallery
  - 5) Video Gallery
  - 6) Publication like Warrior, Basic Facts, Festival, etc.
  - 7) Login in facility
  - 8) Subscription button
  - 9) Feedback button
- } to be uploaded instantly whenever necessary

### A. Particulars Required for Archive Cell.

1. Digital Library Archival Storage Server - 1no.
2. High configured PC Desktop - 2 nos.
3. Photo Editing Unit - 1no.
4. Video Editing Unit - 1 No.
5. Online 10kVA UPS with 12 hrs. backup - 1 No.
6. UPS - 5 nos
7. Canon iR2018N Digital Copier Printer (Size - A3) -2no
8. Flatbed Scanner (HP Scanjet G2410) -2no
9. HP Laserjet P1007 -2no
10. removable media
  - a) External Hard Disk - 3 nos.
  - b) DVD/CD (100 nos. per packet) - 20 nos.
  - c) Pen drive 8 GB or Higher - 10 nos.
  - d) Card reader - 5 nos.
11. Fixtures & Furnitures /Storage Racks
12. Systematically scanned all documents available in the Department since Statehood to up to date and catalogue year-wise, subject-wise etc.
13. Special Design Fabricated Almirah(trolley system) for print out documents.
14. Training for maintenance of Digital Archive Cell and Preservative of Print Documents.
15. site preparation
16. Electrification & Earthing
17. Necessary Software for Digital Library & Anti Virus

**B.Particulars required for separate Cell for maintenance of website**

- |  |   |       |
|--|---|-------|
| 1) Server  | - | 1No   |
| 2) Highly configured PC                                | - | 1 No. |
| 3) Scanner(A3,B4 size)                                 | - | 1 No. |
| 4) Quality Photo Printer                               | - | 1 No. |
| 5) High Definition Handy cam                           | - | 1 No. |
| 6) Digital Camera                                      | - | 1 No. |
| 7) Developing and hosting Interactive website          |   |       |
| 8) Training for website maintenance etc                |   |       |
| 9) Electrification                                     |   |       |
| 10) Fixture & Furniture                                |   |       |
| 11) Site preparation                                   |   |       |
| 12) Necessary softwares for maintenance of Website etc |   |       |

 5/11/2010

(Er. Kevizayieno)  
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