<u>**Terms of Reference (ToR)**</u>

Development of the E-Drive Himachal Pradesh Web Portal

Date: 15th October 2025

Last Date for Submission: 18th November 2025

1. Background

ICLEI - Local Governments for Sustainability, South Asia (ICLEI South Asia), on behalf of the "Technical Support to Accelerate E-Mobility Adoption in Himachal Pradesh Phase II" project under the Directorate of Transport, Government of Himachal Pradesh, is supporting to accelerate the transition toward sustainable, low-carbon, and clean mobility solutions in the state. As part of this project, a dedicated EV Web Portal will be developed to serve as a one-stop digital platform for citizens, investors, and policymakers to access real-time information, tools, and updates on electric mobility across the state.

The web portal will act as a knowledge hub, service interface, and public engagement platform, aligned with Digital India, Guidelines for Indian Government Website (GIGW 3.0), and accessibility guidelines for government websites.

2. Objectives

- To provide a unified information web portal for all EV-related schemes, policies, incentives, and updates in Himachal Pradesh.
- To facilitate easy access to EV tools, guidelines, calculators, and registration modules for users.
- To enable citizens to locate public charging infrastructure and green corridors in real time.
- To promote awareness and adoption of electric mobility among consumers, fleet operators, and institutions.
- To serve as a data dissemination channel for the EV initiatives in the state.

3. Scope of Work

The selected agency shall design, develop, host, and maintain a responsive, bilingual (English & Hindi) web portal based on the following indicative structure outlined below:

Home Page

- Banner & Photo Carousel
- "Your One-Stop EV Solution" (Interactive 4 Tiles)
- Public Charging Stations
- EV Calculator
- Important Links, Contact Us

About

- Vision & Objectives
- EV Dashboard
- Himachal EV Policy
- Department Overview

Going Electric

- About EV Vehicles
- Benefits of Electric Vehicles
- Types of EVs (BEV, HEV, PHEV, FCEV)
- Common EV Myths (English / Hindi)

Charging Infrastructure

- Interactive map-based interface for locating EV charging stations across Himachal Pradesh.
- Display real-time location of operational charging stations using latitude–longitude data and status updates from partner networks.
- Include filter and search functions to support cluster visualization and zoom-based categorization (district, city, or corridor level).
- Allow route planning, so users can map their EV trip across identified green corridors and charging stops.
- Enable future integration with dynamic APIs from the Department of Energy, DISCOMs, and OEMs to update charging station data automatically.

Resources

- Publications, Guidelines
- Workshops & Training Programs
- Case Studies/ Gallery

Tools

- Home Charging Calculator
- Public Charging Calculator
- Journey Cost Calculator

Initiatives

- Green Corridors
- Himachal E-Taxi Scheme
- Electrification of Solid Waste Fleet
- Electrification of Public Transport (Buses & Depots)
- Power Shift Initiative

News and Announcements

- Notices / Orders
- Tenders
- Latest Events & Success Stories
- Collaboration & Partnerships

4. Functional Requirements

CMS-based Development: Use of NIC-approved open-source CMS (Drupal/WordPress with GIGW compliance).

Bilingual Interface: English and Hindi, with toggle switch.

Responsive Design: Compatible with desktop, tablet, and mobile.

Mapping and Geospatial Integration: The maps must be integrated with Google Maps API (using approved API keys and credentials).

Display real-time location of operational charging stations using latitude–longitude data and status updates from partner networks.

Dynamic Content: EV news, events, policies, tenders, and GIS-linked charging map.

Interactive Tools: Integration of custom calculators (energy cost, CO_2 savings, journey cost).

Data Integration: Linking with State Transport and Energy Departments' databases where applicable.

User Feedback Module for suggestions, grievance redress, and contact forms.

Analytics Dashboard for tracking user engagement and reporting.

5. Design & Branding

Visual identity aligned with the Himachal Pradesh Transport Department and Go Electric India campaign.

Use of HP state emblem, DoT logo and Digital India branding.

Accessibility (AA compliance) and high-contrast design for inclusivity.

6. Deliverables

Website sitemap, wireframes, and UI/UX prototypes.

Content migration and bilingual content development.

Integration of calculators and charging-station map.

Admin dashboard with user management.

Security audit clearance and hosting setup.

Training for department staff.

Annual maintenance and periodic updates (minimum 1 year).

7. Hosting & Maintenance

Hosting on NIC/ State Data Centre servers.

SSL certificate, daily backup, and routine security patching.

Annual technical support, performance monitoring, and content updates.

8. Timeline

Phase 1: Design, Structure, and Prototype

Phase 2: Development & Testing

Phase 3: Content Finalization & Bilingual Integration

Phase 4: Security Audit, Deployment and Handover

9. Team Requirements

The bidder should deploy Project Manager (minimum 03 years experience in e-Governance web portals), UI/UX Designer, Full-Stack Developer, GIS/Spatial Data Integration Specialist, Hindi Translator/Content Editor and Quality Assurance Engineer.

10. **Reporting and Coordination**

The agency will coordinate with ICLEI South Asia team to design the web portal in accordance with the information shared by ICLEI South Asia. Progress reviews will be conducted weekly. The website handover and training to be assisted with the Directorate of Transport, Himachal Pradesh, and coordinate with NIC Himachal department for hosting transfer, audit, and maintenance.

11. Budget and Payment Terms

Payments shall be milestone-based:

20% – Upon approval of UI/UX and structure

40% – Upon completion of development and integration

40% – Upon successful deployment

12. Intellectual Property Rights

All design, source code, content, and data will remain the property of the Directorate of Transport, Government of Himachal Pradesh.

13. Confidentiality

The agency shall maintain strict confidentiality of all data and materials accessed during development. Any breach will lead to termination and legal action as per government norms.

14. Submission Requirements

Interested and eligible bidders/agencies are invited to submit their proposals for the development of the Himachal Pradesh Web Portal in accordance with the Terms of Reference.

The proposal must be submitted by email to iclei-southasia@iclei.org and cc to sasi.madambi@iclei.org and vijay.saini@iclei.org, with the subject line "Proposal for Development of Himachal Pradesh EV Web Portal". Last date for Submission is 18th November 2025

Each proposal must include the following documents and details:

- A signed cover letter on the bidder's official letterhead expressing interest in undertaking the assignment. The letter should include a brief statement of understanding of the project and contact details of the authorized signatory.
- Past credentials demonstrating successful development of websites/portals for Government departments, PSUs, or reputed private sector organizations (at least 3 examples with URLs and client references)
- A detailed implementation plan with phase-wise timelines, milestones, and deliverables consistent with the 16-week project duration.
- The financial bid as a separate file, clearly marked "Financial Bid" and should include:
  o Itemized cost for design, development, testing, hosting support, and annual maintenance.
  o Applicable taxes (GST) clearly mentioned.
  o Payment milestones as per deliverables.
- The following documents are mandatory and must be attached with Annexure A:
  o Copy of GST Registration Certificate
  o Copy of PAN Card

All documents should be indexed appropriately, page-numbered, and signed by the authorized representative of the bidder.

Annexure A: Particulars of the Individual/Agency Submitting the Bids

S. No.	Particulars	Response
1	Name and address of the individual/agency	
2	PAN number TIN number GST number Registration number	
3	Legal status of agency	
4	Details of contact person with mobile number and email address	