

RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan

Champadanga, Hooghly, West Bengal, Pin.- 712401

Estd. - 1971

NAAC (Cycle-2) Accredited B⁺⁺ Institution



Ref. No. RM/Tender/Quot/147/19

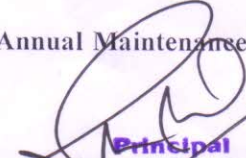
Date. 20-08-2019

Tender Notice

(Displayed at College Notice Board, UBI Champadanga, Tarakeswar BDO Office, Champadanga Gram Panchayat, Office of Hooghly Zila Parisad, Hooghly District Magistrate Office, and Chandanagar Treasury Office)

INVITATION OF SEALED QUOTATIONS FOR DESIGNING, DEVELOPING AND ANNUAL MAINTAINANCE OF COLLEGE WEBSITE

1. Sealed quotations for the Cost of Services Not Exceeding Rs. 25,000/- (twenty-five thousand only) for **Design & Development of college website** and Rs. 5,000/- (five thousand only) for the **Domain Rent and Annual Maintenance** of the same with judiciously comparable rates in the physical and ecommerce marketplaces for the stated **Category – Designing, Developing and Annual Maintenance**) are invited from the leading service providers, IT Solution firms, and IT Agencies etc. of the above item/s, and also having post-purchase maintenance and service facilities in the Hooghly District or Kolkata Region, West Bengal, for the service of the same (see detailed list below) to the Rabindra Mahavidyalaya, PO: Champadanga, Dist: Hooghly, W.B., PIN:712401.
2. **One Set of complete and sealed quotation in separate cover**, mentioning “**Sealed Quotation for Service of Designing, Developing, and Annual Maintenance of College Website**” in the title of the envelop, is to be sent and reached accordingly to the college office. The said quotation/s should be sent either through **Speed Post** addressed to the Principal, Rabindra Mahavidyalaya, Champadanga, Hooghly or by messengers personally and reached at the said office or the same should be deposited at the **Tender Box** in the Ground Floor beside **Room No. 6** of the institution up to 1:30 P.M. of 09-09-2019 (Monday), and the same will be opened on 10-09-2019 (Tuesday), the next day, at 01:30 P.M. at the Principal’s Chamber in the College.
2. Interested bidders are **compulsorily** requested to **submit their quotations for the both requirements** of Design & Development of college website and the Domain Rent and Annual Maintenance. Any part bidding will not be entertained.
3. **Any unauthorized IT Solution Provider, person, vendor or IT Solution seller is *barred* to submit tender quotations for the above items and thereby, prohibited to participate in the bidding process.**
4. Incomplete Quotations / quotations with insufficient information if received will be summarily rejected.
5. On any aspect regarding the purchase of the above items, the decision of Purchase Committee of Rabindra Mahavidyalaya, Champadanga, Hooghly along with the **Recommendation of the IT committee** on the **Technical Specification and its Suitability** for the Proposed Services is final.
6. The sealed quotation should be accompanied with – (i) **at least one qualifying document** of the legal **Registration** of the IT firms, IT shop and the IT related **Trade License** documents provide by the appropriate governments etc.; CGST and/or SGST registrations; the other registration certificates from statutory agencies; (ii) a copy of this Tender Notice, (iii) a list their qualified quotation mentioning the features for the services those are strictly met out of the Tender notice; and (iv) the Account details for electronic payment or banking transfers (optional);
7. Detailed Specifications for the **Service of Designing, Developing, and Annual Maintenance of College Website** are as follows:


Principal
Rabindra Mahavidyalaya
Champadanga • Hooghly

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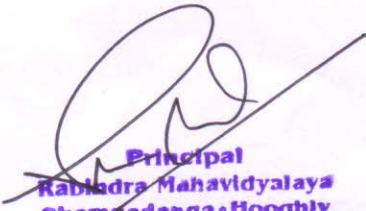
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College Website

- (A) **Full Dynamic "COLLEGE WEB SITE"**: Changeable, editable and self-controlled web site, PHP and MySQL Database, Unlimited Band width and Unlimited Disk Space, 2 Mail Server, 20 Pages Design Dynamic, and Institution mail id creation.
- (B) **Main Pages**: Home, About Institution, Departments, Research Activity, Courses, Examination, Library, Admission, E-Module Learning, Gallery, Notice, Event/Activity, Campus, Useful Links, RTI, Placement, Scholarship, Tender Notices, FAQ, Contact Us, and Teacher Login
- (C) **Other Pages**: Existing Web format must retain, Institution Mail id creation for all the teachers, and Mobile compatibility.
- (D) **Statutory Provisions**: The vendor/s must have these certificates/experiences.
- (E) **Other Requirements**: The bidders should also consider the following before submitting the quotations, (ii) the bidder has to carry out the entire installation, maintenance process etc including domain registration and hosting on their own, (iii) Design, Development and Installation time should be mentioned clearly, (iv) the University should have access to the submitted details in xls/cvs/txt/pdf format at any point of time, (v) Client list of the vendor is the criteria for getting selected for which necessary documents to be submitted along with the quotation, (vi) PAN,VAT, Income Tax Documents, Registration and other commercial details to be enclosed with the quotation, (vii) the rates have to be quoted on basis of A, B, C and D and finally accepted price should be firm and fixed for three years, (viii) price negotiation may be carried out with the technically suitable vendor by the purchase committee depending on the requirement, and (ix) the time schedule for each work specified by the IT committee will have to be adhered to strictly.

8. Interested bidders are also mandatorily asked to provide **Minimum Three Years' Service Continuation** on the **Designing, Developing and Annual Maintenance** of the College Website and all IT related data maintenance and backups, as an essential criterion for submitting the quotation.
9. The same **Service Warranty** as agreed upon should be mentioned in the purchase bill. **Quotation Price of the vendors should include charges for installation, delivery, and all other technical incidental charges within it.**
10. There is no Tender Fee. **An Earnest Money, if imposed, refundable only on completion of Work Order, and the same will be fixed on the tender opening date on a case to case basis by the Purchase Committee;**
11. Interested bidders are requested to visit the official website www.rabindramahavidyalaya.org and for reference information, if any.


Principal
Rabindra Mahavidyalaya
Champadanga, Hooghly

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