



OFFICE OF THE PRINCIPAL
Govt. Science College / Govt. H.S. School
CHATRAPUR (Ganjam), PIN:761020 (Odisha)
College e-Mail Address – principalgscce@gmail.com

Office Letter No.: 1844 / GSCC / 2024

Date: 28 / 05 / 2024


**Invitation of Quotation for Full Dynamic Website development and other
ICT Works related to NAAC**

Sealed quotations are invited from reputed and registered Software Companies/Vendors/Firms for re-designing, development and hosting of College Website, and all ICT related works related NAAC for Govt. Science College, Chatrapur (<http://gscce.ac.in/>). The sealed quotation superscribed as "Full Dynamic website development and all ICT related works related NAAC of Govt. Science College, Chatrapur should reach the Principal, Govt. Science College, Chatrapur Pin - 761020 by Registered Post/ Speed Post/ Ordinary Post/ Courier Service / By Hand. The last date and time of submission of the sealed quotation is 04.06.2024. The Quotation received beyond the due date and time shall be summarily rejected the undersigned reserves the right to extend the date and accept or reject any or all quotations without assigning any reason thereof. The quotation shall be opened on 05.06.2024 at 11:00 AM in the Principal Chamber.

Note: It is for the information of the Software Companies/Vendors/Firms that after opening of the Tender documents, the college authority will select top three or more Quotations based on the eligibility criteria as Those selected Software specified under Terms & Conditions mentioned in page no 2. Companies/Vendors/Firms will have to give a demo in front of the College Authority on 05.06.2024 at 11:00 A.M. After going through the presentation and financial bid document. The Authority will choose one of the Software Companies/Vendors/Firms. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

General information

1	<u>last date of receipt of quotation</u>	04.06.2024 on or before 5:00 PM
2	<u>Date, time and venue of opening of tender documents</u>	05.06.2024 at 11:00 AM


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Terms and conditions

General and Establishing the Eligibility for Qualification

1. The sealed tender envelope shall be addressed to "the principal, Govt. Science College, Chatrapur, Ganjam, Odisha, Pin - 761020".
2. The bidder must be a registered firm/company/agencies or service provider having valid GST registration certificate and PAN.
3. Companies with Start Up India and Start Up Odisha certification or registered with OCAC/NIC will be given top most priority.
4. The vendor should be sole supplier or service provider of all the products/services mentioned in this tender. No third party/joint venture/subsidiary will be entertained.
5. Experience: The vendor must have a minimum of 3 years of experience related to design and development of websites for educational institutions, government institutions and currently successfully maintaining them in a span of 3 or more years. Vendors with high experience in the website development domain, Software and other ICT related works managing more websites related to government and autonomous colleges will be given more preference than others. Experience certificates must be submitted by the vendors duly signed by the institutions (preferably, in the letterhead) for whom they have developed websites.
6. The Price Bid will be opened only if the issuing qualify in the eligibility criteria and technical presentation/demo.
7. One-year hybrid (Online and Offline Both) support to the Website and all ICT related works will be provided by the service provider after the implementation of the services.
8. Implementation and training for at least seven days to the website in charge and committee of our college.
9. AMC - Annual Maintenance Contract includes maintenance of the website, server hosting, troubleshooting of operational problems, technical problems, unlimited online support through Google meet/zoom/mail/telephone remote/personal visit access. No resource cost will be paid and that has to be mentioned in the contract price.
10. Free of cost website uptime maintenance should be given and a committed 99% uptime figure is must.
11. Any supply of the software/services will be delivered to the website in charge or website committee of the institution during the office hours.
12. The Contract shall remain in force for One-year which may further be extended as requirement of services.
13. The firm should clearly mention the tools and technologies to be used for the said work.
14. Contract price remains same for the entire contract period until any additional works are given which can be discussed before delivery.
15. All Jobs of the website to be completed within a period of one month only.
16. All costs must be clearly mentioned, there should not be any hidden charges.

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17. The Institute reserves the right to change or modify or amend or substitute any changes in terms and conditions that are listed above if required, at any time.
18. Any legal disputes, if raised, will be subject to the jurisdiction of a court in Chatrapur.
19. The Principal, Govt Science College, Chatrapur reserves the right to accept or reject any or all quotations in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection.
20. The Order may be terminated in case of breach of any terms of the agreement or unsatisfactory/ insufficient working on the part of the service provider.
21. Preparation of the website must be as per GOI Guidelines for website. It should support database driven approach and have dynamic web pages, which can be easily updated without having to seek technical support from the web designer. Also, there should be provision for adding web content and pages as and when required.
22. The website should preferably be built on open source technologies like HTML5, PHP Code Igniter & Bootstrap framework.
23. The developer is expected to complete the website development task as per the college requirements, within 15 days of placing the order. Thereafter, the developer would provide one year cost free technical maintenance of the website which essentially means rectification of errors and correction or addition of contents.
24. The quotation further warrants that the website or any associated portion of it should not contain any virus, worm, trojan, horse routines, Trap door, time bomb or any other codes or instructions that may be used to modify/damage/disable the website or any computer system through which the website is accessed.
25. The hosting charges for hosting the website on a server in India should be included, along with a provision of webspace of at least 100 GB. Also, there should be a provision for monitoring tool to track webspace usage.
26. All copyrights of the website and content will belong to the Govt. Science College.



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Work Specification

Details Specification of the work for Full Dynamic Website development and ICT Works related to NAAC

SI No.	Description	Specification	Quantity
1	Full Dynamic Website Designing and Development - CMS	A very dynamic home page and multiple inner pages with CMS - content management system. All the options must be there to upload doc,PDF, text data, audio, video and pictures.	Maximum of 100 pages
2	Enabling TLS/SSL	Securing Website by Enabling TLS/SSL	all pages
3	All NAAC related pages with creating hyperlinks to provide in SSR and AQAR	The website must be designed with proper consultation of NAAC features. All the five years AQAR hyperlinks must be linked from all the 7 categories of NAAC evaluation process. Same hyperlinks must be created for SSR as well.	Maximum of 50 pages
4	Domain Registration from ERNET INDIA LTD .ac.in/ .edu.in	The domain registration for ac.in/edu.in I ac.in/ edu.in from ERNET India must be done along with all documentation support for the registration.	1 .ac.in/ .edu.in
5	Dedicated or VPS hosting	A full dedicated hosting server should be taken from AWS/GoDaddy or any reputed server hosting provider. The minimum configuration of the server must be with 40GBHDD, 2GB RAM, Processor 3.1 GHz and above	with 40GB HDD, 2GB RAM processor 3.1 GHz and above
6	Training and AMC in HYBRID Mode (Mention both in physical and online mode)	After the completion of the website development work the training to at least 2 person for 2-3 days must be given in physical mode. After that there should be a provision of giving training to others in online mode via Google meet/Zoom.	1 time
7	Student and Staff Database Management	A dynamic database for students & staff with addition, editing & deleting options.	5000 supportive
8	Online Alumni linking with MoCollege and Social Media	Alumni to be linked with MoCollege and Social Media platforms.	1
9	Feedback System and SSS - Student Satisfying Survey	A Feedback system to be created for students to give their feedback through website.	5 different categories
10	AMC and Renewals		

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FORMAT OF APPLICATION

SUB: FULL DYNAMIC WEBSITE DEVELOPMENT AND HOSTING

1. Name of the Software Company :
2. Complete Postal Address:
3. Have you ever done domain and server configuration with Enet India in ac.in or.edu.in extension with any college? If so, attach the authority letter(s) issued by the appropriate bodies in support of your claim.
4. PAN No:
5. GSTIN No :
6. Work Experience: (Attach copy) :
7. Price bid should be enclosed in a sealed envelope separately.

DECLARATIONS:

1. I do hereby declare that the entities made in this application form are true to the best of our knowledge and belief.
2. whose signature is given below, is an authorized representative of this firm.

Date:

Place:

Authorized Signatory on behalf of the firm


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FORMAT FOR PRICE BID

Sl. No.	Description	Pages/ Quantity/ Year	Price for Unit Page	Total	Remarks
1	Full Dynamic Website Designing and Development - CMS	Up to 100			
2	Enabling TLS/SSL	All			
3	All NAAC related pages with creating hyperlinks to provide in SSR and AQAR	Up to 50			
4	Domain Registration from ERNET INDIA LTD .ac.in edu.in	1			
5	Dedicated or VPS Hosting	1 year			
6	Training and AMC in HYBRID Mode (Mention both in physical and online mode)	1 year			
7	Student and Staff Database Management	5000			
8	Online Alumni linking with Mo College and Social Media	1			
9	Feedback System and SSS - Student Satisfying Survey	1000 students			
10	AMC				
	Total				
	GST 18%				
	Grand Total				

Authorized Signatory & seal of the firm


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**CHECK-LIST FOR PRE-QUALIFICATION BID FOR DESIGN AND
DEVELOPMENT OF THE COLLEGE WEBSITE**

Sl. No.	Documents required for	Submitted Documents (Yes or No)
1.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
2.	Self-attested copy of the PAN card issued by the Income Tax Dept.	
3.	Self-attested copy of GST Registration No.	
4.	Self-attested copy of valid Registration number of the firm/agency.	
5.	Proof of Experience of last three financial years along with satisfactory performance certificates from at least three different concerned employers.	
6.	Annual I.T. Returns of previous three years supported by audited balance sheet.	
7.	Self-attested copy of Aadhaar Card.	
8.	Other documents, if any.	

Note: Bidders who submit the all above documents will be eligible to participate in LEVEL-2 of Evaluation Criteria of Technical Bid.

**(Signature of the Bidder)
Name and Address (with seal)**


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