Ref. No: RC/2017-18/02/ 1257   Dated: 12/02/2018

Notice inviting Tender for the

"Official College Web Site Design & Development"

Sealed tender offers are invited in sealed cover from eligible vendor/agency for providing the following services:

"Official College Web Site Design & Development for Ramanujan College (University of Delhi)"

The Principal, Ramanujan College invites offer, along with various design and associated details of work proposed for the "Official College Web Site Design & Development for Ramanujan College". The Sealed envelope containing the quotation shall be superscripted "Tender for Official College Web Site Design & Development for Ramanujan College". Please ensure that your quotation reaches Ramanujan College not later than **17:00 hours on 27.02.2018** at the Principal Office, Ramanujan College, University of Delhi, Kalkaji, New Delhi – 110019.

The following amount should be enclosed along with the Tender:

1. Tender fee INR 500/- (Rupees five hundred only) in the form of a Demand Draft/Bank Guarantee Payable to the **Principal, Ramanujan College**, New Delhi drawn on any scheduled Bank payable at New Delhi.

2. EMD INR 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft/Bank Guarantee Payable to **Principal, Ramanujan College**, New Delhi drawn on any scheduled bank payable at New Delhi.

Dr. S. P. Aggarwal

(Principal)

Scope of Work detailed specification for the "Official College Web Site Design & Development for Ramanujan College (University of Delhi)"

1. Website must be dynamic and facilitate role based multiple access control.

2. Should display various activities of Ramanujan College i.e., Admission, Events, Notices, Announcements, Reports etc.

3. Development using the latest Current Open Source Technology available i.e., PHP, AngularJS etc. to develop a powerful and efficient application.

4. The website should be compatible with the various web browsers (Internet Explorer, Firefox, Chrome, Opera, Safari etc.), monitor sizes and mobile phone.

5. Facility to upload PDF files, Pictures, Slideshows, Videos to different Sections and Subsections of the website.

6. User can download these files (mentioned in point 5) via the websites.

7. Facility to Add/Edit/Delete Download information to the web database.

8. Facility to manage additional write-up/contents by multiple users from anywhere through browser based administrative module using a powerful editor.

9. The entire website should be dynamic in nature with a CMS (Content Management System). The content management Infrastructure should give the flexibility to modify the design.

10. Successful bidder will have to validate the design from Ramanujan College before finalization.

11. The Design, development, database design should make the portal with professional and corporate look, user friendly, easy to access and navigate, and should be attractive to the visitor.

12. Administrator should be able to gain control over the front end content, edit, add or delete content of the front end through Administrative Control panel.

13. Main navigation panel; Administrator can Add, Edit, Delete menu, which will change or navigation.

14. News & Events update: Latest news and events will appear on the Home Page in scrolling mode with the "Read All" link.

15. Integrated search functionalities: An effective search system integration where user can search any content by entering text in the search box.

16. Site Map: From this section, the user will be able to see the tree structure of all pages/sections and subsections of that site. He/She will be able to navigate from here also.

17. Visitor Count: Actual visitors visiting this site will be tracked.

18. Photo and Video Gallery: Administrator controlled dynamic gallery containing relevant photos and videos.

19. Bidder needs to write, upload and edit contents of the website on time to time basis.

20. The website module should have free support/facilitation from the Developer for a period of 3 months from the date of commissioning of the website. During this period, company needs to send an employee physically to the college for updating website between 9 AM to 5 PM, Monday to Friday.

21. Maintenance of the Website will be provided by the Developer for a period of 1 Year from the date of commissioning.

22. The Developer will be required to incorporate in the Website design any additional functionality or feature as may be required from time to time.

General Terms and Conditions:

1. Submission of Quotation: All quotation must be forwarded in sealed cover addressed to the Principal, Ramanujan College, so as to reach within the specified period.

2. Principal reserves the right to postpone and /or extend the date of receipt of tender or to withdraw the tender notice without assigning any reason thereof. In such an event, the bidder shall not be entitled to any compensation, in any form whatsoever.

3. Each page of the tender document should be signed by the bidder or by the authorized signatories with seal of the agency and will be required to be enclosed with the bid.

4. Opening of the quotation: Quotation will be opened at Ramanujan College office at the time and date to be notified on the college website. Quotation will be opened in the presence of representative of bidder if they choose to attend the same.

5. Payment Terms: Full and final payment will be given after the successful and satisfactory development of the website.

6. Selection of Successful bidder: The agency/firm shall satisfy the pre-qualification criteria and technical criteria. Thereafter, the lowest bidder among the technically qualified bidders may be selected. Contract value shall be the basis for determination of L1.

7. Rejection of offer: Ramanujan College, reserves the right to ignore or reject any offer including the lowest without assigning any reason. The Ramanujan College does not bind itself to accept the lowest offer.

8. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the I. T. Services Committee, Ramanujan College shall be final and binding on the bidders.

9. The quoted cost in the tender must be inclusive of the applicable G. S. T.

10. The Technical and Financial bids should be submitted separately.

11. In case, the intended dates for opening of tenders is declared a holiday, the tender will be opened on the next working day.

10. **The Bidder is required to enclose photocopies of the following documents along with the Technical bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further:**

A. **Details of Website/Web Development work completed previously for at least three reputed institutions/organisation.**

B. Copy of **Company** registration certificate.

A **"Company"** shall mean a body corporate incorporated in India under the Companies Act, 1956 or the Companies Act, 2013.

C. Copy of PAN Card of Company.

D. Copy of Balance Sheet of the Company for the 2015-2016 or 2016-2017 financial year and Turnover of the company must be more than 50lacs.

E. Copy of the service tax /GST registration certificate of the Company.

F. Copy of the ESI/PF certificate allotted by the respective authorities.