



SUKANTA COLLEGE

AFFILIATED TO UNIVERSITY OF CALCUTTA

VILL. & P.O.: BHANGANKHALI, P.S.: BASANTI, DIST.: 24 PGS (S), W.B. 743329
E-mail: collegesukanta@gmail.com , Web: www.sukantacollege.org

Tender Ref. No.: 922/SC/T-01/2021

Date: 12 September, 2021

Notice Inviting Tender

Sealed quotations are invited from reputed concerns having sufficient experience in Website Designing & Development for supplying the following services—

- A. Website Design & Development;
- B. Online Application Module Development (Yearly);
- C. Institutional E-mails for the Faculty (Yearly);
- D. Domain Registration (Yearly);
- E. Website & E-Mail Security (Yearly);
- F. Online Students' Portal for Examination Related Works (Yearly);
- F. Maintenance & Support (Yearly)

➤ Scope of Works (in detail)

The scope of work includes regular maintenance and updating of the website. Details of various elements of the scope of work are as follows:

1. The website Maintenance would include updating of content of all existing pages and designing new pages as per the requirement of our office. It would also include the upload of images and all types of works as instructed by the competent authority of our office from time to time.
2. Adding more feature in the content of the website (as and when required).
3. Publishing of Notice, Tender etc. on the website as per instruction.
4. Making changes in the source code of the website (as and when required).
5. Archival of information (as per instruction).
6. Updating of data elements on existing pages.
7. Designing and/or updating and publishing of new or revised pages.
8. Addressing all the error regarding the websites and their rectification.
9. Various types of content should be delivered through the website. The Indicative content types may be .pdf, .doc, images, photographs etc.
10. Support for shifting of websites from shared hosting to cloud hosting (if required)
11. Disaster recovery at the time of breakdown.
12. 24 x 7 support on call/physical attendance of the support person.





SUKANTA COLLEGE

AFFILIATED TO UNIVERSITY OF CALCUTTA

VILL. & P.O.: BHANGANKHALI, P.S.: BASANTI, DIST.: 24 PGS (S), W.B. 743329
E-mail: collegesukanta@gmail.com , Web: www.sukantacollege.org

➤ Quotation Submission Process

Quotation invited is to be submitted to — **Teacher-in-Charge, Sukanta College**
Vill+P.O.: Bhangankhali, P.S.: Basanti,
South 24 Parganas; Pin-743329

- Start date for submission of Tender : **13.09.2021**
- Closing date for submission of Tender : **20.09.2021**
- Quotation opening date : **22.09.2021 (at 12:00 hrs.)**

Technical Information & Undertaking

➤ Essential Documents to be attached:

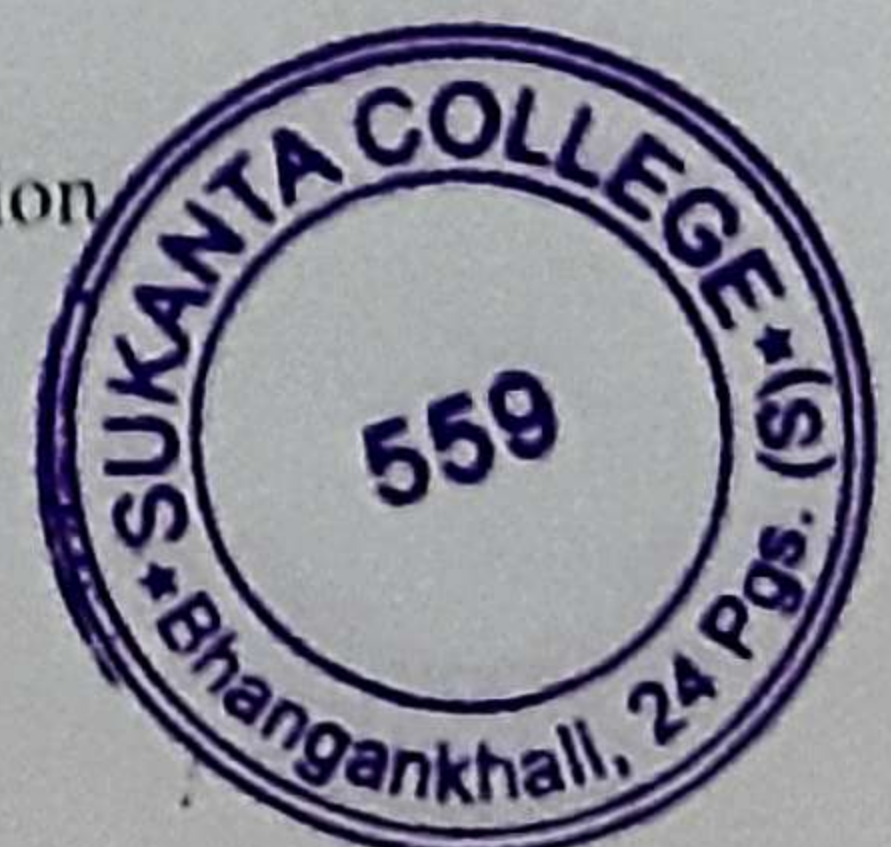
1. Photocopy of PAN & GST Certificate.
2. Duly signed copy of Tender Document by the authorised person.
3. The firm should be registered and should have existence of at least 3 years. The firm should have the experience of working with Govt. schools/colleges and autonomous bodies for 3 years in website development/maintenance. Copies of the experience certificates should be self-attested and enclosed with the Tender Document.
4. A certificate to be submitted from the firm that the firm has not been debarred for award of contract during past 5 years.
5. Certified copy of Income tax returns for last 2 years (2018-19 & 2019-20).
6. Name, address, contact no., designation/capacity of the authorised person who has been assigned on behalf of the firm for signing the tender document on plain paper.
7. All the documents including tender document must be self-attested by authorised person.

Note:

1. All the essential documents mentioned at Sl.No. i to vii are mandatory for consideration of the quotation.
2. Any application received after the last date and time for submission for the same, shall be summarily rejected.

➤ Award of Contract:

Award of contract will be done on the basis of commercially lowest quotation





SUKANTA COLLEGE

AFFILIATED TO UNIVERSITY OF CALCUTTA

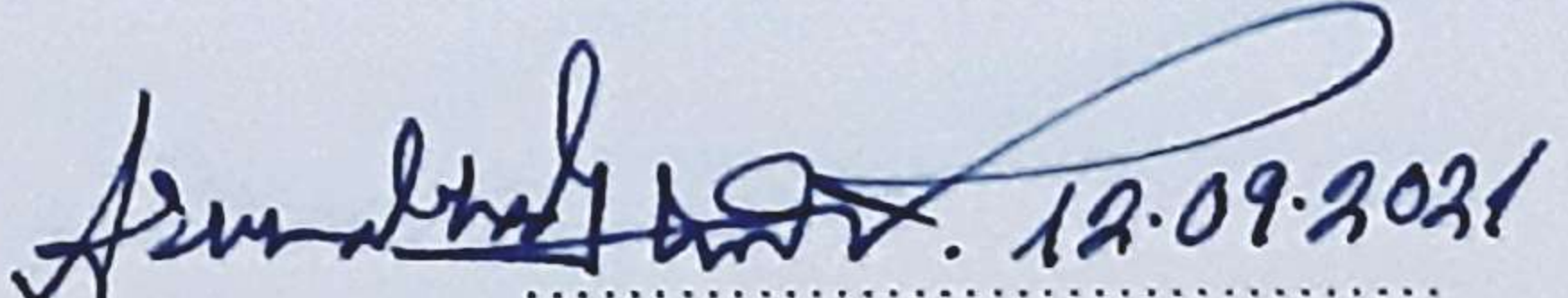
VILL. & P.O.: BHANGANKHALI, P.S.: BASANTI, DIST.: 24 PGS (S), W.B. 743329

E-mail: collegesukanta@gmail.com , Web: www.sukantacollege.org

➤ Other Terms and Conditions:

1. The bidder shall not utilise or publicise or disclose or part with any statistic, data or information collected with assignment/contract failing which tender awarded may be cancelled and legal action as deemed fit may be taken.
2. The Bidder's rate should remain same & valid for a period of contract from the date of acceptance of contract on successful award of the same.
3. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.
4. The Administrator & the Teacher-in-Charge of Sukanta College reserve the right to accept or reject any or all the quotations without assigning any reason thereof.
5. Non-performance or poor service delivery not meeting the expectations of the college authority may lead to imposition of penalties up to 15% of the billed amount, and repeated negligence or poor performance may lead to cancellation of contract.
6. The work contract is for 3 years initially and may be extended further based on work performance of the firm succeeded in getting award of contract at the same cost and same terms & conditions.
7. The successful bidder will depute one authorised developer to resolve the issues at any time as per 8. All disputes arising out of this tender shall be subjected to jurisdiction of Courts at Kolkata.
9. Payment would be made on quarterly basis against submission of bill.
10. The sealed envelope comprising of quotation shall be duly superscripted as "**Quotation for website maintenance of Sukanta College, Bhangankhali, Basanti, South 24 Parganas.**"
11. The bidder must enclose a document accepting all the terms and conditions (*format given below*) and must sign the document with authorised seal.



 12.09.2021

DR. ARUNABHA GHOSH Dr. Arunabha Ghosh
Teacher-in-Charge Teacher-In-Charge
Sukanta College
Bhangankhali, Basanti
24 Pgs. (S), Pin : 743329

Tenderer's Undertaking

I/We accept the terms and conditions as laid down in the Tender Inviting Notice

[Tender Ref. No.: &

Date:].

•
Tenderer's Name (in CAPITAL letters) :

Tenderer's s Signature (with seal) :

Undertaking / Declaration

1. I/We undertake/declare that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of **Sukanta College** and I/we shall abide by them.

2. I/we further undertake/declare that the information given in this tender are true and correct in all respect and I/we hold all the responsibility for the same.

Tenderer's Name (in CAPITAL letters) :

Tenderer's s Signature (with seal) :

Date :

Place :