



Ref.No. BRAC/2016-17/

Dated: 01/06/16

List enclosed

Quotation for College Website Design and Development

Sealed quotations are invited from agencies/companies having expertise in web site designing , development and uploading with cyber security features as per the guidelines of Govt. of India

The website designing and development should primarily be based on the following criteria-

1. Preparation of the website must be as per GOI Guidelines for website. It should be having Database driven approach having dynamic web pages. The proposed website should also have capability of adding web content and pages as and when required.
2. Before finalizing the proposed site map and graphical layout of the website, the selected bidder would be required to carry out a detailed requirement analysis as per the requirement of the College. During this phase the functionality of different pages has to be determined in accordance with the college requirement. Based on the input from preceding phase, the Developer will be required to submit three sample layouts for the website in the college. Development and launching of website would be carried out only after the sample layout is approved by the college.
3. The developer would be providing training to College staff for management of Administrative Interface.
4. 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.
5. Websites to ensure proper standardization of all content. Website needs to be designed with all dynamic features for up-gradation and prescribed web accessibility features as below:
 - a. Least site opening time
 - b. Clean and Professional design
 - c. The website ,supported by all the popular and latest web browsers like IE, Edge, Chrome, Netscape, Mozilla etc.
 - d. Features to upload audio and video lectures
 - e. Compatibility with all operating system platform and hardware
 - f. Effective Website navigation scheme
 - g. Website must a fluid layout that automatically adjusts the page size to monitor resolution settings that are 1024 x 768 pixels or higher.

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- h. The bidder further warrants that the Website or any associated portion of it not contain any virus, worm, Trojan, horse routines, trap door, time bomb , or any other codes or instructions that may be used to modify the , damage or disable the website or computer system.
 - i. The bidder warrants that the Website will be compatible
 - j. The bidder will not sublet the contract or part to any other agency.
6. All copyrights of the site and content will belong to Dr. Bhim Rao Ambedkar College
7. Contents of Website should be effective and user friendly. It should further be able to reflect objectives and principles of the college. Following points which are only indicative in nature may be mentioned while developing the website
- a. **About the Institution:**
History, Vision, Mission, Governing Body, Administration of Dr. Bhim Rao Ambedkar College
 - b. **Academic Departments:**
Courses Offered and Syllabus of Departments, Departmental Society, List of Faculty members with their Profiles, Activities of the Departments, Faculty Login for message board etc.
 - c. **Non Academic Departments**
Department wise details of Staff, Profile
 - d. **Time Table:**
Course-wise, Room Wise, Section Wise , Faculty Wise (Individual)
 - e. **Research , Facilities and Infrastructure**
Individual research projects, Major and Minor Innovative Research Projects, Publications Conferences and Workshop attended, Major Achievements -Honors & Awards, Good practices, National and International Collaborations and MOU's, Staff Council Committees and Other Committees, Good Practices, College Library, Sports offered, Achievements, Campus Life Student Union, NCC, NSS, Extracurricular societies: Profile/ Composition/Achievements Office bearers/ Event calendar/ Societies' events Career counseling and Placement Cell, College Festival, ICT Labs, Science Labs, Library, Photocopier and other facilities for students, Cafeteria Auditorium, Seminar Room, Telephone Directory
 - f. **Student Information system**
Student login, Internal Assessment Marks, Assignment, Monthly attendance, Status of Exam Form and Fees,
 - g. **Alumni Portal**
Registration, Maintenance of database: Year - wise and Course - wise list, News and Events Notices and Circulars, Tenders and Quotations, Forms and Downloads, After the expiry of valid date, forms should be automatically moved, to archives section under Forms and Downloads.
 - h. **Images Gallery**
Press Releases, Events Calendar, Scholarships and Awards, Career Openings
 - i. **Others**
Important Links-DU, UGC, MHRD, DST etc. Faculty Login / official E-mail-ID's of individual teachers, Facility to upload assignments/ messages by individual teachers, Administrative Login, Virtual Tour, Student Examination Results

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Advertisements, Annual Report for current and previous years, Principal's message, Hall of Fame, Roaster, RTI, List of Holidays, NAAC Accreditation, Discussion Forum, Add on Courses
Contact Us, Number of Visitors indicator on main page of website, Google map Search Engine and Feedback.

j. Student Online Admissions & Online Fee Deposit.*

* Point(a,b,c,d,e,f,g,h,i) are to be considered as module-1 and point J as module-2.

8. Quotation of both the modules must be given separately
9. The Financial Quotations must be valid for 90 days from the last date of quotation.
10. Besides the quotation, bidders are required to submit in detail the following documents-
 - a) The bidders must submit documentary evidence in support of their claim of having adequate capability, technical know-how and experience of design & development of website.
 - b) The bidder should have completed similar project(s) for website design & development in the last three financial years (i.e. three previous financial years). The bidder is required to submit detailed report of similar work done, proof of payments and a satisfaction report from the organization.
 - c) The successful bidder shall give an undertaking for managing/maintaining the website after launch of website for a period of one year.
 - d) The bidders should submit their offer in two separate envelopes -one containing the technical details as required (Annexure 1) & the other with the financial details (Annexure2). These quotations must be submitted duly completed in all respects in a scaled cover super scribed as "Quotation for Website design, development and maintenance" should reach the college latest by 15/06/2016. upto 5.00 pm in the College. The quotation received thereafter will not be considered.
11. The bidders undertake to comply fully with the requirements for the project. The project should be completed as per schedule agreed upon. In case the bidder does not complete the project as per schedule, the College will be at liberty to levy a penalty of upto 2% of the amount for every two weeks delay.
12. Any dispute arising out of the deal shall be subject to the decision of Governing Body/Principal, whose decision will be final. Settlement of all disputes will be made within the jurisdiction of Delhi.
13. The college reserves the right to amend/ append/cancel any requirement during the period of the project.

The bidders are requested to read the quotation document carefully and ensure compliance with all specification /instructions herein. Non-Compliance with specification/instruction in this document may disqualify the bidders.

Principal

15/06/16

Convenor
Computer Lab

Sanku

Consultant

15/6/16

15/6/16

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ANNEXURE I
(Technical Details)

The company will be assessed technically on the basis of projects handled before like development, maintenance and technologies used, overall success rate of projects handled.

The following technical details are required:

S.No	Information required	
1.	Name and Address of Company	
2.	Telephone No.	
3.	Fax no.	
4.	E-mail	
5.	Year of Establishment	
6.	PAN NO.	
7.	Service Tax Registration No.	
8.	Name, Address, email and mobile no. of the contact person	
9.	Details of Projects for last 03 financial years	
10	ITR Copies of last 03 years	
11.	Other information, if any	

Self-attested copies of all certificates to be enclosed.

Authorized Signatory
(Full Signature with Stamp)



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ANNEXURE II

(Performa for Financial Details Technical Details)

S.No	Information required	
1.	Website Development Module 1	
2.	Website Development Module 2	
3.	Server Space	
4.	Maintenance and Customer Support	
5.	Taxes	
6.	Total Cost	
7.	AMC Charges after Warranty Period	

Authorized Signatory
(Full Signature with Stamp)