

**QUOTATIONS INVITED FOR DESIGN, DEVELOPMENT, HOSTING AND
MAINTENANCE OF WEBSITE FOR RAJDHANI COLLEGE**

(University of Delhi)

RC/RG/website

dated: 21.01.16

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

1. INSTRUCTIONS TO BIDDERS:

1. 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.
2. The bidder should have completed from start to finish, at-least one single work of website design & development in the last three financial years (i.e. current year and 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.
3. The bidders should submit their offer in two separate envelopes –one containing the technical details as required & the other with the financial budget details. These quotations must be submitted duly completed in all respects in a sealed cover superscribed as “Quotation for Website design, development and maintenance” and submitted to the college, by 8th February, 2016, 3:00 pm. Quotations which are received after the closure date specified above will not be considered.
4. The Website will be under warranty period for one year after date of launching the website. The successful bidder shall give an undertaking for running the website for the warranty period of one year.
5. The college reserves the right to amend/ append any requirement during the period of the project.

2. SCOPE OF WORK

Broad scope of the project is as follows:

- Preparation of the website as per GOI Guidelines for website
- Database driven approach, Linux based and use of latest software
- Creation of dynamic web pages
- Managing data through Content Management System

- Addition of content of approximately 200 pages (50 static and 150 dynamic) to be added as and when required
- Writing of all the contents in the website
- Provision of E-tendering, Online Form Submissions for Job, Online Fee Deposits, Online Admission
- Training to College staff for content upload
- 2 year maintenance of the website with rectification of errors, addition or up-gradation of contents

3. PROJECT REQUIREMENTS

The website must follow and comply with all the guidelines for Government of India Indian 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:

- Least site opening time
- Clean and Professional design
- Website must reflect the essence of Rajdhani College
- The website should be supported by all the popular and latest web browsers like IE, Edge, Chrome, Netscape, Mozilla etc.
- Should have feature to upload audio and video lectures
- Should have mobile compatibility
- Website's navigation scheme and features should allow users to find and access information effectively and efficiently.
- All items should be appropriately aligned on the pages and layout should be consistent on all the related pages.
- Website must use a fluid layout that automatically adjusts the page size to monitor resolution settings that are 1024 x 768 pixels or higher.
- All copyrights of the site and content will belong to Rajdhani College

4. FUNCTIONALITY

- About the Institution:
History of Rajdhani College/ Vision and Mission/ Governing body/Administration
- Academics Departments:

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Courses Offered/ Syllabus

Departments

- Profile,
- Departmental Society,
- Faculty Listing – with details, contact numbers, specialization
- Non -Teaching Staff
- Activities of the Departments
- Time Table:

Course-wise

Faculty based (Individual)

- **Research**
 - Individual Research projects
 - Major/Minor Innovative Research Projects
 - Publications
 - Conferences and Workshop attended
- **Major Achievements -Honours & Awards**
- **Good practices**
- **National and International Collaborations / MOU's**
- **Committees**
 - Staff Council Committees / Other Committees
- **Good Practices**
- **College Library**
- **Sports**
 - Sports offered
 - Team members
 - Achievements
- **Campus Life**
 - Student Union, NCC, NSS
 - Extracurricular societies: Profile/ Composition/Achievements/ Office bearers/ Event calendar/ Societies' events
 - Career counselling and Placement Cell

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- College Festival
- Student Information system
 - Student login
 - Internal Assessment Marks
 - Monthly attendance
 - Depositing of Admission Fees
 - Status of Exam Form and Fees
- Infrastructure
 - ICT Labs
 - Science Labs
 - Library
 - Photocopier and Stationery Shop
 - Bank
 - Canteen
 - Auditorium
 - Seminar Room
- Telephone Directory
- Search Engine – Faculty, Course-wise
- Feedback
- Alumni
 - 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.
- Images Gallery
- Press Releases

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- Events Calendar
- Scholarships and Awards
- Admission Procedure
- Career Openings
- Important Links-DU, UGC, MHRD, DST etc.
- Faculty Login / official E-mail-IDs of individual teachers
- Facility to upload assignments/ messages by individual teachers for specific courses.
- Administrative Login
- Virtual Tour
- Student Examination Results
- 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

❖ *The above list is just indicative*

5. PROJECT DEVELOPMENT AND IMPLEMENTATION

- After being awarded this assignment the selected bidder will carry out a detailed requirement analysis with the Rajdhani College website committee, for finalizing the proposed site map and graphical layout of the website.

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During this phase the functionality of different pages will be determined, with regard to dynamic and static aspects, etc.

- Based on the input from preceding phase, the Developer should prepare 3 sample layouts for the website, which should be submitted to Coordinator/Principal Rajdhani College for approval. All changes according to the suggestion for the layout would be done by the Developer. Further work should only be started after approval. The website should be subsequently launched.
- Training should be provided to Rajdhani College staff for management of Administrative Interface.
- The Developer should provide 2 year technical maintenance for the website which should essentially mean rectification of errors and correction or addition of contents.

Sharma
21/1/16

off. PRINCIPAL
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RAJA GARDEN, NEW DELHI-110015

o/c

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