



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

Dev Nagar, New Delhi-110005

Ref. No. SGND/Admn/5/5151

Dated 09/06/2015

Subject: Invitation of Tender for Web site Design & Development

Sealed offers are invited in sealed cover under two bid system from eligible vendor / agency for providing the following services:

Web site Design and Development for SGND Khalsa College (University of Delhi)

Principal, SGND Khalsa College invites offer, along with various design and associated details of work proposed for the "Web Site Design & Development for SGND Khalsa College" under two bid systems i.e. **one sealed envelope containing Technical bid** and **second envelope containing Financial bid**. The Sealed envelope containing the Tender shall be super scribed "Tender for Web site Design & Development for SGND khalsa College ". Please ensure that your Tender reaches College not later than 22 June, 2015 at 04:00pm. at the college office at SGND Khalsa, University of Delhi, Dev Nagar, New Delhi-110005.

Man Mohan Kaur
09/06/15

Dr Man Mohan Kaur
Principal

Invitation of Tender for Web site Design & Development

Tender Reference

Last Date and Time for receipt of tender offers:	22 June, 2015 by 4:00pm
Time & Date of Opening of Tender offers:	Will be informed through Phone/ email.
Place of opening tender offers:	SGND Khalsa College
Address of Communication:	SGND Khalsa College Dev Nagar, New Delhi PIN 110005
Contact Telephone No & Website address:	28729399 Sgndkc.du.ac.in

A. Scope of work and detailed specification for Web Site Design & Development for SGND Khalsa College, University of Delhi.

1. Search engine optimized web design.
2. Display of various activities of SGND Khalsa College, uploading Attendance, assessment, Notice, Minutes of meeting, etc.
3. Development using Current Technology available, including PHP, (.) NET, Java, SQL Server and XML to develop power full and efficient application.
4. The website should be compatible with the present browser available like, IE, Firefox, Chrome, opera and various monitor sizes, CRT/LCD screens etc.
5. Facility to manage departmental download information via an administrative control panel.
6. Facility to upload PDF files and Pictures to these records.
7. User can download these file via the websites.
8. Facility to Add/Edit/Delete Download information to the web database.
9. Search Engine facility to search download files.
10. Facility to manage additional write-up/contents by multiple users from anywhere through browser based administrative module using a power full editor.
11. 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.
12. Successful bidder will have to validate the design from SGNDKC before finalization.
13. The Design, development, database design should make the portal with professional and corporate look user friendly, easy to access or navigate or should attract the visitor.
14. There should be user management functionality.
15. 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.

16. Main navigation panel; Administrator can Add, Edit, Delete menu, which will change navigation.
 17. News & Events update: latest news and events will appear on home page with read more link.
 18. Integrated search functionalities: An effective search system integration where user can search any content by entering text in the search box.
 19. Site Map: From this section, 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.
 20. Archive: An archive for all the uploaded News/Events/Meeting/Photos/Documents.
 21. Visitor Counter: Actual visitors visiting this site will be tracked.
 22. Photo Gallery: Administrator controlled dynamic gallery containing relevant photos.
 23. Contact Us: A contact us with email, telephone numbers, address etc.
 24. Event calendar with different display windows.
 25. Organization Chart: details shall be provided by the SGNDKC.
 26. The static text should be multilingual in English and Hindi.
 27. Webmail services.
- Training and Maintenance Support:
28. Bidder will provide familiarization program at SGNDKC, premises to 5 staff people without any extra cost.
 29. The website module should have free support/facilitation for a period 3 month from the date of commissioning of the website.

B. General Terms & Conditions:

1. Submission of Tender: All Tender must be forwarded in sealed cover addressed to the Principal, SGND Khalsa College, so as to reach within the specified period. The reference to the enquiry number and the last date of submission must clearly be super scribed "Tender for Web site Design & Development" on the sealed envelope.
2. Principal reserved to 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 bidder shall not be entitled to any compensation, in any form whatsoever.
3. Terms and conditions described in the tender document shall be binding on all bidding agencies.
4. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
5. Each page of this tender document should be signed by the bidder or by the authorized signatories with seal of the agency and required to be enclosed with the bid. Signing each page of the document will be implied as its acceptance in unequivocal manner with clear understanding and interpretation.
6. The agency shall not be allowed to transfer, assign, pledge or sub- contract its rights and Liabilities under the contract to any other agency without the prior written consent of the SGNDKC.

7. The agency shall also be liable for depositing all taxes, levies, Cess etc. on accounting services rendered by it to SGNDKC to concerned tax collection authorized from time to time as per extant rules and regulation on the matter. In case the agency fail to comply with any statutory/taxation, monetary or otherwise, the SGNDKC will deduct the same from the outstanding bills of the agency, to the extent of the loss of obligation in monetary terms.
8. Opening of the Tender: Tender will be opened at SGNDKC office at the time on the date indicated on the tender form or as intimated by phone/ email. Tender will be opened in the presence of representative of bidder if they choose to attend the same.
9. Income tax clearance: Current Income Tax and Service Tax return must be enclosed with the bid submission along with Xerox copy of the PAN card which is must.
10. Payment Terms: fees will be given after successful development of the website.
11. Selection of Successful bidder: The agency/firm shall satisfy the pre-qualification criteria and technical criteria. Thereafter, the lowest bidder among the technically qualified bidder would be selected. Contract value shall be the basis for determination of Service. Service taxes shall be payable as per rules.
12. Rejection of offer: SGNDKC, reserve the right to ignore or reject any offer including the lowest without assigning any reason. The SGNDKC does not bind itself to accept the lowest offer.
13. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the committee, SGNDKC shall be final and binding on the bidders.
14. In case the intended dates for opening of tender is declare a holiday, the tender will be opened on the next working day.

C. Technical bid (To be placed in a separate sealed envelope)

The agencies are required to enclosed photocopies of the following documents along with the bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further:

1. Name of agency
2. Profile of agency
3. Name of proprietor/Director of agency
4. Full address of the registered office, Telephone No, Fax No, Email address
5. Full address of the local office, Telephone No, Fax No, Email address.
6. Copy of PAN Card of agency
7. Experience: The bidders should have extensive experience of web-site design and development. The bidder should have experience of working on cross platform. The agency should also have a prior experience in developing websites.

D. Financial bid: (To be placed in a separate sealed envelope)

Contract value in rupees Taxes as applicable

Last date for submission of sealed Bids: 22nd June, 2015 at 04:00 pm.