Date: 28.12.2021

Dear Madam/ Sir,

Subject: **Sealed Quotations for Design and Development of Dyal Singh College Website**

Dyal Singh College, University of Delhi, invite Sealed Quotations from experienced bidders for Design, Development and Maintenance of College Website.

The College is interested in developing a new website which conveys the essence of Dyal Singh College, a user friendly and yet gives a modern and professional look & feel. Scope of Work, Eligibility Criteria and Terms & Conditions and Price Performa are enclosed as annexed as Annexure I, II & III.

Bidders are required to submit their offers in two-parts in an individually sealed covers duly superscribed as

Technical Bid:
1. Documents in Compliance to Eligibility Criteria and Terms & Conditions
2. Duly Signed & Stamped Annexure III of Scope of Work for acceptance of the same. Please do no retype the same, just download, take the printouts and sign & stamp each page

Technical Bids of the bidders found compliant to tender requirement will be invited to make a presentation to the College Committee. Based on the compliance to the tender requirement and the presentation to the Tender Committee, the Committee will declare the qualified bidders and shall open the Price Bids alone of the Qualified Bidders.

Financial Bid:
1. Price Offer to be submitted in the supplied format i.e. Annexure-III of this tender. It should be down-loaded, printed and dully filled-in, signed and stamped. Please ensure that there is no over writing in the figures quoted.

Both Technical Bid and Price Bid to be placed in a separate envelope & sealed and duly superscribed as "Sealed Quotations for Design & Development of College Website" and submitted in the College by hand or by registered post/ courier by or before 4PM on 11th January 2022 in the office of authority as mentioned below. Offers not received by due date, delay on account of postal or courier agencies, etc., irrespective of the reasons whatsoever, will not be considered at all, hence bidder has to ensure that it reaches in time.

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Thanking You,

Yours Faithfully,

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(Prof. V. K. Paliwal)
Principal (Offg.)

SCOPE OF WORK

The broad scope is as follows:

1. Design and development of the website as per GOI Guidelines for website development.
2. The scope of work needs to be completed within 20 days from the date of issue of work order.
3. Database driven approach, Linux based and use of latest software.
4. Creation of dynamic web pages.
5. Managing data through the Content Management System.
6. Training to college staff for content upload and other back end use.
7. One-year maintenance of the website with rectification of errors, mobile responsive corrections.
8. Annual maintenance of the website.
9. Deployment on Delhi University Server
10. Regular backup of the website on the college drive.
11. Search Engine Optimization.

Project Requirements:

The website must follow and comply with all the guidelines for Government of India for Indian Websites to ensure proper standardization of all contents. Website needs to be designed with all dynamic features for up-gradation and prescribed web accessibility features as below:

1. Least site opening time.
2. Clean and Professional design.
3. Search engine friendly website.
4. Website must reflect the essence of the college.
5. The website should be supported by all the popular and latest web browsers like IE, Firefox, Google chrome, Netscape, Mozilla, etc.
6. It should have features to upload audio and video lectures.
7. Website must be Responsive. It should be compatible with all devices.
8. The website must be Secure.
9. Website must be accessible for disabled.
10. Website's navigation scheme and features should allow users to find and access information effectively and efficiently.
11. All items should be appropriately aligned on the pages and layout should be consistent on all the related pages.
12. All copyrights of the site and content will belong to Dyal Singh College.
13. The website should provide a content management system.
14. It should have integrated google location maps.
15. Social networking integration (Facebook, twitter and LinkedIn).
16. PDF downloads for user content.
17. The website should be modular in design to permit expansion in future.
18. The Website would have approx 200 unique pages with about 300 repeated pages. There includes variation of about 50 unique pages and 100 repeated pages as and when as required during all the stage of the design of the website.

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The above list is not exhaustive, other features/content may be added as and when the need arises.

Website contents: The College website will have the following sections:

1. **About the Institution:** History of Dyal Singh College / Vision and Mission/ Governing Body/Administration, Message from the Principal, Former principals
2. **Academics:** Department profile, Courses Offered/ Syllabi, Faculty detailed profile and Listing – with details, contact numbers, specialization, Non -Teaching Staff, Activities of the Departments Time Table: Course-wise and Faculty wise
3. **Research:** Individual Research Projects Major/Minor Innovative Research Projects Publications Conferences and Workshop
4. **Major Achievements** - Honours & Awards by faculty and students
5. **Good practices**
6. **National and International** collaborations/MOU's
7. **Committees:** Staff Council Committees/ Other committees, List of student's advisors
8. **DBT Star College** Programme Committee Events
9. **Facilities at the college/Infrastructure** - Computer Lab, Canteen, Library, Gym, Photocopier, Sports
10. **Sports:** Sports offered, Team members Achievements
11. **Campus life:** Extracurricular activities, College societies and events organised- Profile / Composition / Achievements / Office bearers / College Festival and other student activities
12. **College Calendar** and list of holidays
13. **Integration of Student Information System**
14. **Admission Procedure**- Admission Criteria and Cut-offs, admission summary and other information etc.
15. **Feedback**
16. **Alumni:** Famous Alumni
17. **Events:** calendar and events organised in college
18. **Notices & Circulars:** General/ Faculty / Non-Teaching / Students
19. **Tenders and Quotations**
20. **Forms & Downloads:** After the expiry of valid date, forms should be automatically moved to archives section.
21. **Images Gallery**
22. **Scholarship and Awards**
23. **Important Links** – DU, UGC, MHRD etc.
24. **Virtual Tour** of the college
25. **Advertisements:** entrance exam, vacancies
26. **Annual Report**
27. **Roster:** Teaching and Non-Teaching Staff
28. **RTI**
29. **NAAC**
30. **IQAC**
31. **NIRF**
32. **Archives -** Backup of information / data
33. **Contact Us:** Address and Phone numbers / Map

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34. **Career counselling** and Placement Cell
35. **Enabling Unit** and Equal Opportunity Cell.
36. **Number of Visitors**
37. **Society of College**
38. **Student Corner:** IA, Attendance, Pay Fees, Time-Table, Placement Cell, Re-Source, Examination.

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ELEGIBILITY CRITERIA & TERMS & CONDITIONS

S.No.	Criteria	Supporting document to be attached (Self- Certified)	Document attached (Yes/No)
1.	The bidder should be a company/ Partnership or Proprietary Firm registered in NCR under the appropriate laws with their registered office in Delhi for a minimum of the last 3 years from the date of issue of Tender	Self-certified Copy of Registration Certificate and Lease or Rent Agreement or Water or Telephone or Electricity Bill in the name of bidder at the given address	
2.	The bidder should have a valid PAN Number and must be registered under applicable taxes	Copy of the PAN Card and GST Number as applicable, in the name of the company	
3.	The bidder should have experience of working with Educational Institutions.	Proof of experience and performance to be attached	
4.	Company's or Firm's ITR for FY 2019-20; 2018-19; 2017-18	Copy of ITRs as specified	

TERMS & CONIDTIONS

a. The Website is required to be maintained for one-year w.e.f. Date of GoLive of the website. All 3rd party services like Hosting, SSL Certificate, SMS Pack, Email Plan, etc., as applicable, in case arranged by the bidder, will be billed to the college at actual, based on an average consumption for past 3 months minimum. The bills will be cleared by the College in the beginning of the Cycle, except for AMC, all other items will be w.e.f from Date of GoLive of the first year itself and AMC from the 2nd Years onwards.

b. One-time development cost will be payable within 30 days of submission of invoice from the date of GoLive of the Website.

c. All copyrights of the website and contents will belong to the Dyal Singh College exclusively.

d. Undue delay by the Bidder in the performance of its contractual obligation may lead to the termination of the contract.

e. Resolution of Disputes - The matter regarding any dispute shall be referred for arbitration to any Officer appointed by the Principal, whose decision shall be binding and final.

f. Legal Jurisdiction - All legal disputes are subject to the jurisdiction of Delhi Courts only.

g. Copyright - The successful Bidder will hand over all codes, graphics, templates, etc. developed or used in connection with the execution of this work to the Dyal Singh College. The College will have complete and exclusive rights over the developed website and its contents/ graphics, etc.

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PRICE OFFER

S.no.	Description of items & Services	Amount exclusive of GST
1	One Time Development Cost for Design, Development & Maintenance of College Website for a period of 1st Year w.e.f. Date of GoLive	
2	Annual Maintenance Cost for Website applicable from the 2nd Year w.e.f. date of GoLive	
3	Sub Total (1+2) exclusive of GST	
4	GST Applicable on amount at sl. No. 3 above	
5	Total Cost, inclusive of GST (3+4)	

Note:

I. All 3rd party items/ services like Hosting, SSL Certificate, SMS Pack, Email Plan, etc., not included in above items/ services and required by the college subsequently, as applicable, will be intimated subsequently to the bidder. Bills for such items to be provided to the College at actual. College reserve rights to procure 3rd party services directly without involving bidder, however, bidder has to provide the required assistance for integration.

(Prof. V. K. Paliwal)
Principal (Offg.)

कार्यवाहक प्र. गार्य/Officiating Principal
दयाल सिंह कालेज/Dyal Singh College
(दिल्ली विश्वविद्यालय)/(University of Delhi)
लोदी रोड, नई दिल्ली–110003
Lodhi Road, New Delhi-110003