MOTILAL NEHRU COLLEGE
TENDERS INVITED FOR DESIGN, DEVELOPMENT, HOSTING AND MAINTENANCE OF WEBSITE FOR
MOTILAL NEHRU COLLEGE (University of Delhi)

Proposals 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.

3. The bidder should submit their offer in two separate envelopes –one containing the technical details as required & the other with the financial budget details. These tender documents must be submitted duly completed in all respects in a sealed cover superscribed as "Tender for Web site design, development and maintenance" and submitted to the Section Officer, Administration, by 22 December 2021, 3:00 pm. Tenders 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 proposals should be in the prescribed format appended herewith as Annexure-I,II and III. Proposals not in the format will be rejected

6. Date of opening of technical bids: 22, December, 2021 at 3:30 pm.Date of opening of financial bids: 22, December, 2021 at 4:00 pm.

7. 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:

1. Preparation of the website as per GOI Guidelines for website

2. Database driven approach, use of latest software

3. Creation of dynamic web pages

4. Managing data through Content Management System

5. Addition of content of approximately 200.pages (50. static and 150 dynamic) to be added as and when required.

6. Writing of all the contents in the website

6. Provision of E-tendering

7. Training to College staff for content upload.

8. 2 years 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
- Search engine friendly website
- Website must reflect the essence of Motilal Nehru College
- The website should be supported by all the popular and latest web browsers likeIE, Netscape, Mozilla etc.
- Should have feature to upload audio and video lectures
- Should have mobile compatibility
- Should be a secure website
- Web site's navigation scheme and features should allow users to find and accessinformation effectively and efficiently.
- All items should be appropriately aligned on the pages and layout should beconsistent 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 MOTILAL NEHRU College

4. Functionality

1. About the Institution:

   History of Motilal Nehru College/ Vision and Mission/Governing Body/Administration

2. Academics

   Departments Courses Offered/ Syllabus
   Departments – Profile, Departmental Society, Faculty Listing –
   withdetails, contact numbers, specialization,
   Non -Teaching Staff
   Activities of the
   DepartmentsTime Table:
   Course-wise
   Faculty based (Individual)

3. Research

   Individual Research projectsMajor/Minor
   Innovative Research
   ProjectsPublications
   Conferences and Workshop attended

4. Major Achievements -Honors & Awards

5. Good practices

6. National and International collaborations/MOU's

7. Committees

   Staff council Committees/ Other committees

8. Good practices

9. ProgrammeCommittee

   Events

10. College Library

11. Sports

   Sports offered
   Team
   members
   Achievements

12. Campus life

   Extracurricular societies: Profile/ Composition/Achievements/ Officebearers/ Event
    calendar/ Societies' events
   Career counseling and Placement Cell
   College Festival- Mecca

13. Student Information system

   Student login
   Internal Assessment Marks Monthly attendance Student Information System

14. Infrastructure:

   Labs
   Photocopier and Stationery
   Canteen
   College Festival

15. Telephone Directory

16. Search Engine – Faculty, Course-wise

17. Feedback

18. Alumni

   Famous Alumni/ Alumni Registration/ Alumni Login

19. News and Events

20. Notices & CircularsGeneral

    Faculty/ Non-Teaching/ Students

21. Tenders and Quotations

22. Forms & Downloads

   After the expiry of valid date, forms should be automatically
    moved toarchives section under Forms and Downloads.

23. Images Gallery

24. Press Releases

25. Events Calendar

26. Scholarship and Awards

27. Admission Procedures

28. Career
    Teaching/Nonteaching

29. Important Links – DU, UGC, MHRD

30. Faculty Login/official E-mail ids of individual teachers (1GB)

31. Administrative login

32. Administrative Staff

33. Virtual Tour

34. Student Examination Results

35. Advertisements
    Advertisements for MA, M.Sc, PhD. Entrance etc.

36. Annual Report

37. Principal's message

38. Former Principals

39. Roster

40. RTI

41. List of Holidays

42. NAAC

43. Discussion forum

44. Language Courses

45. Contact Us: Address and Phone numbers/ Map

46. Annual Reports

47. Number of Visitors indicator on mail page of website
The above list is not exhaustive

5. Project Development and Implementation

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

For addition of new functionality/ pages separate proposal would be submitted after understanding the requirement.

6. Project Schedule time to be specified

S.No	Activity	Start	End	Remarks
1.	Project Initiation			
2.	Preparation of sample layout			
3.	Finalization of Homepage			
4.	Website functionality			
5.	Approval of functionality			
6.	Content Placement			
7.	Website uploading and launch			
8.	Maintenance of website			

Sd/-

Dr. Shrivatsa
Offg. Principal

Annexure I: Format for Organizational Profile

S.No	Information sought	Details to be filled by bidder
1.	Name and address of the company	
2.	Telephone	
3.	Fax	
4.	e-mail	
5.	Website	
6.	Year of establishment	
7.	PAN No.	
8.	Service Tax registration number	
9.	VAT Registration number	
10.	Name, address, email and Mobileno. of the contact person	

…………………………..
Name and Designation

……………………………..
Full signature and Stamp

ANNEXURE II: Check List for the Technical Bid

S. No	Criteria	Supporting document to be attached	Document attached (Yes/No)
1.	The bidder should be a Company registered in India under the appropriate laws with their registered office in India for the last 3 years	Certificate of Registration	
2.	The bidder should have a valid PAN Number and must be registered under Service Tax.	Copy of PAN Card and Service Tax Registration Certificate in the name of the company	
3.	The bidder should have implemented at least one project of similar type	Copy of work order, client's completion certificates and payment proof	
4.	The bidder shall notbe blacklisted by Central or any State Government	A declaration on bidder's letter head duly signed by authorized signatory	

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Authorized signatory
(Full signature and Stamp)

Annexure III: Financial Bid

S.No	Description		Amount (Rs.)
1.	Cost of Website Conceptualization & design, Deliverables including Homepage,Inner page Design, Navigation, MenuStructure, Graphics, Color Combination,Writing of content, addition of HTMLPages with Uploading & successful working for 60 days	One Time	To be quoted
2.	Annual maintenance charges for the firstyear	Per annum	To be quoted
3.	Annual maintenance charges for the second	Per annum	To be quoted

Rates quoted must be inclusive of all taxes and levies and overheads, if any.

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Authorized signatory

(Full signature and Stamp)

*Total amount will be considered by rounding up to nearest one: means less than 50paise will be ignored and 50 paise and above will be considered as Rupee one.