



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073

www.sanskritcollegeanduniversity.org.in

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

Notice inviting paper tender for Maintenance of Website and online student admission for the Academic Year 2021-22 of the Sanskrit College and University, Kolkata.

Tender no. - 01/2021

Date: 01.07.2021

The Sanskrit College and University Authority intends to take services from firms/agencies having experience of developing and maintaining websites, for maintenance and overall management of its website including online UG/PG admission which is likely to be started from mid-July, 2021 as per Department of Higher Education, Govt. of WB guidelines and regulations from time to time.

The website of the Sanskrit College and University, College St., Kolkata can be accessed at <https://www.sanskritcollegeanduniversity.org.in/> . The websites provide specified amount of information through various sections/web pages. The site also provides information related to admission of UG/PG students from the pt. of application, stages of merit lists of different categories of students till the point of online deposit of tuition fees in dedicated bank account of the Sanskrit College and University.

Scope of Works

The scope of work includes regular maintenance specially during the process of admission of students under both UG and PG and updating of the website. Details of various elements of the scope of work are as follows:

Part-A

1. Maintenance of University Website.

The website Maintenance would include updating of content of all existing pages and designing new pages as per the requirement of the Department. It would also include the upload images/texts and all type of work as instructed by the Competent Authority of the Department from time to time.

2. Online admission Procedure and Related job.

3. Add more feature in the Content Management System (CMS) of the website (as and when required).

4. Publishing of Notice ,Tender etc. on the website as per instruction of the Department.

5. Making Change in the source code of the website (as and when required).

6. Updating of data elements on existing pages.

7. Designing and/or updating and publishing of new or revised pages.

8. Address all the error regarding the websites and their rectification.

9. Various types of content should be delivered through the Websites. The Indicative content types may be PDF documents, Images, Photographs etc.



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073

www.sanskritcollegeanduniversity.org.in

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

10. Support for shifting of websites from shared hosting to cloud hosting.(if required).

11. Disaster recovery at the time of breakdown.

12. 24 X 7 support on call/ physical attendance of the support person.

Part-B

Online class Management under semesters (Odd & Even) . Details of which may be obtained from the Registrar Office, the Sanskrit College and University.

Tender submission Process

Tender is invited in single part i.e. Financial Bid showing Part-A and Part-B separately. The sealed tender paper is to be deposited into sealed tender drop box placed in the office of the Registrar, the Sanskrit College and University, 1, Bankim Chatterjee St., College Square, Kolkata, West Bengal, Pin code -700073

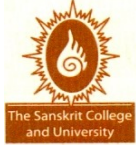
Start date & time for submission of Tender : **02.07.2021**
Close Date for submission of Tender : **09.07.2021**
Quotation opening Date : **09.07.2021 at 03:00 p.m**

TECHNICAL INFORMATION AND UNDERTAKING:

Essential Documents to be attached:

- i. Xerox copy of PAN & GST Certificate.
- ii. Duly signed copy of Tender Document by the authorized person of the bidder.
- iii. The firm should be registered and should have existence of at least 5 years. The firm should have the experience of working with Central or State Government / Public Sector Undertaking, Trust/Private Educational Institutions and Autonomous Bodies for 3 years in website development/maintenance. Copies of the experience certificates should be self-attested and enclosed with the Tender Document.
- iv. A certificate to be submitted from the firm that the firm has not been debarred for award of contract during past 5 years.
- v. Certified copy of Income tax returns for last 3 years (2016-17, 2017-18 and 2018-19).
- vi. Certificate from the Auditor mentioning that minimum annual turnover of Rs.10 lakhs each year continuously (2016-17, 2017-18 and 2018-19).
- vii. Name, Address, Contact No., designation/capacity of the authorized person who has been assigned on behalf of the firm for signing the tender document on plain paper.
- viii. All the documents including tender document must be self-attested by authorized person.

Note: All the essential documents mentioned at Sl. No. i to viii are mandatory for qualifying the Bidding process.



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073

www.sanskritcollegeanduniversity.org.in

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

Any application received after the last date and time for submission for the same, shall be summarily rejected.

Award of Contract:

Award of contract will be done on line basis of commercially lowest quotation. An agreement is to be entered into in between the authorized person of the Sanskrit College and University and selected bidder (henceforth to be called Agency) within 10 days of the work order. The Agency has to deposit 2% of the bid value or Rs. 5,000/- as security deposit in the form of BG/DD in favor of the Registrar, The Sanskrit College and University.

Other Terms and Conditions

- a. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of the Department. Failing which tender awarded may be cancelled and legal action as deemed fit may be taken.
- b. The Bidder's rate should remain same & valid for a period of contract from the date of acceptance of contract on successful award of the same.
- c. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.
- d. The Bidder/contractor shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The Department shall not be liable for any financial burden/liability due to negligence by the contractor or his failure to comply with Labour laws or any other Statutory Acts/Rules as per notifications issued from Govt. of India from time to time.
- e. The Sanskrit College and University Authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- f. All disputes relating to this tender shall be referred to sole arbitrator to be appointed by the Sanskrit College and University Authority whose decision will be binding on both the parties.
- g. The work contract is for 1 year initially and may be extended for another 3 years based on work performance of the firm succeeded in getting award of contract at the same cost and same terms & conditions.
- h. The successful bidder will depute one authorized developer to resolve the issues at any time as per requirement of the Department.
- i. All disputes arising out of this tender shall be subjected to jurisdiction of Courts at Kolkata.
- j. Payment would be made quarterly basis against submission of bill.
- k. The sealed envelope comprising of tender shall be duly superscripted as **Quotation for website maintenance & related works of the Sanskrit College and University.**



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073

www.sanskritcollegeanduniversity.org.in

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

- l. Submission of monthly status report in details of website provided to Registrar Office of the University. On the basis of monthly status report, quarterly payment will be released.
- m. The University will open the tender in the presence of the bidders or their authorized representatives, who may choose to be present at the following location:

**Registrar Office, Heritage Building, The Sanskrit College and University
1, Bankim Chatterjee St., College Square, Kolkata, West Bengal, Pin code-700073**

SIGN AND SEAL:

The Bidder must sign and affix his seal on every page of the bid document by the authorized person and the complete Signed Bid Document must be submitted along with the technical bid.

I/We accept the above terms and conditions of tender.

Bidder's Name: Bidder's Signature with Seal

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the University and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

Date: Bidder's Signature with Seal Place:



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073

www.sanskritcollegeanduniversity.org.in

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

Annexure I: FINANCIAL BID

Bidders shall submit their financial bid in the following format in separate envelope with super-scribed

“Quotation for Website Maintenance”:

Part-A

COST: Maintenance Cost including updating, designing and development of new pages

Sl. No.	Description of Work	Annual Cost (Rs.)
1.	Maintenance of Website	
2.	Taxes (if any)	
Grand Total Cost		

Cost will include yearly infrastructure maintenance; breakup may be shown under Notes.

Yearly website update and maintenance and UG/PG Admission and process support up to 4 phase including merit lists. UG/PG-online Admission & Process Support per extra phase, if any, may be shown separately

Part-B

Online class management through approved routine with audio video recording etc.

SL.no.	Description of Works	Annual Cost (Rs.)
1.	Online Class management	
2.	Taxes (if any)	
Grand Total Cost		

Breakup of the cost may be shown.

Note: No other cost/ amount would be paid over and above the aforesaid proposal as agreed finally. Any part of the work may be dropped/added during the contract period according to the need of the University

Sd/-
Registrar (Officiating)