



श्री अरविन्द महाविद्यालय

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SRI AUROBINDO COLLEGE

दिल्ली विश्वविद्यालय
मालवीय नगर, नई दिल्ली-110017
(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
Website : www.aurobindo.du.ac.in

Ref. No. SAC/2024/1452

Dated 28.11.2024

TENDER NOTICE

The College is inviting sealed quotations for the College Website Development and Maintenance as per the terms & conditions given below.

The contract will be for a period of one year which may be extended subject to satisfactory performance of contractual obligations by the agency/firm and requirements of the College.

The interested agencies/firms are requested to submit their sealed quotations addressing to the Principal, Sri Aurobindo College (Morning), Shivalik Colony, Malviya Nagar, New Delhi-110017, which should be superscripted on the sealed envelope "**Quotation for College Website Development and Maintenance.**"

The quotation in a sealed envelope should reach this office on or before **10TH December, 2024** by 3:00 pm.

Terms and Conditions:

1. The agency/firm should have been in the business of Website for Design, Development, Hosting, and Maintenance of Website for the College & related activities.
2. The agency/firm must have previous experience of successfully executing works of College Website Development and Maintenance. The vendor shall provide the list of clients with their contact numbers and certificate of such experience from the said organizations.
3. The agency/firm should have an established Office or Branch Office located at Delhi and have a team of experienced engineers who should be able to render efficient and speedy services.
4. Maintenance services shall be available on all working days of the office except on Saturdays and Sundays; however, if required, it will be provided on Saturdays and Sundays as per work contingencies. The services should be available from 11:00 Noon to 9:00 PM.



5. Preventive maintenance will be carried out once in every quarter in consultation with the Computer Software and Website Committee, during the period.
6. The price quoted by the agency/firm should be for the complete calendar year, including GST charges, and no other modification in the quoted rate will be acceptable after the opening of the quotation.
7. The successful agency/firm shall be required to execute an agreement on non-judicial stamp paper of Rs.100/- within a period of 07 days from the date of issue of the work order.
8. The College reserves the right to accept or reject all or any of the quotations received and will assign no reason for such acceptance or non-acceptance.
9. The contract will be awarded on the basis of past experience of service provider and interaction held with the website committee explaining the work to be performed and the financial quotation.

EXPECTED DELIVERABLES

The College Website Development and Maintenance of Sri Aurobindo College (Morning) includes, but is not limited to, the following tasks/jobs:

1. Upload of Notices, Reports, Photos, Videos, Links, etc. on a daily basis.
2. Upload of different kinds of files like PDFs, Word Documents, Images, Videos, etc., on the Web Server.
3. Deletion of Old Files which have become inconsequential/irrelevant as directed by the College.
4. Creation of New Web Pages as and when required.
5. Updation/deletion of Web Pages as and when required.
6. Updation of the various existing content like writeups, text, images, videos, links, etc., present on the College Website. The update could be on Weekly or Quarterly or bi-annually or annually based on the content being updated.
7. Restructuring of the Homepage as well as updation/creation/deletion of the content like modules, banner, text, image, links, etc., for the Homepage.
8. Incorporation and Maintenance of Visitor Count for the Website on the Homepage.
9. Updation of Theme and/or Color Scheme of the College Website.
10. Addition/deletion/modification of the Menu Bar present on the College Website.
11. The vendor may be required to incorporate any additional feature or functionality or dynamic module in the Website Design from time to time.
12. Providing SEO Optimization of the Website.
13. Securing Backup of the College Website.



14. Providing the same Backup, as specified in Point Number 11, to the College.
15. The various content like writeups, text, images, videos should be uploaded within 1 day except those provided on a daily basis. This type of content should be uploaded within the same day.
16. Technological Upgrade of the website as and when required.
17. Securing Login Credentials provided by the College.
18. Regular monitoring of the existing Domain and Server.
19. Appointment of a person at the Vendor Side who would act as liaison between the Vendor and the College.
20. Availability of the vendor on all days of the week, i.e., from Monday to Sunday for completion of tasks/jobs as and when specified by the college.
21. Fixing responsive issues and bugs on an urgent basis.
22. Vendor will be accountable for any issues arising on the server, if the said issue has arisen due to work assigned by the college.

V/B


PRINCIPAL

प्राचार्य (कार्यवाहक)
PRINCIPAL (OFFG.)
श्री अरविन्द महाविद्यालय
SRI AUROBINDO COLLEGE
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