

**TENDERS INVITED FOR DESIGN, DEVELOPMENT, HOSTING AND
MAINTENANCE OF WEBSITE FOR
ZAKIR HUSAIN DELHI 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.

Date of Publication – 11/09/2023

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 (Annexure I & II) & the other with the financial budget details (Annexure III). These tender documents must be submitted duly completed in all respects in a sealed cover superscribed as “Tender for Website design, development and maintenance” and submitted to the Section Officer, Administration, by 27th September 2023, 3:00 pm. Tenders which are received after the closure date specified above will not be considered.
4. Date of opening of technical bids: 27th September,2023 at 3:10 pm
Date of opening of financial bids: 27th September,2023 at 4:00 pm
5. 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.
6. The proposals should be in the prescribed format appended herewith as Annexure-I,II and III. Proposals not in the format will be rejected.
7. The college reserves the right to amend/ append any requirement during the period of the project.
8. An EMD of Rs. 10,000 should be deposited to Section Officer, Administration along with the technical bid and will be refunded after one week of allotment of the tender.
9. Incomplete tender document shall summarily be rejected.

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, Linux based and use of latest software's.
3. Creation of dynamic web pages.
4. Managing data through Content Management System.
5. Creation and updating of all kinds of contents on the website.
6. Website must maintain the archives of the website data.
7. 2 years maintenance of the website with rectification of errors, addition or up-gradation of contents.
8. Website space, domain name, back -up and other website related technical issues will be maintained by the vendor and should be quoted exclusively.
9. The payment shall be made on quarterly basis (On the completion of the quarter).

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:

- Site opening time least.
- Clean and Professional design.
- Search engine friendly website.
- Website must reflect the essence of academic institution.
- The website should be supported by all the popular and latest web browsers like IE, Netscape, Mozilla etc.
- Website should be PwD friendly.
- Should have feature to upload audio and video lectures.
- Should have a feature to take multimedia content
- Should have mobile compatibility.
- Should be a secure website.

- Web site's navigation scheme and features should allow users to find and access information effectively and efficiently.
- All items should be appropriately aligned on the pages and layout should be consistent 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 Zakir Husain Delhi College.

4. Functionality

1. About the Institution:

History of Zakir Husain Delhi College/ Vision and Mission/Governing Body/Administration

2. Academics Departments

Courses Offered/ Syllabus

Departments – Profile, Departmental Society, Faculty Listing – with details, contact numbers, specialization,

Non -Teaching Staff

Activities of the Departments

Time-Table:

Course-wise

Faculty based (Individual)

3. Research

Individual Research projects

Major/Minor

Innovative Research Projects

Publications

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. DBT Star College Programme

Committee

Events

10. College Library

11. Sports

Sports offered.

- Team members
- Achievements
- 12. Campus life
 - Parliament
 - Extracurricular societies: Profile/ Composition/Achievements/ Office bearers/ 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:
 - ICT Labs
 - Photocopier and Stationery Shop
 - Bank
 - Canteen
 - PAM
 - College Festival – Mecca
- 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 & Circulars
 - General
 - Faculty/ Non-Teaching/ Students
- 21. Tenders and Quotations
- 22. Forms & Downloads
 - After the expiry of valid date, forms should be automatically moved to archives 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
 36. Annual Report
 37. Principal's message
 38. Former Principals
 39. Roster
 40. RTI
 41. List of Holidays
 42. NAAC Accreditation
 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*

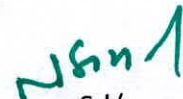
5. Project Development and Implementation

- After being awarded this assignment, the selected bidder will carry out a detailed requirement analysis with the Zakir Husain Delhi 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, Zakir Husain Delhi 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 Zakir Husain Delhi College staff for management of Administrative Interface.
- The Developer should provide **2-years 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/-

Professor Narendra Singh
Principal
Zakir Husain Delhi College

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 Mobile no. of the contact person	

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Name and Designation

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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 not be 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, Menu Structure, Graphics, Color Combination, Writing of content, addition of HTML Pages with Uploading & successful working for 60 days	One Time	To be quoted
2.	Annual maintenance charges for the first year including 2(8)	Per annum	To be quoted
3.	Annual maintenance charges for the second year	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 50 paise will be ignored and 50 paise and above will be considered as Rupee one.