# SOVARANI MEMORIAL COLLEGE

## NAAC RE-ACCREDITED WITH B- GRADE (3rd CYCLE)
## JAGATBALLAVPUR, HOWRAH-711408

**Estd.-1971**

**website : www.smc.edu.in • e-mail : srmcollege.edu@gmail.com**

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Ref. No. SMC/NIT/10/09/25   OFFICE OF THE Teacher-in-Charge   Date 18/09/2025
SOVARANI MEMORIAL COLLEGE
JAGATBALLAVPUR, HOWRAH, WEST BENGAL-711408

Web site: www.smc.edu.in                          E-mail: srmcollege.edu@gmail.com
Contact Nos. +919679226106

### Notice Inviting Tender for Design, Development and Annual Maintenance of a Dynamic Website College for Sovarani Memorial College.
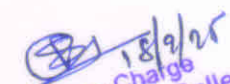
NIT No. SMC/NIT/10/09/25                                    Dated: 18/09/2025

Sealed quotations are invited from the highly skilled professionals/agencies " Tender for Design, Development and Annual Maintenance of a Dynamic Website College for Sovarani Memorial College". In the tendering process, intending bidders may download the tender documents free of cost from the college website: www.smc.edu.in directly or procure the same from the office of the college. All bidders are hereby requested to peruse the guidelines below meticulously before participating in the tender and comply with the terms and conditions contained in this tender document in letter and spirit.

| Sl. No. | Name of Work | Total Cost of Items to be supplied and implemented (in Rs.) | Time of Completion delivery & installation |
|---|---|---|---|
| 1. | Website Development (Fully Dynamic) (Including Server + SSL Certificate) <br> 1. Content Management with image file upload features <br> 2. Gallery Management (with album gallery) <br> 3. Event Management <br> 4. Notice Management <br> 5. Contact us Equerry form <br> 6. Your Success Plan Module <br> 7. College Achievement Module <br> 8. Academic Collaborations Module <br> 9. Multiple Users (Admin Section) <br> 10. Home page banner/image slider Management (with active/inactive, delete & ordering options) <br> 11. Others Dynamic Pages (As per College Requirement) | Rs. 35,000(including GST) | 30 days (from the date of receipt of the Work Order) |
| 2. | Annual Maintenance Cost + Server Cost | Rs. 10,000(including GST) | |

Teacher-in-Charge
Sovarani Memorial College
Jagatballavpur, Howrah
18/9/25

## 1. Tendering Schedule

| Sl. No. | Particulars | Date & Time |
|---------|-------------|-------------|
| 1 | Tender publication date. | 18-09-2025   05:00 pm |
| 2 | Bid submission starting date | 18-09-2025   05:00 pm |
| 3 | Bid submission closing date | 25-09-2025   05:00 pm |
| 4 | Bid opening date | Will be announced later on the college website. Bidders may also contact the Principal/TIC |

## 2. Eligibility for participation:

The agency must be a registered legal entity.

Must have a valid registration certificate from relevant government authorities.

The agency should have a minimum of 3 to 5 years of experience in professional website design and development.

Experience specifically in designing educational or institutional websites is highly preferred.

Must provide a portfolio of at least 3–5 similar projects (preferably for colleges, universities, or government bodies).

Include URLs, screenshots, and client contact information for verification.

## 3. INSTRUCTIONS TO BIDDERS

1. Tenders may be submitted by hand to the office of the Teacher-in-Charge  or by Speed Post/Courier Service in a sealed cover containing two separate covers one for Technical Bid and the other for Financial Bid super scribing **"Tender for Design, Development and Annual Maintenance of a  Dynamic Website College for Sovarani Memorial College."** on the top of the envelope and addressing to the Principal/TIC, Sovarani Memorial College, Jagatballavpur, Howrah-711408.

2. All papers must be submitted in English language.

3. Those who submit tenders by hand must be received by our college officials. Tenders submitted after the aforesaid date and time shall stand rejected.

4. The authority shall not be responsible for any postal delay etc.

5. The intending bidders must read the terms and conditions of the NIT carefully. All information posted on the website consisting of NIT and related documents such as Form No.-I, Form No.-II, BOQ, Corrigendum etc., if any, shall form part of the tender document.

## 4. Procedure for submission of Bids:

1. Tenders have to be submitted in two covers system containing three parts as detailed below:

Part1: Pre-qualification Bid cum Technical Bid to be kept in the first sealed envelope marked "Pre-qualification Bid cum Technical Bid".

Part-II:Financial Bid to be kept in the first sealed envelope marked "Financial Bid".

Part-III: Thereafter the above two sealed envelopes shall be kept in one big sealed cover and marked "Tender for Dynamic Website College for  Sovarani Memorial College".

2. The Pre-qualification Bid cum Technical Bid shall contain all details of the discounts offered by the bidder, compliance of terms and conditions, submission of the following valid documents:

i) Trade Licence (self-attested copy);

ii) PAN/TAN Card (self-attested copy);

iii) GST Registration Certificate (updated) (self-attested copy);

vi) Credential/Experience Certificate issued by the appropriate authority (self-attested

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copy);

v) Bank Account details in the name of Bonafide and Authorized Distributors/Reputed Vendors/Company/Firm.

vi) Copy of Notice Inviting Tender (NIT)

vii) Form No.-1, Form No.-II, Corrigendum etc., if any,

### 5. Financial Bid:

The financial proposal must contain the following documents in one cover (folder) -Bill of Quantities (BOQ): The contractor has to quote the rate in the BOQ with rebate admissible

### 6. Functionalities required: -

1. The website should be fully dynamic as per College Requirement and UGC Guidelines. The site map for the website will be discussed at the time of designing and developing of the college website.

2. We would like to have an easy-to-use web content management system (WCMS) for our website which can be maintained effortlessly and can be learnt easily by users.

3. As per requirement college will provide domain address "smc.edu.in"

4. It should have dynamics category by News/Notice/Tender with date and time of publish in the website.

5. Admin should be able to create/update/delete/modify every content on every pages.

6. All department and committee should be able to upload/edit of important materials in their respective web-page using separate login id and password.

7. Import of content: All applicable content should be imported from current website.

8. Retrieved NAAC required reports and data from old website.

9. The website should be dynamic sliders and photo gallery.

10. Clean and focused design: Our website must be visually appealing, polished and professional. There should be good use of colour. It should have easily readable text, meaningful graphics, quality photography and simplicity in design.

11. Professional Branding: Provide attractive branding to the institute through the website.

12. Each component of our site should work quickly and correctly. It should be kept simple and well organized. It should have fast-loading pages, minimal scroll, consistent layout, prominent and logical navigation and descriptive link text.

13. Cross-platform/browser compatibility: The website should work for all the different kind of browsers and their different versions. It should not break or look different across the different platforms. Website should be responsive and should work perfectly and seamlessly on all devices.

14. Search Engine Optimized (SEO): The website should be optimized for the search engine so that it is appearing high in the search results.

15. Mobile website: The website should be working well when opened from the mobile devices and should look attractive in mobile too as many users are using mobile devices to browse through the websites.

16. Good search feature: The website should have good search feature. All the content should be easily searchable from the website itself.

17. Good Error Handling: It should be able to handle failure scenarios well like content not found, link redirection etc.

18. Loading time: Loading time of the Website should be minimum.

19. Visitor count and Google analytics: The Website will have the visitor count, Google analytics.

20. Social media integration: The website should have good social media integration (share buttons, follow buttons, etc.)

21. Copyright and Property: Designed, technical documents and source code is the property of Sovarani Memorial College . Hence, the vendor is expected to submit all the required documents/media post go live and after implementation.

22. Technology: The new website should use Web 3.0 based tools and open-source software like LAMP architecture, Java script /J Query, HTML5, CSS3, Open LDAP etc. Following are the advised open-source technologies to be used

Server Side Scripting: PHP/Java etc.

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Con. Mgmt. System: Wordpress/Joomla etc.
Server Side Database : MySQL/PostgreSQL etc.

## 7. General Terms and conditions:-

1) Website Design & Development should be completed within 30 days of awarding the order.

2) 100% payment will be released, only after successful installation and completion of the Website.

3) The final payments will be made based on the completion certificate and total works done.

4) Website AMC payment will be released on the completion of each year.

5) Sovarani Memorial College reserves the right to conclude the purchase with entire or partial bill website design & development as mentioned in the price schedule.

6) Sovarani Memorial College the right to host the website on its own.

7) The bidders must submit documentary evidence in support of their claim of having adequate capability, technical knowledge, performance and experience of design and development of website.

8) The website should have to integrated to the existing college management system and there should be provision for integration of mobile application with website content.

9) 24x7 support on call or physical attendance of support person.

10) On receipt of work order the vendors should prepare two sample layouts (within 5 days) for the website and should submit the same to the college website subcommittee for approval. After necessary changes, suggestions from the website subcommittee of the college the developer will get 25 days time for completion of the work.

11) The vendor shall provide training for the use/maintenance of the college website. Complete website source code and other technical documents associated with website development shall be provided to the Sovarani Memorial College.

12)During evaluation, the Fender Inviting Authority may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be liable to rejection.

13)College Authority will award the contract to the successful bidder whose bid has been valued as per Demonstration, Price and Other criteria. College Authority reserves the right not to accept the Lowest Price bid without assigning any reason what so ever and the bidder will not challenge such decision in any forum whatsoever.

14) Legal jurisdiction for solving disputes if any, shall be settled in the Honorable Court of Sub Divisional Judge, Howrah, West Bengal.

15) The Bid will be valid for 6(six) Months from the date of opening of the Financial Bid.

They shall provide necessary technical details including requirement of software, tools and systems required for the proper upkeep and maintenance of the website.

Mode of payment

Payment shall be made on submission of bill in triplicate after completion of work. The entire payment will be made after satisfactory completion of the entire work. No interim payment will be given. If the vendor fails to provide the required service in the due course of work, the vendor will liable to pay 100% penalty to the college.

**N.B. Inadvertent mistakes may be ignored.**

Teacher-In-Charge
Sovarani Memorial College
Jagatballavpur, Howrah

## SAMPLE FORMAT FOR SUBMISSION OF QUOTATION

| Sl. No. | Name of Work | Total amount with GST (Rs.) |
|---------|--------------|------------------------------|
| 1. | Website Development (Fully Dynamic) (Including Server + SSL Certificate)<br>1. Content Management with image file upload features<br>2. Gallery Management (with album gallery)<br>3. Event Management<br>4. Notice Management<br>5. Contact us Equerry form<br>6. Your Success Plan Module<br>7. College Achievement Module<br>8. Academic Collaborations Module<br>9. Multiple Users (Admin Section)<br>10. Home page banner/image slider Management (with active/inactive, delete & ordering options)<br>11. Others Dynamic Pages (As per College Requirement) | |
| 2. | Annual Maintenance Cost + Server Cost | |

Gross total cost: Rs...............................................................................................(in figures)
Rs...........................................................................................................................(in words)

We agree to execute the above project/work in accordance with the technical specifications for a total contract price of Rs.... ...............................(in figures)............................ .(in words)) within the period............................. ..of months shall apply to the offered specified in the tender documents. We also confirm that the normal commercial warranty/guarantee..................................... goods.

(Bidder)
Name:.
Signature
:....
Date:....
Address: