



SHYAM LAL COLLEGE (EVE.)

(UNIVERSITY OF DELHI)

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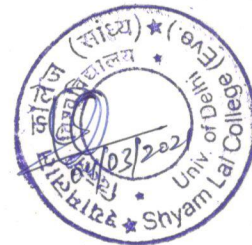
TENDERS INVITED FOR DESIGN, DEVELOPMENT, HOSTING AND MAINTENANCE OF WEBSITE FOR SHYAM LAL COLLEGE(EVENING), (University of Delhi)

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.

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 completed 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 super-scribed as "**Tender for Web site design, development and maintenance**" and submitted to the college office by 24th March 2021, 4:00 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, III and IV. Proposals not in the format will be rejected.
6. 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, Linux based and use of latest softwares
3. Creation of dynamic web pages
4. Managing data through Content Management System
5. Addition of content of approximately 140 pages (100 static and 40 dynamic) to be added as and when required.
6. Provision of E-Applications for recruitment in the college.
7. Provision to be made for giving administrative right of selected pages on the website (upto 15 pages.) to our faculty members.
8. Training to College staff for content upload.
9. 1 year maintenance of the website with rectification of errors, addition or up-gradation of contents, regular uploading of notice/events and backup of the website every 10 days.

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 Shyam Lal College (E).
- The website should be supported by all the popular and latest web browsers.
- 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 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 Shyam Lal College (E).

4. Functionality

1. About the Institution:
History of 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. Major Achievements -Honors & Awards
4. Committees
Staff council Committees/ Other committees
5. Events
6. College Library (Dynamic like searching books)
7. Sports
8. Campus life Parliament
Extracurricular societies: Profile/ Composition/ Achievements/ Office bearers/ Event calendar/ Societies' events Career counseling and Placement Cell/College Festival
9. Student Information system Student login
Internal Assessment Marks Monthly attendance Student Information System
10. Infrastructure:
ICT Labs
Photocopier and Stationery Shop
Bank
11. Telephone Directory
12. Search Engine - Faculty, Course-wise
13. Feedback
14. Alumni
Famous Alumni/ Alumni Registration/ Alumni Login
15. News and Events
16. Notices & Circulars General Faculty/ Non-Teaching/ Students
17. Tenders and Quotations
18. Forms & Downloads
After the expiry of valid date, forms should be automatically moved to archives section under Forms and Downloads.
19. Images Gallery



20. Press Releases
21. Events Calendar
22. Scholarship and Awards
23. Admission Procedures
24. Career Teaching/Nonteaching
25. Important Links - DU, UGC, MHRD
26. Faculty Login
27. Administrative login
28. Administrative Staff
29. Online fee submission
30. Student Examination Results
31. Advertisements
32. Principal's message
33. Former Principals
34. Roster
35. RTI
36. Quick link
37. List of Holidays
38. IQAC
39. NAAC Accreditation
40. Contact Us: Address and Phone numbers/ Map
41. Annual Reports
42. Link Facebook, Twitter, LinkedIn
43. Number of Visitors indicator on mail page of website

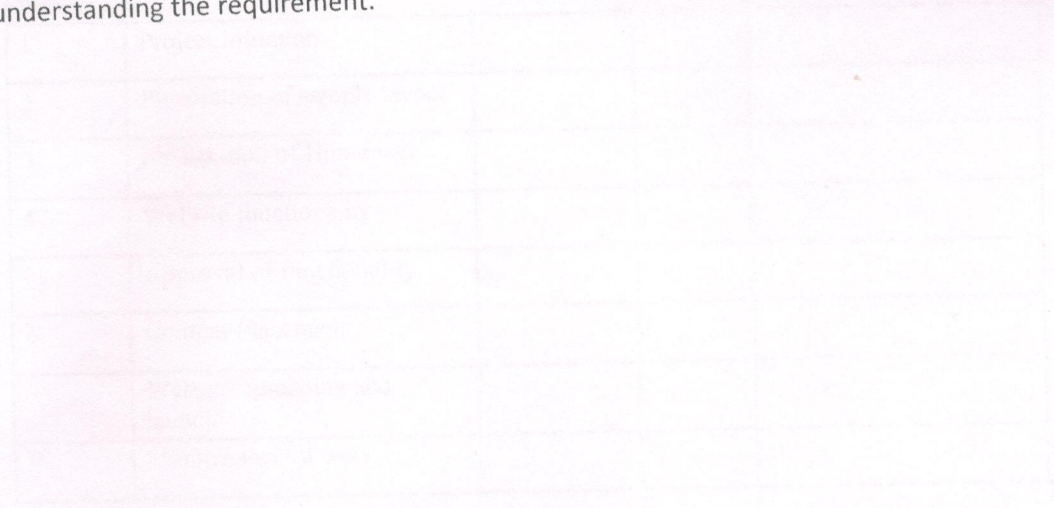
The above list is not exhaustive

5. Project Development and Implementation

- After being awarded this assignment the selected bidder will carry out a detailed requirement analysis with the Shyam Lal College(E) 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 Shyam Lal college(E) 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 Shyam Lal College(E) staff for management of Administrative Interface.
- The Developer should provide **1 year technical maintenance** for the website which

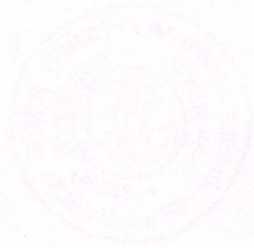
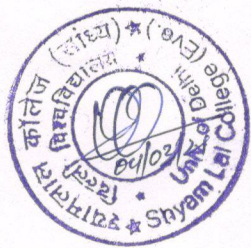


should essentially mean rectification of errors and correction or addition of contents.
For addition of new functionality/ pages separate proposal would be submitted after understanding the requirement.



Appendix III Format for Organizational Profile

S.No.	Information sought	Information supplied by bidder
1	Name and address of the contractor	
	Telephone	
	Fax	
	E-mail	
	Name of the project	
	Project location	
	Project description	



Annexure I: 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			

Annexure II: 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.	Name, address, email and Mobile no. of the contact person	



ANNEXURE III: Check List for the Technical Bid

S. No	Criteria	Supporting document to be attached	Document attached (Yes/No)
1.	The bidder should be a registered bidder with appropriate authority in India and having registered office in India for the last 2 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 the 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	

Annexure IV: 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	Per annum To be quoted
3.	Annual maintenance charges for the second	Per annum To be quoted
4	Annual maintenance charges for Hosting	Per annum To be quoted



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

(Dr. Ramesh Kumar)
Principal

प्राचार्य (कार्यवा.) Principal (Actg.)
श्यामलाल कॉलेज (सांध्य) Shyam Lal College (Eve.)
दिल्ली विश्वविद्यालय Univ. of Delhi
हाहवरा, दिल्ली 110032

04/03/2021

Programs provided for a specific, comprehensive teaching experience to which related software of high
development and spreading at per the curriculum of Govt. of India with cyber security training

INSTRUCTIONS TO BIDDERS:

- The bidder must submit a bank guarantee in favour of the college in the amount of 10% of the bid amount, which shall be forfeited in the event of default by the bidder.
- The bidder should have completed work upto 10% before submission of proposal. The bidder is required to submit a report of similar work done at proof of payment.
- The bidder should submit their offer in the required format as per the instructions. The offer should be submitted in the form of a bid, which shall be opened on the date and time specified in the tender. The bidder should submit their offer in the form of a bid, which shall be opened on the date and time specified in the tender. The bidder should submit their offer in the form of a bid, which shall be opened on the date and time specified in the tender.
- The website will be under working period for one year after the completion of the work. The bidder should give an undertaking for running the website for the working period of one year.
- The proposals should be in the prescribed format specified in the tender. If the proposal is not in the format will be rejected.
- The bidder should not quote any price for the work during the period of the project.

