



Government of West Bengal
Office of the Principal
Government General Degree College at
Kalna-1 Muragacha, Medgachi,
Purba Bardhaman-713405
Website: www.ggdckalna1.in; E-mail: govt.collegekalna1@gmail.com

Tender Enquiry Document

for

Annual Maintenance of the College Website & Online Admission

Memo No. GGDCK/TEN/WEBS/09/2021

Government General Degree College at Kalna1
Muragacha ,Medgachi, Purba Barddhaman-713405

e-mail: govt.collegekalna1@gmail.com

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Section I

Memo No. GGDCK/TEN/WEBS/09/2021

Date: 08/02/2021

Inviting Bids/ Notice Inviting Tender

Government General Degree College at Kalna1, is inviting Bids for **Annual Maintenance of the College Website & Online Admission** process for the financial year 2021-2022. The **tenure of the tender will be One (1) year**. The list of specifications of required services are given in section III (Page 10).

Interested eligible all domestic company/firms having registered office in India may submit their bids proforma by post to the College Address (**Office of the Principal Govt. General Degree College at Kalna-I , village- Muragacha. Post- Medgachi. Purba Bardhaman. PIN- 713405.**). All the documents in support of eligibility criteria etc. are also to be sent along with the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The Competent Authority at Government General Degree College at Kalna1 reserves right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

Government General Degree College at Kalna1 reserves the right to accept either in full or in part any tender and to reject any or all offers without assigning any reason thereof.

Date: 08/02/2021

Sd/-

Officer-in-charge

Government General Degree College at kalna-1

Memo No. GGDCK/TEN/WEBS/09(02)/2021

Copy forwarded for kind information and necessary action to:-

1. The Sub-Divisional Officer, Kalna, Purba Bardhaman – 713409
2. The Block Development Officer, Kalna-I Block, Purba Bardhaman – 713409

Time Schedule of Tender

Sr No	Information	Detail
1	Tender number & Date	No. 15/2021 Date: 08/02/2021
2.	Last date for submission of written queries for clarifications to the email id:	Date: 15.02.2021 e-mail: kc.hist90@gmail.com
3	Last Date of Submission of Tender	25.02.2021 (12:00 HRS)
4.	Contact Details:	Koushik Chakraborty mobile: 7797616965 e-mail: kc.hist90@gmail.com
5	Date and time of opening of bids	26.02.2021 (12:00 HRS)

Instructions to bidders

1. ELIGIBILITY CRITERIA

The invitation of bids is open to **all domestic company/firms having registered office in India** who fulfil the criteria as specified below:

- (I) The Bidder shall be registered legal entity under relevant act.
- (II) Minimum Three (3) years' experience in the field of institutional Website Development and maintenance.
- (IV) Copy of acknowledgement of filing of Income Tax Return for the financial year 2016-17, 2017-18 and 2018-19 shall be attached with the bid.
- (V) Must have develop/maintain the website of State or Central Government Institutions or reputed Educational or Research Institution. Bidder must mention such activity in the bidding document.
- (VI) It should have PAN number and GST Registrations.
- (VII) It should not have been blacklisted by the Government Organizations or any Autonomous bodies.

2. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3.1 BID DOCUMENTS

The Bidding Document should be in ordered mention below:

- I. Tender Notice/ Tender NO
- II. Bid price (Proforma has been included in this document)
- III. PAN/TAN, Trade Licence, One Cancelled Cheque, GST Reg. No.
- IV. List of offices in West Bengal (in India if any)
- V. List of Previous similar Works.
- VI. Copy of acknowledgement of filing of Income Tax Return for the financial year 2016-17, 2017-18 and 2018-19
- VI. Bidder may include pages if required.

3.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

4. PERIOD OF VALIDITY OF BIDS

Bid shall remain valid for 90 days after the date of opening of bids prescribed by **Government General Degree College at Kalna1**. A bid valid for a shorter period shall be rejected by the **Government General Degree College at Kalna1** as non-responsive.

In exceptional circumstances, **Government General Degree College at Kalna1** may request the consent of the bidder for an extension to the period of bid validity.

GENERAL TERMS AND CONDITIONS

1. BID OPENING AND EVALUATION

I. **Government General Degree College at Kalna1** shall open the **Technical Bids on 26/02/2021 at 12:00 HRS.**

Comparison of Bids

II. Only the short-listed bids from the bid evaluation shall be considered for commercial comparison

III. The financial bids will be evaluated on the basis of prices quoted. Taxes will not be considered at the time of evaluation of the Financial Bid.

IV. The contract will be awarded to lowest evaluated bidder

V. Bidder selected will be offered contract as per the Tender Document.

VI. **Government General Degree College at Kalna1** reserves the right to offer the contract to a qualified bidder.

VII. **Government General Degree College at Kalna1**'s decision in regard to evaluation & selection shall be FINAL and binding on the Agency and same shall not be challenged by the agency before the Court.

2. AWARD of Contract

I. **Government General Degree College at Kalna1** shall evaluate as the most suitable by those whose offers have been found technically, commercially and financially acceptable and evaluated as the most suitable by **The Government General Degree College at Kalna1.**

II. A purchase order will be issued by **Government General Degree College at Kalna1** to the successful bidder.

III. The Agency should start the work as early as possible after the award of purchase order.

IV. The selection of the agency will be at the sole discretion of **The Government General Degree College at Kalna1.**

3. Additional Terms & Conditions:

I. Depending upon the state of affairs, a representative of the executor may be required to be present during the counselling process of admission.

II. Quotations must contain detailed aforementioned specifications along with other information and terms and conditions if required.

III. Quotation must be submitted in original separately clearly mentioning all levies, taxes, installation etc. along with any other costs thereon; failing which tender is summarily rejected. All other legal documents must be furnished along with quotations such as Experience Certificate, PAN/TAN, Trade Licence, One Cancelled Cheque, GST Reg. No. etc.

IV. No advance money will be provided for execution of the process. Full payment will be made either by cheque or online through Kalna Treasury only after successful completion of the work.

V. The Bidders may also provide list of other pertinent services including pricing.

VI. Prices may be negotiated after technical evaluation.

VII. College authority might ask for a demonstration from short listed agencies.

VIII. This type of job is purely confidential. No data or information relating to the college admission can be provided and/or circulated to others without taking prior permission from the college authority even after the accomplishment of the job.

As this is purely a Government college, violation of any condition or ceasing of the work at any stage of the admission process may lead to take disciplinary action against the executor. The vendor will have to provide all data and information to the undersigned during the admission process and/or after the admission process and/or as when required (including Portal Log-in ID and Password, etc.).

The college authority will consider the quotations of those reputed agency/body/consultancy firms who are capable of doing this type of service. Kindly attach a relevant earlier work done certificate along with the quotation. Quotations/estimations must contain detailed specifications of the service along with other information and terms and conditions, if required. Quotation/estimations must be submitted in original clearly mentioning all levies, taxes, etc. along with any other cost thereon; failing which tender will be summarily rejected. All other legal documents must be furnished along with quotations. No prescribed form relating to this quotation is available in the college. Self-made format is acceptable.

Last date for submission of quotation will be 25.02.2021 up to 12.00 Hrs and quotation will be opened on the next date at 13.00 Hrs. In case the date of issue/receipt of opening of quotation/estimation is declared as holiday for unexpected reasons the quotation will issued/received/opened on the next working date at the same time. The quotation documents are non-returnable. **Payment will be made through IFMS in Bank A/C by kalna Treasury**

after successful completion of the above mentioned work and subject to availability of funds. Speedy completion of work is a compulsory criteria.

The Principal / Officer – in – charge, Government General Degree College at Kalna 1, reserves the right to accept/reject any or all the quotation without assigning any reason thereof.

JURISDICTION

This tender and or the contract or work order issued under this tender shall be governed by Laws of India and shall be exclusive jurisdiction of court at Purba-Bardhaman, West Bengal.

Detail of Requirements

Sl No.	
1.	Requirements for Under Graduate Online Admission Process
	a. Online Application forms with various data and checks as decided by the college
	b. The eligibility criteria will be as per the University Guideline/ College Criteria
	c. One student may register once and apply for multiple courses depending upon the eligibility criteria
	d. It should be CBCS compliant
	e. Online Payment option (card/ online transfer/ others) and instant update of payment
	f. There should be option for modifying / altering the data till the last date of payment
	g. Publication of Provisional Merit List for Honours for different subjects and Category (Gen/SC/ST/OBC-A/OBC-B/DA) , after matching Application form with Bank payment. (Merit Lists depending upon the availability of seats.) The date, time and duration of all merit lists will be decided by the college authorities.
	h. Real Time Reports like Admission Status (vacancies) for each course including clear division of Unreserved, Caste categories, PH etc. using Admin Panel. Real time reports during application and payments should also be provided.
	i. Preparation of Final List of Admitted Students and Office Data Base for Students Section providing information of admitted students.
	j. The Application, Admission process may be reopened multiple times depending upon the vacancies/ University/ Govt notifications
2.	Annual Official College website maintenance.
	a. Renewal of domain name and 5GB Hosting space with adequate bandwidth and facilities of 20 institutional email IDs.
	b. The company/firm will handle all the problems related to the proper functioning of the Website on internet.
	c. Data and information on the pages (Home/main and sub-pages) will be edited as per the need of the college (without changing the template of that page). Colour of any element could be changed if the college desire to.
	d. There must be a Contact Us form by which the visitors can enquire and the date should be routed to the designated college email id
	e. The website should provide the mandatory forms as required by NAAC (like Grievance Redressal, Anti-Ragging, Anti-Sexual Harassment etc)

	f. There should be options for updating the Departmental Profile pages and faculty profile pages with secured access Control at each level
	g. Other Custom Requirements
	f. College authority must have access to administer in website as and when required.
	i. There should be different (online) feedback forms for students, Faculty Members (Peer level), Principal, Guardians, Alumni, Employers etc.
	j. Secured access control is required for students, Faculty Members, Principal, Guardians
	k. Adequate options should be provided so that the student can provide feedback to institution, library, infrastructure, faculty members etc. Options should be there to restrict the students to the departmental faculty members only.
	l. There should be an admin panel to view the feedback and download the data in excel or any readable format on real time basis
	m. All the question formats will be provided by the College
	n. There should be a separate form as Students Survey Form as per NAAC guideline

Proforma for the Bid

Sr NO	Name of the service	Price in rupees	Remark if any
1	Under Graduate Online Admission Process		
2	Annual Official College website maintenance		

Total Bid (with GST) price in Rupees.....

In words.....

Date:

Signature of the Bidder

Address

Place: