



Government of West Bengal

Government General Degree College, Kalna-I

Office of the Principal

Muragacha, Medgachi, Purba Bardhaman-713405

Website: www.ggdck.ac.in; E-mail: govt.collegekalna1@gmail.com

No. GGDCK/TEN/WEB/18/2022

Date: 14.02.2022

TENDER NOTICE

Government General Degree College, Kalna-I, is inviting quotations from reputed firms for **Building, Designing, Hosting, SSL and annual maintenance of the College Website; maintenance of Google Workspace Education for Fundamentals associated with college domain; Online Admission and fees collection of different Semesters** for the financial year 2022-2023. The **tenure of the tender will be for One year**. The list of specifications and required services are appended below.

Interested, eligible domestic company/firms having registered office in India may submit their bids in annexed proforma by person or by post to the College Address (**Office of the Principal, Govt. General Degree College, 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 quotations. 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 whatsoever.

The Competent Authority at Government General Degree College, Kalna-I 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.

Time Schedule of Tender

| Sl. No | Information | Detail |
|--------|--|---|
| 1. | Bid submission start date | 14-02-2022 |
| 2. | Last date for submission of written queries for clarifications to the email id | Date: 25-02-2022 e-mail: govt.collegekalna1@gmail.com |
| 3. | Last Date of Submission of Tender | 28-02-2022 upto 4.00 pm |
| 4. | Contact Details: | Name: Sri Koushik Chakraborty Mobile: 7797616965 e-mail: kc.hist90@gmail.com |
| 5. | Date and time of opening of bids | 02-03-2022 at 3.00 pm |

B. K. Chakraborty
Principal

Government General Degree College, Kalna-I

Principal

Government General Degree College
Kalna-I



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INSTRUCTIONS TO BIDDERS

1. Eligibility Criteria

- I. The Bidder shall be registered legal entity under relevant act.
- II. The Firm must have Minimum Three (3) years' experience in the field of institutional Website Development and maintenance.
- III. It should have evidence of filing of Income Tax Return for the financial year 2018-19, 2019-20 and 2020-21.
- IV. It should have PAN number and Valid GST Registration No.
- V. It should not have been blacklisted by the Government Organizations or any Autonomous bodies.

2. BID Documents

The Bidding Document should be in ordered mention below:

- I. Tender Notice/ Tender NO
- II. Bid price (as per attached Annexure-I)
- III. PAN/TAN, Trade License, One cancelled Cheque, GST Reg. No.
- IV. List of offices in West Bengal.
- V. List of Previous similar Works.
- VI. Copy of acknowledgment of filing of Income Tax Return for the financial year 2018-19, 2019-20 and 2020-21.

Instructions: 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.

3. 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, Kalna-I**.



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4. BID Opening and evaluation

- I. 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.
- II. Government General Degree College, Kalna-I reserves the right to offer the contract to a qualified bidder.
- III. As per observation of Finance Dept. if there is tie in financial bid, TIA (Tender Inviting Agency) may select the agency on the basis of highest technical credential. {Number of Employees (1 = 0.1 point), highest annual turnover out of last three financial year (Rs. 1.0 cr = 1 point), Service rendered in number of Govt. organizations in last 5 yrs (1 credential = 1 point)}

5. AWARD of Contract

- I. Government General Degree College, Kalna-I shall evaluate as the most suitable by those whose offers have been found technically, commercially and financially viable.
- II. A Work order will be issued by Government General Degree College, Kalna-I to the successful bidder.
- III. The Agency should start the work as early as possible after immediate issuance of the work order.

6. Additional Terms & Conditions

- I. College authority might ask for a demonstration from short listed agencies.
- II. 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.
- III. Payment against work order shall be made on successful completion of the work through e-billing via Kalna Treasury during the financial year 2022-23 complying Government Rules and accessibility of fund in the IFMS from the Department of Higher Education, Govt. of West Bengal.



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Technical Requirements

1. Building, Designing, Hosting, SSL and annual maintenance of the College Website.

- a. The firm must link our existing domain name with the new or renewed hosting.
- b. Building a new website according to the wishes of College Authority and it must have visitors counter. (New Website should be Mobile, Tablet and computer View Port friendly).
- c. Renewal or New hosting with 30GB Hosting space in the name of the College with access to C-Panel along with adequate bandwidth and facilities of with 100 institutional email IDs.
- d. One year Valid SSL Certificate issued in the name of the Institute.
- e. The company/firm will handle all the problems related to the proper functioning of the Website on internet.
- f. Data, information, orientation and formatting 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).
- g. There must be a Contact Us form by which the visitors can inquire and the data should be routed to the designated college email id.
- h. The website should provide the mandatory forms (like Grievance Redressal, Anti-Ragging, Anti-Sexual Harassment etc.) and different online feedback forms (like student, faculty, parent, alumni etc.) with access of those feedback forms on real time basis.
- i. There should be options for updating the Departmental Profile pages and faculty profile pages as per requirement.

2. Maintenance of Google Workspace education for fundamentals

- a. The firm will handle all the works to maintain Google Workspace Education for Fundamentals associated with college domain along with creation and deletion of stake-holders email ID's.

3. Online admission process and fees collection of different UG programmes.

- a. The structure (including all Check box, data input fields) of the Online Admission application form must be according to the requirements of the college authority.



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- b. Firm must provide the Student Admission Database as prescribed by the College Authority. There should be provision for Report generation under different sets of criterion from online student admission database.
 - c. The eligibility criteria will be as per The University of Burdwan Guideline/ College Criteria and may subsequently be amended as per the latest orders issued by The University of Burdwan.
 - d. One student may register once and apply for multiple courses depending upon the eligibility criteria. It also should be CBCS compliant.
 - e. The Firm should bear all expenses for creation of online payment option (any mode of online payment) and subsequent formalities for payment gateway creation.
 - f. Generation of Receipt copy for each applicant is mandatory (each time).
 - g. There should be option for modifying / altering the data till the last date of payment.
 - h. Access to backend for data verification and validation.
 - i. Data entry should be dynamic till the completion of the admission process.
 - j. Provisions for publication of Provisional Merit List and final Merit list for different programmes and Category (Gen/SC/ST/OBC-A/OBC-B/DA) on matching with bank payment status and or as per the requirement of the college.
 - k. Real Time Reports like Admission Status (vacancies) for each course including clear division of Unreserved, Caste categories, PH etc. using C-Panel. Real time reports during application and payments should also be provided.
 - l. The Application, Admission process may be reopened multiple times depending upon the vacancies and or University/Govt. notifications.
 - m. The firm should use SMS gateway provided the college to communicate with the applicants throughout the admission process.
 - n. Creation of portal for different intermediate semester tuition and examination fees collection and dissemination of students' data on real time basis.

The Principal of the Government General Degree College, Kalna-I, reserves the right to accept/reject any or all the quotation without assigning any reason thereof.



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ANNEXURE-I

(On company pad as per format given in Annexure-I must be submitted in financial cover)

| Description of work | Annual Cost (in INR) |
|---|----------------------|
| Building, Designing, Hosting, SSL and annual maintenance of the College Website | |
| Maintenance of Google Workspace Education for Fundamentals associated with college domain | |
| Online Admission and fees collection of different Semesters | |
| Taxes (If any) | |
| Grand Total Cost (in INR) | |

Name of the Agency:

Mailing

address:

Telephone No:

Mobile No:

EMAIL:

Signature of the Firm/Company authority
(Designation of the signing authority)