



Government of West Bengal
Government General Degree College, Kalna-I
Office of the Principal

Muragacha, Medgachi, Purba Bardhaman-713405

Website: www.ggdck.ac.in; Telephone: +913454291211; E-mail: govt.collegekalna1@gmail.com

No.: GGDCK/TEN/WEB/74/2024

Date: 23.02.2024

Inviting Bids/ Notice Inviting Tender

Government General Degree College, Kalna-I, is inviting Bids for **Building, Designing and Annual Maintenance of the College Website; maintenance of Google Workspace Education for Fundamentals associated with college domain and Tuition fees collection of different UG programmes** for the financial year 2024-2025. The **tenure of the tender will be One (1) year**. The list of specifications of required services are given down below (Page 3).

Interested eligible all domestic company/farms having registered office in India may submit their bids proforma 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 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 TIA reserves right to accept /disqualify/reject any or all Bids at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

Date: 23.02.2024



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Time Schedule of Tender

Sl. No.	Information	Detail
1.	Bid submission start date	23.02.2024
2.	Last date for submission of written queries for clarifications to the email id:	Date: 04.03.2024 e-mail: govt.collegekalna1@gmail.com
3.	Last Date of Submission of Tender	06.03.2024
4.	Contact Details:	Name: Shri Koushik Chakraborty e-mail: kc.hist90@gmail.com
5.	Date and time of opening of bids	07.03.2024 (2.00 pm)



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INSTRUCTIONS TO BIDDERS

1. Eligibility Criteria

- 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.
- III. Copy of acknowledgement of filing of Income Tax Return for the financial year 2020-21, 2021-22 and 2022-23 shall be attached with the bid.
- 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 (ANNEXURE-I has been included in this document)
- III. PAN/TAN, Trade License, One cancelled Cheque, GST Reg. No.
- IV. List of offices in West Bengal.
- V. List of Previous similar Works.

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**.

GENERAL TERMS AND CONDITIONS

1. BID OPENING AND EVALUATION

Comparison of Bids

- 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.

2. 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 acceptable and evaluated as the most suitable by **The Government General Degree College, Kalna-I**.
- 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.

3. Additional Terms & Conditions:

- I. No advance money will be provided for execution of the process. Full payment will be made through Kalna Treasury only after successful completion of the work.
- II. College authority might ask for a demonstration from short listed agencies.
- III. 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.


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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.

Detail of Requirements

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

- a. The farm must link our existing domain name with the new or renewed hosting.
- b. Customizing website according to the wishes of College Authority and it must have visitors' counter. (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/farm 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, 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 farm 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. Tuition fees collection of different UG programmes.

- a. Online fees Collection (Fee Payment) and deposition of fees to college bank account through dedicated payment gateway of the college.
- b. Online Challan generation and Fee receipts


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ANNEXURE-I

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

Description of work	Annual Cost (in Rs.)
1) Building, Designing and Annual Maintenance of the College Website; maintenance of Google Workspace Education for Fundamentals associated with college domain and Tuition fees collection of different UG programmes for the FY 2024-25.	
2) Taxes (If any)	
3) Grand Total Cost (in Rs.)	

Name of the Agency:

GSTIN No.:

Mailing address:

Telephone No:

Mobile No:

EMAIL:

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


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