



**DIRECTOR**

**DIRECTORATE OF DISTANCE EDUCATION  
WEST BENGAL STATE UNIVERSITY**

Berunanpukuria, Malikapur, Brasat, North 24 Parganas, Pin - 700126  
West Bengal, India

Website: [www.wbsubregistration.org](http://www.wbsubregistration.org)

Ref.No. WBSU/DDE/Quot./WS/17/2014

Date:03.06.2014

**NOTICE INVITING QUOTATION**

Sealed Quotation is invited by the DDE from experienced web developer for the **Website Designing & Development** as per specifications .The terms and conditions available in our website: [www.wbsubregistration.org](http://www.wbsubregistration.org). Last date of submission of quotation on **10.06.2014** within 4.00 P.M. at the office of the DDE from Monday to Friday ( except holidays ) and address to the **Director, DDE, West Bengal State University** , The authority has right to cancel any quotation without showing any prior reasons if necessary.

<b>Name of Work:</b>	<b>Website Designing and Development (PHP/ASP.Net/ Java Platform)</b>
<b>Date of Issue of Quotation document:</b>	<b>04.06.2014</b>
<b>Last Date for the submission of the Quotation Document :</b>	<b>10.06.2014</b>

**Director, DDE**

# **Detailed tender document for website designing, development of the Directorate of Distance Education,WBSU.**

## **I. PURPOSE**

The main objectives of the website that dynamically displays the information of various layouts/pages, designs and activities of the Directorate of Distance Education, WBSU.

The project should deliver features to enable better user management for content creation, management and publishing ability for different types of users who shall be responsible for their own content, and implement features in order to efficiently manage online exchange of information. For the purpose, the Directorate of Distance Education, WBSU invites tenders for design, development of its website with domain (.in/.com/.org).

## **Key objectives of the website portal development**

- a) To design, develop and build website portal with a dynamic content management system of a global standard for viewers around the world.
- b) To present an appealing and optimized website.

## **II. SCOPE OF WORK**

It is expected to setup a website based on easy to use content management system (CMS) and must support dynamic content. Website must be compatible with different latest versions of browsers.

## **Designing, Developing, Domain Hosting, and Maintenance Services**

Designing & developing of website, providing domain hosting support, hosting of online contents.

### **III. FUNCTIONAL REQUIREMENTS:-**

Outlines of various features and functions desired have been listed below. The key features include:

1. User Management
2. Website Home Page Layout and content
3. Security
4. Content Management System – Word Press / Drupal Platform
5. Mail Services
6. Control Panel
7. Browser Independent
8. Online Enquiry / Feedback form with auto responder email.

#### **1. User Management :**

The User Management Process will help the registered users responsible for content management to access their account and maintain/manage the website content for his/her section of the website.

This module should be able to handle: User Management (edit, addition, deletion of users), assign roles and responsibilities, handle user registration process and system access processes.

**1.1 Roles and Responsibilities** : The various types of users roles desired are as under:-

- a) **DDEADMIN**: This user will be responsible for administering all aspects of the website. This user with this user role will have all rights to contents and will be responsible for managing the website with the ability to access all recently created or modified content; preview them and the ability to publish the content. Only the published content will be available for viewing in the website by the website visitor. This user will also be able to delete any content from the website and should be create mail ID's to the officials of the Directorate.

**b) DUSER:** This role will be assigned to the Director/Assistant Director of the Directorate of Distance Education, WBSU that can access the website as head of the Directorate. This user will also be responsible for administering all aspects of the website. The user with this user role will have also all rights to contents and will be responsible for managing the website with the ability to access all recently created or modified content; preview them and the ability to publish the content. Only the published content will be available for viewing in the website by the website visitor.

## **2.Website Home Page Layout and content**

The home page layout of the website is one of the key features of this project. It should display important contents, links, in an interactive and attractive layout. The website should support dynamic menus.

**Overview of Contents: Annexed in the Page Layout.**

## **3. Security**

One of the main issues of concern in any website or web application is the security. The security should be based on the latest technologies. For any security related problems or occurrences the successful bidder will bind to provide support without any extra cost.

## **5. Content Management System (Wordpress / Drupal Platform)**

The content management system should be able to manage every contents of the website.

## **6. Mail Services**

Web mail facilities needed up to 50 users for all the officials of the Directorate.

## **7. Control Panel**

The control panel should be able to manage contents of the web site. Control panel should be able to handle options of configuration of website, User Management, and Archive data, content changing facility along with uploading and downloading which can directly be maintained by the Directorate.

## Terms and Conditions

1. The assignment of 'Website Design and Development' would be awarded to one firm only. No Consortium bid will be allowed.
2. The DDE, WBSU reserves the right to carry out the capability assessment of the bidders and decision of the Directorate shall be final in this regard.
3. The bidder before submitting bids should clearly understand the requirements of the work order, in case, any information/clarification is required; bidder may visit the office of the Assistant Director, Directorate of Distance Education (Room no-209). **IT MAY HOWEVER BE NOTED THAT NO CLARIFICATION/INFORMATION SHALL BE ENTERTAINED AFTER THE LAST DATE OF RECEIPT OF BID.**
4. Bid received late, by fax or email shall not be entertained. The University shall not be responsible for any postal delay.
5. **COMPLETION DATE:** The bidder is required to complete the assignment **within one month** from the issue date of job order.
6. In case the agency fails to execute the job assignment on time or does not show satisfactory progress in the development of the website, the contract will be aborted with ten days' notice.
7. The technically selected bidder may be called for power point presentation on their proposed model at their own expenses.
8. The selected agency will submit working document describing project plan with complete details which shall be approved by the website committee of the Directorate of Distance Education, WBSU.
9. The selected agency shall be responsible for maintenance, operation and necessary updating for the period of 1 year from the day the website is successfully launched & made functional. During this period there can be updating & modifications of websites/existing links etc.
10. The Bidder must confirm his acceptance to the terms and conditions mentioned herein. If any clause is not acceptable to the bidder, the same should be specifically brought out in clear writing. If no mention is made in this regard, it shall be presumed that all conditions are acceptable to the bidder.

11. Work indicated above are only illustrative and any work(s) not mentioned in the above scope of work, but essential requirements realized afterwards will be a part of the scope of work and the selected bidder will be required to execute such jobs without any additional financial liabilities.
12. Payment Terms: 50% will be released after successful development and hosting of the website and after satisfactory operation and testing. The remaining 50% will be released after one month satisfactory operations subject to the approval of the authority.
13. The University shall make payment of bills after deduction of all applicable taxes.
14. Decision of the Directorate shall be final and binding on both the parties in respect of all matters of dispute arising out of this tender.
15. In the event, a dispute arises between the parties in connection with the commission of any terms and conditions, the same shall be referred to the Vice Chancellor, West Bengal State University, who shall be the sole arbitrator and will adjudicate the dispute according to the arbitration laws, for the purpose. The decision so given shall be binding on both the parties.
16. All disputes or differences between the University and the bidder selected shall be settled and decided within the jurisdiction of West Bengal only.
17. The source code and related contents of the developed website shall be the exclusive property of the Directorate of Distance Education, West Bengal State University. **The agency/company shall transfer all the source code with proper documentation to the Directorate of Distance Education, WBSU after completion of the project. No delay will be entertained in this regard.** The Directorate may change the agency / company for any unsatisfactory performance/dispute/results after issuing a short notice. **The Bidder will also be liable for any type of technical support.**
18. The agency shall provide training to at least two staff members on the technical knowhow and complete working of the website.
19. The University reserves the right to reject any bid without assigning any reason thereof.

## **ELIGIBILITY CONDITIONS**

The bidder must fulfill the following qualifying conditions duly supported with documentary Proof:

- 1) The bidder must have experience of working on cross platforms and must have independently handled at least three assignments of similar nature.
- 2) The bidder should have minimum experience of 3 years of website development.
- 3) The bidder must have VAT registration no., PAN of firm/Company/Agency and service tax registration.

## **SUBMISSION OF Quotation**

1. The quotation in double cover envelopes containing Technical Bid and Financial Bid must reach to the office of Assistant Director, Directorate of Distance Education, West Bengal State University on \_\_\_\_\_ before \_\_\_\_\_ containing the following:
  - a) **Technical bid** in a sealed envelope duly signed on each page, super scribing 'Technical Bid'.
  - b) **Financial Bid** in a sealed envelope duly signed on each page, super scribing 'Financial Bid'.
    - 2) Quotation should be submitted in a sealed cover super scribing the words **Website Designing & Development** for DDE”
  - 3) The last date of submission of quotation form is ..... by .....
  - 4) The sealed quotation will be opened on ..... at 12 Noon in the office of the Director/Asst. Director, DDE, Administrative Building, in the presence of available members of the Website Committee. Interested Bidder may be present during the opening of quotations.
  - 5) Experienced Bidder will be preferred. Proof of experience and credentials shall have to be enclosed.
  - 6) All instructions embodied in the quotation Notice along with the terms and conditions herein mentioned shall be binding on all Bidders.
  - 7) Prescribed Application Forms shall be filled in clearly and should be quoted in decimal coinage both in figures and in words.
  - 8) Only the lowest rate will not be criteria during final selection of tenders. Experience and Credential will also be considered.

- 9) Each Bidder shall have to submit the following documents along with a filled in Application mentioning the following details.
  - i) Trade Licence, IT, PT, ST Clearance Certificates (upto date).
  - ii) Bank A/C No.
  - iii) Xerox copy of PAN Card, VAT and Service Tax Certificates.
  - iv) Credential certificate for performance of the Bidder.
  - v) A brief history about your organization.
- 10) The Job shall have to be performed by the successful Bidder(s) strictly in accordance with the specification and the rates approved and accepted by the University and within the specified date on receipt of the work order.
- 11) Bidder will not be allowed to charge for any delivery/ Installation.
- 12) No separate charge will be allowed which is not in the MOU.
- 13) The Directorate of Distance Education, West Bengal State University reserves the right to reject any Bidder or any part thereof or all Bidders without assigning any reasons thereof. The University also reserves the right to impose further terms and conditions, if required, which shall be binding on the Bidders.
- 14) Quotations incomplete in any aspect shall be liable to be rejected.
- 15) The Bidder(s) shall be very careful in maintaining the quality work. If it comes to the notice of the University that there is a deviation in this regard, the concerned Bidder(s) shall be held responsible for such sort of action as the University would think fit and proper.

**Director, DDE**

I/We.....on behalf of M/S.....  
 .....of (address) .....agree to abide  
 by above noted terms and conditions relating to the printing of materials of the DDE vide  
 its notification no. . WBSU/DDE/ ...../2014 dated .....

Signature of the Bidder with office seal

Date:  
 Place:





## **DIRECTORATE OF DISTANCE EDUCATION WEST BENGAL STATE UNIVERSITY**

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I/We.....

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on behalf of M/S..... have carefully noted the nature of printing works and understand the terms and conditions of the said works vide notification no. . WBSU/DDE/...../2014 dated ..... and I/We have the pleasure to offer our rates as quoted above. I/We hereby undertake to complete the job to be entrusted upon me/us within the time as may be stipulated by the University Authority.

Full signature of the Bidder  
with date & office seal

Full address:

Telephone No:

Fax No:

E-mail:

**For office use only**

Quotation was opened on — — — — — at — — — — — AM/PM

Comment of the Quotation Committee with Signature (if any):