

# Bidhan Chandra Krishi Viswavidyalaya

## Central Library

From,  
DR. KANKAN KR. CHOWDHURY  
Librarian



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Ref No- Lib / 24 / 2022-23

Date: 23<sup>rd</sup> April, 2022

### Tender Notice for Website maintenance

Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, Nadia is a State Agriculture University under the aegis of ICAR, New Delhi. This institution imparts quality education in agriculture and allied sciences since its inception. The University Authority invites Quotation from the experienced firms/agencies for the maintenance and overall management of its website as per the University guidelines and regulations.

The website of BCKV can be accessed at <http://www.bckv.edu.in>. The website provides vast amount of information through various sections/web pages. It also provides information regarding the infrastructure of the university, courses conducted, resources and the new developments in the labs etc.

### Scope of Works

The scope of work includes day to day maintenance and updating of the website. Details of various elements of the scope of work are as follows:

1. The website maintenance would include updating the content of all existing pages and designing new pages as per the requirement of the University Authority. It would also include the upload images and all type of documents as instructed by the Authority from time to time.
2. The website maintenance work requires technical knowledge in html, php, MySQL, Joomla, Photoshop, Google G-Suite, Linux Hosting, c Panel, FTP Server, Cloud flare & other related areas. The bidder should be experienced with such type of working knowledge.
3. The bidder has to provide one technical person, onsite, who is competent for website maintenance work and proficient in English and Bengali language to attend the office on all working days to keep the university website up-to-date. He/she has also to manage institutional e-mail accounts. In case of urgent nature of updating work (as to be assigned by the University Authority), he/she may have to provide service beyond the usual office hours; even he/she may have to work on holidays at office or through remote log in.
4. Addition of more features in the Content management System (CMS) of the website (as and when required).
5. Publishing of the advertisement, tender etc. on the website as per instruction.
6. Checking the website for dead links.
7. Archival of information as per requirement.
8. Updating of data elements on existing pages.
9. Designing and/or updating and publishing of new or revised pages.
10. Finding all the errors regarding the website and their removal.
11. Find all non-operative functions of the website and make them operative.
12. Various type of content should be delivered through the web pages. The indicative content types may be HTML documents, word documents, PDF documents, images, photographs, multimedia files, audio/video files etc.

Please upload  
in the University  
website  
23/04/2022

Kankan  
23/04/2022

13. Coordination with the BCKV Authority for the server related problems/issues and banks for payment gateway related issues.
14. Creation of new pages like Grant-in Aids Form, Recruitment related forms etc.
15. Manage institutional E-mail accounts for teachers, officers and students.
16. The agreement will be made initially for one year and may be extended further on mutual consent of both the parties if the service provided by the Firm concerned is satisfactory.

**Exclusions from the Scope of maintenance work**

1. Website registration and renewal etc.
2. Web hosting management and maintenance.
3. SSL Certification related issues.

**Tendering Process**

Tender is invited in two parts i.e. i) Technical Bid and ii) Financial Bid quoting monthly charges (inclusive of all applicable taxes) for the work as mentioned in this Tender Notice. Both parts of bid is to be submitted to BCKV, Mohanpur, Nadia along with the Earnest Money Deposit (EMD) of Rs.7,500 (Rupees Seven thousand five hundred), if not exempted, in sealed envelope clearly marked as "Tender for Website Maintenance of BCKV – 2022". Tender Reference Number and date should also be mentioned on the envelop.

**TECHNICAL INFORMATION AND UNDERTAKING**

**Essential documents to be attached:**

- i. DD of Rs.7500/- in favour of BCKV, Mohanpur, Nadia, Payable at Kalyani or the Certificate of Exemption, whichever is applicable.
- ii. Photocopy of PAN & GST Certificate.
- iii. The firm should be registered and should have existence of at least three years. The firm should have the experience of working with Central or State Government/ Public Sector Undertaking / Autonomous bodies for minimum of two years in website maintenance. Evidence of experience should be attached.
- iv. Certified copy of IT returns for last two years.
- v. Specimen signature, Name, Address, Contact No., designation/capacity of the authorized person who has assigned on behalf of the firm for signing the tender document on plain paper if applicable.
- vi. Documents should be self-attested.

**Late Applications:** Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected.

**Other Terms and Conditions**

- a. The bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the written consent of the BCKV Authority. Failing which tender awarded may be cancelled and legal action as deemed fit may be taken.
- b. The Bidder's rate should remain same & valid for a period of contract from the date of acceptance of contract on successful award of the same.
- c. The Authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- d. All disputes relating to this tender shall be referred to sole arbitrator to be appointed by the Authority, BCKV, Mohanpur, Nadia whose decision will be binding on both the parties.

*Handwritten signature*  
23/04/2022

- e. The successful bidder will depute one authorized developer to resolve the issues at any time as per requirement of BCKV.
- f. All disputes arising out of this tender shall be subjected to jurisdiction of the Kalyani Court, Kalyani, Nadia.
- g. The bidder should submit the technical bid and financial bid in two separate envelopes duly super scribed 'Technical bid for website maintenance of BCKV' and 'Financial bid for website maintenance of BCKV'. Technical bid will be opened first and thereafter financial bid will be opened in respect of those bidders who will qualify as per terms and conditions of the Tender. Both the envelopes containing the bids should be inserted in a third envelope super scribed as 'Tender for website maintenance of BCKV -2022'.
- h. The Tender documents should be submitted to the Librarian, Central Library, Bidhan Chandra Krishi Viswavidyalaya, P.O.-Krisi Viswavidyalaya, Mohanpur, Nadia, West Bengal, PIN – 741252 within 14 days from the date of publication of the Tender Notice.

#### SIGN AND SEAL

The Bidder must sign and affix his seal on every page of the Tender document and the completely signed Tender document must be submitted along with the technical bid.

I/We accept the above terms and conditions of tender.

Bidder's Name:

Bidder's Signature with Seal

Date:

Place:

*Librarian*  
23/04/2022  
Librarian  
Central Library B.C.K.V.  
P.O:- Krisi Viswavidyalaya  
Pin:- 741252, Nadia, W.B.

### Annexure I: FINANCIAL BID

Bidders shall submit their financial bid in the following format in separate format in separate envelope with super-scribed as "Financial Bid for Website Maintenance".

| Sl.No. | Description of Work                       | Monthly Cost (in INR) |
|--------|---|-----------------------|
| 1.     | Maintenance of Website ( www.bckv.edu.in) |                       |
| 2.     | Taxes ( if any)                           |                       |
|        | Total Cost                                |                       |

Note: No other cost/amount would be paid over and above the aforesaid proposed amount

*Bidders*  
23/04/2022