

Bidhan Chandra Krishi Viswavidyalaya

Central Library



From,
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Librarian

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E-Tender 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. It intends to take services from firms/agencies having experience of maintaining websites for its website maintenance, regulating and overall management as per the University guidelines and regulations from time to time.

The website of BCKV can be accessed at <https://www.bckv.edu.in>. The website provides vast amount of information through various sections/web pages. It 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 uploading of 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 onsite, one technical person 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 will be assigned by the University Authority), he/she may have to provide service beyond the usual office hours even on holidays at office or remotely.
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 types of content should be displayed through the web-pages. The indicative content types may be HTML documents, word documents, PDF documents, images, photographs, multimedia files, audio/video files etc.
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.

Signature
26/11/25

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

E-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.

TECHNICAL INFORMATION AND UNDERTAKING

Essential documents to be uploaded:

- i. Scanned copy of a DD of Rs.7500/- in favour of BCKV, Mohanpur, Nadia, payable at Kalyani as EMD or the Certificate of Exemption, whichever is applicable.
- ii. Name of the bidder along with complete official address including. Telephone No./ Fax No./ e- Mail ID and other details
- iii. Photocopy of PAN & GST Certificate.
- iv. The firm should be registered and should have existence of at least 3 years. The firm should have the experience of working with Central or State Government/ Public Sector Undertaking / Autonomous bodies for 2 years in website maintenance. Evidence of experience should be attached.
- v. Certified copy of IT returns for last two years.
- vii. 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.
- viii. All the submitted documents should be self-attested.

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
- 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. **All required documents/proofs (as mentioned above) should be uploaded serially; otherwise the quotation may be rejected and clarification/enquiry will not be entertained in any case.**

Last Date of Submission: Seven days from the date of publication in Newspaper

Note: BCKV may post corrigendum, if any, to the 'E-Tender Document for Website maintenance' on BCKV website and it is the responsibility of the bidder to check the Website (<https://www.bckv.edu.in>) regularly for any further update.


Librarian

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Bidhan Chandra Krishi Viswavidyalaya
Mohanpur, West Bengal, Pin.-741252

Annexure I: FINANCIAL BID

Bidders shall submit their financial bid in the following format:

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.

Kunduro
26/11/25