

**Notice inviting Expression of Interest from Professional Firm  
for Redesign/Upgrade of Jalpaiguri Government Engineering (JGEC) College website**

Ref. no.JGEC/CPC/Website/2022/2023-4Dated: 26.04.23

Jalpaiguri Government Engineering College(JGEC) is a premier institute for quality technical education in India. Established in 1961, the college has produced many talented engineers till date. It holds the distinction for being the second oldest engineering college in West Bengal. It is an Autonomous college fully owned by the Government of West Bengal and affiliated to Maulana Abul Kalam Azad University of Technology. At present, the Institute offers six UG courses (CE, CSE, ECE, EE, IT & ME) and two PG courses (EE & ME) in the field of technology/engineering.. [www.jgec.ac.in](http://www.jgec.ac.in) is the official website of Jalpaiguri Government Engineering College. With the rapid advancement of the internet and mobile technologies, the website access from mobile devices has increased. This has resulted in need to redesign/upgrade the JGEC website so that it is rich in content and is accessible across a variety of devices like tablets, laptops, mobiles, and desktops.

The College invites sealed quotations for **price per unit**(including all taxes) from reputed Companies / Suppliers / Service provider/ dealers/ agencies for **redesign/upgrade website of Jalpaiguri Government Engineering College**. It is to be noted that the cumulative price including all taxes in the purchase order (to be awarded to the evaluated bidder as per rule/norms) must be less than Rupees one Lakh (Rs. 1,00,000/-) from interested Companies / Suppliers / Service provider /Agencies may submit their Quotations / bid documents in prescribed format.

**Scope of work:**

**1. JGEC seeks the services of a professional firm for redesign and development of the Institute Website for the following scope of work:**

- The existing website needs to be redesigned and restructured for a positive user experience. The new website should incorporate all the data of current& previous website content and primary web services.
- The new website must be scalable so as to handle the addition of new sections, content and features. The new website must appeal to the various audience types.
- A large number of web portals exist for different stakeholder units of JGEC. These web-portals are sub-domains and some are external links that are independently developed and managed, and this arrangement will continue. The only role of the VENDOR here is to accurately incorporate these web-portals into the navigation structure of the revamped [www.jgec.ac.in](http://www.jgec.ac.in).

**1a. The new website should support the following goals of visitors:**

- Reflect a vibrant and world-class academic institution.
- Be ‘Mobile First’ and ‘Responsive’ – a mobile experience that adapts to laptops
- Follow Universal Design principles to maximise accessibility
- Support smooth navigation
- Provide an informative search of the website content to find experts, facilities, research groups, laboratories etc.

**1b. The new website should support the following goals of website administrators:**

- Provide for the quantitative tracking of visitor interests determine directions for future innovation and to build stronger and more lasting relationships with visitors.
- The website and the content must be secure against intrusion.
- Adhere to best practices in the industry regarding design and development
- Should provide for features to different stakeholders of the Institute to create, approve, and update content.

**2. Details of Current Website:**

The existing website at [www.jgec.ac.in](http://www.jgec.ac.in) was launched in the year 2015. It is built on Mongo DB and/or Linux platforms. The design of the current website is focused on intuitive navigation and presentation of content. It does not have the search features to present the researchers, projects, facilities, and opportunities available at JGEC.

**2a. Information must be presented on the website**

**Home**

- Layout of the Home Page needs to be attractive and eye catching with pictures of campus
  - **About**
  - **Welcome to Jalpaiguri Government Engineering College**

- **Principal's message**
- **Statutory bodies**
  - ✓ Board of Governors
  - ✓ Academic council
  - ✓ Finance committee
  - ✓ Board of studies
- **Our mission vision, core values**
- **Administrative staffs**
  - ✓ Principal
  - ✓ SWO
  - ✓ Registrar
  - ✓ Accounts officer
  - ✓ Assistant Proctor
- Our logo
- Our history

[Events, notice & tenders will be displayed on home page], [Search option will be displayed on home page],  
[ No. of students, faculty & staffs]

- **Departments**
  - **Engineering**
    - ✓ Civil Engineering
    - ✓ Computer Science & Engineering
    - ✓ Electrical Engineering
    - ✓ Electronics & Telecommunication Engineering
    - ✓ Mechanical Engineering
    - ✓ Information Technology
  - **Basic Science & Humanities**
    - ✓ Physics
    - ✓ Chemistry
    - ✓ Mathematics
    - ✓ Humanities
    - ✓ Workshops

**Each Departments must have the following with content:**

- ❖ **About** ( mission, vision,POs,PEO's, why to join?, Message from Head, History, committee)
- ❖ **Program** (B.Tech, M.Tech in Mechanical Engineering, Course details)
- ❖ **People** ( faculty, staff, student, achievements )
- ❖ **Research** ( research areas, facilities)
- ❖ **Student zone** ( Notice,time table, academic calendar, list of holidays, placement, List of students-UG/PG, Departmental magazine)

**Gallery**

- **Admission [Details of Deputy Registrar]**
  - ✓ B.Tech program
  - ✓ M.Tech program
- **Controller of examination [Details of COE, Deputy Controller & Assistant Controller]**
  - ✓ **Notice section**
  - ✓ **Result section**
- **Students@JGEC**
  - ✓ Why JGEC
  - ✓ Discover student life (Campus video)
  - ✓ Prospectus
  - ✓ Admission process

[Programmes-UG/PG, Academic statute, Curriculum, transcript/Degree verification, DGPA conversion certificate, Scholarship, Awards, inviting online application)

  - ✓ Hostels (Rules)

Downloads ( Application form for hostel)

  - ✓ Student committee
  - ✓ Students activities
- **Central facilities**
  - ✓ Workshop
  - ✓ Science &Technology museum
  - ✓ Health centre

- ✓ Central library
- ✓ Stores
- **Placements**
  - ✓ Student's placement office
  - ✓ Why recruit at JGEC
  - ✓ Procedures & policy
  - ✓ Facilities
  - ✓ Contact Placement officer
- **Download**
  - ✓ Campus recruitment brochure
  - ✓ Campus recruitment guide
  - ✓ Departmental brochures
  - ✓ CV format

[All common features must be hyperlinked]

**Quick links must be at the bottom of the page**

- ✓ AICTE
- ✓ UGC
- ✓ MAKAUT (approval for B.Tech/M.Tech)
- ✓ Active MoU
- ✓ National Digital library
- ✓ Student verification
- ✓ Application for no dues
- ✓ TC & Refund
- ✓ Character certificates
- ✓ Antiragging portal [ Please fill up the following form:  
[https://www.antiragging.in/affidavit\\_registration\\_disclaimer.html](https://www.antiragging.in/affidavit_registration_disclaimer.html) (Students only)
- ✓ Grievances Redressal
- ✓ NAAC (IQAC, AQAR)
- ✓ Newsletter
- ✓ NIRF
- ✓ NPTEL
- ✓ SWAYAM
- ✓ Feedback[Student, parents, alumnus, industry]
- ✓ Google map
- ✓ Contacts

[Recording of number of visitors]

**2b. Technical requirements**

Web Hosting

**Linux Cloud Shared Hosting Plan**

**10 GB SSD**

**100 GB Bandwidth**

**Unlimited Domain Names**

**Unlimited Sub – Domains**

**Unlimited Databases**

**Unlimited e-mail Accounts**

SSL

Dynamic Website (Content Management System) – Customized CMS

# Based On : Linux / PHP 8.0 / Framework- Code Igniter 4/ MySQL 5.4

# Dynamic Menu and Sub Menu Structure for descriptive pages with photos.

Dynamic features :

- a) Page Title & Page content
- b) Table, image insertion, links etc.
- c) Secured login
- d) SEO friendly structure with keyword & description inclusion
- e) Auto generated site map and site search
- f) Backup / Restore
- g) Ready for multiple user access system with specific access to View, Edit & Deleting content Group-wise
- h) File Manager with search – Create/Delete Folders, navigate through them & Upload/Delete Files.

- i) Links depth can be increased in a step by step manner on each section/page through a top sub navigation panel
- j) Control Mailing and contact details
- k) Latest frameworks & technologies for effects, transition & browser based operations
- l) Section wise header photo/slideshow change
- m) Section wise background change
- n) RSS Feed
- o) Customised Layout design based on clients input

#### # Dynamic Photo & Video Gallery

- Add / Edit / Delete Gallery Category
- Add / Edit / Delete Photo Under The Selected Category
- Add Photo Caption
- Thumbnail Gallery Feature
- Click To Zoom
- Multiple files upload with progress bar
- Photo auto optimization for web

#### # Dynamic News and Events

- Add / Edit / Delete News Item
- News Header / News Details / Publish Date
- Photo / Text Format

#### # Dynamic Header Management

- Customised Header for each page
- Multiple photos header for each section or page

#### # Responsive Site structure: Compatibility –

- Desktop Computers
- Laptop
- Smart Phone Compatible
- Tablet PC Compatible

- Note:
1. Updating/redesigning the website will be based on the inputs from the buyer.
  2. Supplier must use open-source software.
  3. There will be scope for edit/incorporate new features into the website.
  4. Previous data must be uploaded in the website

### 3. Qualification Criteria for the Bidder:

- a) Bidder should be registered Firm / Company / Establishment
- b) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. / GST Certificate and other taxes (whichever applied)
- c) Bidders should have relevant credentials

### 4. Delivery Place / Works site: Works/service and deliver the materials / Works / service with a requisite number at JGEC premises.

### 5. Bid Price:

- a) The Bid Price shall be in Rs. and including all Taxes and other levies such as the transportation expenses , no extra price is payable by the college. Bidder must quote for **Website designing cost & Maintenance of the website cost.**
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.

### 6. Validity Quotation: Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

### 7. The following must be submitted with the Quotations/Bid:

- i. Copy of Establishment Registration Certificate/ valid Trade licence in relevant field
- ii. Copy of PAN and copy of latest return
- iii. Copy of GST
- iv. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
- v. Detailed office address of the Agency with Office Telephone, Number, Fax Number and Mobile Number and name of the contact person

### 8. Evaluation of Quotations:

- a) The purchaser will evaluate the website items as a whole.
- b) Conforms the terms, conditions, specifications and qualifications criteria mentioned in item serial nos. 3 & 7.

### 9. Award of Contract:

The purchaser will award the contract to the bidder whose quotations have been determined to be substantially responsive, and who has offered the lowest evaluated quoted price during the contract's validity period. The purchaser also reserves the right to accept or cancel the tendering process.

10. The bid document may also be downloaded from our web-site :[www.jgec.ac.in](http://www.jgec.ac.in)

11. All documents must be submitted to the Office of the Principal on or before 08.05.2023 till 12.00 PM in sealed envelope and marked with "Quotation to redesign/Design the website of JGEC". All sealed quotations received till then will be opened on 08.05.2023 at 12.30 P.M. in the office in presence of the bidder(s) or their representative(s) who wishes to be present,

## 12. CHECK LIST FOR BIDDERS / APPLICANTS:

The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.

The following documents form should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted (Y/N)
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory	
2	Submit credentials of supplying similar items to reputed organizations.	
3	Attested copy GST	
4	Attested copy of PAN/Number.	
5	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.	
6	Bid Form-a & b	
7		

13. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations, cancel the bidding process, and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of a contract by the purchaser.

The terms of the accepted offer shall be incorporated into the supply order. The validity period may be extended by the purchaser by another 15 days in exceptional cases.

## 14. Other Terms & Conditions:

- The College reserves the right to postpone/cancel the bid, the bidder will have to abide by the decision.
- Payment shall be made after the supply and submission of bills which will be subject to the satisfactory completion of the project (certified by the committee constituted for the purpose). The personnel in charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of the payment.
- No preference will be given to any bidder of a class of bidders, either for the price or other terms and conditions.
- Quotation may be submitted on the printed letterhead of the bidder in the prescribed formats.
- Successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase order.
- No payment will be made for any damage to goods supplied.
- Maintenance charge will be applicable after completion of first year of the contract period.
- All codes/source file/documents must be handed over to purchaser.
- We look forward to receiving your quotations and thank you for your interest in this project.

Principal/JGEC

Copy forwarded for information and necessary action to:

- College Notice Board
- College website [www.jgec.ac.in](http://www.jgec.ac.in)
- Guard file

a) **FORMAT OF BID Form**

Supplier ref. no.

dated:

Name of the Firm: .....

**Quotation for Redesign/Upgrade of Jalpaiguri Government Engineering (JGEC) College website**

Ref. no. JGEC/CPC/WEBSITE/2023-4

Dated: 18.04.2023

Serial No	Item Description	Amount	GST	Total
1	Design and Development as per requirement mentioned in the section 1 & 2			
2	Hosting Cost with SSL for one year			
3	Website maintenance cost will start after completion of one year			

Company Name:
Name & Designation:
Date & Place:
GSTN:
(Company Seal)

Total (cumulative price is mentioned)

1. (Total Amount in :Rupees ..... only)

**[design & development cost and Hosting cost with SSL]**

We agree to supply the above-mentioned items / works in accordance with technical specification for total contract price of .....

(In words Rupees.....)including taxes, Transportation etc. within one week of the issue of supply order.

2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.

3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name: Designation:

Address:

Contact No.:

Date:

b) Bidders' credentials(desirable)

Sl. No Particulars	Sl. No Particulars	Document Reference for Compliance	Page no in submitted document folder
1	Information regarding the Technology to be used for the website design & development strategy, and how the requirements provided in the 1&2 is being planned to be fulfilled. Explain in short how individual functionality would be met		
2	Information about Website Development Experience A)The Bidder must have <u>at least 10 years</u> in website design & development AND HOSTING. B)The bidder is expected to have completed <u>at least two website</u> development projects for a reputed educational institution or organization during the last three years. C)The Bidder will have to give proof of such work		
3	A self-declaration Certificate regarding fraudulent and corrupt practices should be enclosed Bidders should not have ineligibility due to corrupt and fraudulent practices		
4	Information about Hosting and Cloud Service Provide information about webhosting and cloudservice provider		
5	information about Support and maintenance of website during the warranty period: Information regarding 24x7 Technical staff support should be given to ensure the necessary support to JGEC during the warranty Annual Maintenance Contract period(Document should be attached.)		
6	Information regarding Registration: Registration No of the bidder firm .must be provided		
7	Hosting Cost with all details[The bidder has to mention the hosting details of the server] for a period of 1 Year.		
8	Information about Annual Maintenance Contract: Information about the Annual Maintenance Contract of the website including maintenance, updates, and minor modifications expansions and installing patches in the application (if required).		
9	Terms and Conditions of your work Provide details about the terms and conditions of your work		

(Signature of Bidder with Seal)

Name: Designation: