

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

*Ref. no. JGEC/CPC/AMC-Website/2025- 2 Dated: 08.04.2025*

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, 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 AMC of the existing 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.

Present website: [www.jgec.ac.in](http://www.jgec.ac.in)

**Scope of work:**

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.  
To make the current website ([www.jgec.ac.in](http://www.jgec.ac.in)) presentable

**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 include all Taxes and other levies such as the transportation expenses, no extra price is payable by the college. Bidder must quote for **Website space, SSL & Maintenance of the website.**
- 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 18.04.2025 till 12.00 PM in sealed envelope and marked with “**Quotation for maintenance of website of JGEC**”. All sealed quotations received till then will be opened on 18.04.2025 at 12.30 P.M. in the office in the presence of the bidder(s) or their representative(s) who wish 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:

- (a) The College reserves the right to postpone/cancel the bid, the bidder will have to abide by the decision.
- (b) 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.
- (c) No preference will be given to any bidder of a class of bidders, either for the price or other terms and conditions.
- (d) Quotation may be submitted on the printed letterhead of the bidder in the prescribed formats.
- (e) The successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase order.
- (f) No payment will be made for any damage to goods supplied.
- (g) Maintenance charge will be applicable after completion of first year of the contract period.
- (h) All codes/source file/documents must be handed over to purchaser.
- (g) 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: 1. **College Notice Board** 2. **College website** [www.jgec.ac.in](http://www.jgec.ac.in)

- 1. Guard file

a) **FORMAT OF BID Form**

Supplier ref. no.

dated:

Name of the Firm: .....

**Quotation for AMC of Jalpaiguri Government Engineering (JGEC) College website**

. Ref. no. JGEC/CPC/AMC-Website/2025- 2 Dated: 08.04.2025

Serial No	Item Description	Amount	GST	Total
1	Website maintenance cost/year			

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

Total (cumulative price is mentioned)

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

[AMC of [www.jgec.ac.in](http://www.jgec.ac.in)]

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 by 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.		
2	Information about Website Development Experience A)The Bidder must have <b><u>at least 10 years</u></b> in website design & development AND HOSTING. B)The bidder is expected to have <b>completed at least two website</b> 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 ofwebsite 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 ofthe 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 yourwork		

(Signature of Bidder with Seal)

Name: Designation: