



Govt. of West Bengal
পশ্চিমবঙ্গ সরকার



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বেথুন মহাবিদ্যালয়, ১৮১, বিধান সরনী
কোলকাতা - ৭০০ ০০৬
দূরভাষ : ২২৪১-১৭৩১ (PBX)

To/ প্রাপক : 531/Be

Date / তারিখ : 12-07-2023

Invitation for Quotation - College Website Maintenance

The Principal, Bethune College, 181, Bidhan Sarani, Kolkata-700006, inviting sealed quotation from qualified vendors for the maintenance and support of our college website. The successful bidder will be responsible for ensuring the smooth functioning, security, and regular updates of our website.

Scope of Work:

Ongoing Website Maintenance: The vendor shall provide regular maintenance services to ensure optimal performance.

Content Updates: Updating and uploading content, images, news, events, and announcements/ Notice on the website as requested by the college administration.

Technical Support: Technical support to troubleshoot any website-related issues promptly and efficiently.

Security and Backup: Ensure necessary security measures and ensure regular backup of the website data.

Responsive Design: The vendor shall ensure the website is mobile-friendly and compatible across various browsers and devices.

Instructions for Bidders:

Eligibility: Interested vendors must possess experience in website development, maintenance, and support.

Submission: Interested vendors should submit their sealed bids in a clearly labelled envelope, mentioning "**Quotation for College Website Maintenance**" on the envelope. Bids should be addressed to The Officer-in-charge, Bethune College, 181, Bidhan Sarani, Kolkata-700006, and delivered to the college reception by 31st July 2023.

Documents: The quotation includes the vendor's profile, relevant experience, references, proposed maintenance plan, timeline, pricing, and any additional terms or conditions, including a Copy of PAN Card, Income Tax, and Sales Tax clearance Certificate for the F.Y. 2021-22, trade license, cancelled cheque, and GST number should be furnished with the quotation.

Evaluation Criteria: Quotation will be evaluated based on the vendor's experience, technical capabilities, proposed maintenance plan, pricing, and adherence to the tender specifications.

Contract Award: The contract will be awarded for Two years to the successful bidder who demonstrates the best value and capability to fulfill the maintenance requirements of our college website.

AShattacharya

Officer-in-Charge
Bethune College, Kolkata