



**SCHOOL OF MANAGEMENT AND BUSINESS STUDIES
MAHATMA GANDHI UNIVERSITY**

PRIYADARSINI HILLS. P.O
KOTTAYAM, Pin 686560. Phone 0481 2732288

No.SMBS/1/Web site /New/2017-18

Dated, P.D Hills, 19.07.2017

QUOTATION NOTICE

Sealed competitive quotations are invited from concerned firms for the purpose of designing and hosting a new Website for School of Management and Business Studies, Mahatma Gandhi University. The Quotation in sealed cover super scribed “Quotation for designing and hosting a new Website for SMBS” should reach the office of the undersigned not later than 2.00 p.m. on 07.08.2017. Participating firms should clearly mention address and contact number on the envelope.

1. Website Specifications

Expecting a Professional website as the school conduct Professional programmes and practicing Professional Management. The features and modules expected are

(a) Static Features

With all static features - like Home, Courses-content page in table format Syllabus content page with table format and links, page in tale format and images in the table. MDI-content page with images in table formats, Flash news-notifications and on click to detailed pages, Gallery in categories, Scrolling News and Events, Notices and Circulars, Downloads of PDF link, Lecture notes and Assignment Page, Programmes and Activities Page, IQAC page, Faculty page, .

Dynamic Features

(b) Programmes-Conference, workshop and seminar management

Theme, Objectives, On-line registration, On-line Paper uploading, Participants list, tracking of submission including review status, and later correction facilities, SMS and email-integration, Conference monitoring with PPT uploading and presentation schedules.

(c) On-line Application: Registering for on-line registration of Applications with login id and Password, Document uploading, Application processing and sorting, call for GD/Interview, Grade entry, Publication of rank list, Admission process, preparing participants’ Final list, SMS and email-integration.

(d) Alumni Page : alumni login plug in with facilities to create profile, verification by Alumni Co-ordinator, add testimony, upload image add friends (they can share their contact number and email id) search alumni login etc.

(e) Academic and Student Data Page: Attendance Monitoring, Internal and External Mark Statements, result statistics, Attendance Monitoring, Login with view to Marks and attendance for faculty, students and parents.

(f) Placement Data Management Page – Company profiles, online registration of the final year students, they will have email id and password they can get into the placement page and apply for jobs relevant to them’.

(g) Login, SMS and email facilities: Login facility for faculty and students, SMS and email for Stakeholders-faculty, student and parents.

(h) On-line payment facilities in module (b),(c) and (d)

2. Time Schedule

The estimated time span to complete the entire project shall be 60 working days after placing the work order.

3. Other Terms and Conditions

- i. Module wise and total cost inclusive of all taxes/freight/Installation etc., Payment schedule etc have to be shown.
- ii. Other routine expenses like yearly server space rent, domain name subscription must be shown.
- iii. Details about the development environment, Development process, Security Features & Certificates, server plan and space required, source code availability, Support and maintenance, Warranty, requirements from client side for the development etc. and other terms and conditions must have clearly shown.
- iv. The web site must have delivered as a completed site with all information available upon installation.
- v. Vendor firm should use Industry leading Content Management framework (preference - Word press) and shall be the latest stable version with all security patch applied and upgradable to newer versions.
- vi. The Website must have Web 2.0 capabilities.
- vii. Design should be capable for future application development and should be able to create sub entities under the main tree.
- viii. Entire code and documentation to be provided.
- ix. Data migration/Content tagging and naming convention policies and can be easily to migrate available data from existing webs
- x. The Vendor shall be responsible for the migration of contents from the existing website.
- xi. The contents provided by the School should be kept confidential.
- xii. Organization shall provide 3 sample templates of the proposed website (Home Page) (colour hard copies and in a CD)
- xiii. Providing training to the designated staff regarding the content management in the new Website.
- xiv. There must be an administration module where the web administrator of the school is able to add, remove and modify links, page and data and to administer from the School.

4. Pre-Qualification of the Vendor Firm

- i. The firm should have minimum of 5 years of experience in website or web application development
- ii. The bidder should have designed websites of similar nature for academic institutions.
- iii. History about your previous work with client recommendations and profile of the firm with contact number is essential.
- iv. Brochures, Prospectus, Manuals etc. about your firm should be enclosed.
- v. Should not have a history of being blacklisted by the Central/State Governments or Government Agencies.

Sealed Envelope containing quotation shall be addressed to **HEAD OF THE DEPARTMENT, SCHOOL OF MANAGEMENT AND BUSINESS STUDIES, MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM, 686560.**

CONDITIONS

1. The quoted Price should be inclusive of all taxes/freight/Installation etc.
2. The tenders should have at least Three Months validity
3. The right to accept or reject tenders without assigning any reason rests entirely with the undersigned
4. If the date of receipt and opening of tenders is declared a holiday, the next working day shall be the last day for the purpose.

HEAD OF THE DEPARTMENT (I/C)

Copy to:-

1. Store Keeper, General Store
2. PRO (For Publication in Three leading Malayalam Dailies)
3. SF/FC