

RAIGANJ UNIVERSITY



QUOTATION NOTICE FOR WEBSITE DESIGNING, DEVELOPMENT, HOSTING & MAINTENANCE AT RAIGANJ UNIVERSITY

Ref: R-116/2026

Date: 15.05.2026

Raiganj University invites quotations from reputed bidders for "Website Designing, Development, Hosting & Maintenance" At Raiganj University.

Completed Offers shall be sent on or before 29.05.2026 to the following address: "To The Registrar, Raiganj University, College Para, Raiganj, Uttar Dinajpur, 733134"

- 1. General Conditions:** Agencies desire for work with Raiganj University shall have to be submitting its bid in two parts separately viz. Technical Bid and Financial Bid. These two bids should be sealed in separate covers super scribed with the Statement of Technical Bid and Financial Bid as the case may be and then packed in bigger cover addressed to "To The Registrar, Raiganj University, College Para, Raiganj, Uttar Dinajpur, 733134" super scribed with the statement "Website Designing, Development, Hosting & Maintenance".
- 2. Security Deposit:** The selected bidder will have to deposit a security money an amount of Rs. 10000/- in the form of Demand Draft, in favor of Raiganj University, Payable at Raiganj.

3. Scope of Work:

The selected bidder shall design, develop, host, secure, maintain and provide technical support for the official website of Raiganj University. The website shall be dynamic, responsive, accessible, secure, user-friendly and compliant with applicable Government of India website guidelines.

Detailed Scope of Work:

- i. Website Design:** Design a modern, professional, responsive and user-friendly website suitable for a University.
- ii. Dynamic Website Development:** Develop a database-driven website using stable, secure and supported technologies such as HTML5, CSS3, Java Script and a suitable CMS/framework.
- iii. Content Management System:** Provide an easy-to-use CMS/admin panel for authorized University staff to update pages, notices, documents, events, images and other content.
- iv. Role-Based Access:** Provide user roles such as administrator, editor and publisher with secure login and activity logs.
- v. Core Website Sections:** Create sections for About University, Administration, Departments, Courses, Admissions, Examinations, Results/links, Notices, Tenders, Recruitment, IQAC, NAAC/NIRF, Research, Library, Student Corner, Alumni, Events, Gallery, RTI, Policies and Contact.
- vi. Department Pages:** Develop dedicated pages for each academic department with profile, courses, faculty list, syllabus, notices, research activities, facilities and achievements.
- vii. Faculty Profile Module:** Create dedicated faculty profile pages (self-updatable) for teachers with


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Registrar
Raiganj University

photograph, designation, department, qualifications, specialization, research interests, publications, CV/profile link and academic profile links where available.

viii. Notice, Tender and Circular Management: Provide separate modules for publishing, categorizing, archiving and searching notices, tenders, circulars and announcements.

ix. Document Management: Provide secure upload, download, categorization and archiving of PDF, Word, image and other permitted documents.

x. Search Facility: Provide website search for pages, notices, tenders, documents and faculty profiles, wherever technically feasible.

xi. Mobile and Browser Compatibility: Ensure proper functioning on desktops, laptops, tablets and mobile phones, and compatibility with major browsers.

xii. GIGW and Accessibility Compliance: Ensure compliance with applicable Government of India website guidelines, accessibility requirements, mobile responsiveness, website policies and content standards.

xiii. SEO and Performance Optimizations: Implement technical SEO, fast loading pages, image optimization, metadata, sitemap, robots. txt, clean URLs and performance tuning.

xiv. Hosting and Server Infrastructure: Provide secure managed hosting on NIC/State Data Centre/MeitY-empanelled cloud/University-approved Indian data centre. Shared hosting shall not be accepted.

xv. Minimum Server Specification: Hosting should include at least 4 v CPU, 8 GB RAM, 200 GB SSD/NVMe storage, 1 TB monthly bandwidth or equivalent, SSL certificate, database support, firewall/WAF and scalability up to 500GB storage and 16GB RAM.

xvi. Backup and Restoration: Provide automated daily backup of website files and database with minimum 30-day retention and restoration support whenever required.

xvii. Security Features: Implement SSL, firewall/WAF, malware protection, secure admin login, strong password policy, role-based access, CAPTCHA/spam protection, secure file upload and protection against common web vulnerabilities.

xviii. Security Testing: Conduct vulnerability assessment before go-live. If required by the University, assist in security audit through a CERT-In empanelled agency and rectify all reported vulnerabilities. Provide assistance for STQC certification.

xix. Content Migration: Migrate existing website pages, notices, documents, images and other relevant content to the new website after verification with the University.

xx. Forms and Integrations: Provide enquiry/contact forms with spam protection. Integration with admission, examination, result, ERP, LMS or payment systems shall be limited to links or API-based integration where details are provided by the University.

xxi. Training: Provide hands-on training to designated University staff for CMS use, content update, notice upload, document management, faculty profile update and basic administration.

xxii. Documentation and Handover: Submit source code, data base dump, admin credentials, hosting/DNS details, SSL details, user manual, technical manual, backup procedure, security report and list of third-party tools/ plugins used.

xxiii. Maintenance and Support: Provide atleast one year of maintenance after go-live, including bug fixing, security patching, CMS updates, server monitoring, backup monitoring, and malware removal and technical support.

xxiv. Ownership: All website content, design, source code, database, documents, credentials and related


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Uttar Dinapur

assets shall be the property of Raiganj University. The bidder shall not retain ownership or restrict access after completion.

xxv. Final Acceptance: The website shall be accepted only after successful testing, content migration, security rectification, mobile/browser compatibility check, backup demonstration, training and complete handover of documentation, source code, database and credentials.

The bidder shall clearly mention the proposed server type, CPU, RAM, storage, bandwidth, data centre location, SSL, back up policy, uptime commitment, fire wall/WAF and security arrangements in the technical bid. Shared hosting shall not be accepted. The hosting must be scalable and suitable for a dynamic University website with notices, tenders, faculty profiles, document uploads and archives.

4. Eligibility Criteria:


- . Minimum 3-5 years of experience in website design & development
- . Experience with Educational institution websites
- . At least 2 similar completed projects
- . GST registration and valid PAN
- . Strong technical team

5. List of Documents to be enclosed with application:

- i. Company Profile.
- ii. Technical Proposal
- iii. List of completed projects with URLs
- iv. Client certificates/work orders.
- v. Profile of its managerial team handling publicity work, their qualifications and experience.
- vi. Financial proposal (if required).
- vii. Details of experience in dealing with Educational Institutions, Government Undertakings organizations, Central/ State Govt. Departments etc.
- viii. List of clients.
- ix. Annual turnover of the agency along with the gross billing in preceding three financial years duly certified by a chartered accountant.
- x. Its permanent account number and published balance sheet for the past three years.
- xi. Client reports.
- xii. Any other information that the agencies may like to provide.
- xiii. Please note that inability of submitting any of the documents listed above may disqualify the agency from short listing.

6. Terms & Conditions:

1. Bidders shall quote both unit at total prices in figures as well as in words.
2. Incomplete Bid shall not be considered and will be summarily rejected. Price Bids of bidders, whose technical bids are found acceptable based on prequalification and techno commercial evaluation only will be opened on a subsequent date. Delayed/ late bids are likely to be rejected.
3. No advance payment shall be made to vendor at any circumstances. The payment shall be released by Raiganj University against the bill received from vendor after having completed the job to satisfaction of the authority of this university.
4. All payments shall be subject to GST / TDS.
5. Either party may terminate contract by giving a notice of two months in writing.
6. In case of breach of contract by the Vendor, Raiganj University shall have the authority to cancel/ terminate the Contract besides forfeiting the Security deposit.
7. Vendor must furnish detail of PAN, Service Tax, GST certificate and also attach a copy of each of these documents with Technical Bid.
8. University will award the Contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. University also reserves the right to reject any or all the tender, wholly or partially, without assigning any reason thereof.


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7. Evaluation Process:

The quotation will be evaluated based on technical expertise past experience, and quality of previous work. Shortlisted agencies may be invited for further process.

8. Submission of Quotation (in company's letter head):

(i) "Website Designing, Development, Hosting & Maintenance" At Raiganj University.

Quotation to be submitted for one year including GST as per the 8(i) with one (01) dedicated technical manpower support (through remote)

9. Contact Details: (for technical queries only)

Office of the Systems & Support Officer, Raiganj University

Email: sso@raiganjuniversity.ac.in

Mob: 9593352021

10. Submission Mode: Hard copy only

Address:

To, The Registrar
Raiganj University
Raiganj,
Uttar Dinajpur, 733134

Commencement Date:15.05.2026

Closing Date: 29.05.2026 (up to 4pm)


Registrar 15/5/26
Raiganj University

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Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal, Pin-733134