DR. YS PARMAR GOVT. PG COLLEGE NAHAN
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No- GCN-15/2026- 910 Date:- 04 Nov. 2026

NOTICE INVITING QUOTATIONS

Design, Development, Hosting and One-Year Maintenance of College Website

Sealed quotations are invited from experienced website development firms for the work described in this notice.

Contract period	One year from go-live
Last date and time of submission	17.11.2026, up to 03:00 pm
Opening of quotations	18.11.2026, at 01:00 pm
Place of submission	Office of the Principal, Dr. YS Parmar Govt. PG College, Nahan
Contact	Prof. Rajat, Website Management Committee (9418922051)

1. How to Submit

Put two separate sealed envelopes inside one outer sealed cover marked "Quotation for College Website". Write the firm's name on both envelopes. Send the quotation to undersigned either by post or by hand.

- Envelope A (Technical): Annexure-A filled and signed, copies of registration, GST, PAN and work orders / experience certificates, and a signed copy of this notice.
- Envelope B (Financial): Annexure-B only. No price should be shown in Envelope A.

Quotations received after the last date and time, or without signature, will not be considered. Quotations stay valid for 90 days.

2. How the Firm Will Be Selected

Step 1. Technical Bid check. Envelope A of all firms will be opened first. The committee will mark YES or NO on the four points given in Annexure-A (Part 3). A firm with YES on all four points will qualify.

Step 2. Financial Bid Check. Envelope B of qualified firms only will be opened. The firm with the lowest total cost (L1) will be selected and given the supply order.

In case of a tie, L1 will be decided by draw of lots. The committee will sign the record of each step. The Principal will give final approval.

3. Scope of Work

- Responsive website that works on mobile, tablet and desktop and on all common browsers. Simple, clean and fast.
- Home page with left-side menu, scrolling news / announcements, photo gallery (public can view and download; only admin uploads), search, Google map and contact information.
- "Last updated" date on every page.
- Admin panel so non-technical College staff can easily update news, notices, tenders, downloads, gallery and pages.
- Technology: any good, modern technology is acceptable. SSL (HTTPS), hosting in India and regular backups are required.
- English and Hindi where content is provided by the College.
- Basic SEO for the first year: on-page SEO, sitemap and Google Search Console.

Pages needed:

Section	Sub-sections
Home	College at a Glance; Academics; Admissions; Student Zone; IQAC; Campus Life; Map; News & Events; Announcements; Contact; Useful Links; Tenders
College at a Glance	About College; Principal's Desk; Former Principals; Staff Council; Professional Ethics; Achievements; Internal Committees; Administrative Committees; Grievance Redressal; RTI
Academics	**Departments** - **Humanities** (Economics, English, Hindi, History, Music, Political Science, Geography, Sanskrit, Physical Education, Public Administration, Journalism & Mass Communication, Education, Sociology); **Science** (Botany, Chemistry, Computer Application, Mathematics, Physics, Zoology, Geology, Environmental Science); **Commerce**; **BCA & PGDCA; B.Voc.** (Retail Management, Hospitality and Tourism); **Non-Teaching Staff -** Librarian, Administrative Staff, Support Staff**; Programmes -** UG Programmes, PG Programmes**; Academic Calendar**
Admissions	Prospectus; Courses; Fee Structure; Hostel Admissions; Admission Committee; Reservation Roaster
Student Zone	Timetable; Scholarships; E-learning and Syllabi; Results; Career Guidance and Placement Cell; CDOE; Mentor-Mentee; Newsletter; College Magazine "Patal"
Campus Life	NCC; NSS; R&R; Eco Club; Red Ribbon Club; Youth Red Cross; Ek Bharat Shreshtha Bharat; Mental Health and Well-being Cell; CSCA; Events Calendar; Gallery
IQAC	Composition; AQAR; Annual Reports / SAR; Initiatives; NAAC; Feedback; AISHE
Facilities	Digital Library, Online Resources, Sports & Fitness, Canteen, Laboratories, Girls' Hostel
Alumni	
PTA	
Downloads	

4. Terms and Conditions

1. **Supply order:** will be issued to the selected firm (L1) only, within one week of opening of the quotations.
2. **Time:** the website is to go live within 15 days of the supply order, with design approval from the College.
3. **Support:** 24×7 support (phone / e-mail / WhatsApp) is preferred for the whole contract period, including quick action if the website goes down.
4. **Price includes:** design, development, hosting in India, SSL, uploading of College content, training, one-year maintenance (bug fixing, security updates, backups, SSL renewal), support and basic SEO. The domain name is already with the College.

4.5 Ownership: the website, source code, database and content belong to the College. The firm will hand over the source code, database backup and admin credentials at go-live and at the end of the contract.

4.6 Payment: 50% after go-live and acceptance of the website by the College, and the remaining 50% after two months of smooth functioning. TDS as per rules.

4.7 Extension: the College may extend hosting, maintenance and support for further years on the same rates, with the firm's consent.

4.8 General: rates in Indian Rupees, inclusive of all taxes (GST etc.), with no separate tax column. The College may accept or reject any or all quotations. Disputes are subject to the courts at Nahan (H.P.).

Principal
Govt. P.G. College
Nahan

ANNEXURE-A: TECHNICAL BID

No price to be shown here.

1. Firm Details

Name and address of firm	
Registration no. / GST no. / PAN	
Authorised person, mobile, e-mail	
Demo website URL (sample content is allowed)	
Contact (name, mobile, e-mail)	

2. Experience: Website handling for Colleges / Universities in Last 2 Years (at least 5 websites)

Colleges / universities, government or private. Attach copies of work orders / experience certificates.

S.No.	College / University	Website URL	Year	College/Univ. Contact person, phone
1				
2				
3				
4				
5				

3. Committee Checklist (for office use)

S.No.	Point	Yes	No	Remarks
1	Notice signed and all terms and conditions accepted			
2	Registered firm with GST and PAN (copies attached)			
3	Firm has worked on websites of at least 5 colleges / universities (government or private) in the last 2 years (certificates / work orders attached)			
4	Demo website is compatible: opens properly on mobile, tablet and desktop, with menu, news section and photo gallery			

Result: QUALIFIED (all four Yes) / NOT QUALIFIED

Committee members' signatures: _____ _____ _____

4. Declaration by the Firm

We accept all terms and conditions of this notice. The information given is true, our firm is not blacklisted, and our quotation is valid for 90 days.

Name and signature of authorised person, with seal: _____

Date: _____ Place: _____

ANNEXURE-B: FINANCIAL BID

All amounts in Rupees, inclusive of all taxes (GST etc.). Do not show tax separately. Write "Nil" where there is no charge.

Item	Description	Amount (Rs.)
1	Design, development, content upload, SSL and training (one time)	
2	Hosting – 1 year	
3	Maintenance, support and basic SEO – 1 year from go-live	
4	Licences / other charges, if any	
5	**TOTAL COST FOR ONE YEAR (including all taxes)**	

In words: Rupees _____ only.

- Rate for hosting, maintenance and support in further years, if the College extends (including all taxes): Rs. _____ per year. (Not counted for L1.)

Name and signature of authorised person, with seal: _____

Date: _____ Place: _____