



# KAMALA NEHRU COLLEGE

(University of Delhi)

NAAC Accredited with 'A' Grade

August Kranti Marg, New Delhi-110049

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KNC/2017/

November 22, 2017

M/s \_\_\_\_\_

\_\_\_\_\_

New Delhi

**Subject: - Quotation for Maintenance & updating of College Website.**

Sealed quotations are invited from licensed/Registered and experienced Companies/Contractors for Maintenance & updating of College Website with the following specifications:-

S. No.	SPECIFICATIONS	Rate/Nos.
1.	Quarterly management charges.	
2.	Number of man-hours provided per quarter for management.	
3.	Rate per additional web page creation.	
4.	Security layer Certificate (SSL), annual charges.	
5.	Hosting charges (Annual)	
6.	Third party services including hosting space, domain renewal & e-mail creation, if any.	

Please submit all the information in separately sealed envelopes through **Registered/Speed post only** and send to this office addressed to the Principal, Kamala Nehru College, August Kranti Marg, New Delhi-110049, with full address written on the top of the envelope, "**QUOTATION FOR MAINTENANCE & UPDATING OF COLLEGE WEBSITE**" respectively. The amount must be mentioned in words & figures both and the quotation in a sealed enveloped received in this office **latest by 12.12.2017 upto 4 p.m.** The Principal reserves the right to reject/accept any or all quotation without assigning any reason thereof.

Yours sincerely,

Dr. Kalpana Bhakuni  
Principal (Officiating)

**Proposal & Agreement**  
**For**  
**College Website**  
**Management**

## 1. Website Management summary

The key responsibility areas will be as follow:-

1. Quarterly management of website.
2. Additional web page creation if required.
3. Providing Security layer Certificate (SSL) for website.
4. Hosting of website as per requirement.
5. Providing third party services including hosting space, domain renewal, e-mail creation, if any.

## 2. Situation Description:-

### 2.1 Desired situation:

The client wants \_\_\_\_\_ to manage & maintain the website [www.knc.edu.in](http://www.knc.edu.in)

### 2.2 Proposed solution:

\_\_\_\_\_ has proposed website management as per the scope of work.

## 3. Reporting

We will be providing detailed and consolidated Monthly reports on the following parameters:-

- Monthly Hours spent on Website Management.

## 4. Commercials

The commercials for the project will be as follows:

Description	Costs
Website Management (Quarterly)	INR _____
Man Hours Per Quarter	_____ HOURS
Additional Webpage creation	INR _____

## 5. Project Scope

This project is limited to what is literally described in this document. Principles or assumptions that can be done on the basis of this document which are not literally described, fall outside the scope of this project.

## 6. Terms & Conditions

### 6.1 Content

All the content, images and logo will be provided by the client in digital format.

### 6.2 Third Party Charges

Any third party cost like Stock Images, Domain Registration, Web Hosting. Etc. (if required) will be borne directly by the client and is not a part of the this proposal.

### **6.3 Warranty**

The web provider will be rectifying all errors or problems as per agreement. Any changes requested by the client outside this warranty period will be done on chargeable basis and will depend upon the nature of the change and time required. A separate proposal will be shared with the client for the such changes.

### **6.4 Payments Schedule**

The payments are to be made as per the following schedule:

#### **(a) Website Management**

In the end of the Quarter

### **6.5 Payments**

All charges mentioned in this proposal are exclusive of service tax and other taxes which are imposed by the government. All invoices are to be settled within thirty days (30 days) form the date of the invoice and the college will have the right to terminate this agreement and all the services provided to the client in case of any defaults.

### **6.6 Validity**

This proposal/agreement is valid for a period of one year and extended as per requirement and satisfaction of the client and consent by the \_\_\_\_\_ .

Authorization for Company's Representation

..... as represented by the below authorized person and supplier as represented by authorized person declare that they both agree to the commercials, scope of work and all the terms and conditions mentioned in this proposal and agree to commence work on the project mentioned in this proposal with immediate effect.

Client	Supplier
Name : .....	Name: .....
Organization: .....	Organization: .....
.....	.....
Date: .....	Date: .....
Signature: .....	Signature: .....