

Siliguri Jalpaiguri Development Authority

Tenzing Norgey Road, Pradhan Nagar



Phone. No. (0353) 512922, 515647

Fax: (0353) 510056

Memo no. _____

Date _____

NOTICE INVITING QUOTATION

(No. 03/ 14 – 15/ Plg/ SJDA dated 12.06.2014)

Sealed quotations are invited by the undersigned from reputed Website Developers for upgradation & maintenance of SJDA's existing website www.sjda.org. Interested agencies may quote for the following items in the following format **inclusive all taxes**, as applicable.

1. Website maintenance domain renewal:

SL.No.	Description	Charge (in Rs.)
a)	Maintenance of website with daily updates for a period of 1 year	
b)	Domain renew and hosting for one year	

2. Upgrades chargeable

SL.No.	Upgrade Description	Charge (in Rs.)
a)	New Home Page Design	
b)	New Static Page Design	
c)	New Form Mail Page	

3. Integration of Short messaging service (SMS) & email features in existing website

SL.No.	Description	Charge (in Rs.)
a)	Initial SMS Integration (one time)	
b)	Email integration charge (one time)	
c)	SMS approval charge per SMS template	
d)	Rate per SMS	

4. Terms of services

A. Following updates to be done within the quoted price without any extra cost.

- Uploading of news, photographs, advertisement, tenders and notices.
- Change, replacement & removal of text / photos on pages, photo-galleries and flash designs.
- Adding records in dynamic sections like tenders, news, advertisement & others (except data entry like LUCC dynamic module).
- Minor Change of Layout without disturbing logical alteration, link & Table structure; e.g. increase space between lines, photos, links, etc.
- Putting extra link/s in Home page.
- Change colour scheme of pages (2 times in a year).
- To send SMS and email to addresses provided by SJDA in approved formats for about status of application for change of use / development permission.

B. Upload contents to be collected from SJDA office and to be uploaded to the server on daily basis.

C. Detailed uploading downloading log to be maintained by the agency.

D. Uploading confirmation mail to be send to SJDA mail address.

5. Submission of Quotations:

- A) **Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri – 734 003.

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- B) Documents to be submitted: Copy of the following documents will be submitted by the quotationer / (s) for pre-qualification.
- Trade License.
 - Income Tax (I.T.) PAN.
 - Professional Tax (P.T.) Registration with updated challan.
 - a) Scope of Work b) Experience on successful preparation of similar type of works

6. Receiving of Quotations: Quotations will be received through box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri.

7. Last date & time of Submission: 23.06.2013 up to 3.00 PM.

8. Opening of Quotations: Quotations will be opened on 23.06.2013 at 3.00 PM.

9. The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.

10. The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.

11. Bidder shall not be in a conflict of interest with one or more parties in the bidding process.

12. SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post / e-mail / fax / courier.

13. The lowest quotationer will have to enter into an agreement in SJDA's format within 7 (Seven) Days else the same will be treated as cancelled.

14. The web site contains html pages, flash movies & dynamic (ASP/others) pages (like Lucc & Building plan, News Announcements, Tender & quotation, Advertisements & Commercial opportunities, and others). For further details and nos of different types of pages, flash movies and modules, refer to our existing web site or you may contact the office of the under signed at office hours.

Sd/-

RV-13/6/14

Chief Executive officer,
Siliguri Jalpaiguri Development Authority

Memo No. 891/1(13)/SJDA

Date: 12.06.14

Copy forwarded for information:-

- District Magistrate, Darjeeling.
- District Magistrate, Jalpaiguri.
- Additional District Magistrate, Siliguri.
- Principal, North Bengal Medical College & Hospital, Siliguri.
- Sub Divisional Officer, Siliguri.
- Commissioner, Siliguri Municipal Corporation, Siliguri.
- Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
- Sr. Area Manager, N. F Railway, NJP.
- Post Master, Head Post Office, Siliguri.
- Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
- Accounts Officer, SJDA.
- SJDA Notice Board.
- SJDA website.

RV-13/6/14

Chief Executive officer,
Siliguri Jalpaiguri Development Authority

Babu