

SHIVSHAHI PUNARVASAN PRAKALP LTD.

(GOVERNMENT OF MAHARASHTRA COMPANY)

CIN: 70200MH1998SGC116664

GRIHANIRMAN BHAVAN, KALANAGAR, BANDRA (EAST)
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No:SPPL/M(Admin)/ETN/WEB/1493/2016, Dated 17th November, 2016.

TENDER DOCUMENT

Shivshahi Punarvasan Prakash Ltd. (SPPL) hereby invites bids in sealed envelopes in the enclosed prescribed format of bid application from eligible bidders for (A) Hosting, Domain Registration (B) (i) Man Power Services for Maintenance of Website, Content Development, Updation and Management of Website, & (ii) Man Power Services for Power Point Presentations/Visuals, Preparation of different statements/Charts and Routine/General Applications and Normal Documentations for the period of one year from the date of acceptance of competitive bid for SPPL.

Last date & time for submission of Bid in sealed envelopes in SPPL's above stated office is 3.00 p.m. on 2nd December, 2016.

Time & date of opening the bids in SPPL's office is 3.30 p.m. on 2nd December, 2016.

2. PURPOSE & REQUIREMENTS :

- A) i.** The Website Maintenance is for sole purpose of understanding the SPPL's objects and activities online and ensure website is working across top ranking search engines including Google, Yahoo etc.
- ii.** To take care of all technical aspects of Web maintenance. Service Provider or his personnel is expected to have at least Masters Degree in Computer Science & at least three years experience on software project operations and maintenance/software development/in network implementation/server administration or the degree of recognized University/Institute/Academy equivalent thereto (Self attested copy/copies required to be enclosed along with the bid application).

iii. (a) The Service Provider must have minimum experience of 3 years in execution of website development/maintenance of a commercial organization and

(b) should have average turnover of 10 Lacs or more annually of last 3 years, ending on 31st March, 2016. (Self attested copy required to be enclosed along with the bid application.)

iv. The Website should be developed so as to allow SPPL to expand it as necessary without changing servers.

v. The Service Provider should make the updates, changes and general website maintenance as specified above.

vi. Images/banners/graphics/animated banners creation as per requirement.

vii. Creation of new Web Pages & integration with the website as and when needed like for Tenders, Media Gallery, RTI etc.

viii. Complete maintenance and support should be managed from Mumbai.

ix. The Website Hosting should enable backup at all levels and better security and more reliable connections.

x. Web Hosting should offer access to a Web Server that will push the SPPL's content to recipients on request.

xi. Search Engine facility in case of all formats of files (e.g. web pages, pdf files, forms etc.)

B) i) The Service Provider is also expected to depute/make available it's representative/person generally for three hours per week for the above work in the SPPL office. The said representative/person to be deputed/made available should have possess atleast a Diploma or higher qualification in Web Designing.

ii) The Service Provider is also expected to depute/make available its representative/person for Power Point Presentations/Visuals and for preparation of different statements/charts/and/or Routine/General Applications or Normal Documentations for total 10 (Ten) hours per week, in SPPL's office on SPPL's working days.

