

**NOTICE INVITING QUOTATIONS**

Notice Inviting Quotations to Develop and Maintain website (i.e. www.igu.ac.in) and web portal for admission –cum- counseling in UG, PG, B.Ed. and Recruitments etc. for one year and may be extendable upto three years or more

Password protected quotations are invited from the firms/ agencies having **at least 5 years experience** of developing and maintaining website of Universities / Educational institutes and to develop and maintain website and web portal with payment gateway time to time. **The email to send password protected quotation is director.ucc@igu.ac.in and send the password to fo@igu.ac.in as per the timelines given below.**

The website of the University can be accessed <https://igu.ac.in/>.

The website provide large amount of information through various sections/ WebPages. The site also provide information related to regular Notice/ Notification/ Student Notice/ Payment gateway for Receive fee Online and web portal for admission and recruitments.

Last date of submission of password protected Quotation through email:	04.05.2026
Timelines for submission of Password:	05.05.2026 (From 09:00 AM to 12:00 Noon)

Note: 1. The firms/ agencies have to quote the prices including hosting of the website/portal.

2. The L-1 will be taken on the basic of prices of all the three years.

Scope of Work

The scope of work includes regular maintenance and updating of the website. Details of various elements of the scope of work are as follows:

1. To develop the website (<https://igu.ac.in>) and web portals for admission-cum-counseling in UG, PG, B.Ed., Ph.D. and Recruitment etc.
2. The website Maintenance would include updating of content of all existing pages and designing new Pages as per the requirement of the University. It would also include the upload images and all type of work as instructed by the Competent Authority of the University from time to time.
3. Add more feature in the Content Management System (CMS) of the website (as and when required).
4. Provide panel for publishing of Notice, Tender etc. on the website as per instruction of the department.

5. Admin section must be protected by username and password with the help of proper security mechanism. At database level password should be stored in encrypted format. After consecutive wrong attempts the password should be sent to administrator through email.
6. **Dynamic News/Events/Notification Management System:** Facility to manage Departmental News/Events/Notification through an administrative control panel. Administrator can upload pictures to their events. Also can add Caption to the pictures,
7. Facility to search news via a strong search engine, Facility to manage news/event write-up/contents by multiple users from anywhere through browser based administrative module using a WYSIWYG editor.
8. **Dynamic Photo gallery/Video Management System:** Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically. i.e. add/edit/delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption.
9. **Database Management** – Ability to create new database and user interface to display dynamic content from the database.
10. **Menu Management** – Ability to add, move, delete, modify menus on the site.
11. Faster download of pages.
12. Design should allow changing the interface templates for fresh new look as and when required.
13. The website should provide login facility to the faculty on his/her page for updating own details.
14. Making Change in the source code of the website (as and when required).
15. Archival of information (as per instruction).
16. Updating of data elements on existing pages.
17. Designing and/or updating and publishing of new or revised pages.
18. Address all the error regarding the websites and their rectification.
19. Various types of content should be delivered through the Websites. The Indicative content types may be PDF documents, Images, Photographs etc.
20. Support for shifting of websites from shared hosting to cloud hosting.(if required)
21. Disaster recovery at the time of breakdown.
22. 24 X 7 support on call/ physical attendance of the support person
23. Any other work related to website /portal allotted by the university time to time.
24. Provide backup of database/ data on monthly basis to the university

Security:

The vendor should provide for the following security features:

- i. Tools for control and monitoring Website security
- ii. Protection against defacement, hacking
- iii. Design should incorporate security features to protect the site from Session Hijacking, Sql injection, Cross scripting, Denial of Service etc.

Disaster Recovery Plan:

A detailed DRP for the Website services should be submitted as a part of the proposal.

Maintenance of the Website and De-bugging

Vendor has to do the maintenance of the Website for a period of one year from the date of Commissioning of the website, which will include de-bugging of the website on their own as well as when reported. This maintenance will be considered part of the implementation process.

Training:

Extensive training should be undertaken for UCC team at IGU Meerpur to handle web content related to WCMS.

Documentation:

Complete documentation on the WCMS web site- User Manual and Technical Manual has to be provided.

Technology:

The entire website should be based on Web 2.0 based CMS like Drupal, Joomla etc. and preferably use Open Source Tools like LAMP, Open LDAP etc or their latest versions.

Important guidelines

- The vendor has to share source code of the website with IGU Meerpur.
- All material/product and related codes would be property of IGU and vendor would have no claim over the same in future.
- All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
- The vendor should provide all admin/ user manuals

Design and Layout

The website should have a well-designed uncluttered look and a user-friendly, easy-to-navigate layout. The vendor should visit current website <https://igu.ac.in/> to fulfill our requirements.

Website features

The website shall be developed in compliance with accessibility standards to ensure usability by differently abled persons.

Note: Any modifications may be carried out from time to time in accordance with the guidelines issued by UGC, Government of Haryana, or Government of India.

Non-Functional Requirements

1. Website should be securely developed having security audited by certain empanelled agency.
2. Performance of the website should be seamless during peak load days hours.
3. External interfaces with related government department/university need to be provisioned.
4. Provision of APIs should be there to exchange data to & from trusted sources.
5. Timely VAPT provision should be made after a set durations say after every six months.
6. Technological platform should open source, i.e. no liability of for paying license fees.

Terms and Conditions

- a) The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of the University. Failing which tender awarded may be cancelled and legal action as deemed fit may be taken.
- b) The Bidder's rate should remain same & valid for a period of contract from the date of acceptance of contract on successful award of the same.
- c) IGU Meerpur, Rewari reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
- d) The database created by the bidder shall be retrievable by the user. Necessary training for the retrieval of the database, storing, organizing and retrieval is to be imparted to the staff of the University.
- e) The firm should have maintained daily, weekly and monthly backup at server end.
- f) The payment for the above work will be paid half yearly on satisfactory report from the Director, UCC.

Sabaf
13/4/2026
Director

University Computer Centre
Indira Gandhi University

Indira Gandhi University

Meerpur – Rewari



इंदिरा गाँधी विश्वविद्यालय

मीरपुर- रेवाड़ी

(A State University Established under Haryana Act No. 29 of 2013)
Recognized u/s 12 (b) & 2(f) of UGC Act, 1956

Performa for Quotation

Name of Work: Develop and Maintain website (i.e. www.igu.ac.in) and web portals for admission in UG, PG, B.Ed. and Recruitments etc.

S. No.	Description	Amount (Including GST)
1.	Development and maintenance of Website and Web portals with hosting	To be filled by bidder
2.	Annual maintenance charges of website with hosting for second year	To be filled by bidder
3.	Annual maintenance charges of website with hosting for third year	To be filled by bidder

- Documents related to experience of five years of developing and maintaining website of Universities / Educational institutes must be submitted with the quotation.