DR. S. S. BHATNAGAR UNIVERSITY INSTITUTE OF CHEMICAL ENGINEERING AND TECHNOLOGY, PANJAB UNIVERSITY, CHANDIGARH

No. SSBUICET/……………

Date: ………………………

Subject: Invitation for Quotations for Website designing and maintenance for National/ International conference etc under TEQIP II

Dear Sir,

Dr. SSBUICET, Panjab University is frequently organizing **National/ International Conference** etc under TEQIP II. We need to design website and its maintenance **as per details given in the enclosed Annex-I**

You are requested to quote the best rates for the given specifications in the name of **Chairperson, TEQIP-II, Dr. SSB University Institute of Chemical Engineering and Technology, Panjab University, Chandigarh** by **4:00 PM**, **April 28, 2016,**

- Please clearly mention on the envelop "**Quotation for Website designing and maintenance**".
- The rate should be quoted inclusive of all taxes and lump sum for all items.
- The validity of quotation should be for the next 6 months from the date of placement of Purchase order.
- The contract can be extended further on the same terms and conditions if the contractor delivers satisfactory service.
- The institute is fully authorised and has absolute right to terminate the contract without assigning any reason thereof.
- The payments will be made directly in bank account of the contractor by TEQIP-II, Dr. SSB UICET on successful completion of job.

Thanking You,

Sincerely Yours,

Prof. Anupama Sharma
Coordinator- TEQIP II
SSB University Institute of Chemical Engineering and Technology
Panjab University, Chandigarh

Prof. Meenakshi Goyal,
Chairperson,
SSBUICET,   Panjab   University,
Chandigarh

Specifications for web designing and its maintenance

S. NO.	Item	Rate (In figure and in words)
1	**Web designing and maintenance for 1 year** a) Registration of Domain, website hosting for 1 year b) Website with maximum 20 static web pages c) Page modifications till the end of the conference	
2	**Registration of Delegates** a) Provision for Online Registration with dedicate payment gateway for national and international payment gatew ay b) Provision for Online registration with complete contact details of delegates c) Provision for sending registration confirmation/e-ticket/acknowledgement of receipt of payment d) Generation of registration list in excel format and submission to LOC e) Backend support for registration related issues till end of event f) Provision for registration with offline payment and online form submission	
3	**Abstract Submission Management** a) Provision for online abstract submission b) Provision for automatically sending acknowledgement of abstract submission c) Provision for topic wise sorting of abstract and submission to scientific committee d) Provision for sending of approval/rejection mail e) Uploading approved oral/poster list online f) Backend support for submission related issues till end of event	