

Motilal Nehru School of Sports, Rai –131 029
Sonipat (Haryana)

Tender/Quotation Notice

An ISO 9001-2000 certified and International School Award winner 2015-18, fully residential co-educational school run by the Sports and Youth Affairs Department, Govt. of Haryana. It is affiliated to CBSE, member of IPSC and NPSC. It is spread in an area of 250 acres.

Maintenance/Updation of school website and Online Application submission system for Entrance Exam for the session 2019-2020 on the website.

Sealed quotations are invited for the job mentioned above which involves following points :

The school has a website www.mnssrai.com. The firm having the annual contract will be responsible for webhosting, carrying out updations (addition , deletion modification of any link), in the website as and when required by the institution. The minor changes in the design of the website will also be done by the firm during the period of contract.

Apart from maintenance and updation of the website an Online Application submission system for the school's entrance exam which is already available on the website needs to be reviewed and updated.

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The Online application submission system will be consisting of following features :

- 1) Preparation/Editing of the prospectus for the Entrance Exam 2019-20. 10 hard copies in total of the prospectus to be provided by the firm to the institution. A hardcopy of the prospectus to be provided by firm for the proof reading on or before 10-09-2018.
- 2) A gateway for the payment of the application fee to be made/arranged by the firm.
- 3) Repeation/duplication of application forms and application fee submitted/deposited by the applicants must be strictly controlled/avoided during online submission process.
- 4) Sometimes forms are submitted without fee OR fee is deposited without submission of application forms. These type of cases must be strictly checked.
- 5) Confirmation message of submission of application forms and application fee must be sent on the registered mobile no. and email id.
- 6) Mobile no. and email id of the applicants to be checked by sending OTP.
- 7) Admit cards to be sent on the applicants' email id and to also intimate them about the same on their mobile no.
- 8) All the messages/emails to be sent to the applicants by the firm. It will be firm's responsibility to intimate the applicants about all the activities related to entrance exam. The various details will be provided to the firm from time to time by the school.
- 9) Softcopy of the database of the application forms received will be provided by the firm in the form of excel sheet.
- 10) Provision of color print out of the admit cards to be given on the website so that applicants can take print out.
- 11) Color hard copies of the application forms to be provided by the firm in the school as and when required.
- 12) Classwise, gamewise and categorywise list of candidates to be provided by the firm.
- 13) Allotment of roll no. to the applicants as per the criterion given by the school.

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- 14) The rates for maintenance of the website and Online Application form may be quoted separately.
- 15) The content updation in the website will be done within 24 hours (during working days excluding public holidays) of sending the request by the school whereas urgent request may be entertained same working day whenever made.
- 16) All the details regarding the website will be provided by the firm whenever required by School.
- 17) Any meeting related to the annual maintenance contract and the job to be done during the period of contract will take place in the school only.
- 18) Once the contract is allotted, the firm shall submit the contract agreement on a stamp paper of Rs. 100.
- 19) The last date of submission of sealed tenders in the office is 01-09-2018 by 2.00 pm.

Principal & Director
MNSS,Rai