



CHANDIGARH

TENDER FORM FOR MAINTENANCE OF  
OFFICIAL WEBSITE

([www.militaryliteraturefestival.com](http://www.militaryliteraturefestival.com))

OF MILITARY LITERATURE FESTIVAL  
CHANDIGARH

(AND ASSOCIATED TASKS)

**Office of Military Literature Festival Association  
Sainik Sadan, Near Silvi Park, Phase – X, Mohali,  
Punjab, Pin – 160062**

**E-mail: [festcoordinator.mlf@gmail.com](mailto:festcoordinator.mlf@gmail.com) landline: 0172 – 4737800, 4786600**

**Website: [www.militaryliteraturefestival.com](http://www.militaryliteraturefestival.com)**

**(FIVE PAGES ONLY)**

**NOTICE INVITING BIDS**

Bid No.:

Date:

1. **Sealed Tenders are hereby invited from eligible bidders for the work detailed in the following table:**

Name of Work	Bid Security/ Earnest Money (Rs.)	Tender Fee (Rs.)
Maintenance of Official Website ( <a href="http://www.militaryliteraturefestival.com">www.militaryliteraturefestival.com</a> ) of Military Literature Festival Chandigarh (And Associated Tasks)	Nil	Nil

2. **Important dates are as under :**

- i) Availability of Tender form at : From 13 Feb 2023 onwards  
Office of Military Literature  
Festival Association  
Sainik Sadan, Near Silvi Park,  
Phase – X, Mohali, Punjab
- ii) Last date & time of submission – : 20 Feb 2023 by 3 PM
- iii) Date & time of opening of : 21 Feb 2023 at 11:30 AM  
tender

## SCOPE OF WORK

### 3. Manage Association website, all social media (FB/Instagram/Youtube and Advertisements).

In addition following tasks to be done: -

- a) Yearly maintenance, manage domain and creation of additional pages, if required
- b) Edit, revise, update or create new textual/minor graphical content.
- c) Consultation, and guidance on the use of the web site.
- d) Onpage SEO such as Meta tags (title, description, keywords), alt tag, h1, h2, h3.
- e) Regular monitoring and updating to ensure impeccable performance across all major browsers due to the fact that not all browsers render sites in the same way.
- f) Protection against hackers from gaining access to the site. To protect all emails from spam attacks, which can be troublesome and frequent if not dealt with efficiently.
- g) Regular and thorough backups of the website so that it may be fully restored in case of loss.
- h) Provide consultation and advice from time to time.
- i) Monitoring website functionality to ensure that everything is working as it should and upgrade where necessary. Some plugins may become outdated and no longer work with the newest version of the website software. Plugins may need upgrading to accommodate the newer version, or become obsolete with the improvements in the website software.
- j) Downtime is highly inconvenient for any website owner and when it happens it is important to have someone on hand to help. Vendor will liaise with the hosting company to sort out the situation as quickly as possible.

### 4. Additional Tasks

Vendor will be the sole provider of maintenance service for the website and no other party will have access to or rights to change the website.

5. Deadlines and Deliverables

Vendor will respond to all maintenance requests from client within 24 hours on weekdays and 48 hours on weekends via email/phone with a confirmation that request that request was received and will be completed well in time.

6. Additional Services

Any revising, additional or redesigning client request to perform which are not specified in this document shall be considered "additional" and will require separate agreement and payment.

7. Authorisation

The MLFA will authorise a nominated person by vendor to access their web hosting accounts, providing active user name/password contribution for account to the server via FTP, assuring that "right permission" are in place on said hoisting provider.

(Col Tejinder Dhaliwal)

Officer in charge

Date:

**FINANCIAL BID****Name of the contract:**

Sr. No.	Name of the work	Amount to be quoted by the Bidder (Amount in Rs.)	
		In figures	In words
1.	Manage Yearly maintenance of Association website purchase/creation of domain, all social media (FB / Instagram / Youtube), promotion and Advertisements		

Name &amp; Sign of Vendor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email id. \_\_\_\_\_

PAN No. \_\_\_\_\_

GST No. \_\_\_\_\_

Registration No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Date \_\_\_\_\_