



MAHARASHTRA STATE WAREHOUSING CORPORATION

(A Government Under taking)

583/B, Market Yard, Gultekadi, PUNE-411 037

Tel. 020-24206800

Website: mswarehousing.com, Email: - info@mswc.in

NO.MSWC/Computer/WebsiteMaintenance/06

Date:-11.01.2023

To:

Subject: Quotation for MSWC website www.mswarehousing.com maintenance and optimization proposal.

Sir,

The Maharashtra State Warehouse Corporation is inviting sealed quotation for MSWC website www.mswarehousing.com maintenance and optimization proposal.

Sr. No.	Service Description	Yearly basic amt in Rs	9 % CGST amt	9% SGST amt	Total amt in Rs (Incl. of taxes)
1	Website Maintenance https://mswarehousing.com/ (100 working hours)				
	Total				

Terms and Conditions-

1. Website Maintenance & Optimization Scope :

- Monthly Health Check – Includes Internal and External Links, Online forms, search facilities, sitemaps and any dynamic functionality.
- Platform, Security and Theme updates
- Backup Management – web and database Monthly offline backup at location or desktop machine
- Graphics & photograph updates – adding, editing and sizing of any pictures
- Website Content Updates – adding, editing and/or removing any text or copy on the existing site including any articles, reports, contact information and product or service description provided by client.
- Script / Program Updates – adding, editing, removing and installing any scripts, programs to the existing website.
- Image Manipulation and Addition (client supplied images)
- Removing and correcting broken links to external websites
- Support (Email / Phone)
- Send monthly performance reports of the website

2. Points which are not considered in the maintenance :

- Redesigning website
- Redesigning of the pages having different structure that of the existing inner page

- Creating new banners & images
- Manage RSS Feeds
- Sending newsletter to clients
- Making changes in the existing functionality.
- Make a page responsive when the existing website is not mobile friendly.
- 3rd party functionality integration
- Animations to the existing website which does not fall under the scope of the layout or actual design of existing website.
- Changes in to the existing website exceeds more than 30% then it would fall under the scope of a New or Redesign Contract.

3. Web Site Maintenance Policy :

- Updates are usually done within 2 to 24 hours (except holidays).
- Although we make every effort to make accurate changes, it is the client's responsibility to review updates and notify us of any necessary changes that need to be made. We do not charge for changes that are our fault. However, if a change needs to be made due to client error, the regular hourly update fees will be charged.
- We reserve the right to distinguish between "updates" and "new design". New design work is charged at our design rate.
- Updates should be provided electronically (by email) as much as possible.

4. Dependencies :

- Client should provide Scope document of the existing system if available
- A dedicated person to provide testing sign-offs and other approvals are necessary from the client.
- Content for all the web pages needs to be provided by Client.
- Any delay in providing the data/content for the web pages and formal sign – offs may hamper the delivery schedule.
- Client should provide cPanel / FTP/Database Credentials & Scope document of the existing system if available.

5. Other terms and Condition :

- The vendor should have Maharashtra based office (enclose the proof of the same along with quotation i.e. Shop Act etc.), preference will be given to Pune based office vendor.
- Supplier should enclose company PAN card and GST Certificate along with quotation.
- Price : The rate should be inclusive of taxes. The percentage of tax should be indicate separately in the invoice.
- Period of Contract- Period of contract initially for one year and may be extended for further one year as per MSWC requirement with same rate and conditions.
- Payment : Payment will be made quarterly at the end of each quarter and submitted report for the same.

- Security Deposit: The successful party will have to pay security deposit @5% of total contract value by online transfer (NEFT/RTGS), the bank details of MSWC will be communicated to the successful party separately. The same security deposit amount will refund after contract period.
- Successful party will have to enter in an agreement with MSWC for this work on required stamp paper.
- One – month notice in advance to be given in the case of termination of services, after the minimum contract period.
- All services should be provided as per applicable cyber law polices of Government of India as server are placed to an Indian tax/ company.

The sealed quotation should be addressed to the Programmer within following dates and should be superscripted with “QUOTATION FOR MANINTENANCE AND OPTIMIZATION OF WEBSITE”

Thanking You,

Quotation Date

Quotation submission date – From 12.01.2023 to 25.01.2023 up to 2.00 pm

Last date of quotation - 25.01.2023 up to 2.00 pm.

Quotation opening date - 25.01.2023 up to 5.00 pm.

Yours Sincerely,

Joint Managing Director & Secy.
M. S. Warehousing Corporation, Pune