



United Nations  
Educational, Scientific and  
Cultural Organization

# REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

(Established by the Dept. of Biotechnology, Govt. of India under the auspices of UNESCO)

**DR. B. CHANDRASEKAR**

**REGISTRAR**

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RCB/06-01/Main-Website/2014

30.01.2015

**Sub: Maintenance & Management of RCB Main Website.**

Dear Mr. Atul,

The Regional Centre for Biotechnology and its appointed Committee is pleased to award the work of Maintenance & Management of RCB's Website to your firm M/s IANS India Pvt. Ltd.

The above work is being awarded at the cost detailed below:

• Website design & development testing	3,22,000/-
• Post warrantee and maintenance for 3 years	14,58,000/-
• Service tax as per GOI norms	2,20,015/-
Total (in INR)	20,00,015/-

The scope of work is illustrated in Annexure-I. The Work order/ Agreement shall be effective from 1<sup>st</sup> Feb 2015.

You have to complete the website design and development, testing and hosting of the website on RCB server within 4 weeks from the effective date of this offer letter.

The EMD submitted by your firm is retained as performance guarantee in lieu of the task assigned. This guarantee shall be forfeited until the work is performed satisfactory and returned on completion of work & with no interest. The performance shall be ascertained by the website Committee from time to time. The website Committee will evaluate the performance of website & other deliverables at the end of 4<sup>th</sup> week and the feedback will be provided before hosting the website.

If the above offer is acceptable to you please submit your acceptance within 10 days from the effective date. An agreement shall also be signed between RCB and IANS without which the work order shall not be valid.

We look forward to your interest in RCB's activities.

Best regards,

Yours sincerely

(B. Chandrasekar)

Mr. Atul Utreja  
M/s IANS India Pvt. Ltd.  
A-45 to 50, Pioneer House, First floor, Right Wing,  
Sector-16, Noida-201301

## Scope of the Work, Features & Technical Specification (Broad & Tentative).

### 1. Website features

This website will enable **external users** to obtain information on the following key features:

- The Centre (RCB)
- Academic Information – Study programme, research focus, related activities
- Seeking Admission to the Centre
- Faculty
- Research
- Services – facilities, student services, academic services, administration
- Linkages – Industries, Global linkages, industry associations/ bodies.
- Job opportunities – research career, teaching careers etc.
- News & Events
- Extracurricular activities
- Alumnus
- Other Statutory information

For the **internal users**, the following key features shall form inputs:

The internal users include – faculty, staff and students, who can have access to:

- Calendar of events
- Exam Results
- Research Articles & information
- Faculty Home page
- Circulars, Notification
- Any other statutory information for disclosure
- Learning platforms such as Moodle

### 2. Design and Layout

The website should have an elegant design with suitable white/ blue/pastel background, light colours, a neat, uncluttered look and a user-friendly, easy-to-navigate layout, an ideal design layout that an education friendly resource site. Some of the chosen websites which are similar to the 'look & feel' as required by the Centre are listed below, to indicate the kind of layout that seeks for its own website includes:

[www.nii.res.in](http://www.nii.res.in)  
[www.thsti.res.in](http://www.thsti.res.in)  
[www.ncbs.res.in](http://www.ncbs.res.in)  
[www.iitd.ac.in](http://www.iitd.ac.in)  
[www.dbtindia.nic.in](http://www.dbtindia.nic.in)  
[www.harvard.edu](http://www.harvard.edu)

*B. Datta*

**a. Tentative Site Map**

The tentative site map for the new website shall be as under:

- The RCB
- Academic
- Research
- Faculty
- Admissions
- Research Collaborations
- Governance
- Publications
- Facilities
- Campus Life / Student Life
- News & Events
- Downloads

**b. Intranet**

- Student Intranet
  - Moodle
  - Circular & Notifications
  - Extracurricular activities
  - Seminars & events
- Faculty Intranet
  - Moodle
  - Circular & Notifications

**c. Administration Module**

- Leave Applications
- Tour – Visits/ Seminars
  
- Terms of Use & Disclaimer
- Webmaster – post a query, contact official in RCB
- External Links
  - RCB: Face book, Twitter, Linked in, Google Plus, YouTube etc.

**d. Online Applications**

- JRF/PhD Programmes
- Research Career Award
- Project Positions

**e. Payment Gateway**

- Application fees
- Hostel fees
- Mess bills

*B. Odeh*