

**Association of Municipalities and Development Authorities
(AMDA)**

7/6, Siri-fort Institutional Area, August Kranti Marg, New Delhi – 110 049

Date: 11th August, 2022

CORRIGENDUM

REG: EXTENSION OF LAST DATE FOR SUBMISSION OF QUOTATION

In reference to the advertisement dated 29.07.2022 reg. **‘Invitation of Quotation – Services for maintenance & updating of AMDA’s website (www.amdaindia.org) and web hosting space - reg.’**, it is notified that the last date for submission of quotation has been extended up to **22.08.2022, 04:00 PM** and all sealed quotations received till then will be opened on 23.08.2022 at 04:00 PM. The representative of the applicant agencies may attend the same at the mentioned time in the office of AMDA.

(Director cum Secretary)

**Association of Municipalities and Development Authorities
(AMDA)**

7/6, Siri-fort Institutional Area, August Kranti Marg, New Delhi – 110 049

Date: 29th July, 2022

**Invitation of Quotations – Services for maintenance & updating of AMDA's
website (www.amdaindia.org) and web hosting space - reg.**

1. **Association of Municipalities and Development Authorities (AMDA)** is a flagship organization registered under the Societies Registration Act 1860 with the objective to share matters of mutual interest on Urban Planning & Development and Urban Governance among members of Municipal Authorities and Development Authorities across India.
 2. AMDA is seeking to hire a suitable agency for hosting, maintaining & updating its website (www.amdaindia.org) by a dynamic service provider. The organization seeks quote/estimates for the above services on annual basis. A brief scope of work / deliverables and procedure for submission of estimate has been given below.
- ❖ The AMDA website is a platform to highlight AMDA's activities and its achievements along with other necessary information.

The website should help this organization to emerge as a strong and vibrant institution which other Urban Local Bodies, Development Authorities, other Govt. agencies, urban professionals and Research Scholars may reach out to gain / share experience in Urban development. The website would encourage convergence of ideas and the coming together of a lot of people to make a difference.

3. In view of above, you are invited to submit the competitive quotation [on annual basis] for the following Scope of work:-
 - Perform regular maintenance & updation and web hosting space of the AMDA website (www.amdaindia.org).
 - Edit, revise, update or create new page/section/textual/graphical content as and when required for the website. Pages may be updated daily, monthly, seasonally and/or as needed.
 - Update, change or add website/gallery/slider images.
 - Manage and publish content/notification; contents to be uploaded as per the direction.
 - Change of colour/design/section/font style of website as and when required by AMDA.
 - Maintain the integrity of the site against spam, hackers, viruses and electronic attacks via firewalls, security software and passwords.
 - 3rd Party API integration.
 - Regular and thorough backups of website so that it may be fully restored in case of crash of website.

- Monitoring of website functionality on time to time basis to ensure that website is properly functioning.
 - When website is offline or facing some error, ensures that technical support is available and resolve the issues on immediate basis.
 - Proactively monitor the site content and ensure information displayed is accurate and current.
 - Streamline site navigation and update drop down menus *[as needed by AMDA]*.
 - Participate in meetings *[as and when required by AMDA]*.
 - Integrate AMDA social media account throughout the site appropriately.
 - Representatives of website service provider shall visit AMDA at regular intervals for updation and maintenance work of website.
4. Renewal of Domain registration & SSL Certificate *[expenditure shall be on actual basis / reimbursement mode only]*.
 5. The agency should be a registered company/partnership firm/any other entity which should be based in Delhi/NCR. The agency should also provide a self declaration that it is having an experience of at least 3 years in managing similar work related to websites.
 6. The Competent Authority, AMDA will award the contract to the agency whose quotation/estimate found to be the lowest among the offer/quotation received and shall be fixed for the duration of the contract i.e. one year from the work start date.
 7. You are requested to submit your offer/quotation in a sealed envelope, latest by 10th August, 2022, to the **O/o the Director cum Secretary, Association of Municipalities and Development Authorities, 7/6, Siri-fort Institutional Area, August Kranti Marg, New Delhi-110 049.**
 8. All sealed quotations received till then will be opened on 12th August, 2022 at 11:00 AM. The representative of the applicant agencies may attend the same at the mentioned time in the office.
 9. Any queries relating to the scope of work may be addressed to Admin Officer, AMDA at Tel: 011 41017641 / amda@amdaindia.org.
 10. The tentative date for start of work shall be from 12th October, 2022.
 11. The quotations received after the stipulated date will not be entertained.

Sd/-

Director cum Secretary
Association of Municipalities and Development Authorities
7/6, Siri-fort Institutional Area,
August Kranti Marg, New Delhi – 110049
Tel: 01 41017641