

No: IIPHS/TN/2022/99/4

Date: 21th September, 2022

Request for Quotation

The Indian Institute of Public Health Shillong is seeking to hire a suitable agency for IT support services. The institute seeks estimates for their services on a contractual basis for a period 1 (one) year, contract which may be renewed as per performance. A brief scope of work, deliverables and criteria is mentioned below:

Contents	Specifications
1. Scope of work	<ol style="list-style-type: none"> 1. Microsoft Office 365 maintenance and updating of all accounts. 2. Annual maintenance of the IT Infrastructure 3. Renewal of iiphsrrh.in domain for 12 months. 4. Hosting, Maintenance and Updates for iiphs.ac.in. which includes: 5. Fast Cloud Hosting with Cloud flare technology with server maintenance and security updates on the server. 6. Fully responsive website. 7. SSL enabled website which is trusted by major search engines like Google. 8. Weekly server and database optimization to prevent any stray errors that may occur. 9. Regular content updates and publishing of posts. 10. Visually attractive and easy to navigate design of website. 11. Search Engine Optimization (SEO) based design strategy. 12. Regular Security updates. 13. Daily Antivirus scanning on the site. 14. Weekly backups. 15. Dedicated support and troubleshooting 99.99% uptime. 16. Domain based emails with outlook. 17. Integrating with social media handles such as Facebook/Instagram/Twitter 18. Displaying feeds from social media handles 19. Website design changes as per requirement 20. Moodle platform integration and upkeep for academic activities 21. Any other IT related work that may arise from time to time
2. General Requirements	<ol style="list-style-type: none"> 1. The consultant/agency is required to provide one qualified personnel for IT support to deliver the scope of work, full-time at IIPHS office. 2. The personnel will be under the payroll of the consultant/agency.
3. Eligibility Criterion	<ol style="list-style-type: none"> 1. The firm should be a registered company (Copy of Certificate of registration is required to be submitted.) 2. A company/ partnership firm/ any other which shall provide evidence that it is a current legal entity in India, with impeccable repute in managing equally large and data oriented sites and IT related services as mentioned in the scope of work for a period not less than 3 years' experience .

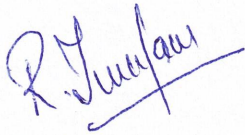
R. H. Sengupta

	3. CVs of key personnel likely to be involved in executing this assignment
5.Contract Period	1 (One) Year (Renewable)

1. Interested parties may upload the merged PDF of the quotation, GST certificate, Certification of Registration and other relevant documents in the Google form link provided in the website (<https://iiphs.ac.in>) on or before **27th September 2022 till 3p.m**
2. IIPH-S may allow each prospective vendor/agency to seek clarifications with respect to RFQ by writing to IIPH-S Admin Team (admin@iiphs.ac.in)

TERM AND CONDITIONS:

1. The rate should be quoted inclusive of GST as applicable and GST Certificate should be enclosed
2. Covering letter declaring the offer to be unconditional, confirming its validity for 90 days and a list of all the documents submitting along with the quotation.



Registrar
Indian Institute of Public Health Shillong
Lawmali , Pasteur Hill
East Khasi Hills District-793001