

Request for Quotation (RFQ) regarding Hosting of The Website: AEE Kolkata IISWBM Chapter

Introduction

This RFQ invites qualified vendors to propose a responsive, secure, and scalable website solution for **AEE Kolkata IISWBM Chapter** encompassing modification, development, hosting, and relevant ongoing support.

Scope of Work:

Website Design & Development

Website Link which needs to be taken care of: <http://www.aeeindia.org.in/>

The website only contains 5-8 pages including Home page, About, Downloads, Newsletter sections including some subpages will be needed (below table is for reference regarding the creation/ modification of the website):

Homepage
Home page contains: Upcoming activities & achievements, webinar Saturday announcement, conference details, next meeting announcements, dates, AEE CEA Training programs, NetZero related papers submission will be visible and form submission should be mapped into the download section where submission section article and form details should be there along with necessary information/ texts.
About
About section should have the below content details with in a single page name “ About ”: 1. Regarding the AEE International webpage and the necessary text/ information will be present which will be provided further and the below URL should be there additionally: https://www.aeecenter.org/ 2. AEE Kolkata IISWBM chapter and AEE Kolkata IISWBM student chapter related necessary text/ information will be present in ABOUT section which will be provided. 3. AEE Career-hub page related information would be present along with below URL: https://www.aeecenter.org/membership/career-hub/ 4. IISWBM Energy Management perspective research/ project related text/ information would be there which will be provided further along with the below URL: https://www.iiswbm.edu/research/research-consultancy-projects/ 5. CWEEL group related information/ text would be there which will be provided along with below URL: https://cweel.org/
Download
Download section should have the below features within a single page name “ Downloads ”: 1. Should have uploading access (PDF/ Images/ Videos) from admin control end and downloading access to the normal user. 2. Regarding Form submission, paper submission, conference nomination etc. perspective a section would be there separately.
Newsletter
Newsletter section should have below details within a single page name “ Newsletter ”: 1. This section should have the admin control facility to upload the newsletter-oriented articles/ information contents along with specific URLs. 2. Another section would have the admin control facility regarding AEE Quarterly newsletter, AEE energy window oriented specific information uploading section along with having URL providing facility so that after clicking the URL a specific page will be opened to the normal user (publicly).

Note: *As part of the upcoming event Net Zero Conference 2025 hosted by Association of Energy Engineers (AEE) Chapters in India on the date of 30th August 2025 (Saturday), the primary focus of the website modification/ development/ hosting and relevant ongoing support perspective NetZero Conference 2025—specific content shall be prominently displayed on the homepage, with a linked of Download section as mentioned above. Upload access for PDFs, images, and videos shall be provided via the administrative interface, and download access shall be granted to end users. Conference-related form submission options—including registration, technical paper submission, and nomination requests—shall also be incorporated. This section shall be delivered within one week, and all other modifications, development, hosting, and ongoing support activities shall be completed within two weeks.*

Maintenance & Support:

- Security patches, SSL validation, shared hosting will be there, minimum once in a month updating of content to the website will be needed (if required).

Training & Documentation:

- Training for up to 2 administrative users. Total three admin control access will be there out of which two admin control would be handed over to the IISWBM director/ faculty, student of energy management department.

Vendor Qualifications and Evaluation Criteria:

- Minimum 3 years of hosting experience and should having minimum 3–5 client references/ feedback/ review (with URLs/screenshots)
- ISO/IEC certifications/ GST number would be required for validation
- Submission Date: **17th July, 2025 before 12:00 noon** (last date of submission)
- Website delivery date: Maximum 2 weeks, **Net Zero Conference 2025** related within one week.

Contact Information:

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