



FACT SHEET/ TERMS AND CONDITIONS: Website Design, Development and Maintenance Package

The Venture Center's ICT Help Desk will set-up a basic and yet professional/functional website for your company/organization/ group. The Venture Center's ICT team will do everything for you – you have to only compile the information you want to display.

Typical process:

- 1.Meeting with VC's Project Manager .
- 2.Proposal from VC's Project Manager
- 3.Decision to go ahead
- 4.Performa Invoice raised seeking advance payments
- 5.Advance payments
- 6.Kick-off meeting to finalize (in discussion):
 - a.Domain name
 - b.Hosting options
 - c.Email accounts
 - d.Basic look
 - e.Structure/ menus
 - f.Choice of features
 - g.Content to be submitted
- 7.Domain name registration and buying hosting space
- 8.Setting up of skeleton page
- 9.Setting up of mail facility, blogs, etc
- 10.Review meting 1
 - a.Show progress so far
 - b.Confirm basic look, structure, features etc
 - c.Collect content
- 11.Content uploading and formatting
- 12.Review meeting 2
 - a.Show progress
 - b.Any changes
- 13.Corrections and finalization
- 14.Closure meeting
 - a.Show final site
 - b.Handover project file with all info



INDICATIVE FEATURES & PRICING

	Specifications	Basis	Timelines	Third party cost (Rs)	VC's service fee (Rs)
Domain name registration and hosting space	Hosting package for 2 years. 1 domain name.		Day 1	12000 roughly	1200
Setting up email service and mailing list		Up to 30 addresses and 2 mailing lists	Day 5	None	800
Webpage design and setting up basic structure	Up to 6 panes and 5 menus.	Up to 30 pages	Day 8	None	1000
Setting up blog	Typically Wordpress	Up to 4 blogs	Day 8	None	1600
Entering content, linking up and formatting	Typically HTML, PHP; Wufoo for forms	Up to 30 pages; Timelines depends on how soon content is provided	Day 27	None	8000
Training Applicant for regular updating of blogs and mail service	Typically Gmail backend	Up to 5 people (4 bloggers + 1 mail admin)	Day 28	None	1000
Website launch			Day 29	None	None
Pre-tax total				12000	13600
Service tax (@ 10.3%)					1400
Grand Total				12000	15000

Web site maintenance	Up to 1 year within 48 hrs	5000
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Note: If Applicant desires more pages or features (such as logos, forms, animations, etc.) on the website or shorter time to launch the website, Venture Center will provide a customized quote for website design and development, including additional fees, expected time lines, terms, etc. The exact amount of fees to be charged will be decided on a case-by-case basis.



•PAYMENT TERMS

- All third-party costs need to be paid fully in advance.
- VC's service fees needs to be paid in advance against agreed milestones.
- Payment is acceptable by DD or cheque payable in Pune or at Par or could be deposited directly into the Venture Center's bank account.
- Payment made shall be non-refundable.
- Service tax and other taxes applicable at the prevailing rate shall in addition to the above.

•TERMS

- Change in policy, payment terms or services of the web hosting company will not be the responsibility of Venture Center.
- Outage of web servers of the web hosting company will not be the responsibility of Venture Center.
- Venture Center is not responsible for delays on client side especially in data compilation
- Copyright issues related to content, logo, images, audio, video, etc. provided by the Applicant will not be the responsibility of Venture Center.
- Page templates, source code and algorithms developed by Venture Center will remain the property of Venture Center, and Venture Center shall retain the right to use the same templates and source code for other clients.
- Additional services (such as re-design, re-development, training, etc.) requested by the Applicant after the launch of the web site will be charged for separately by Venture Center.
- For maintenance, third part cost can be paid directly. If Venture Center is to pay third party costs, then Venture Center will have to charge a service fee of 5%