



**FACT SHEET/ TERMS AND CONDITIONS: Website Design, Development and Maintenance Package
(Last revised: 7 Jul 2015)**

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 meeting 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 (₹)	VC's service fee (₹)
Domain name registration and hosting space	Hosting package & domain name registration.	Finding options for hosting space & Domain name registration	Day 1	2000-5000/year	1000
Setting up email service and mailing list		Up to 20 addresses and 2 mailing lists	Day 5	None	5000
Webpage design and setting up basic structure	Up to 6 panes and 5 menus.	Up to 2 Blogs, Up to 7 pages;	Day 8	None	
Setting up blog	Typically Wordpress	Timelines depends on how soon content is provided	Day 8	None	
Entering content, linking up and formatting	Typically HTML, PHP; online ready to use forms		Day 12	None	
Training Applicant for regular updating of blogs and mail service	Typically Gmail backend	Up to 3 people	Day 13	None	
Website launch			Day 15	None	None
Grand Total					6000

Add-on	
	<ul style="list-style-type: none"> • ₹300 per static page • ₹1000 per dynamic page • ₹1000 per form • ₹2000 per database

Web site maintenance		
	Up to 1 month within 48 hrs	Free
	Up to 1 year for 12 hrs (extra ₹500 per hour)	₹5000
	Up to 1 year maintenance for mail server/ mailing list	₹ 2000



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.

• Discount

- No discount will be available for this service

•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.
- Services offered shall be at its sole discretion of management 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.
- Footer of all the pages will include "site created by Venture Center" (with venture center web site link).
- 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 as mentioned.
- For maintenance, maximum 2 requests will be actioned per week .If major changes (such as new blog, new more than 1 page, change of design, etc.) are requested by Applicant, then it will be charged separately (it will not be considered as a maintenance part)