



**FACT SHEET/ TERMS AND CONDITIONS: Website Design, Development and Maintenance Package**  
**(Last revised: 15 Dec 2010)**

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

<b>Add-on</b>	<ul style="list-style-type: none"> <li>• ₹ 300 per static page</li> <li>• ₹ 500 per dynamic page</li> <li>• ₹ 2000 per database</li> </ul>
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<b>Web site maintenance</b>	Up to 1 month within 48 hrs	Free
	Up to 1 year within 48 hrs	₹ 5000

**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

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

## •Discount

- oNo discount will be available for this service

## •TERMS

- oChange in policy, payment terms or services of the web hosting company will not be the responsibility of Venture Center.
- oOutage of web servers of the web hosting company will not be the responsibility of Venture Center.
- oServices offered shall be at its sole discretion of management of Venture Center.
- oVenture Center is not responsible for delays on client side especially in data compilation
- oCopyright issues related to content, logo, images, audio, video, etc. provided by the Applicant will not be the responsibility of Venture Center.
- oPage 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.
- oFooter of all the pages will include "site created by Venture Center" (with venture center web site link).
- oAdditional 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.
- oFor 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.
- oFor 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)
- oAll content for the web site is to be provided by the Client.
- oVenture Center will only use materials that are in accordance with copyright laws and the Client will not provide material to Venture Center for use in a web site design that violates such laws.
- oVenture Center shall not be held liable for the accuracy of any information supplied by the Client and contained in Client's website.
- oVenture Center will be given final approval of a design by the Client before developing the web site. Changes to the design after approval has been given and development has begun are not included in the initial agreement and are therefore billed at an hourly rate.
- oVenture Center and Client shall agree to a schedule of deadlines before commencing work on a project. Meeting project deadlines will be dependent on the provision of content/information for the project by the Client. Failure by Client to provide content/information promptly will result in the project deadline being re-scheduled.



- The cost estimates agreed upon by Venture Center and Client are based on the requirements specified in the accepted proposal. Any change in the requirements or delays in communication will have a direct impact on the cost of the project.
- All payments to Venture Center are non-refundable.
- Venture Center will not give out Client's confidential information, including but not limited to names, addresses and trade Venture Center secrets. agrees to take reasonable precautions to prevent unauthorized disclosure of confidential information.
- A valid cancellation will take place if the same is communicated in writing (with authorized signature of Client) and is mutually agreed upon or full and final payment having been received by Venture Center with respect to project.
- This Agreement is effective as of the Effective Date and shall continue unless terminated; Venture Center may terminate this Agreement after five (5) days' written notice to Customer if Customer materially breaches this Agreement, including, without limitation, failure to pay, and fails to cure such breach during such five (5) day period; and (c) upon the termination of this Agreement, Customer will pay.
- These terms and conditions apply to custom web design. Other projects or services may be bound by separate terms and conditions.