



Memo No. 571/A

BETHUNE COLLEGE
181, Bidhan Sarani, Kolkata – 700006

Date: 5.7.2025

NOTICE

The Principal, Bethune College, 181, Bidhan Sarani, Kolkata – 700006, invites sealed tenders from reputed vendors/agencies for the **development, deployment, and maintenance of a dynamic, responsive college website, an integrated office management system, and an online UG/PG admission portal** for the academic year 2025-2026 (01.07.2025 – 30.06.2026). **Last date for submission of tender: 15th July, by 11.59 pm.**

Interested bidders are requested to submit their technical proposals under the specifications outlined below.

Scope of Work

A. Dynamic College Website

- Modern, visually appealing, and intuitive interface with dynamic sliders and galleries.
- Responsive design for desktop, tablet, and mobile.
- Content Management System (CMS) for real-time updates by authorized staff.
- Dynamic modules: news, events, notices, results, circulars, tender documents, digital prospectus.
- Search functionality across all site content.
- Accessibility features as per Indian government guidelines.
- Hosting on VPS/dedicated server with SSL, firewall, and malware scans.
- Weekly backups and disaster recovery.
- Annual maintenance and technical support.
- Additional features: dynamic photo/video gallery, faculty/staff/department profiles, downloadable resources, feedback and grievance modules.

B. Office Management System

- Browser-based, integrated solution for college administration.
- Modules to include:
 - Front Office Management: visitor management, enquiry, call and complaint logging, postal record.
 - Student Information Management: centralized student database, admission records, academic performance, document management.
 - Admission Management: online application processing, merit list generation, document verification, and counseling scheduling.
 - Fees & Accounting: online fee collection (with payment gateway), automated receipts, pending fee notifications, financial reporting.
 - Attendance Management: biometric/RFID integration, real-time tracking, automated notifications.
 - HR & Payroll: staff records, leave management, payroll processing, statutory compliance.
 - Examination Management: exam scheduling, assessment management, result publication.
 - Library Management: cataloguing, book issue/return, fine calculation, reminders.
 - Asset & Inventory Management: inventory, asset tracking, procurement, disposal.
 - Document Management: secure upload, storage, retrieval.
 - Calendar & Event Management: academic calendar, scheduling, reminders.
 - Reporting & Analytics: customizable dashboards and reports.

C. UG & PG Online Admission Portal

- Dynamic application forms with real-time validation.
- Payment gateway integration for secure fee collection.
- Applicant dashboard for status tracking, document upload, grievance submission.
- Automated SMS/email notifications.
- Admin dashboard for real-time monitoring and analytics.

- Data export (Excel/PDF), merit list generation, category-wise reporting.
- Scalable server infrastructure for high-traffic periods.
- Technical helpdesk support during admission cycle.

Compliance & General Requirements

- All systems must comply with Indian government data privacy and accessibility norms.
- Solutions should be modular and scalable for future enhancements.
- Payment gateway transaction charges are to be handled separately.
- The vendor must provide comprehensive technical support and ensure minimal downtime.

Submission Guidelines

- Submit a detailed technical proposal outlining the approach, technology stack, experience with similar projects, and delivery timelines.
- Clearly address all components listed in the scope of work.
- **No price information** should be included in the technical proposal.

Evaluation Criteria

- Technical competence and relevant experience.
- Compliance with scope and technical specifications.
- Quality of proposed support and maintenance services.
- Adherence to government norms for accessibility and data privacy.

Contact Information

For any queries regarding this tender, contact:
Bethune College Office

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