

#### Introduction

Saheed Anurup Chandra Mahavidyalaya intends to develop a Dynamic Web Portal, easy to use, easy to search, easy to navigate and visually appealing. The website must have an easy to use web content management system (WCMS) and must support dynamic content from a database. Website must be compatible and interoperable with different browsers.

#### Existing Domain Name

The existing website of the college can be accessed at <http://www.anurupchandracollege.org>. The Domain Name <http://www.anurupchandracollege.org> will continue to be the web address of the college.

#### Users

The envisaged web portal will be used by the internal stakeholders e.g. students, teachers and staff for their day-to-day activities. It will also be used by the external stakeholders e.g. UGC, NAAC, affiliating university, prospective students, higher education departments, tenderers, ex-students and the general public.

#### Scope of Work

The scope of work includes planning, requirement-gathering, design, development and testing, delivering and **migrating existing Domain Name to the new web portal**. It also includes regular maintenance and updating. The college expects that the portal will be delivered on “turn-key-basis”. Details of various elements of the scope of work are as follows:

#### Required Features

1. **The portal will replace the existing website** <http://www.anurupchandracollege.org>. However, **the existing Domain Name will remain unchanged.**
2. **It will NOT be possible for the college to provide data and information as per any specified database format. College will provide ONLY computer-generated data and information in excel format(soft copy). The web portal designer should modify it suitably as per database format** to create proper database(should have password protected edit option) of the college for efficient functioning of the interactive pages with students, teaching and non-teaching staff and external stakeholders.
3. The portal should accompany a comprehensive content management system to support a variety of users.
4. **The portal should have the provision to create user roles and to set up of access rights** ranging from entire portal to a specific page by the Principal.
5. The portal should provide for flexibility to modify the design when a major event has to be published. Design should be flexible to accommodate new pages.
6. It should be compatible and responsive to various browsers including IE, Mozilla Firefox, Chrome, Opera etc.
7. The portal **should provide secure integration with the existing and future payment gateway** for online payment transactions involved in processes such as Online Admission, different types of students’ fees, conference/seminar registration Fees etc. **The portal should have the provision to deactivate the integration plug in** by the Principal.
8. The portal should provide online interface with students, teaching and non-teaching staff only with **unique ID/Roll No.** and **Password**. During first time log in, the **password should be auto-generated** and should be sent only to registered mobile number. **Forget password option** should send **new password** to registered mobile number. **The portal should have the provision to disable any ID and Password** by the Principal.
9. **The portal should have the provision to download any online submission in excel/word/pdf format** by the Principal.
10. The portal should have a dedicated Students’ Feedback Page.
11. The portal should have a dedicated Faculty-Student interface Page with document upload and download facility.
12. The portal should have a dedicated Students’ Class Attendance interface Page.
13. The portal should have a dedicated Examination Result interface Page.
14. The portal should provide computer generated mark sheets for different examinations.
15. The portal should have a dedicated Staff interface Page for submission of Leave Application, Questions etc.
16. The portal should have a direct mailing facility.
17. The portal should have a direct SMS facility.
18. The portal should have a dedicated Contact Us interface Page to submit query etc.
19. **The portal should incorporate necessary security features against hacking and defacement.**
20. **All logins and payments transaction must operate on secure protocols.**
21. **The portal should be user-friendly to physically challenged persons**, i.e. voice enabling and enhancement of font size.

#### Hosting

The vendor should provide hosting services and it should do the needful to safeguard the College Web Portal and provide robust security to maintain the site integrity and confidentiality. The vendor should ensure that security patches are regularly installed in their software and provide proactive defence against malware and other cyber attacks. The vendor should ensure privacy by not sharing, renting or selling its information.

#### Design and Layout

The website should have an elegant design with white/pastel background, light colours, a neat, uncluttered look and a user-friendly, easy-to-navigate layout. Some of the chosen websites which are similar to the ‘feel’ required by the college are listed below, to indicate the kind of look that college seeks for its own website:

<http://www.caluniv.ac.in>

<http://www.ugc.ac.in>

**Tentative Sitemap**

On-Line Admission/ Academic Programs/ Faculty / Departments/ Students' Class Attendance/Examination Result/ Staff/ Library/ Business/Media/ Conferences and Seminars/Meetings/ Upcoming events / Alumni /IQAC/AISHE/ About the College/From the Desk of the Principal/Logo and Moto/Vision 2025/Action Plan 2017-18/ Publications/ News and Events/Notification/Tender & Quotation/Governing Body/RTI/Academic Calendar/ Examination Results/Students' Union/Holiday List/NSS/Register of Appointments/Audit & Accounts/SSR/Committees/ NAAC Criteria-Wise overview /Nature Club/Debate Club/Music Club/Sports/ Faculty Index/ Staff Index /Search/ Gmail login /Contact Us/ Current Students Login/ Faculty Login/ Staff Login.

**Submission of Tenders/Quotations & Time Schedules**

- The bidders must **quote their rate in tenders/quotations as per the following format and must print it in their Letter Heads.**  
**The Letter Head must be signed by the Authorised Signatory with Date and Seal.**

<b>To</b> <b>The Principal</b> <b>Saheed Anurup Chandra Mahavidyalaya</b> <u>Vill – Burul, P.O. Burul, Dist. South 24 Parganas, Pin 743318.</u>													
<b>Sub : Submission of Tender/Quotation for Development of a Dynamic Web Portal</b> <b>Ref : Notice INVITING <u>Re-TENDERS Vide</u> Memo No    17 /Tender/2018 Dt 30/01/2018</b>													
<b>TENDER/QUOTATION No..... Dated .....</b>													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 85%;">Particulars</th> <th style="width: 15%;">Price</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Supply, Installation, Testing, Commencement and Functioning of a Dynamic Web Portal for Saheed Anurup Chandra Mahavidyalaya (With strict adherence to the “Scope of Work”, “Required Features from Item No. 1 to Item No. 20”, “Hosting”, Design and Layout” and “Tentative Sitemap” of the Notice INVITING <u>Re-TENDERS Vide</u> Memo No    17 /Tender/2018 Dt 30/01/2018 ).</td> <td style="text-align: center; vertical-align: middle;">*****</td> </tr> <tr> <td style="padding: 5px;">Add GST</td> <td style="text-align: center;">*****</td> </tr> <tr> <td style="padding: 5px;">Add Delivery</td> <td style="text-align: center;">***</td> </tr> <tr> <td style="padding: 5px;">Add Any other Charges/taxes etc.</td> <td style="text-align: center;">*</td> </tr> <tr> <td style="padding: 5px;"><b>Total (INCLUDING all kinds of taxes, delivery charges and all other incidental charges)</b></td> <td style="text-align: center;"><b>*****</b></td> </tr> </tbody> </table>	Particulars	Price	Supply, Installation, Testing, Commencement and Functioning of a Dynamic Web Portal for Saheed Anurup Chandra Mahavidyalaya (With strict adherence to the “Scope of Work”, “Required Features from Item No. 1 to Item No. 20”, “Hosting”, Design and Layout” and “Tentative Sitemap” of the Notice INVITING <u>Re-TENDERS Vide</u> Memo No    17 /Tender/2018 Dt 30/01/2018 ).	*****	Add GST	*****	Add Delivery	***	Add Any other Charges/taxes etc.	*	<b>Total (INCLUDING all kinds of taxes, delivery charges and all other incidental charges)</b>	<b>*****</b>	
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- The bidders must **submit the tenders** to the **Principal, Saheed Anurup Chandra Mahavidyalaya, from 31/01/2018 to 12/02/2018 between 10A.M. to 4 P. M.**
- The **tenders will be opened** by the Establishment & Tender & Quotation Sub-Committee on **13/02/2018** at **1 P.M.**
- Payment Terms: **NO AMOUNT will be paid as ADVANCE.** The entire amount will be paid after successful supply, installation, testing, commencement and functioning of the Web Portal as per Work Order.
- Mode of Payments : Mode of Payment should be through A/C payee cheque drawn ONLY in favour of the firm name/company name or through NEFT/RTGS.
- Rates should be quoted after **INCLUDING ALL KINDS OF TAXES, DELIVERY CHARGES AND ALL OTHER INCIDENTAL CHARGES.**
- The bidders can be present at the time of opening of the quotations.
- DOCUMENTS TO BE SUBMITTED:** The bidders must submit **GST REGISTRATION DOCUMENT** along with the tenders.
- This Office of the Principal, Saheed Anurup Chandra Mahavidyalaya reserves the right to accept or reject the tender(s) or cancel the notice inviting tenders at any time without assigning any reasons and without any cost and liability to Saheed Anurup Chandra Mahavidyalaya.

  
**Principal, Saheed Anurup Chandra Mahavidyalaya,**  
**Burul, South 24 Parganas**