

### **-NOTICE INVITING QUOTATION**

Sealed quotations are invited from registered website development companies/ Firms/ vendors with proven and specific experience of developing dynamic websites for HEIs (Colleges & Universities) for procurement / installation and customization/ modification of the website of Falakata College. The sealed quotation should bear the superscription 'Development, design, domain & hosting purchase and maintenance of the official dynamic website of Falakata College' and should reach the following address within 03:30 pm on or before January 18, 2024.

Address: Principal, Falakata College, College Para, P.O. Falakata, Dist. Alipurduar, West Bengal 735211

Required specifications are mentioned below:

#### **Specification for Development, design, etc. of the official dynamic website of**

##### **Falakata College:**

- Web design with custom home page
- Web design should be as per requirements suggested by Govt. proposals befitting for HEIs
- Web design should be user friendly, optimizing all the real-time requirements and conditions of Falakata College
- Domain and hosting (min. 10GB)
- Content Management System
- Image Slider
- Google analytics
- Report generation and customization as and when necessary
- Online/ offline support system & any other support services provided by the company

##### **Terms & Conditions:**

1. Integration and uploading of all College-data on emergency basis within 25 working days since the day the quotation is accepted.
2. Once the quotation is accepted, the vendor shall be legally responsible to complete the project maintaining terms and conditions already fixed.
3. The vendor needs to provide support services.
4. Any requirement in terms of design, development or new feeds-in on the website should promptly be addressed and put into effect as per every new Govt. order applicable for HEIs
5. The applicant should quote the rates and amounts tendered in English and both in figures as well as in words.

3. Date of opening of quotation ~~April 20, 2023~~ at 4:00pm. ~~SDM ONLY 10/8009 97 9.00 1.00~~
4. Please call Dr. JNS at +919434 \_\_\_\_\_ in case of any pre-bid query.

Date: ~~April 17, 2023~~

6. The selected vendor/ s may be called for their demonstration.
7. Firm should submit detail of experience and the list of technical persons available for the work.
8. A copy of the terms and conditions duly signed by the vendor/ firm as a proof of having understood and agreed to the same should be attached along with the quotation.
9. A 50% advance shall be paid initially and the rest 50% shall be released only after the completion of effective installation and fully operative customization process.
10. Companies/ vendors/ firms should provide documents/ credentials related to valid PAN and GST numbers, Professional Tax clearance certificates, Trade License, complete bank account details etc.
11. The College authority reserves the right to accept or, reject all, some or, any bid without assigning any reason whatsoever and the tenderer(s) will not be able to exert any claim(s) on this account.

**Principal  
Falakata College**

**Copy forwarded for information & wide publication to:**

College Website <http://www.falakatacollege.org.in>

## FALAKATA COLLEGE

College para, Falakata, Alipurduar West Bengal 735211

### Tender

#### **Digitalization of Management System for College and Student Information**

Tenders are invited from website development companies/Firm with proven experience of Digitalization of Management System for College and Student Information for the Institution.

#### **Requirements:**

- Student data
- Faculty data
- Administrator data
- Exam section data
- Placement cell data
- Functional requirements data

#### **Terms & Conditions:**

1. The intending applicants are requested to contact Smt. Arpita Dutta (Biswas) OR Dr. H. N. Bhattacharjee at Falakata College.
2. The applicant should quote the rates and amounts tendered in English and both in figures as well as in Words.
3. Once the quotation is accepted, the vendor shall be legally responsible to complete the project maintaining terms and conditions already fixed.
4. The College reserves the right to reject all or some quotations without assigning any reason therefore.
5. The selected vendor/s may be called for their demonstration.
6. The intending applicants are requested to produce their terms & conditions with the same

A detailed note on the nature of the Digitalization can be obtained from the Falakata College, against application on firm's letterhead with submission of credentials.

Quotations containing bid in separate sealed covers as detailed below:

With all specifications, design plan and previous experience(s) of development of above said project.

The quotation should be submitted to the Falakata College.

1. Name of the work/project: **Digitalization of Management System for College and Student Information**
2. Last Date and time of submission of quotation January 18, 2024 up to 3.30 pm.
3. Date of opening of quotation January 19, 2024 at 4:00pm.
4. Please call Dr. H. N. Bhattacharjee at +919434484365 in case of any pre-bid query.

## FALAKATA COLLEGE

College Para, Falakata, Alipurduar, West Bengal 735211

### Tender

#### **Design and development of online Grievance redressal system software**

Tenders are invited from software development companies/Firm with proven experience of designing and development a of online Grievance redressal system software for the Colleges.

#### **Requirements:**

- ↓ To allow stake holders to express their grievances with in no time
- ↓ To reduce conventional paperwork process
- ↓ To reduce operational time.
- ↓ To Increase accuracy and reliability.
- ↓ To reduce human intervention.
- ↓ Easy maintenance and security of Data.

#### **1.3 The online Grievance Redressal system:**

Grievance Redressal System can be handled directly by institutes through their own software portal & it will be link with institute website. The smart web portal for grievance processing connects students and action-takers directly through online platform. Grievance System helps to pursue quick action for solving the grievance, while maintaining affordability and ease to the users. The present system was developed using Hyper Text Markup Language (HTML). 5 version which an extension of HTML which is widely used. The software is capable of linking data and images more efficiently

#### **The flow chart for operation of grievance system is as follows:**

The following are the steps involved in the operation of Grievance redressal system software.

- Step 1: registration of complaint by stake holder (faculty/staff/student) through user id/employee id
- Step 2: verification of details of complainant and a complaint Id number will be sent to the complainant
- Step 3: Complaint details is sent to GR cell by mail alert
- Step 4: Processing of complaint for grievance resolving and complaint status can be viewed.
- Step 5: Action taken details sent to complainant
- Step 6: Feedback of complainant about satisfied or not
- Step 7: if satisfied, complaint resolved
- Step 8: if not satisfied, details of remarks sent to higher authorities for further resolving

#### **Terms & Conditions:**

1. The intending applicants are requested to contact Smt. Arpita Dutta (Biswas) OR Dr. Hirendra Nath Bhattacharjee at Falakata College.
2. The applicant should quote the rates and amounts tendered in English and both in figures as well as in Words.
3. Once the quotation is accepted, the vendor shall be legally responsible to complete the project maintaining terms and conditions already fixed.
4. The University reserves the right to reject all or some quotations without assigning any reason therefore.
5. The selected vendor/s may be called for their demonstration.
6. The intending applicants are requested to produce their terms & conditions with the same

The quotation should be submitted to the Falakata College.

1. Name of the work/project: **Design and development of online Grievance redressal system software**
2. Last Date and time of submission of quotation January 18, 2024 upto 3:30 p.m..
3. Date of opening of quotation January 19, 2024 at 4:00 p.m.
4. Please call Dr. Hirendra Nath Bhattacharjee at +919434484365 in case of any pre-bid query.