हिन्दी विश्वविद्यालय ꞏ Hindi University

आलो बिल्डिंग: ३७/२ भैरब दत्त लेन, नंदीबागान, साल्किया, हावड़ा, ७१११०६
ALO BUILDING: 37/2 Bhairab Dutta Lane, Nandibagan, Salkia, Howrah, 711106
E-mail: hindiunivwb@gmail.com Website: www.hindiuniv.org.in

Notice Inviting Tender

Ref. No. HU/NIT/Website/24/ 149   **Dated: 15.12.2023**

Sealed quotations are invited from reputed software providers for Design, Development and Annual Maintenance of the Hindi University (Howrah) Website and development of Online Admission, Students' Management software (including fees collection) as per scope of work (given below).

SCOPE OF WORK

Website

- Registration of domain name (mutually decided depending upon availability) and 5GB Hosting space with adequate bandwidth and facilities of 20 institutional email IDs. The provider should also quote for domain name with.ac.in/.edu.in
- Fully Dynamic College Website with a decent template with the normal pages and subpages like Home, About Us, Facilities, Administration, Departments, dynamic notice boards with several categories, and others as demanded by the college
- The website should provide the mandatory forms as required by NAAC (like Contact Us, Grievance Redressal, Anti-Ragging, Anti-Sexual Harassment etc) and each will appear in the admin dashboard.
- There should be options for updating the Departmental Profile pages and faculty profile pages with secured access Control at each level
- Other Custom Requirements

Online Admission

- Online Application forms with various data and checks as decided by the University
- The eligibility criteria will be as per the University Guideline/ Criteria
- One student should be able to register only once
- Online Payment option and instant update of payment
- There should be option for modifying / altering the data for the complete tenure of application
- Dynamic Merit Lists depending upon the availability of seats. The date, time and duration of all merit lists will be decided by the University authorities.
- Real Time Reports like Admission Status (vacancies) for each course/ program including clear division of Unreserved, Caste categories, PH, EWS etc. using Admin Panel. Real time reports during application and payments should also be provided
- The Application, Admission process may be reopened multiple times depending upon the vacancies/ University/ Govt notifications.

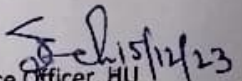## Students Management Software with fees collection

- Students' Master Development for each year/ Semester
- Control of Regular/ Back/ Casual
- Student's Identity
- Semester-wise Break up of Subjects/ Papers
- Bulk upload of data using excel/ csv
- Option for addition/ deletion/ modification of individual students
- Provision for Enter/ upload Students' Marksheet, Certificate, result, project work, scholarship, awards & achievements etc.
- Various Fees Collection Options
- Various fees control options for admission/ form fill up/ character certificate/ others
- Payment Start & Stop, modification Control
- Concession/ Waver/ Fine
- Payment acceptance through both online and offline mode
- Library & Other clearance Options
- Attendance Register/ Admission Register
- Daily/ Monthly/ Yearly/ Date wise/ Student wise/ Streams/ Course wise collection reports with custom sorting options
- Various Other Reports & Queries
- Notice Management based on Semester/ Streams/ All etc.

Last Date of Submission of tender (University Office): 29.12.2023. Timings: 3 PM (Off-line)

Date of opening of tender   : 02.01.2024 Timings: 3.30 PM.

Terms & conditions:

- Bidder should be a reputed provider who has a minimum 05 years' working experience with Higher Educational Institutes.
- Quality Certified (like ISO 9001:2015) bidders are preferred
- Bidders should submit the copies of Trade License, PAN/ GST/ IT Certificates etc.
- Bidders should submit a list of clients
- Bidders are required to quote price both in figure and words along with breakup of price (Major Heads).
- Applicability of GST should be shown separately.
- Validity of quotation should not be less than 90 days.

- The University reserves the right to reject or cancel any or all the tenders without assigning any reason.

Finance Officer, HU 15/12/23