

NOTICE INVITING TENDER

Tender Notice No.: NRC/Tender/794/26

Date: 27-08-2026

Sealed/online tenders are hereby invited from reputed, experienced and eligible **IT Service Providers / Software Development Agencies / Web Development Companies** for the **development, implementation, replacement, integration and maintenance of an Integrated UG & PG Academic, Admission, Registration, Fees Payment, Examination and Website Management System** of Narajole Raj College.

The proposed system shall cover the academic and administrative requirements of the College, including UG and PG programmes, student fees, admission, registration, examination-related activities, faculty information and website management.

The Purchase Committee has considered the requirement for replacement of the existing Students' Fees Payment Software and Website Management System along with associated academic and administrative services.

1. SCOPE OF WORK

A. Students' Fees Payment Management System

The selected agency shall provide a secure and user-friendly fee payment and management system for UG and PG students, including:

1. Online student fee payment facility.
2. Semester-wise/course-wise fee collection.
3. Student-wise fee ledger.
4. Payment acknowledgement/receipt generation.
5. Paid, unpaid and pending fee reports.
6. Transaction monitoring and reconciliation.
7. Administrative dashboard.
8. Download/print facility for payment receipts and reports.
9. Integration with applicable payment gateway(s), wherever required.
10. Technical support for payment-related issues.

B. UG Admission and Student Management

The system shall provide facilities for:

1. UG admission data management.
2. CAP Admission data processing.
3. Admission verification and student database management.
4. Preparation of data required for registration.
5. Course/subject/minor-related student information management.
6. Semester-wise student database.
7. Student profile management.

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8. Generation of admission-related reports.
9. Data export in required formats.

C. PG Admission and PG Controller Module

A dedicated **PG Controller / PG Academic Management Module** shall be provided for management of PG programmes.

The module shall include, as applicable:

1. PG admission management.
2. PG student registration and database management.
3. PG student profile and academic record.
4. PG semester-wise student management.
5. PG fee collection and payment tracking.
6. PG examination/form-fill-up related data management.
7. PG examination-related reports and data preparation.
8. PG registration data preparation.
9. PG student attendance/academic information, where required.
10. PG result/data management, where applicable.
11. Generation of PG-related MIS reports.
12. University/College portal-related data preparation and technical support.
13. PG Controller/Admin login with appropriate access control.
14. Data export and report generation in prescribed formats.

D. Registration Data Management

The system shall facilitate preparation and management of data required for UG and PG registration, including:

1. Student registration data preparation.
2. Data validation.
3. Identification of missing/incomplete information.
4. Correction/update facility for authorized users.
5. Generation of registration-related reports.
6. Export of data in the format prescribed by the concerned University/authority.

E. Faculty Information System

The system shall include a Faculty/Staff Information Management System containing:

1. Faculty/staff profile.
2. Department-wise information.
3. Designation and academic information.
4. Qualification and experience details.
5. Joining/service-related information, where required.
6. Updating facility for authorized administrators.
7. Faculty information reports.



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8. Appropriate access control and data security.

F. College Website Development and Maintenance

The selected agency shall develop/upgrade and maintain the official College website, including:

1. Website development/upgradation.
2. Responsive design for desktop, tablet and mobile.
3. Notice and circular management.
4. Tender and quotation publication.
5. Admission-related information.
6. UG and PG academic information.
7. Department-wise information.
8. Faculty/staff information.
9. Examination-related information.
10. Downloadable forms and documents.
11. Photo/event/document management.
12. Static content management.
13. Website security and backup.
14. Technical maintenance and troubleshooting.

G. Static Content Management

The agency shall provide facilities for authorized College personnel to manage:

- Notices
- Circulars
- Tender Notices
- Admission Notices
- Academic information
- Department information
- Faculty information
- Examination information
- Student-related information
- Downloadable documents
- Other institutional content

H. Examination and Academic Management

The system should provide suitable facilities for UG and PG academic/examination-related activities, including:

1. Semester-wise student data.
2. Examination/form-fill-up data management.
3. Examination-related student lists.
4. Academic reports.
5. Student performance/result-related data management, wherever required.



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6. Generation of reports in suitable formats.
7. Data export and backup.

I. Reports and MIS

The system shall provide customizable reports, including:

1. Student strength reports.
2. Course/semester-wise student reports.
3. Admission reports.
4. Fees collection reports.
5. Pending fees reports.
6. Registration reports.
7. UG and PG reports.
8. Examination-related reports.
9. Faculty/staff reports.
10. Other reports required by the College.

2. USER ACCESS AND SECURITY

The system shall provide role-based login and access control for authorized users, such as:

- Principal
- College Administrator
- Admission Section
- Accounts/Fees Section
- UG Controller/authorized academic personnel
- PG Controller/authorized academic personnel
- Examination Section
- Faculty/Department users
- Website Administrator

The agency shall ensure appropriate authentication, authorization, data security and regular backup.

3. DATA SECURITY AND OWNERSHIP

All student, faculty, staff, financial, admission, academic and institutional data generated or maintained through the system shall remain the property of **Narajole Raj College**.

The selected agency shall:

1. Maintain strict confidentiality.
2. Not disclose or transfer College data to any third party without written permission.
3. Maintain regular backup.
4. Ensure reasonable security against unauthorized access.
5. Provide complete data access/export to the College whenever required.



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4. TECHNICAL SUPPORT AND MAINTENANCE

The selected agency shall provide technical support and maintenance for the approved contract period.

The agency shall attend technical problems reported by the College within a reasonable response time and shall ensure continuity of essential services.

The details of the maintenance period, response time and service-level requirements shall be incorporated in the final Work Order/Agreement.

5. ELIGIBILITY OF THE BIDDER

The bidder should:

1. Be a legally registered IT/Software/Technology service provider.
2. Have adequate experience in software and website development.
3. Have experience in educational institution/academic management systems, preferably.
4. Have adequate technical manpower and infrastructure.
5. Have experience in student management, admission, fee payment, examination or similar systems.
6. Be capable of providing continuous technical support.
7. Comply with all applicable statutory and financial requirements.

6. DOCUMENTS TO BE SUBMITTED

The bidder shall submit self-attested copies of:

1. Certificate of Registration/Incorporation/Trade Licence, as applicable.
2. PAN Card.
3. GST Registration Certificate, if applicable.
4. Details of previous similar works.
5. Work Orders/Completion Certificates, wherever available.
6. Technical Proposal.
7. Financial Bid/Price Quotation.
8. Bank details.
9. Declaration accepting the terms and conditions of the Tender.
10. Details of technical manpower.
11. Any other document required by the College.

7. TECHNICAL PROPOSAL

The Technical Proposal should clearly mention:

- Proposed software architecture/system.
- Modules proposed.



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- UG and PG management facilities.
- Fees Payment System.
- PG Controller Module.
- Admission and Registration Management.
- Examination-related facilities.
- Website development and maintenance.
- Data security and backup system.
- Technical support mechanism.
- Implementation schedule.
- Training to College personnel.
- Maintenance/support period.

8. TENDER SUBMISSION

The interested eligible bidders shall submit their Technical and Financial Bids in the prescribed manner within the stipulated date and time.

Last Date of Submission: 07-09-2026

Date of Opening: 08-09-2026

Time of Opening: 02.30 PM

Place: Office of the Principal, Narajole Raj College.

9. IMPLEMENTATION AND TRAINING

The selected agency shall implement the approved system within the period specified by the College.

The agency shall provide necessary training to authorized College personnel for operating the software, managing the website and generating reports.

10. SELECTION OF SERVICE PROVIDER

The bids may be evaluated considering:

1. Technical capability.
2. Previous experience.
3. Experience in educational institutions.
4. Quality and suitability of proposed software.
5. Scope of services.
6. Data security provisions.
7. Technical support.
8. Financial quotation.
9. Overall suitability for the requirements of the College.

The Purchase Committee/competent authority may call for a presentation or demonstration of the proposed system, if required.

NARAJOLE RAJ COLLEGE



Affiliated to Vidyasagar University
(NAAC Accredited B+ Grade Govt. Aided College)

ESTD - 1966

Narajole ⊕ Paschim Medinipur

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DIST.- PASCHIM MEDINIPUR
PIN CODE- 721211
WEST BENGAL
Email: nrcprincipal@narajolerajcollege.ac.in

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11. GENERAL TERMS AND CONDITIONS

1. The College reserves the right to accept or reject any or all tenders without assigning any reason.
2. Incomplete, conditional or non-responsive bids may be rejected.
3. The bidder shall be responsible for the accuracy of all information submitted.
4. The successful bidder shall execute the work strictly according to the approved specifications.
5. Any additional work outside the approved scope shall require prior written approval of the College.
6. Payment shall be made according to the approved Work Order/Agreement and subject to satisfactory performance.
7. All applicable statutory taxes and deductions shall be made as per prevailing rules.
8. The selected agency shall maintain confidentiality of all College data.
9. The College may inspect/test the system before final acceptance.
10. The agency shall provide adequate backup and data-export facilities.
11. The agency shall comply with applicable College/government procurement and financial rules.
12. The final terms of service, payment schedule, maintenance period and other conditions shall be incorporated in the Work Order/Agreement.

12. RESERVATION OF RIGHTS

The College reserves the right to:

- Modify the scope of work, if required.
- Seek clarification from any bidder.
- Call for demonstration of the proposed system.
- Reject technically unsuitable proposals.
- Cancel the tender process at any stage in accordance with applicable rules.
- Select the bidder considered most suitable by the competent authority.


Principal & Chairman
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