GOVERNMENT OF WEST BENGAL
HALDIA GOVERNMENT COLLEGE
Debhog, Haldia, Purba Medinipur, PIN-721657

MemoNo: 218 /HGC/2021   **Date: 04.10.2021**

Tender Inviting Quotations for Providing Online Fee Collection System and Other Administrative Matters

Sealed quotations are hereby invited for **I. Development of Online Fee Collection Portal II. All other online administrative work** as stated below from the reputed vendors having at least 3 years' of experience for providing such Services as per the specification given below. Quotations for **each** of the items must be submitted separately in two different envelops, the first one marked as **'Technical Bid'** and the second one marked as **'Financial Bid'.** The envelope containing the technical bid will be opened first. The vendors surviving on technical consideration will be considered on financial ground. Normally the vendor eligible on technical ground and quoting the minimum lowest price will be selected. After opening the technical bid, the vendors may be required to submit one online presentation before an expert committee duly constituted for this purpose.

The details of technical specification

 The online fee collection portal is expected to have the following facilities:

A. **Facilities need to be executed**
1. Different types of fees should be collected from students time to time during academic session in online mode. The amount of fees will vary from time to time semester wise and category wise and stream wise.
2. Collected fees should be deposited to assigned bank account through Billdesk payment gateway.
3. In addition, online account management should be provided.
4. SMS sending facility to a group of students for fee submission should be intimated. After successful fee submission, message should be sent to students as well as a printable challan should be generated.
5. Payroll management for the teaching and non-teaching staff should be provided along with Form-16 generation.
6. Development of students friendly apps for the fees payment and receiving college notices.

7. Management of different information of students and teaching staff.
8. Generation of different reports as per requirement based on the information captured
9. Development of a teaching-learning management system
10. Online Examination Form fill up, Generation of Admit Card and Preparation of Award list and Marksheet for Postgraduate section.

B. **Other Requirements:**
   The rate to be quoted must be item wise as described above.

Point wise compliance report to be given in the technical bid and the vendor should be ready to demonstrate them on the date of online presentation to be announced later.

Vendors must have valid trade license, PAN, GST registration.

The vendors can also submit their quotations through College email hgchaldia@gmail.com. In case of online submission of quotations through email the 'Financial Bid' should be submitted in an encrypted file. In case of acceptance of technical bid the vendor must provide the password for opening the file for 'Financial Bid' as per request of the college authority.

Vendors must provide the following information with the quotations:

1. **E-mail id:**

2. **Mobile No:**

Last date for submission of tender quotations (for both offline and online mode) is 24th Oct 2021.

Sd/-
Officer-in-Charge
Haldia Government College