



DISPUR LAW COLLEGE

Dharmananda Das Avenue,
Dispur, Last Gate,
Guwahati-781006.

Invitation for Sealed Quotation

Dispur Law College invites sealed quotations from registered IT firms for maintenance/support on the college website, journal website, and admission portal for Dispur Law College. The selected vendor will be responsible for ensuring the smooth functioning, security, and up-to-date maintenance of these crucial online platforms. The modules required by the college are mentioned below:

Sl.No	DESCRIPTION	MODULE
1.	ADMISSION PORTAL	Module-1: Online Admission • Account-based online apply. • Auto SMS & Email record/view system • Online Payment System • Online re- admission • Auto control of Student/Teachers Activity • Admission Management System Module-2: User Management • Student Management • Students reports (excel format) • Update, edit, delete, add, monitoring system Report downloads: • Course wise excel report • Payment receipt pdf • Student application form, pass certificate & Identity card in pdf • Student Payments list in excel format course-wise. • Course-wise, admission report downloads in excel
2.	COLLEGE WEBSITE	User side: • Can view data. • Download data as specified by college admin Admin update: • Home Page (Dynamic Slider, Navigation Menu, Short Navigation Menu, Notice, Principal Message, urgent alert message, scrollbar, etc.) • Gallery • Departments • Faculty information • College achievement • Governing body • NAAC details and upload of SSR, IQA, AQAR of the college in the NAAC portal • Library Section (Separately in the form of a page) • Quick Links • Academic Calendar • Syllabus • Results (PDF upload) • AISHE Data upload (PDF) • Admission Page • Academic Excellence • College Activity Page Scholarship updates
3.	JOURNAL WEBSITE	E-Journal website: - 'DLC IMAGE: Pratibimba'. FACILITIES- Home Page, Contact Page, Achieve Page, Editorial Board, Each Article will be incorporated as a separate .html page and pdf page to download, Yearly support for metadata creation and uploading of each publication. Editorial drafting of the articles and systematic upload on the website.
4.	HOSTING, DOMAIN, SSL, BACKUP, PROFESSIONAL EMAIL ID, SMS CHARGE	All charges will have to be managed by the vendor and there will be no changes on hosting/domain/SSL/SMS/PROFESSIONAL EMAIL IDs.
5	Maintenance & Support	All charges will have to be managed by the vendor.

Scope of Work:

1. Regular maintenance and updates of the College website, ensuring its functionality and user-friendliness.
2. Continuous monitoring and management of the admission portal to facilitate a seamless application process for prospective students.
3. Maintenance of the journal website, ensuring accessibility and publication of academic content.

General Terms and Conditions:

1. Interested parties must submit their tenders in sealed envelopes marked "Maintenance/Service Tender" to the following address:

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2. The submission date of the sealed quotation is **within one month** from the date of notification.
3. The quotation must be valid for 90 days from the date of opening the quotation.
4. The sealed quotation will be opened in the presence of the committee.
5. The period of the contract must be for 3 years.
6. Dispur Law College reserves the right to accept/reject any or all quotation documents without assigning any reason whatsoever. The college also reserves the right to negotiate terms and conditions with the selected vendor.
7. Local and experienced vendors within Assam will be given preference due to better communication and quick field support.
8. The selected vendor can neither change the design nor the source code and data of the existing projects. Whereas any additional module has to be integrated with the existing module.
9. Hosting and Domain cannot be changed. The existing hosting platform must be used.
10. The vendor has to be reputed and well-experienced in the fields of Online Admission, Website handling, and Journal Publishing.
11. At least 10 live project details should be furnished from a reputed university/college/Pvt. Ltd. Company/Other institutions.
12. Project Certificates/Work Orders from previous clients (at least 03) must be produced/attached.
13. Along with the tender quotation, the firm must attach/submit relevant documents as mentioned in annexure-I

S/D –
Principal
Dispur Law College
Dispur, Last Gate. Guwahati-781006.

Annexure-I

Supporting documents along with sealed tender

Sl.No.	Items	Submitted Yes/No	Page no.
1	Vendor Profile/Details		
2	Offered Quotation		
3	Pan Card*		
4	Aadhar Card*		
5	Bank Details*		
6	GST Registration*		
7	MSME Registration (if)		
8	Trade Licence		
9	Live Project Details (10)		
10	Work Certificate (03)		

*Authorized document of the Firm/Proprietor