



OFFICE OF THE PRINCIPAL
HANDIQUE GIRLS' COLLEGE

Ph.: 0361-2970214 (O)

GUWAHATI - 781001, ASSAM

Dr. Ranjit Sarma, M.Sc., M. Phil, Ph.D.
Principal-cum-Secretary

e-mail : hgcollege75@gmail.com
Website: www.hgcollege.edu.in

Ref. No. :

Date : 01-07-2025

SHORT NOTICE INVITING QUOTATION

No.: **HGC/ESTT/NIQ/2025/273/003**

Sealed quotations in the prescribed format as enclosed herewith with a non refundable court fee stamp of Rs. 8.25 are hereby invited from the reputed registered firms/contractors for development and implementation of a Comprehensive Web Based College Management Information System at Handique Girls' College, Guwahati-01, Assam.

Terms and Conditions:

1. The sealed quotation along with all necessary documents as per the enclosed format is to be deposited at the designated Drop Box at College premises. Quotation not properly sealed will be liable for cancellation.
2. **Last date of submission of the quotation is 7th July, 2025.**
3. **All works mentioned in the Part-2 of the prescribed format must be completed within 01 month form the issuance of the Work Order.**
4. The Sealed quotation must be superscribed with the Quotation Number and addressed to the undersigned with the senders full address.
5. The selected bidder will have to deposit **Earnest Money** of 2 % of accepted value through a **Demand Draft** in favour of "**Principal Cum Secretary, Handique Girls' College**"
6. A **Quotation Fee of Rs. 500/- (Rupees five hundred)** is to be deposited to the bank account of the College, i.e. A/c holder: **Principal Cum Secretary Handique Girls' College**, Bank: **SBI**, Branch: **Guwahati Main**, A/c no.: **30236401321**, IFSC: **SBIN0000078** and the receipt of the same to be submitted along with the quotation.
7. Quotation submitted by the bidder/s shall remain valid for acceptance for a period of 180 days from the date of opening of the quotations.
8. The bidder/s shall not be entitled to revoke or cancel his/their quotation or to vary any of the terms thereof during the said period of validity.
9. The period of liability shall be 12 (Twelve) months reckoned from the date of issue of completion certificate on actual completion of the work.
10. The authority has the reserves the right to cancel partially or at whole without any reason thereto.
11. The taxes as per the rule will be deducted at source from the total bill value.
12. **Security Deposit** will be deducted from the bill as per the norms of Govt. of Assam.

Ranjan

Principal
Handique Girls' College
Guwahati-01, Assam

Memo No.: HGC/ESTT/NIQ/2025/273/003-A, Dated: 01.07.2025

Copy to:

1. Notice board/Website for display.
2. Office file for record.

Ranjan

Principal
Handique Girls' College
Guwahati-01, Assam

Quotation for Development and Implementation of a Comprehensive Web Based College Management Information System at Handique Girls' College, Guwahati

Part 2 of 2

Name of Work	Quoted Amount (In ₹)
1. Student Fee Collection System: <ul style="list-style-type: none"> • Fee structure setup per Semester, Course & Students Category • Head-wise fee configuration • Real-time fee status: Paid, Unpaid, Partial, Concession • Multi mode fee collection: Cash, Card, Cheque, UPI • Online payment gateway integration • Integration with the Finance Module • Auto-generated challans and digital receipts • Comprehensive reporting: daily, collection, defaulters, ledger 	
2. Attendance & Leave Management: <ul style="list-style-type: none"> • Daily attendance capture • Real time Dashboard of present/absent • API integration from Attendance System • Attendance approval management • Leave, Request and approval system workflow with balance tracking online • Casual, Earned, Medical and Compensatory leave types • Leave master management (as per Govt. norms) 	
3. Accounting & Financial Management: <ul style="list-style-type: none"> • Charts of Accounts configuration • Vouchers: Payment, Receipt, Journal, Contra • Bank & Cash Book Management • Fee Accounting integration • Budgeting and expenses tracking • GST Support, ledger and trial balance reports 	
4. File Tracking System: <ul style="list-style-type: none"> • Unique file number generation • Department wise file initiation and forwarding • File movement history and tracking dashboard • Alerts and reminders for pending file approvals • Searchable file logs and reporting • Upload of scanned copies for archival 	
5. Mobile attendance with geo-fencing: <ul style="list-style-type: none"> • Mobile application compatible with Anroid platforms for attendance with a compatible browser based attendance for IOS users • Implementation of geo-fencing to ensue attendance marking only within defined locations. • Dashboard for tracking, managing and reporting attendance data • Ensure the system complies with data privacy and security standards. • Reporting module 	
6. Deployment, Hands-on-Training, Documentation, etc.	
7. Cloud hosting, Domain Name, SSL, etc.	
8. AMC (from the 2nd successive year)	
Total-	
In Rupees	

Signature and Seal of the Firm with date