



सत्यमेव जयते

Govt. of West Bengal

পশ্চিমবঙ্গ সরকার



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বেথুন মহাবিদ্যালয়, ১৮১, বিধান সরণী  
কোলকাতা - ৭০০ ০০৬  
দূরভাষ : ২২৪১-১৭৩১ (PBX)

To/ প্রাপক : Memo No. 296/BC

Date / তারিখ : ০৪.০৫.২০২৬

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
BETHUNE COLLEGE**

181, Bidhan Sarani, Kolkata – 700 006

Website: www.bethunecollege.ac.in | E-mail: principal@bethunecollege.ac.in

**TENDER NOTICE**

**FOR DEVELOPMENT AND ANNUAL MAINTENANCE OF DYNAMIC COLLEGE  
WEBSITE**

Sealed quotations are invited from reputed, experienced, and certified Software Development Companies / Agencies / Firms for the **Development and Annual Maintenance of the Dynamic College Website** of Bethune College, Kolkata, for the academic session 2026–27 (1.4.2026–31.3.2027) subject to renewal on satisfactory performance. Bidders must have demonstrable prior experience in website development and maintenance for Higher Education Institutions.

**1. Scope of Work**

The scope of annual maintenance shall include, but not be limited to, the following services:

- Responsive design for mobile, tablet and desktop/laptop.
- Maintenance of all dynamic web pages including creation, modification, and deletion of pages as per instruction from the college authority.
- Upkeep of dynamic sections including: News & Notices, Tenders, Circulars, Academic Calendar, and Events, with date and time of publication.
- Maintenance of Faculty, Department and Course pages, Research & Publications section, and Photo Gallery / Image Slider.
- Maintenance of NAAC-required pages, reports, and data sections as per current NAAC guidelines.
- Maintenance of user login and role-based access system with customizable permissions for authorized college staff.
- Regular data backup (minimum weekly) and restoration support at both ends; emergency backup as and when required, especially during critical academic periods.
- Uploading of notices, tender documents, circulars, admit cards, and other documents as and when directed by the college authority, within time limits specified by the college.
- Technical assistance and support for college staff in operating the website CMS/admin panel.
- Ensuring mobile responsiveness and cross-browser compatibility of all web pages throughout the maintenance period.
- Security monitoring and prompt rectification of any vulnerability, downtime, or technical fault.

- SSL Certificate renewal and ensuring HTTPS security for the website at all times.

#### Accessibility & Assistive Technology:

- **Assistive & Accessible website** conforming to Indian Government Web Accessibility Guidelines (GIGW) – including proper semantic HTML, keyboard navigation, skip-navigation links, and sufficient colour contrast ratios.
- **Screen-reader software compatibility:** all images must include descriptive alt text, all forms must have proper labels, and all PDF/document uploads must be screen-reader accessible.
- Provision of an **Accessibility Statement page** on the website detailing compliance level, known limitations, and contact mechanism for accessibility feedback.

#### Learning Management System (LMS) Integration:

- Integration of a robust **Learning Management System (LMS)** module (e.g., Moodle-based or equivalent) with the college website, enabling seamless single sign-on (SSO) for authenticated users.
- **Student Portal Login:** Secure, authenticated student portal enabling students to access course materials, assignments, quizzes, and academic resources relevant to their enrolled courses.
- **Teacher Portal Login:** Secure, authenticated teacher portal with role-based dashboard enabling faculty to:
  - Upload and manage **study materials** (PDFs, presentations, videos, links) organized by course and subject.
  - Create, publish, and evaluate **online quizzes** with configurable time limits, question types (MCQ, short answer, etc.), and automatic grading.
  - Publish and manage **assignments** with submission deadlines, file upload facility for students, and grading/feedback tools for teachers.
  - View submitted assignments and provide **online feedback and marks** to individual students.
  - Generate **student performance reports** accessible to the respective teacher.
- LMS admin panel for the college authority to manage courses, enrol users, monitor activity, and generate institutional reports.
- Notifications/alerts to students and teachers (via website dashboard and optionally email) for new uploads, assignment deadlines, quiz availability, and grades.

#### Faculty Activities & Profile Module:

- Dedicated **Teacher Profile Pages** with faculty-editable sections for qualifications, research interests, publications, and contact details.
- A structured module for faculty to record and display **participation in workshops and seminars** – including event name, organizing institution, date(s), and role (participant / organiser).
- Module for documenting **paper presentations at conferences** – capturing paper title, conference name, venue, date, ISBN/ISSN of proceedings, and co-authors.
- Module for recording **Resource Person engagements** including event/programme name, hosting institution, topic, date, and audience type.
- A dedicated, structured module within the Teacher Portal for faculty to record all types of **academic publications**
- Aggregated **Faculty Achievements Dashboard** accessible to the college authority for NAAC/IQAC data compilation and institutional reporting.
- Accessibility features as per Indian Government guidelines.

## 2. Eligibility Criteria

- The bidder must be a registered Limited or Private Limited Company / Partnership Firm / Proprietorship with at least 5 (five) years of experience in website development and maintenance for Higher Education Institutions or Government bodies.
- The bidder must possess a valid Trade License, PAN Card, and GST Registration Certificate.
- The bidder must submit documentary proof of similar work done previously, including at least two work completion certificates from recognized educational institutions or government organizations.
- Bidders with prior experience in **LMS deployment, accessible website design (WCAG compliance), and student/teacher portal development** for higher education institutions shall be given preference.

### 3. Documents Required Along with the Quotation

1. Copy of valid Trade License
2. Copy of PAN Card
3. GST Registration Certificate
4. Credentials / Company profile
5. Proof of previous work experience (work order copies / completion certificates)
6. Quotation on Company letterhead with authorized signature and stamp
7. Details of proposed LMS platform with technical specifications and sample/demo link (if available)
8. WCAG/Accessibility compliance documentation or audit report for previous projects, if available

### 4. Terms and Conditions

- The quoted rate must be inclusive of all applicable taxes, levies, and charges. Rates must be quoted separately for: (a) Annual Maintenance of Server / Domain Renewal, (b) Website Maintenance Services, and (c) **LMS Setup / Integration and Portal Maintenance**.
- The service period shall be one year from the date of awarding the work order, subject to renewal based on satisfactory performance.
- The selected vendor must provide 24x7 support and response during academic emergencies and peak periods. Any complaint / fault must be addressed within 24 hours of being reported.
- All data, content, login credentials, and information pertaining to the college website and its operations shall be treated as strictly confidential and shall not be shared with any third party under any circumstances.
- 100% payment will be released after satisfactory completion of the agreed scope of work for the period, as certified by the competent authority.
- The college's existing website records, data, and content must be preserved and carried forward without loss.
- In the event of a tie in rates, preference will be given to agencies with proven experience with similar institutions.
- The Authority reserves the right to accept or reject any or all quotations, in part or in full, without assigning any reason whatsoever. The tenderer shall have no claim on this account.
- Professional ethics and code of conduct shall be maintained, as per applicable law.
- Any dispute arising out of this tender shall be subject to the jurisdiction of courts in Kolkata.

### 5. Important Dates

Tender Floating Date	08.05.2026
Last Date for Submission of Quotation	18.05.2026, up to 4:00 PM
Tender Opening Date	20.05.2026, at 3:00 PM

### 6. Submission Instructions

Sealed quotations, superscribed "**Quotation for Annual Maintenance of Dynamic College Website – 2026-27**", must be submitted in the College Office, Bethune College, 181 Bidhan Sarani, Kolkata – 700 006.

Office Hours for submission: Monday to Friday: 12:00 Noon to 4:00 PM; Late submissions will not be accepted under any circumstances.

Interested bidders are welcome to attend the tender opening session. For any further queries, please contact the Office of the Principal.

*Handwritten signature and date: 08.05.2026*

Principal  
Bethune College  
181, Bidhan Sarani, Kolkata – 700 006  
Principal  
Bethune College, Kolkata  
Govt. of West Bengal